



SHOTGATE PARISH COUNCIL

MINUTES OF THE MEETING HELD ON TUESDAY 10TH APRIL 2018 AT SHOTGATE PARISH HALL
@ 7.30PM

THE CHAIRMAN REQUESTED MOBILE PHONES ARE SWITCHED OFF/TURNED TO SILENT

£ = Expenditure decision 🇬🇧 = A resolution made

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

69/18.	<p>Declaration of Interests</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 previously notified her about it. The Clerk to offer members the opportunity to declare any interests and note them.</p> <p>Cllr. D. Harrison made a general comment that as he sits on Basildon Borough Council Planning Committee he would not make specific comments on Planning Applications.</p>
70/18.	<p>Apologies</p> <p>All Councillors present.</p>
71/18.	<p>Minutes/Public Forum 🇬🇧</p> <p>The Minutes of the Parish Council Meeting of 13th March 2018 were approved and signed. <i>On the motion of the Chairman the meeting will be adjourned for 15 minutes for members of the public/press to address the Council.</i></p> <p>Members of the public were present to share their views on No 7 Fanton Chase. A resident gave an update on local bus service. The Clerk advised that participation of the public after the public session was closed was not permitted unless by invitation by the Chairman.</p>
72/18.	<p>Standing Orders Review/Adoption & Review of Policies 🇬🇧</p> <p><i>It was resolved</i> to accept the revised Standing Orders. A discussion took place about the use of electronic devices at the meeting and it was agreed that as long as it was for reading the agenda it was acceptable.</p> <p><i>It was resolved</i> to adopt the following policies:</p> <ul style="list-style-type: none"> • Co-option Policy • E-Mail Policy • Publication Scheme • Safeguarding Policy • Retention Policy • Grant Policy



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	<ul style="list-style-type: none"> • Minor Disputes Policy – for May agenda. <p>Planning Policy – The Clerk advised that it would be advisable for 2 planning representatives to be appointed to look at the planning applications in detail and report to Council. Councillors to consider the advice. All Councillors would be sent any planning applications to view on lie before the meeting and given an opportunity to have input. Cllr. Buckley advised BCC no longer send paper plans and made comments in relation to permitted development. For future agenda.</p> <p>Financial Regulations to be discussed & reviewed at the May 2018 meeting.</p>																									
73/18.	<p>Web Site/New E-mail address</p> <p>The new web site was well received and the Clerk advised was being updated regularly. Clerk advised of the new e-mail address clerk@shotgatepc.org.uk and this would be available shortly, replacing the existing one. Clerk to contact organisations to change the e-mail in due course.</p>																									
74/18.	<p>Finance 🍷</p> <p>a) Councillors to resolve to pay the following invoices:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th style="text-align: left;">Cheque</th> <th style="text-align: left;">Payee</th> <th style="text-align: left;">Invoice detail</th> <th style="text-align: right;">Amount</th> <th style="text-align: right;">VAT</th> </tr> </thead> <tbody> <tr> <td>100185</td> <td>K. Kuderovitch – Acting Clerk</td> <td>Locum Services from February – April 2018</td> <td style="text-align: right;">802.00</td> <td></td> </tr> <tr> <td>100186</td> <td>CLR Law</td> <td>Legal Advice</td> <td style="text-align: right;">480.00</td> <td></td> </tr> <tr> <td>100187</td> <td>B. Massey</td> <td>New Web Site</td> <td style="text-align: right;">350.00</td> <td></td> </tr> <tr> <td>TOTAL</td> <td></td> <td></td> <td style="text-align: right;">£1282.00</td> <td style="text-align: right;">£0</td> </tr> </tbody> </table> <p>b) Council discussed Unity Trust Bank application and current banking arrangements. It was resolved after discussion for the Clerk to make further investigations into the possibility of switching from Barclays to Unity Trust Bank and report back. The Chairman signed the Barclays Bank Statement Balance as at 27.2.18 which was reported as £50,755.73 and the latest on line banking statement as at 5.4.18 which was reported as £44,237.95.</p> <p>c) Clerk reported a grant of £13,550 had been received from an application to Essex County Council CIF Fund.</p> <p>d) Clerk confirmed the Precept for 18/19 had been submitted to BBC for £24,780.</p> <p>e) It was resolved by a majority vote to appoint a new Internal Auditor, Heather Heels from Heelis & Lodge at a maximum cost of £215 per audit.</p> <p>f) It was resolved by a majority vote to purchase a HP lap top as per the quotation provided from Currys/PC World for the Clerk’s use at an approximate cost of £350 maximum.</p> <p>g) Clerk reported VAT claim would be prepared in due course for the financial year 2017-2018.</p>	Cheque	Payee	Invoice detail	Amount	VAT	100185	K. Kuderovitch – Acting Clerk	Locum Services from February – April 2018	802.00		100186	CLR Law	Legal Advice	480.00		100187	B. Massey	New Web Site	350.00		TOTAL			£1282.00	£0
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75/18.	<p>Borough/County Councillors Reports – ECC Highways/Basildon issues</p> <p>Cllr. Buckley gave information about potholes and increased of £12 million in the budget to address these. PR1 & PR2 roads are a priority which is why less action is being seen on residential roads. Cllr. Buckley also referred to bus services and informed the group that 85% of the bus services are commercial with no support from Essex County Council. Cllr. Ball informed the group that a commercial decision had been made for changes to bus routes.</p>																									



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76/18.	<p>Spring Newsletter 📧</p> <p>The Newsletter draft was agreed. <i>It was resolved</i> to spent approx. £150 on printing and distribution to all residents in Shotgate.</p>
77/18.	<p>Planning Applications 📧</p> <p>18/00268/FUL - 7 Fanton Chase, Shotgate, Wickford Proposal: Erect 3 detached style dwellings. Parish Council comments: Overdevelopment of the site, possible overloading of the drainage, concerns re parking spaces being insufficient forcing cars to park on the Highway and cause danger, concerns re access, damage to protected trees/TPO on Oak tree, damage to resident amenities, possibly overlooking neighbouring property. 18/00303/FUL – 28 Alicia Avenue, Shotgate, Wickford Proposal: First floor extension over existing garage Parish Council – no comments</p>
78/18.	<p>Action Plan/Future Events 📧</p> <p>Cllr. Woolf suggested a fun day with bouncy castles – <i>it was resolved</i> to be investigated by Cllr. Woolf and added to the May agenda for further consideration. The Community pay back team services were mentioned to try and reinstated this service.</p>
79/18.	<p>Annual Parish Meeting – 15th May 2018</p> <p>Council discussed the logistics. Refreshments were arranged, guest speakers identified (BCC Councillors, possibility of NHS presentation). Invitation to be on the reverse of the Newsletter.</p>
80/18.	<p>Contact from Residents</p> <p>Sandown Road – The Clerk reported an e-mail from a resident in connection with a green area being misused. The Clerk to refer back to resident and/or Essex County Council Highways Dept. as the owners of the land.</p>
81/18.	<p>Councillors/Clerk's Updates</p> <p>Councillors will be invited to have the opportunity to relay any further information. To include:</p> <ul style="list-style-type: none"> • ABCL Meeting 17th May 2018 – Cllr. Biddle offered to attend. • The Clerk reported that she would give information on the GDPR at the May meeting. • Cllr. Vickers reported from a meeting with the Parks Dept, and it was resolved to spend £380 on rotivation, seed removal & adding wildflowers to ????????
	<p>Date of Next Meeting 8th May 2018</p>
<p>THE FOLLOWING ITEM IS CONFIDENTIAL AND A VOTE TO BE TAKEN TO CLOSE TO PRESS & PUBLIC</p>	
82/18.	<p>Clerk</p>

5.4.18 K. Kuderovitch, Acting Clerk