



SHOTGATE PARISH COUNCIL

MINUTES OF THE MEETING HELD ON TUESDAY 8th MAY 2018 AT SHOTGATE BAPTIST CHURCH HALL, BUCE GROVE, SHOTGATE @ 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	
	Cllr. T. Ball (BBC)	

84/18	<p>Election of Chairman (vote taken) 👍 Cllr D Harrison nominated and Cllr G Fanthorpe seconded that Cllr Mark Biddle be elected as chairman. All in favour.</p>
85/18	<p>Declaration of Interests Nothing to declare.</p>
86/18	<p>Apologies Acting clerk K. Kuderovitch was absent due to conflict of duties and it was agreed that Cllr. Woolf was to take the minutes.</p>
87/18	<p>Election of Vice-chairman (vote taken) 👍 Cllr. Fanthorpe nominated and Cllr. M McClenaghan seconded that Cllr. P Vickers was to be elected as Vice-Chairman. All in favour.</p>
88/18	<p>Minutes/Public Forum The minutes from the meeting held on 10th April 2018 were not agreed and signed as there were a number of queries raised.</p> <p>Cllr Fanthorpe queried the invoice total amount – showing £1,632.00 – this should have been £1,282 – having the £350.00 deducted. Agreed.</p> <p>Cllr Harrison queried as to when the £350 for laptop was approved. Post meeting note approved on Minutes of 10.4.18 74 f).:</p> <p>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>Cllr. Harrison queried the bank arrangements and it was unanimously agreed that we would stay with Barclays but look into internet banking.</p> <p>On the motion of the Chairman the meeting will was adjourned for 15 minutes for members of the public/press to address the Council.</p>



SHOTGATE PARISH COUNCIL

No public were in attendance and it was agreed that the format of future meetings would be changed slightly – the Public Forum would be held at this point and any presentation from Borough Councillors. This would be followed by a short break after which the public and borough councillors were invited to either stay or leave at their convenience.

Cllr Tony Ball being the only Borough Councillor present gave a brief report saying that after the recent voting there were very few changes within the council and he was still councillor for Education. He also gave an update on the Dollyman's Farm situation this being that the planning application had been approved but negotiations were still ongoing. Cllr Harrison enquired about the damaged bollards in the width restriction in Wick Lane but there was nothing to report on this.

89/18

Adoption and Review of Policies 🇬🇧

This was discussed. Cllr Harrison was of the opinion that we were in danger of being overloaded with policies. Tony Ball suggested that rather than having a long list of policies we could have guidelines as to how we operate reflected on our website. **It was resolved** to defer making a decision until all councillors had had time to digest all information.

Planning Policy - **it was resolved** that Cllr. Burton and Cllr. Woolf would take on the role of representatives of the Council and undertake the necessary training.

90/18

Finance 🇬🇧 £

a) the following cheques were approved and signed.

100189	K Kuderovitch	£583.00
100190	Mallorn Ltd	£350.00
100191	Mallorn Ltd	£75.00 – not signed as no supporting evidence.
100192	EALC	£650.57
100193	Cancelled.	
100196	Cllr M Biddle	£456.78
100194	Woodham Ferrers & Bicknacre PC	£25.00
100195	Cancelled.	
100196	Cllr. M. Biddle – PC Lap top/Mouse/Mouse Pad reimbursement.	
100197	Applied Image – Printing of Newsletter.	

b) The chairman checked and signed the latest bank statements.

c) Internal Audit booked to go to Heather Heelis by 24th May – to be returned by 11th June.

d) Chairman to clarify with the clerk regarding cost of printing.

e) Cllr. Harrison proposed and Cllr McClenaghan seconded that the current acting clerk Karen Kuderovitch be appointed as RFO. The point was raised as to whether who could act in future as RFO.- does this need to be the clerk. **Post Meeting Note – yes the position is Clerk/Responsible Finance Officer.**

f) Cllr. Harrison commented on expenditure control and it was agreed that the council needs to discuss projections and expenditure. The chairman suggested that a date be fixed to discuss the budget. Post meeting note – Clerk is working on Finance



SHOTGATE PARISH COUNCIL

report soon for discussion at an Extraordinary Meeting required by 25th May – to discuss with Chairman and advise Cllrs. Cllr McClenaghan queried the cost of the laptop and also requested that we ask the clerk why we have gone over budget.

Post Meeting Note:

Lap top £358.32

Mouse £12.47

Gel Wrist Support £9.68

TOTAL EXPENDITURE £380.65

For future info:

FINANCIAL REGULATIONS STATE:

In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £500. The Clerk shall report such action to the Chairman of council as soon as possible and to the council as soon as practicable thereafter. The Chairman had authorised the expenditure on consultation with the Clerk. Cllr Harrison requested that the clerk approach County Council to enquire as to any available CIF grants.

Post Meeting note - expression of interest due in August 18.

91/18	<p>Borough/County Councillors Reports – ECC Highways/Basildon Issues this was dealt with under 88/18</p>
92/18	<p>Spring Newsletter 🍷 This was proposed by Cllr. Woolf and seconded by Cllr. Biddle and agreed. Cllr Harrison requested that the clerk organise a press release for any speakers attending the AGM.</p>
93/18	<p>Planning Applications 18/00518/LDC - 39 Woodberry Avenue, Shotgate SS1 8XQ To establish the lawfulness of a proposed two storey rear extension 18/00520/FULL - 6 - 7 Basilica House 334 Southend Road Wickford Essex SS11 8QS Change of use of existing tea/sandwich shop to a tuition centre (Class D1) offering specialised tuition for children in English and Maths Parish Council - No comments or objections.</p>
94/18	<p>GDPR - 23rd May 2018 Cllr. McClenaghan is to contact the clerk for more information regarding GDPR.</p>
95/18	<p>Action Plan/Future Events 🍷 Cllr. Woolf reported that she and Cllrs Biddle, Vickers and Burton had met with representatives from the Fybromyalgia support group who organised the fun flurry held last year. A provisional date of 23rd September was set for a family fun day to be held in the park. It was resolved that Emma Morrison will assist the PC with organising this event for which the PC will pay the charity an agreed percentage of any profits. Cllr. McClenaghan queried as to why we should be paying money to the charity but it was explained that the charity organisers had a great deal of experience in organising these events and as the application process was extremely complicated and as we have no experience in dealing with this, it was felt more than</p>



SHOTGATE PARISH COUNCIL

	<p>worthwhile to enter into this arrangement with them. This has yet to be finalised and a meeting has been arranged for Monday 14th May. There has already been a great deal of interest in this and Emma has reported that there are lots of applications from stallholders. A budget needs to be agreed as there will be expenditure involved.</p>
96/18	<p>Facebook Page 🇬🇧 <i>It was resolved</i> unanimously not to proceed.</p>
97/18	<p>Annual Parish Meeting - 15th May 2018 Cllr. Burton had arranged for the banner to be displayed outside the church. Cllr. Woolf agreed to organise refreshments. Clerk is preparing the agenda and arranging for the newsletter to go out a few days before the meeting.</p>
98/18	<p>Contact from Residents No contact</p>
99/18	<p>Councillors/Clerk's Updates Nothing reported.</p>
100/18	<p>Date of next meeting 12th June 2018 THE FOLLOWING ITEM IS CONFIDENTIAL AND A VOTE TO BE TAKEN TO CLOSE TO PRESS AND PUBLIC All councillors voted to exclude press and public</p>
101/18	<p>Report from Personnel Committee 🇬🇧 <i>It was resolved</i> that the members of the Personnel Committee would be - Cllr. Harrison elected as chairman with Cllr Woof and Cllr. Fanthorpe as Committee members. Post Meeting note – Chairman should be on the Committee as per the Terms of Reference. Arrangements for sourcing a new Clerk were discussed.</p>

The meeting closed at 9.30