

Shotgate Parish Council



Chairman: Keith Allen

Vice Chairman: Peter Vickers

MINUTES OF THE MEETING OF SHOTGATE PARISH COUNCIL HELD AT SHOTGATE BAPTIST CHURCH HALL, BRUCE GROVE, SHOTGATE ON TUESDAY 9TH MAY, 2017 AT 7.30 P.M.

PRESENT:

Councillors: K. Allen, G. Fanthorpe, M. McClenaghan, P. Vickers and J. Woolf

ALSO PRESENT:

Shotgate Parish Clerk – Georgina Bassett

Cllr. M. Buckley, Cllr. T. Ball – Essex County Councillors

Mr. T. Hammond – Essex Transport Representative (Parish Council)

One member of the public

77/17 ELECTION OF THE CHAIRMAN:

- (i) It was proposed by Cllr. Fanthorpe and seconded by Cllr. Woolf to elect Cllr. Allen as Chairman to the Parish Council – **agreed.**
- (ii) The Chairman signed acceptance of office.

78/17 ELECTION OF THE VICE-CHAIRMAN:

It was proposed by Cllr. Vickers and seconded by Cllr. Fanthorpe to elect Cllr. Vickers as Vice-Chairman to the Parish Council – **agreed.**

79/17 APOLOGIES FOR ABSENCE:

Apologies for absence received from Cllr. D. Harrison, Cllr. M. Biddle and Basildon Borough Cllr. C. Morris.

80/17 MINUTES OF PREVIOUS MEETING:

The minutes of the Extraordinary Meeting on Wednesday 26th April 2017 were received and approved as an accurate record. Proposed by Cllr. Vickers and seconded by Cllr. Fanthorpe – **agreed.**

81/17 DECLARATIONS OF MEMBERS' INTERESTS:

- (i) No declarations of interest received by members on any agenda items.
- (ii) Members noted to update any changes in declarations of interest to be completed and returned to the Clerk/RFO for online updating throughout the year.

82/17 DATES AND TIMES FOR PARISH COUNCIL MEETINGS FOR 2018:

The dates for the 2018 Parish Council meetings and Annual Parish Meeting were considered. It was proposed by Cllr. Fanthorpe and seconded by Cllr. McClenaghan to accept these – **agreed.**

83/17 RECEIVE NOMINATIONS TO EXISTING COMMITTEES/REPRESENTATIVES/WORKING PARTIES:

It was noted that all councillors whether or not appointed to committees and the Clerk/RFO to be invited to attend all committees and working party meetings, only exception for councillors will be not to attend any part of the private session of a Personnel Committee Meeting.

- (i) It was proposed by Cllr. Vickers and seconded by Cllr. Allen that all Parish Councillors are on the Finance Committee – **agreed.**
- (ii) It was proposed by Cllr. Allen and seconded by Cllr. Vickers for Cllr. Allen, Cllr. Fanthorpe and Cllr. Woolf to continue on the Personnel Committee and for Cllr. Fanthorpe to continue as Chairman – **agreed.**
- (iii) It was proposed by Cllr. Fanthorpe and seconded by Cllr. Vickers not to have a Planning Committee - **agreed.**
- (iv) Other committees were considered and it was **agreed** at the moment not to have any additional.

Working Parties:

The following three working parties were reviewed:

- (v) ECC Community Pay Back Working Party. It was proposed by Cllr. Fanthorpe and seconded by Cllr. Woolf that the three main members on the working party are Cllr. Vickers, Cllr. Woolf and Cllr. Biddle - **agreed.**
- (vi) Proposed by Cllr. Vickers and seconded by Cllr. Woolf to incorporate the Recreational Facilities Working Party with ECC Payback – **agreed.**
- (vii) Proposed by Cllr. Vickers and seconded by Cllr. McClenaghan not to have a Communications Working Party – **agreed.**

Representatives:

Representatives to attend on behalf of the Parish Council were considered for the following:

- (viii) The representative to attend for the Essex County Council – Parish Transport Meetings was considered. The Parish Council thanked Mr. T. Hammond for attending in this last year and it was proposed by Cllr. Allen and Cllr. Vickers to request him to continue as the representative – **agreed.** Mr. Hammond accepted.
- (ix) It was proposed by Cllr. Allen and seconded by Cllr. Vickers for Cllr. Allen to continue to represent the Parish Council at the Association of Basildon Local Council meetings and the Liaison Meetings with Basildon – **agreed.**

Additional Committees or Working Parties:

- (x) To consider and agree any additional committees with a minimum of 3 councillors on (as in 83/17 (iv) above.)
- (xi) Members considered for any additional working parties. It was proposed by Cllr. Vickers and seconded by Cllr. McClenaghan not to have any additional working parties – **agreed.**

Members were reminded that recommendations from Working Parties are to be received in writing to the Full Council prior to the meeting and for this to be a specific item on the agenda, to enable fully informed decisions by the Council.

84/17 REVIEW TERMS OF REFERENCE:

It was noted that the terms of reference for the Personnel Committee and the Finance and General Purposes Committee were initially reviewed at the January and then March meeting with recommendation for no change – **agreed.**

Cllr. Fanthorpe confirmed he had met with the Chief Executive of EALC who had verbally given him advice for the Parish Council in relation to Personnel structure for meetings. It was noted that this information had not been received in writing by the Full Council and the Clerk on behalf of the Parish Council would contact EALC for a written response.

85/17 ANNUAL RETURN FOR THE YEAR ENDED 31 MARCH 2017:

The following were reviewed in accordance with the requirements of the Accounts and Audit Regulations 2015.

- (i) It was noted that the Parish Council reviewed for the effectiveness of the system of internal control at the meeting of 13th December 2016 minute no. 88/16.
- (ii) The Parish Council reviewed Section 1 – Annual governance statement 2016/17. It was proposed by Cllr. Vickers and seconded by Cllr. Fanthorpe to agree and

- complete this section for signature – **agreed**.
- (iii) The Parish Council reviewed Section 2 – Accounting statements 2016/17. It was proposed by Cllr. Vickers and seconded by Cllr. Fanthorpe to agree this section and for relevant signature – **agreed**.
 - (iv) All additional relevant documentation was reviewed and returned signed where applicable with the Annual Return and it was agreed for an increase of 5% to the assets register. The Clerk to reaffirm that the replacement costings for the bus shelters would be sufficient and if not to report these findings to the Parish Council. It was proposed by Cllr. Fanthorpe and seconded by Cllr. Vickers – **agreed**.
 - (v) The date of notice for inspection of accounting records for the financial year for 5th June to 14th July, 2017 was considered. It was proposed by Cllr. Allen and seconded by Cllr. Fanthorpe for this to be the notice date – **agreed**.
 - (vi) It was noted that in line with the above, the internal auditor will complete the audit and Annual Return documentation.
It was proposed by Cllr. Allen and seconded by Cllr. Vickers for a request for arrangements to be made to meet with the internal auditor after the completion of the audit and Annual Return documentation – **agreed**.

86/17 FINANCE:

Payment of the following was considered:

Clerk/Responsible Financial Officer May 2017 salary/expenses	£826.97
SLCC ½ subscription to Ramsden Crays Parish Council	£ 78.50
Mrs. Joanne Ride (Charity Event) (agreed as at mins. 14.03.17 48/17(iv))	£100.00
That Essex Printer (newsletter printing and distribution)	£195.00
Shotgate Baptist Church – use of facilities	£120.00
Cllr. P. Vickers – ECC Payback	£ 19.29

It was proposed by Cllr. Vickers and seconded by Cllr. Fanthorpe to make payment of the items and confirms the reconciliation of the bank details - **agreed**.

Signatories:

- (i) It was proposed by Cllr. Allen and seconded by Cllr. McClenaghan for the approval of Cllr. Biddle and Cllr. Woolf to be added to the signatories for Barclays Bank account and to complete and sign the relevant documentation - **agreed**.
- (ii) **Bank Details:**
Barclays Bank account at £36,546.33 (including precept and LCTS Grant) and Co-operative bank account figures of £1,888.12 finalised with the bank statement up to 30th April, 2017.

87/17 PUBLIC TO BE HEARD:

Concern regarding damage in the park from broken bottles, bins set fire, dog bins emptied in the area etc. Clerk to follow this up with ECC/Basildon Borough Council.

Cllr. Allen proposed and it was **agreed** by members to change the order of the next agenda item.

88/17 BOROUGH/COUNTY COUNCILLORS' REPORTS – ECC HIGHWAYS/BASILDON ISSUES:

Reports issued raised with County and Borough Council/Councillors and if any action has been resolved for consideration:

Cllr. T. Ball – Essex County Councillor – newly elected.

Cllr. M. Buckley – Essex County Councillor, re-elected. Changes as a result of the election will be available to the council in the future.

- (i) It was noted that the damaged barrier and post have yet to be replaced at Bruce Grove.
- (ii) The repair/replacement to the damaged Meadow View sign in Shotgate Park is yet to be resolved.

- (iii) The goal post in Shotgate Park has been straightened and repainted.
- (iv) Issue of a raised kerb stone at the edge of the pavement in front of the shops has been raised with Highways and as yet to be addressed.

89/17 PLANNING APPLICATIONS:

Applications:

Application No: 17/00343/NMABAS. To establish whether minor fenestration alterations and material finishes to both plots 1 and 2 can be considered as non-material amendments to 16/01694/FULL.

Location: 8 Fanton Walk, Shotgate, Wickford, Essex.

No objection by the Parish Council.

Decided:

Application No: 17/00126/FULL. Proposed single storey rear extension with a pitched roof and alterations to elevations.

Location: 80 Fourth Avenue, Shotgate, Wickford, Essex. **Granted.**

Application No: 17/00196/FULL. Change of use to Class B2, MOT testing bay.

Location: 6 Oban Court, Hurricane Way. **Granted.**

90/17 PENSION:

- (i) It was confirmed that the employee of the Council has accepted the offer to join the Parish Council's Pension Scheme with Aviva.
- (ii) The employee has requested to contribute 2.5% to the scheme – **agreed.**
- (iii) It was proposed by Cllr. Fanthorpe and seconded by Cllr. Allen that the Personnel Committee be appointed to take responsibility for the provision of the Council's Pension Scheme - **agreed.**
- (iv) It was **agreed** that the Clerk as Proper Officer to the Council write to the Pension Provider to inform them of points (a), (b) and (c) (The Proper Officer should include the set of minutes as proof of the resolution):
 - (a) The Responsible Body is the Parish Council.
 - (b) The key contact will be the Personnel Committee Chairman.
 - (c) That the signatories for the Pension Scheme at this time be Cllr. Fanthorpe, Cllr. Allen and Cllr. Woolf – **agreed.**

It was proposed by Cllr. Fanthorpe and seconded by Cllr. Allen that (iv) and (a), (b) and (c) above are accepted – **agreed.**

It was proposed by Cllr. Fanthorpe and seconded by Cllr. McClenaghan for it to be noted that in accordance with the above, the pension issues are now back in line – **agreed.**

It was **agreed** that if and when these are required for change, a copy of the minutes appointing the new signatories will be forwarded to the Pension provider with the required Pension Company's documents.

- (v) It was noted from advice via EALC that the original copies of all documentation, including the three signed signatories information relating to the pension are to be retained by the Council, (and this would be the Proper Officer (the Clerk)). Copies may be retained by the key contact – the Personnel Committee.

- (vi) Cllr. McClenaghan after review of the information and terms of reference of the payroll provider at £8.95 a month, requested the Clerk to advise the Council if in her opinion it complied with the requirements for this Parish Council, which was confirmed. Cllr. McClenaghan then proposed and it was seconded by Cllr. Vickers for the Parish Council to appoint Eagle Pay as the payroll provider for the administration of the payroll, including HMRC and the pension scheme at £8.95 a month – **agreed**.
- (vii) Cllr. Fanthorpe confirmed that the Parish Council has to date complied with the pensions regulator and that the Responsible Body is the Parish Council and confirmed the key contact will be the payroll provider.
- (viii) It was noted the Proper Officer (the Clerk) retain original documents on behalf of the Parish Council in relation to the payroll and the pensions regulator/HMRC information via the payroll provider.

91/17 NOTICE BOARD – DAMAGE:

The quotation from the original supplier to replace damaged polycarbonate glazing on both panels was considered. It was proposed by Cllr. Vickers and seconded by Cllr. Allen to accept the quotation of Greenbarnes Ltd of £111.41 – **agreed**. The Clerk and Cllr. Vickers will review the risk assessment prior to installation and Cllr. Vickers will confirm expiry date of his permitted certificate for low risk maintenance for the Parish Council.

92/17 POLICIES/PROJECTS:

It was noted that the three drafted policies should be ready for adopting at the June Meeting:

- (a) Equality Policy to review for adopting to combine with the Equality Act 2010 for Disability Discrimination Act 1995 and 2005 along with the Race Relations Act 2000 and the Duty to Promote Race Equality 2002.
- (b) Bullying and harassment, dignity at work policy.
- (c) Equal Opportunities Policy.

93/17 SURGERIES:

The Parish Council was informed that the insurance company is reviewing details for the risk assessment and this information should be available by the next meeting; issues for consideration to include:

- (i) Qualified First Aider (certified to be on the premises) and Hygiene certificate – kitchen.
- (ii) Date(s) times of Surgeries.
- (iii) Risk Assessment Policy.

94/17 DIARY OF EVENTS:

No items of future events/meetings requested for diarising.

95/17 PLANTING OF THE CHRISTMAS TREE:

No updates for quotations, suppliers received from councillors on the above. It was proposed by Cllr. Vickers and seconded by Cllr. Woolf to remove this item from future agendas - **agreed**.

96/17 REPORT OF COMMITTEES - WORKING PARTY MEETINGS – EXTERNAL MEETINGS:

- (i) Members noted reports circulated on Committees, Working Party Meetings, External Meetings or representatives attending meetings on behalf of the Parish Council prior to meeting.

- (ii) The opportunity for Councillors/representatives to give verbal reports only on any reports not yet circulated.

Members noted no decisions to be made on reports under this item.

97/17 UPDATES – CLERK/RESPONSIBLE FINANCIAL OFFICER:

Members noted updates/information circulated prior to the meeting.

98/17 TO RECEIVE ANY INFORMATION FOR ABLC INFORMATION EXCHANGE/NOTE GENERAL CORRESPONDENCE:

No agenda items for ABLC representative. Cllr. Allen confirmed the next ABLC meeting will be next week.

99/17 DATE OF NEXT MEETING:

The next meeting of Shotgate Parish Council will be on Tuesday 13th June, 2017 at Shotgate Baptist Church Hall, Bruce Grove, Shotgate at 7.30 p.m.

Meeting ended at 9.10 p.m.

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Chairman

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