



SHOTGATE PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON Tuesday 10th July 2018 @ 7.30pm at Shotgate Baptist Church Hall, Bruce Grove, Shotgate.

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

£ = Expenditure decision

☝ = A resolution made

Cllr. M. Biddle - Chairman	Cllr. M. McClenaghan	Cllr. M. Buckley - BCC
Cllr. P. Vickers – Vice Chairman	Cllr. C. Burton	
Cllr. J. Woolf	Acting Clerk - Karen Kuderovitch	

119/18.	<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 offered members the opportunity to declare any interests and note them.</p>
120/18.	<p>Apologies</p> <p>Cllr. G. Fanthorpe – family commitment, Cllr. D. Harrison – none received. Cllr. T. Ball</p>
121/18.	<p>Minutes/Public Forum ☝</p> <p>No Minutes were presented for approval. No member of the public.</p>
122/18.	<p>Borough/County Councillors Reports – ECC Highways/Basildon issues</p> <p>Cllr. Buckley a full Council meeting had taken place that day. Cllr. Buckley presented Council with a petition endorsed by himself & Cllr. Ball to have action taken on the dangerous bend at London Road which has been investigated 3 to 4 years ago. Issues are parking on a blind bend – posing a risk to vehicles/cyclists and pedestrians & causing congestion by the shops and at bus stops. Cllr. Buckley invited the Council to take ownership of the petition if they wished and the Chairman accepted the offer and requested all members present sign the document. The proposals was for waiting to be prohibited at all times. Cllr. Buckley advised the process was to send the document to South Essex Parking Partnership for consideration and of approved it would be sent to Essex County Council Highways Dept. Cllr. Vickers offered to take photos to assist in the submission and this was well received.</p> <p>Cllr. Buckley reported a recent congestion issue when 3 events all took place at Barleylands/Mud Event & Race for Life. It was asked that if anyone knew of big events occurring to let BCC know so they could take steps to alleviate the traffic.</p>
123/18.	<p>Fibromyalgia Fun Day – 23rd September 2018 ☝</p> <p>The organiser of the fun day was present to give Council an update and served all present with a comprehensive document including a plan of the park. It was requested to Cllr. Buckley</p>



SHOTGATE PARISH COUNCIL

of he could ask for the park to be maintained prior to the event and Cllr. Buckley accepted he would ask for this to be done. Cllr. Buckley suggested BCC may wish to be present and supply some recycling/environmental materials. Cllr. Buckley hoped the event was a success and congratulated the organiser and this was echoed by the Councillors. Cllr. Buckley stated it was a great initiative to build communities and help each other and support both morally and financially. Cllr. Burton produced the template for t-shirts for Councillors & Clerk to wear on the day and **it was resolved** to proceed and a budget allocated of £150. Cllr. Burton to order with the Shotgate sign and wording Shotgate Parish Council.

124/18.

Finance 🇬🇧 £

a) Councillors resolved to pay the following invoices:

Cheque	Payee	Invoice detail	Amount	VAT
100191	Mallorn Ltd	Microsoft Office to PC Lap top & E-mail account	75.00	
100198	K. Kuderovitch – Acting Clerk	Locum Services from 5/5 – 8/6	1166.00	
100199	G. Kuderovitch	Delivery of Parish Newsletter	85.00	
100200	Applied Image	A5 Flyers / Banner	35.60	
100201	HMRC	Unpaid Tax & NIC Jan/Apr 2018	266.12	
100202	Mrs J. Ride	Grant – Fybromyalgia Fun Day 23 rd Sept 18	650.57	
100203	Vine HR	Professional Fees	936.00	
100204	Greenbarnes Ltd	3 x Key Notice Boards	20.86	3.48
100205	K. Kuderovitch – Acting Clerk	Locum Services from 20.6.18 – 5.7.18	519.50	
TOTALS			3754.65	3.48

- b) **It was resolved** to amend the Financial Regulations (to include process for cheque signatories to sign outside of the meeting, if two signatories were not present)
- c) Chairman signed the latest Co-op bank account statement, Barclays had not yet been received.
- d) Clerk report on External Audit submission – this had been sent. Cllr. McClenaghan asked for it to be minuted that the Council was grateful for the work put in by the Clerk.
- e) Barclays Community Account Balance as at 30th May/30th June 2018 was reported as £35,737.07 & £35344.07. Co-op Bank Community Direct Plus Account as at 30th June £1,888.12
- f) Clerk presented Finance Report for year 18/19 – draft suggested projection allocations to be discussed under 125/18.
- g) Clerk advised the VAT return would be completed in August 2018.

125/18.

Action Plan/Projects Allocations/Contingency Reserves 🇬🇧 £

Council discussed & allocated project funds accordingly, draft Action Plan to now be created.

126/18.

Newsletter 🇬🇧 £

Clerk reported no contact had been received from the resident. After discussion, it was resolved for the Clerk to produce a 4 page A4 colour newsletter to include a piece on each Councillor (submitted to Clerk by 3rd August) and advertising the Fun Day on 23rd Sept, plus relevant information for residents. Clerk to seek costings of printing & distribution with a view to distributing around 7/8th September 2018. **It was resolved** to allocate a budget of £500.

127/18.

Planning



SHOTGATE PARISH COUNCIL

	The planning applications were not the correct ward and therefore not considered. Clerk to contact the Planning Dept at BCC to arrange for applications to be sent to her for distribution to Council.
128/18.	Essex Police Clerk gave details of coffee with cops events as follows: Local Community Meeting, Monday 23 rd July, 7pm, Co-op Wickford Together for safer communities, Monday 30 th July, 7pm, Wickford CLC (small hall) Grange Avenue, Wickford.
129/18.	Local Councils Group Liaison Meeting 4th July 2018 Chairman reported on Community Governance Review. Clerk to e-mail the document to all Councillors.
130/18.	Training & £ Clerk reported on costing from the EALC for an in-house training session (approx. £350 - £400) and a training intent document was considered and adopted. It was resolved to proceed with the in-house training and schedule for October 2018 with a budget allocation of £400. Planning Briefing training was considered @ £55 per Councillor for Cllr. Burton & Cllr. Woolf and this expenditure was agreed.
131/18.	Contact from Residents Cllr. Biddle report contact from a resident in connection with 18/00268/FUL - 7 Fanton Chase, Shotgate, Wickford and it was resolved for the Clerk to contact Basildon Planning Dept to repeat the comments made at the 10 th April 2018 meeting.
132/18.	Councillors/Clerk's Updates Cllr. Woolf suggested the reinstatement of using the hall every other Tuesday for Councillor Sugeris and to invite residents to come along and discuss any issues with Councillors. It was resolved to proceed with this. Clerk to contact the bookings secretary for the hall. Cllr. Woolf also asked that Community Pay Back be resumed. The Clerk would make contact with the Essex Youth Offending Team to seek assistance also.
133/18.	Date of Next Meeting - 11th September 2018
THE FOLLOWING ITEM IS CONFIDENTIAL AND A VOTE WAS TAKEN TO CLOSE TO PRESS & PUBLIC	
134/18.	A request from BCC was briefly considered and the request had been from BCC for the e-mail to be confidential.