



## SHOTGATE PARISH COUNCIL

**MINUTES of the Meeting held on Tuesday 13<sup>th</sup> March 2018 @ 7.30pm at Shotgate Baptist Church Hall, Bruce Grove, Shotgate.**

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

**THE CHAIRMAN REQUESTED MOBILE PHONES WERE SWITCHED OFF/TURNED TO SILENT**

**£ = Expenditure decision**

**👉 = A resolution made**

53/18.	<b>Declaration of Acceptance of Office</b> Cllr. C. Burton signed the book.
54/18.	<b>Declaration of Interests</b> 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.
55/18.	<b>Apologies</b> Cllr. D. Harrison
56/18.	<b>Minutes/Public Forum</b> 👉 The Minutes of the Parish Council Meeting of 20 <sup>th</sup> February 2018 were approved and signed with 2 minor changes. <b><i>On the motion of the Chairman the meeting was adjourned for 15 minutes for members of the public/press to address the Council</i></b>
57/18.	<b>Adoption/Review of Policies</b> 👉 <b><i>It was resolved</i></b> to defer the following items to April 2018. Council to discuss and resolve adoption of the following policies: <ul style="list-style-type: none"> <li>• Co-option Policy</li> <li>• E-Mail Policy</li> <li>• Publication Scheme</li> <li>• Safeguarding Policy</li> <li>• Retention Policy</li> <li>• Grant Policy</li> <li>• Planning Policy</li> </ul> <p>Standing Orders &amp; Financial Regulations to be discussed &amp; reviewed at the April 2018 meeting.</p>
58/18.	<b>Web Site/New E-mail address</b> Council discussed the quotation provided. After discussion <b><i>it was resolved</i></b> to proceed with a new web site of <a href="http://www.shotgatepc.org.uk">www.shotgatepc.org.uk</a> and a new e-mail address at a one-off cost



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	of £350 & VAT & £120 per annum hosting. The quote included the transfer of all document from the current web site and design and implantation.
59/18.	<p><b>Precept 18/19</b> Cllr. Buckley gave some detail as to the Precept process. Clerk to clarify with Basildon Borough Council the current status and deal with immediately to ensure funds were received. <b>It was resolved</b> to accept the figure of £24,780 as prepared by the Working Parting on 8<sup>th</sup> January 2018 for urgent submission</p>
60/18.	<p>Finance 📄</p> <ul style="list-style-type: none"> <li>a) Councillors to resolve to pay any invoices due – none available.</li> <li>b) Council to discuss Unity Trust Bank application and current banking arrangements &amp; Chairman to sign bank account statement – Unity Trust Bank April 18 agenda, no accounting statements were available to sign.</li> <li>c) Clerk to report on application to CIF Fund for reimbursement. The Clerk confirmed £13,500 had been issued for payment on 21<sup>st</sup> February 18 and advised it was likely to have been received.</li> <li>d) Councillors to appoint a new Internal Auditor – deferred to April 18.</li> <li>e) Councillors to discuss any further Finance related issues.</li> </ul>
61/18.	<p><b>Borough/County Councillors Reports – ECC Highways/Basildon issues</b> Cllr. Buckley reported on the increasing financial burden of Social Care. Fairglen Interchange consultation was discussed – Clerk requested any comments to be sent to her from Councillors within 7 days for submission. Cllr. Ball reported on Education and the shortage of teachers together with the rise in schools excluding pupils with mental health problems &amp; home schooling issues.</p>
62/18.	<p><b>Spring Newsletter</b> Clerk suggested that the current draft be reviewed by Councillors and a final draft then prepared for April 18 containing up to date information. <b>It was resolved</b> that Councillors send any suggestions to the Clerk. Printing options to be investigated.</p>
63/18.	<p><b>Planning Applications</b> Cllr. McClenaghan advised that he had received planning applications but these were not available. <b>It was resolved</b> to adopt a policy for reviewing &amp; commenting on Planning – April 18.</p>
64/18.	<p><b>Future Meetings</b> Clerk advised that Shotgate Baptist Church had confirmed all meeting dates for 2018 could be accommodated.</p>
65/18.	<p><b>Action Plan/Current &amp; Proposed Projects</b> <b>It was resolved</b> that Councillors give consideration to current and proposed projects to form an Action Plan in due course. <b>It was resolved</b> that Cllr. Fanthorpe make tentative enquiries pertaining to land possibly available for allotments.</p>
66/18.	<p><b>Annual Parish Meeting 2018 – Tuesday 15<sup>th</sup> May 2018</b> Cllr. Buckley &amp; Cllr. Ball were both invited by the Chair to attend and give current reports on various subjects and to assist in contacting local organisations also attend (Neighbourhood Watch). The Clerk suggested inclusion of community organisations and asked Councillor to invite local organisations if they had contacts. <b>It was resolved</b> for the Clerk to make contact with the Community Centre to extend the invitation.</p>



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67/18.	<b>Councillors/Clerk's Updates</b> Councillors will be invited to have the opportunity to relay any further information.
	<b>Date of Next Meeting</b> 11 <sup>th</sup> April 2018.
<b>THE FOLLOWING ITEM IS CONFIDENTIAL AND A VOTE TO BE TAKEN TO CLOSE TO PRESS &amp; PUBLIC</b>	
68/18.	<b>Locum Clerk</b> Council discussed arrangements.

15.3.18

K. Kuderovitch, Acting Clerk