



# SHOTGATE PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON Tuesday 26<sup>th</sup> June 2018 @ 7.30pm at Shotgate Baptist Church Hall, Bruce Grove, Shotgate.

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

**£ = Expenditure decision      🇬🇧 = A resolution to be made**

Cllr. M. Biddle - Chairman	Cllr. M. McClenaghan	
Cllr. P. Vickers – Vice Chairman	Cllr. C. Burton	
Cllr. D. Harrison	Acting Clerk - Karen Kuderovitch	

101/18.	<p><b>Declaration of Interests</b></p> <p>All Members will be 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>
102/18.	<p><b>Apologies</b></p> <p>Cllr. J. Woolf – holiday, Cllr. G. Fanthorpe – prior commitment</p>
103/18.	<p><b>Minutes/Public Forum</b> 🇬🇧</p> <p>The Minutes of the Parish Council Meeting of 10<sup>th</sup> April 2018 &amp; the Annual Council Meeting of 8<sup>th</sup> May 2018 were approved and signed (note agreed to add attendees to 8<sup>th</sup> May meeting). The Minutes of the Extraordinary Parish Council Meetings of 24<sup>th</sup> &amp; 31<sup>st</sup> May were approved and signed. <b><i>On the motion of the Chairman the meeting was be adjourned for 15 minutes for members of the public/press to address the Council.</i></b></p> <p>A resident questioned the reasoning behind having the public forum high on the agenda and it was explained by the Chairman that this was to give people the opportunity early on in the meeting to express views and depart if they wish. The resident also questioned why members of the public could not comment on agenda items and the Clerk advised once the public session was closed members of the public could only participate if invited to by the Chairman. The resident suggested a number of projects including Xmas tree, table tennis, lawn tennis, sensory garden pathway.</p>
104/18.	<p><b>Borough/County Councillors Reports – ECC Highways/Basildon issues</b></p> <p>None present.</p>
105/18.	<p><b>Adoption &amp; Review of Policies/Appointment to Committees</b> 🇬🇧</p> <ul style="list-style-type: none"> <li>• Minor Disputes Policy – after discussion it was proposed by Cllr. Harrison and seconded by Cllr. Vickers to adopt the the policy. All agreed.</li> <li>• Media Policy – a discussion took place surrounding this policy and personal use of Social Media for Council business and Cllr. Harrison stated the Clerk was wrong that a Council decision once made had to be respected. Cllr. Burton proposed and Cllr. Vickers seconded the adoption of this policy – all agreed by a majority vote.</li> <li>• Financial Risk Assessment – signed off document. All agreed.</li> </ul>



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	<ul style="list-style-type: none"> <li>Personnel Committee – review of Terms of Reference &amp; Councillors appointed (last reviewed November 2015) took place and it was decided to defer this and the Clerk to seek an up to date document format seeking advice from the EALC. <b>It was resolved</b> that the Chairman join the Personnel Committee. Meeting date to be agreed for Personnel Committee Meeting.</li> </ul>																																			
106/18.	<p>Finance 🇬🇧 £</p> <p><b>a) There was only 1 cheque signatory present, therefore the accounts could not be approved.</b></p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <tr> <td style="width: 15%;">100191</td> <td style="width: 20%;">Mallorn Ltd</td> <td style="width: 45%;">PC Lap top – install MS Office &amp; configure e mail account</td> <td style="width: 15%;">75.00</td> <td style="width: 5%;"></td> </tr> <tr> <td>100198</td> <td>K. Kuderovitch – Acting Clerk</td> <td>Locum Services from 5/5/18 – 8/6/18</td> <td>1166.00</td> <td></td> </tr> <tr> <td>100199</td> <td>G. Kuderovitch</td> <td>Delivery of Spring News</td> <td>85.00</td> <td></td> </tr> <tr> <td>100200</td> <td>Applied Image</td> <td>APM Banner</td> <td>25.00</td> <td></td> </tr> <tr> <td>100201</td> <td>HMRC</td> <td>PAYE/NIC outstanding 5/12/17, 05/1/18 &amp; 05/4/18</td> <td>266.12</td> <td></td> </tr> <tr> <td>100202</td> <td>TBC</td> <td>Grant for Fiber Neuralgia 23<sup>rd</sup> September 2018 Fun Day</td> <td>1735.00</td> <td></td> </tr> <tr> <td><b>TOTALS</b></td> <td></td> <td></td> <td><b>3352.12</b></td> <td><b>156.00</b></td> </tr> </table> <p>b) Chairman signed latest bank account statements and monthly bank reconciliations for April/May 2018.</p> <p>c) Council reviewed the Internal Audit report 17/18 from Heather Heelis and noted the recommendations. Clerk to action.</p> <p>d) Fixed Asset Register Review – deferred.</p> <p>e) Dates for the Notice of Public Rights and Publications of the Unaudited Annual Return for Year Ended 31<sup>st</sup> March 2018 were agreed (27 June – 7 Aug 2018) to be published.</p> <p>f) Clerk advised the date for External Audit submission to PKF Littlejohn – 9<sup>th</sup> July 2018.</p> <p>g) Council considered printing arrangements – Clerk to use own and invoice for printer cartridges.</p> <p>h) Council review progress of changing signatories on Barclays Account – it was agreed to remove ex-Cllr Keith Allen &amp; previous Clerk and add Cllr.M. Biddle and Cllr. J. Woolf.</p> <p>i) It was resolved to close the Co-op Account and transferring the balance of £1,888.12 to the Barclays account.</p> <p>j) Annual Insurance – Clerk advised date of expiration of current policy – 21<sup>st</sup> July 2018.</p> <p>k) Councillors discussed any further Finance related issues.</p>	100191	Mallorn Ltd	PC Lap top – install MS Office & configure e mail account	75.00		100198	K. Kuderovitch – Acting Clerk	Locum Services from 5/5/18 – 8/6/18	1166.00		100199	G. Kuderovitch	Delivery of Spring News	85.00		100200	Applied Image	APM Banner	25.00		100201	HMRC	PAYE/NIC outstanding 5/12/17, 05/1/18 & 05/4/18	266.12		100202	TBC	Grant for Fiber Neuralgia 23 <sup>rd</sup> September 2018 Fun Day	1735.00		<b>TOTALS</b>			<b>3352.12</b>	<b>156.00</b>
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107/18.	<p>Approval of Annual Governance Statement 17-18 🇬🇧</p> <p>The Council approved the statement and it was signed by the Chairman &amp; RFO.</p>																																			
108/18.	<p>Approval of Annual Accounting Statement 17-18 🇬🇧</p> <p>The Council approved the statement and it was signed by the Chairman &amp; RFO.</p>																																			
109/18.	<p><b>Planning Applications</b> 🇬🇧</p> <p>Planning Reps to go for training and commence looking at Planning Applications.</p>																																			
110/18.	<p><b>Park Event – Fiber Neuralgia 23<sup>rd</sup> September 2018</b> 🇬🇧</p> <p>Council review the progress of the event. An update was given by Cllr. C. Burton which included Public Liability Insurance in place, a report on the stalls/food/activities, advertising</p>																																			



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	and suggested a Parish Council T-Shirt to be considered to be worn on the day. A Parish Council stand to be in place.
111/18.	<b>Parish Council Newsletter</b> 🍷 Council resolved to make contact with a resident offering assistance and Clerk to report back.
112/18	<b>EALC/Essex CC Reports/Information.</b>
113/18.	<b>Contact from Residents</b> It was reported about concerns of dangerous parking on the bend at XXXXX. Council to contact Cllr. Buckley to assist.
114/18.	<b>Councillors/Clerk's Updates</b> Cllr. Vickers to make further enquiries about the Sensory Garden being watered by BCC. Cllr. Vickers also reported complaints about the standard of grass cutting. A Christmas tree was discussed and possible locations for it. Thanks went to Cllr. Vickers for his cleaning of the Shotgate sign & cutting back. ABCL Meeting – 12 <sup>th</sup> July – Chairman/Vice Chairman to attend.
115/18.	<b>Training</b> Clerk to draft a training intent document.
116/18.	<b>Community Projects/Action Plan</b> The following suggestions were put forward: <ul style="list-style-type: none"> <li>• Table Tennis table in Bawdsey Park (Clerk to seek funding)</li> <li>• Extending pathway at Bawdsey Park</li> <li>• Seats at the Sensory Garden</li> </ul> July agenda to further discuss and allocate funds accordingly. The Clerk advised Essex County Council Community Initiatives Fund was open for expression of interest in August 2018.
117/18.	<b>Date of Next Meeting – 10<sup>th</sup> July 2018</b>
<b>THE FOLLOWING ITEM IS CONFIDENTIAL AND A VOTE TO BE TAKEN TO CLOSE TO PRESS &amp; PUBLIC</b>	
118.18	<b>Personnel Report.</b> A discussion took place on the employment of a Clerk. Advice to be sought from the EALC.