



SHOTGATE PARISH COUNCIL

MINUTES of the Meeting held on Tuesday 20th February 2018 @ 7.30pm at Shotgate Baptist Church Hall, Bruce Grove, Shotgate.

£ = Expenditure decision 🔥 = A resolution made

Cllr. M. Biddle - Chairman	Cllr. G. Fanthorpe	Cllr. C. Burton
Cllr. P. Vickers – Vice Chairman	Cllr. M. McClenaghan (arrived late)	
Cllr.D. Harrison (arrived late)	Cllr. J. Woolf	Acting Clerk - Karen Kuderovitch

It was noted that Councillors had differing versions of the Agenda. It was resolved to follow the version dated 12th February 2018, but allowing Councillors to point out to the Clerk any additional items.

30/18.	<p>Vacancy – Co-option to Parish Council</p> <p>The Clerk enquired if there was a Co-option Policy and Councillors responded they did not believe there was. The Clerk confirmed co-option could still take place. Mr. Clive Burton had previously sent in an application and presented himself to Council to accept any questions. After discussion, <i>it was resolved</i> unanimously, to co-opt Mr Burton. Clerk to prepare relevant paperwork/signing of the Declaration of Office for the March 18th meeting.</p>
31/18.	<p>Apologies for Absence</p> <p>Cllr. C. Morris, Cllr.P. Holliman, Cllr. M. Mowe (all Basildon Borough Council)</p>
32/18.	<p>Minutes/Public Forum 🔥</p> <p>The Clerk advised that the Public Session could be moved to the beginning of the agenda, which allowed people present to leave after their points had been made. The Chairman moved agenda item 37/18.</p> <p>The Minutes of the Parish Council Meeting of 10th October 2017 were agreed and signed by the Chairman (with 2 amendments).</p> <p>The Minutes of the Parish Council Meeting of 14th November were reviewed with the following recommendation from the Clerk: Any business pertaining to staffing should be recorded under a confidential section and this was agreed unanimously. Clerk to make the agreed amendments to these Minutes.</p> <p>The Minutes of the Extraordinary Meeting on 7th February 2018 were reviewed. The Clerk recommended that the confidential matters be separated from the Minutes as a separate attachment and this was unanimously agreed. Clerk to make the agreed amendments to these Minutes.</p> <p>Declaration of Interests</p> <p>Cllr.</p> <p>All Members were reminded that they must disclose any interests they know they have in items of business on the meeting's agenda and that they must do so at this point on the agenda or as soon as they become aware of the interest. They are also obliged to notify the Monitoring Officer of the interest within 28 days of the meeting, if they have not</p>



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	previously notified her about it. The Chairman offered members the opportunity to declare any interests and note them.																				
33/18.	<p>Declarations of Member's Interests Cllr. P. Vickers declared an interest in Planning Item 17/01695/FUL.</p>																				
34/18.	<p>Finance </p> <p>Council noted the following payments that had been made:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <tr><td>Clerk/RFO Salary/expenses December 2017</td><td style="text-align: right;">£840.26</td></tr> <tr><td>HM Revenue & Customs Oct – Dec 2017 Tax/NI</td><td style="text-align: right;">£347.52</td></tr> <tr><td>Clerk/RFO Salary/expenses January 2018</td><td style="text-align: right;">£810.47</td></tr> <tr><td>Secure Box Services Ltd</td><td style="text-align: right;">£21.60</td></tr> <tr><td>Eagle Pay</td><td style="text-align: right;">£24.00</td></tr> <tr><td>TOTAL</td><td style="text-align: right;">£2,043.85</td></tr> </table> <p><i>It was resolved</i> to make the following payments:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <tr><td>Clerk/RFO Salary/expenses February 2018</td><td style="text-align: right;">£884.26</td></tr> <tr><td>Basildon Borough Council – Project payment for Bawdsey Path & Shotgate Recreation Ground (part funded by £13,550 - Community Initiatives Fund @ Essex County Council).</td><td style="text-align: right;">£17,791.08</td></tr> <tr><td>Shotgate Baptist Church – Hall Hire November 2017 – January 2018</td><td style="text-align: right;">£24.00</td></tr> <tr><td>TOTAL</td><td style="text-align: right;">£18,699.34</td></tr> </table> <p><i>It was resolved</i> unanimously to defer items (i) – (viii) giving time for the Clerk to review. The Chairman signed the bank statement of the Barclays Bank Account being £37,338.30.</p> <p>Subject to verified documents received for payments, to reconcile the bank statements:</p> <ul style="list-style-type: none"> (i) Barclays Bank Account - £37,883.30 – 30th January, 2018. £45.00 employer administration direct debit payments November, December, January and February - Aviva (including the employer monthly pension direct debit payments for verification – documents relating to payment in 07/18 below). (ii) Co-operative Bank Account - £1,888.12 – 29th December, 2017. (iii) Further to communication between the RFO and Barclays Bank and advice from the auditor and payroll supplier, consideration of viability and charges for BACS – direct debit monthly payment for Clerk/RFO and HMRC. (iv) Removal of signatories on bank mandate. (v) To propose and second two councillors as additional signatories for Barclays bank account. (vi) Subject to (iv) above, sign bank mandate forms and two councillors to further complete and liaise with Barclays bank. (vii) Review signatories with Co-operative bank for removal/addition of two 	Clerk/RFO Salary/expenses December 2017	£840.26	HM Revenue & Customs Oct – Dec 2017 Tax/NI	£347.52	Clerk/RFO Salary/expenses January 2018	£810.47	Secure Box Services Ltd	£21.60	Eagle Pay	£24.00	TOTAL	£2,043.85	Clerk/RFO Salary/expenses February 2018	£884.26	Basildon Borough Council – Project payment for Bawdsey Path & Shotgate Recreation Ground (part funded by £13,550 - Community Initiatives Fund @ Essex County Council).	£17,791.08	Shotgate Baptist Church – Hall Hire November 2017 – January 2018	£24.00	TOTAL	£18,699.34
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	signatories.
	(viii) To note that future invoices will be received direct from Stock Bureau Limited
35/18.	Pensions Act 2008 – Pension Contribution 🍷 The Clerk advised this should be discussed under a confidential section at the end of the meeting and it was resolved unanimously.
36/18.	ECC Payback 🍷 Cllr. Woolfe offered to make contact with the team to discuss future arrangement and it was resolved for Cllr. Woolfe to proceed.
37/18.	Public Session. 🍷 This agenda item was moved to item 32/18 by resolution.
38/18.	Borough Councillor’s Report- ECC Highways/Basildon issues The recent cut in bus services was discussed with input from a member of the public. Further information to be sought.
39/18.	Precept/Budget 2018/19 🍷 The Clerk to confirm the Precept figure for 18/19 with the Finance Dept. @ BBC. It was resolved that the Acting Clerk view the Finance records and report at the March meeting.
40/18.	Insurance 🍷 It was resolved that Clerk to make investigations with Came & Company (recommended via the EALC) and obtain a quote for future consideration before June 2018.
41/18.	Association of Basildon Local Councils 🍷 It was resolved unanimously to appoint Cllr. M. Biddle & Cllr. P. Vickers to be the representatives.
42/18.	Application No: 18/00032/FULL. Enlargement of existing loft conversion comprising a hip to gable end together with an enlargement of the existing dormers. Location: 73 Bruce Grove, Shotgate, Wickford, Essex. Application No: 18/00066/FULL. Proposed single and two storey rear extension. Location: 12 Meadowland Road, Shotgate, Wickford, Essex. The Clerk enquired as to the Planning process used by the Parish Council to comment on applications and advised local knowledge was important. With the abolishment of paper plans being sent by BBC the Clerk to prepare procedures to follow for Planning and suggested consideration be given to appointing two planning representatives to undertake the local enquiries and bring recommendations back to Council. Clerk also suggested the Planning decisions be recorded as a separate document to reduce the Minutes. March agenda. To note: Application No: 17/01530/FULL. Loft conversion with velux escape windows, velux balcony windows and sun tunnels to create an additional flat. Location: Bakers Court, Hodgson Way, Shotgate, Wickford, Essex. Application No: 17/01690/FULL. Demolition of detached garage and construction of a new front porch and single storey rear extension. Location: 31 Longfield Road, Shotgate, Wickford, Essex.



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Application No: 17/01695/FULL. Loft conversion incorporating a hip to gable roof alteration with a rear box dormer and roof lights to the front.

Location: 51 Lucerne Walk, Shotgate, Wickford, Essex.

Application No: 17/01744/FULL. Demolition of existing single storey extension and construction of proposed single storey rear extension.

Location: 45 Blake Hall Drive, Shotgate, Wickford, Essex.

Applications determined:

Application No: 17/01443/FULL. Retention of rear box dormer.

Location: 57 Blake Hall Drive, Shotgate, Wickford, Essex. **Refused.**

Application No: 17/01554/LDC. To establish the lawfulness of a proposed 3 metre deep two storey rear extension.

Location: 39 Woodberry Road, Shotgate, Wickford, Essex. **Refused.**

Application No: 17/01418/FULL. Proposed front dormer and a single storey rear extension.

Location: 19 Longfield Close, Shotgate, Wickford, Essex. **Granted.**

Application No: 17/01424/LDC. To establish the lawfulness of a proposed loft conversion incorporating a rear box dormer and roof light windows to the front.

Location: 25 Crouchview Close, Shotgate, Wickford, Essex. **Granted.**

Application No: 17/01557/FULL. Construct detached outbuilding for use as an indoor pool in the rear garden. **Location:** 35 Fifth Avenue, Shotgate, Wickford, Essex. **Granted.**

Application No: 17/01690/FULL. Demolition of detached garage and construction of a new front porch and single storey rear extension.

Location: 31 Longfield Road, Shotgate, Wickford, Essex. **Granted.**

Consultation:

Mid and South Essex Sustainability and Transformation Partnership (STP).

by 9th March, 2018 – www.nhsmidandsouthessex.co.uk on:

- (i) The overall plan for health and care in mid and south Essex.
- (ii) Proposals for hospital services in Southend, Chelmsford, Braintree and Basildon.
- (iii) Proposals to transfer services from Orsett Hospital to new centres in Thurrock, Basildon, Billericay and Brentwood.

Responses to www.surveygizmo.eu/s3/90059489/NHS-Mid-and-South-Essex-STP

Review:

Adoption of Waste Local Plan – Essex County Council (ECC) and Southend-on-Sea Borough Council (SBC) have adopted their joint prepared Waste Local Plan – adopted plan on 11th July, 2017 ECC and 19th October, 2017 SBC.

Sustainability Appraisal Adoption Statement.

All the above can be reviewed online at www.essex.gov.uk/WLP This is for notification of adoption and not a further stage of consultation. Any aggrieved issues can be made by application to the High Court under Section 113 of the Planning and Compulsory Purchase Act 2004.



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	<p>Chelmsford City Council Local Plan Consultations – response by 14th March, 2018. http://www.chelmsford.gov.uk/planningpolicyconsult</p> <p>(i) Pre-submission Local Plan Consultation document. (ii) Sustainability Appraisal. Habitats Regulations Assessment</p> <p>Consultation: Public consultation on A127/A130 Fairglen Interchange Improvement Scheme. Responses by 20th March, 2018. Online fairglen.interchange@jacobs.com or download paper questionnaire from www.essex.gov.uk/fairglen. Councillors to review and bring comments to March meeting.</p>
43/18.	<p>ANNUAL RETURN FOR THE YEAR ENDING 31ST MARCH 2017 🍊</p> <p>Following recommendations from the Internal Auditor’s Report, to note any Personnel Committee Meeting’s recommendations under:</p> <p>(i), (ii), (iii), (iv) It was resolved unanimously to move these items to a confidential section at the end of the meeting. It was resolved unanimously for the Clerk to have sight of the most recent Internal Auditor Report and the Clerk recommended a change of Internal Auditor every 2 years. Clerk to seek alternatives, and report at the March meeting. It was resolved to defer items (v) a – e (vi) & (vii).</p> <p>(v) To note and review recommendations from the Internal Auditor on: (a) Officer double check all stubs signed post meeting by two signatories. (b) Risk Assessment overall (after Auditor’s Report thoroughly reviewed). (c) Appointment every 5th year of professional firm to conduct the Risk Assessment. (d) Review monthly PAYE and NI payments (currently three monthly). (e) Attempt to obtain three quotes, minute decision and review of quotes.</p> <p>(vi) Consideration to re-appoint the current internal auditor for the year ending 31st March, 2018. (vii) Review of notification of external auditor – Smaller Authorities Audit Appointments Ltd.</p>
44/18.	<p>FINANCIAL REGULATIONS – STANDING ORDERS 🍊</p> <p>It was resolved unanimously to defer the following items allowing the Clerk time to review: To note any update on advice from a recent enquiry to the Internal Auditor and review further:</p> <p>(i) The Financial Regulations in relation to risk assessment – control of financial procedures and consider any received requests for amendments. (ii) The Standing Orders. (iii) Review of effectiveness of control and procedures – finances – including monthly bank reconciliations - documentation, precept, budget – risk assessment.</p>
45/18.	<p>POLICIES 🍊</p> <p>It was resolved unanimously to defer the following items allowing the Clerk time to review. Consideration of other policies in line with the financial controls and regulations.</p> <p>(i) Freedom of Information Act – Publication Scheme. (ii) Complaints against the Parish Council (iii) Openness and Transparency Policy. (iv) Publication Policy. (v) Health and Safety Policy – meetings etc. (vi) Health and Safety General. (vii) Press Policy. (viii) Risk Assessment – Clerk’s Home.</p>



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	<ul style="list-style-type: none"> (ix) Risk Assessment – Anti- graffiti kit. (x) Chairmanship. (xi) Consideration overview of retention of documents – UK Data Protection Requirements – changes in legislation to review, effective May 2018. Consider advice from EALC/NALC for appointment of Data Protection Officer. (xii) Any other procedures – policies.
46/18.	<p>PROJECTS 🍷</p> <p>(i) & (ii) It was agreed that the project works had been completed satisfactorily on the Bawdsey and Shotgate Park projects as part of the. Clerk to apply for £13,550.00 being the ECC CIF funding to be finalised prior to 31st March 2018. It was resolved unanimously to release the payment of £17,791.08 to Basildon Borough Council.</p> <p>(iii) The Parish Council to review a suitable project to consider applying to The Essex Crowd funding. It was resolved unanimously to defer.</p> <p>(iv) The Parish Council to consider eligibility and a project to apply for The Supporting Communities Fund – EALC. It was resolved unanimously to defer.</p> <p>(v) Recommendations received in advance of the Parish Council Meeting to be considered for projects including costings from the Working Party including the purchase and installation of a defibrillator. It was resolved unanimously to defer.</p> <p>(vi) It was resolved unanimously to defer items (vi) a-c:</p> <p>Surgeries:</p> <ul style="list-style-type: none"> (a) To consider surgeries and if agreed, suitable dates and times for residents' availability and concur with the Baptist Church for dates and costings. (b) To note the current Parish Council insurance company has no issue with Council surgeries, provided risk assessments are adhered at these sessions. (c) Subject to the resolution of the above, the Parish Council to review and agree Risk Assessment Policy to assist with Surgeries. <p>(vii) It was resolved unanimously for Cllr. Vickers to make enquiries with BCC and report back at the March meeting with associated costs.</p> <p>Provision of a table tennis table was discussed – March agenda.</p>
47/18.	<p>NEWSLETTER 🍷</p> <p>It was resolved unanimously for Cllr. Woolf to gather in suggestions for Newsletter content from Councillors and send to the Clerk to prepare a draft Newsletter for the March meeting. Local businesses to be approached for sponsorship of the Newsletter. Cllr. Harrison to provide the Clerk with a printing company with competitive rates. It was hoped to produce a Spring edition to be sent to all Parishioners.</p>
48/18.	<p>CONSIDERATION FOR DATES AND VENUE FOR 2018 MEETINGS 🍷</p> <p>The Clerk advised the Annual Parish Meeting would be more effective being held on a separate date and longer than 30 mins. It was resolved unanimously to hold the Annual Parish Meeting on Tuesday 15th May 2018 & to keep the current schedule. Clerk to make contact with the Baptist Church Hall booking secretary to ask for all the dates to be booked in.</p>



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49/18.	REPORT OF COMMITTEES - WORKING PARTY MEETINGS – EXTERNAL MEETINGS A member of the public requested attendance at a working party.
50/18.	UPDATES – CLERK/RESPONSIBLE FINANCIAL OFFICER 🍷 The Clerk suggested a future agenda item at the end of the meeting giving the Clerk & Councillors the opportunity to raise any business not already discussed. <i>It was resolved</i> unanimously to do this in the future. The Clerk suggested a new web site be created and would seek a quote for March agenda.
51/18.	DATE OF NEXT MEETING The next meeting of Shotgate Parish Council will be on Tuesday 13 th March, 2018 at Shotgate Baptist Church Hall, Bruce Grove, Shotgate at 7.30 p.m.
52/18.	CONFIDENTIAL SECTION. 🍷 The Chairman asked for a vote to exclude the Press & Public for this section and this was agreed unanimously. Council discussed items highlighted as confidential at previous agenda items.

This section of the meeting closed at 9.50pm. The confidential section closed at 10.20pm

Karen Kuderovitch, Acting Clerk