

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 13th SEPTEMBER, 2016 AT 7.30 P.M.

PRESENT:

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

ALSO PRESENT:

Shotgate Parish Clerk – Georgina Bassett
Cllr. P. Holliman – Basildon Borough Council
Cllr. M. Buckley
Cllr. C. Morris
Three members of the Public

27/16 APOLOGIES FOR ABSENCE:

Apologies for absence received from Cllr. D. Harrison these were accepted.

28/16 MINUTES OF PREVIOUS MEETINGS:

The minutes of the Meeting of Shotgate Parish Council of Tuesday 5th July, 2016 were received. It was proposed by Cllr. Fanthorpe and seconded by Cllr. Woolf to accept as an accurate record – **agreed**.

29/16 DECLARATIONS OF MEMBERS' INTERESTS:

No declarations of interest received by members on any agenda items were received.

30/16 PUBLIC TO BE HEARD - 20 MINUTES MAXIMUM:

Resident regarding an event for ECC Branch of fibromyalgia – colour run in Shotgate Park requested the support of the Parish Council as in item 35/16. Permission to hold the event – liaising with Basildon Borough Council. It was proposed by Cllr. Woolf and seconded by Cllr. Vickers to support this in liaison with the Parish Council and Basildon Borough Council and the Clerk will confirm the situation with regard to insurance and other issues – **agreed**.

31/16 FINANCE:

- (i) The July and August bank statements were reviewed.
- (ii) The payments of the following were considered:
 - Clerk/Responsible Financial Officer September 2016 salary/expenses - £761.71
- (iii) Post Office Ltd. Tax and N.I. payments July – September 2016 - £709.52
- (iv) Rural Community County of Essex Annual Membership Renewal £96.00
It was **agreed** not to renew the CPRE subscription. Cllr. Vickers proposed and Cllr. Woolf seconded.
- (v) Chelmsford City Council (name badges) - £52.80.
- (vi) DWD Hand Bookbinders Ltd - £89.00.

(vii) P. Vickers – ECC Community Pay Back - £32.45. P. Vickers – ECC
Community Pay Back - £25.18.

(viii) ABLC Subscription 2016 - £20.00
Proposed by Cllr. Fanthorpe and seconded by Cllr. Biddle to pay the above – **agreed**.

Payments made during July and August were noted:
HM Revenue & Customs – £247.08 - Cheque No: 100010
PKF Littlejohn LLP – £240.00 - Cheque No: 100011
Basildon Borough Council - £120.00 – Cheque No: 100102

The Co-operative Bank – 29.07.16 = £1,888.12 and 15.08.16 = £1,888.12
Barclays Bank – 29.07.16 = £19,861.80 and 30.08.16 = £18,508.06.

32/16 AUDIT – 1ST APRIL 2015 – 31ST MARCH 2016:

- (i) The conclusion of the external audit for 2015/16 and any recommendations for future finance procedures and that this has been recorded both onto the website and the notice board were noted.
- (ii) The recommendations from the internal auditor for consideration with the 2017/18 audit and budget/precept were reviewed and it was **agreed** to review again prior to year end.

33/16 BUDGET – PRECEPT 2017/2018:

The Parish Council considered the expenditure today and projected expenditure and budgeted expenditure and projects during 2016 for the precept of 2017/18. The Clerk will review with a working party of councillors.

34/16 PLANNING APPLICATIONS: APPLICATIONS:

Application No: 16/00980/FULL. Proposed pitch roofed 3 bedroom detached bungalow and new crossover on land between no. 2 and no. 8 First Avenue, Shotgate, Wickford, Essex. **Location:** 8 First Avenue, Shotgate, Wickford, Essex.

Application No: 16/00857/FULL. Convert hip roof to gable end and insert rear dormer. **Location:** 33 Mount Road, Shotgate, Wickford, Essex.

Application No: 16/00656/FULL. Change use of land and woodland to provide paintball activity venue including provision of car park, access and ancillary structures. **Location:** Land north of reservoir Dollymans Farm Doublegate Lane Rawreth.

Application No: 16/00798/COND. Discharge conditions 3 (materials), 4 (garage) 5 (hard surface areas), 7 (landscaping), 8 (levels) and 9 (loading/unloading/storage) of granted consent 14/00461/FULL.

Location: 84 Bruce Grove, Shotgate, Wickford, Essex.

The above planning items were noted.

Decided:

Application No: 16/00870/VAR. Vary condition 4 (approved plans) of 13/00372/OUT granted on Appeal Ref: APP/V1505/A/14/2211752 to allow for an altered road access. **Location:** 1A Bruce Grove, Shotgate, Wickford, Essex. **Granted.**

Application No: 16/00634/FULL. Demolition of existing bungalow and construction of replacement dwelling with rooms in roof, together with 2 no. additional detached bungalows to rear. **Refused.**

RECYCLING:

The recycling changes scheduled to come into force at the end of October, 2016 were noted.

35/16 PROJECTS/POLICIES UNDER REVIEW WITHIN SHOTGATE PARISH:

- (i) The official opening of the three park areas from ECC in relation to CIF funding were opened by the Chairman of Essex County Council. The Parish Council requested official thanks for his attendance.
- (ii) Monthly receipts of copies of the safety inspection checklists for Bawdsey and Crouch View parks have yet to be received.
- (iii) The Working Party to consider additional projects in the community for the budget for 2016/17 for the October meeting.
- (iv) Additional quotations to be received for inclusion with the CIF project in Shotgate and Bawdsey Park for a sensory area, including the resurfacing of the natural pathway to assist residents with mobility issues had been requested via Basildon for submission, including costings to install two benches by the new fitness equipment and a pathway adjoining the fitness equipment in Bawdsey Path. It was proposed by Cllr. Fanthorpe and seconded by Cllr. Woolf to submit a full application with as many of the three quotations as possible and the council to contribute funding up to £3,000.00 - **agreed.**
- (v) Recommendations of a new style presentation of the Shotgate Parish Council Newsletter for printing and distribution from the working party were noted to keep similar but with consideration for the Annual Parish newsletter to be printed once a year with more distinct style similar to a brochure. The Parish Council to liaise with the local businesses to review any suggestions for improvements within the Parish prior to the October meeting and report to the Parish Council.
- (vi) It was noted that Essex Community Payback unpaid work within the Parish had been carried out with a change in team leader from ECC and positive efforts from Parish Councillors and ongoing costings.
- (vii) The dog and waste bins to be considered to be installed in the area of the old Southend Road opposite Wickford Town football pitches at a cost for a Topsy Royale Litter Bin at £159.70 plus VAT and installation at £120.00 and for a dog litter bin at £334.60 plus VAT and installation at £120.00 were reviewed. It was proposed by Cllr. Allen and seconded by Cllr. Biddle to defer this item and Cllr. Vickers and Cllr. Woolf to pursue item (viii) – **agreed.**
- (viii) The re-siting in the Parish of the recycle bins currently situated in front of Shotgate Park area to the old Southend road to the area opposite the football ground – **agreed** as above.
- (ix) It was noted that the Annual Remembrance Service will be on Sunday 13th

November, 2016. The Chairman will lay a wreath at the Wickford Service and the Vice-Chairman to lay a wreath at the shield in Shotgate. Members noted they are invited to attend the service at Ramsden Crays. Proposed by Cllr. Vickers and seconded by Cllr. Allen – **agreed**.

- (x) The Insurance Act that came into effect on 12th August, 2016 was reviewed and noted that this will be effective either with amendment or at renewal of the insurance policy.
- (xi) The Parish Council as in item 30/16 above supported the proposed event at Shotgate Park via two resident during Spring/early 2017.

36/16 ISSUES RAISED BY RESIDENTS:

- (i) No update received on the progress from Essex County Councillors on the prevention of parking in Bruce Grove with consideration of yellow lines and any other options prior to this being taken forward with ECC Highways with a review under the Essex Act to be cultivated with planting etc.
- (ii) It was confirmed that there are two damaged signs in Shotgate Park, one near the main playground area and one to the rear.
- (iii) The staked plant via Basildon Borough Council of the 4th tree in the grassed area in Lucerne Walk will be replaced in the middle of October 2016. (iv) The goal post in Shotgate Park is still required to be straightened.
- (v) The issue of overgrown hedges in Fifth Avenue and at the end of Uxbridge Close, turning right onto Hodgson Way has now been resolved.
- (vi) No update on the resident enquiry for road safety and how to improve this on the road parking on outside the doctor's surgery on the Southend Road. This will now be incorporated in the Shotgate Parking review.

37/16 REPORT OF COMMITTEES - WORKING PARTY MEETINGS – EXTERNAL MEETINGS:

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

38/16 UPDATES – CLERK:

Members noted updates circulated prior to the meeting.

39/16 BOROUGH/COUNTY COUNCILLORS' REPORT:

No updated reports received from Basildon Borough and Essex County Councillors.

40/16 ECC HIGHWAYS/BASILDON ISSUES:

Issues raised with County and Borough Council/Councillors and if any action has been resolved:

- (i) No update from ECC on the condition of the hazards on the pathway at Blake Hall entrance to Manston park to be considered for repair by ECC via County Councillors.
- (ii) ECC councillors are trying to assist the parish with the issue for yellow lines on the bend in Southend Road, both sides of the road past the post office and the care home through to the junction with the main Southend Road. No update received.
- (iii) No ECC councillors update received in support to solving the parking on the bend at Alicia Avenue.

(iv) No further updates received from Cllr. Le Gresley, Cllr. Holliman and Cllr. Buckley assisting with regard to the flooding under the Bridge and at Crouch View Close.

(v) To review the condition of the gate in Crouch View Close in the childrens' play area.

41/16 TO RECEIVE ANY INFORMATION FOR ABLC INFORMATION

EXCHANGE: No agenda items received for ABLC representative or updates.

42/16 TO NOTE CORRESPONDENCE:

Correspondence received for circulation was noted.

43/16 DATE OF NEXT MEETING:

The next meeting of Shotgate Parish Council is scheduled for Tuesday 11th October, 2016 at Shotgate Baptist Church Hall, Bruce Grove, Shotgate at 7.30 p.m.

The meeting ended at 8.45 p.m.

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Signed by the Chairman of the Parish Council

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Dated