



SHOTGATE PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON Tuesday 11th September 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

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| Cllr. M. Biddle - Chairman | Cllr. M. McClenaghan | Acting Clerk - Karen Kuderovitch |
| Cllr. P. Vickers – Vice Chairman | Cllr. C. Burton | Cllr. T. Hammond |

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| 135/18. | <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> |
| 136/18. | <p>Apologies</p> <p>Cllr. J. Woolf (holiday).</p> |
| 137/18. | <p>Minutes/Public Forum 👍</p> <p>The Minutes of the Parish Council Meeting of 26th June 2018, 10th July 2018 & the Extraordinary Parish Council Meeting on 25th July 2018 to were reviewed & signed.</p> <p>Mr Trevor Hammond applied for co-optioin and gave reasons for Council to consider him for the position. Councillors posed questions to Mr Hammond and he was thanked for his application.</p> <p>A resident thanked the Council for their support on a Planning Application and advised the application was being considered by the BCC Planning Committee.</p> <p>A resident raised the following concerns:</p> <ul style="list-style-type: none"> • Marking out on public highways orange coloured bus stop cages at Shotgate Post Office both sides of Southend Road • No Smoking signs in Parish owned bus shelters in Southend Road o/s Post Office & Southend Rd A129 & Council owned bus shelters, Bridge Road junction. • Cut back vegetation from side & top above-mentioned Council owned bus shelters. • Cut back vegetation from Public Footpath behind bus shelters |
| 138/18. | <p>Parish Councillor Resignations/Vacancies/Applications. 👍</p> <p>Resignation received on 27.7.18 from Cllr. D. Harrison.</p> <p>Resignation received on 2.8.18 from Cllr. G. Fanthorpe.</p> <p>An application for co-optioin was received from Mr Trevor Hammond and after consideration, it was resolved unanimously for Mr Hammond to join the Council and adopt the role of Transport Representative.</p> |
| 139/18. | <p>Borough/County Councillors Reports – ECC Highways/Basildon issues</p> <p>Cllr. Tony Ball gave updates on the following:</p> <p>Education</p> |



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- Basildon Primary Schools surpassed the national average in recent results
- Beauchamps School is expanding the 6th form & joined the Multi Academy and Parsons Scholl seeking to join also.
- The government requirement for young people up to age 18 to be in education or work
- The Army & Navy fly over closed until further notice for safety issues

Fun Day 23rd September 2018

Council requested if Cllr. Ball could assist in ensuring the park was cut before the Fun Day on 23rd September and Cllr. Ball indicated that himself & Cllr. Buckley hoped to attend.

Local Issues

Cllr. Burton raised an issue of a total road closure in Alicia Avenue which had caused issues for residents as no access was permitted, not even for residents. Cllr. Ball offered to seek further information.

140/18. Fibromyalgia Fun Day – 23rd September 2018 🍷

Emma Morris gave an update:

- All notices, Public Liability Insurance & Risk Assessments have been completed and copies supplied to the Parish Council
- Sensory Garden – The Chair to make contact with the Gardening Club
- Chairs are required for the Salvation Army
- The event is being promoted on Heart & BBC Essex Radio, in the September Parish Newsletter & Clerk to review the Chairman's editorial.
- No entry fee to be charged on the day, programmes on sale for £1. Councillors to assist in selling.
- Black sacks & poo bags to be arranged (Clerk).

Council:

- Clerk would attend to set up the Parish Council stand.
- Councillors to wear new T-Shirts.

141/18. Parish Council September Newsletter 🍷

The draft was agreed and **it was resolved** to spend £302 on printing & distribution to all houses in Shotgate before 23rd September 2018.

142/18. Finance & £

a) Councillors to resolve to pay the following invoices:

| Cheque | Payee | Invoice detail | Amount | VAT |
|---------------|----------------------------------|------------------------------------|----------------|-----|
| 100211 | Mrs K Kuderovitch – Acting Clerk | Locum Services July/Aug/part Sept | 576.69 | |
| 100212 | Mrs J Ride | Grant for 23 rd Fun Day | 765.00 | |
| TOTALS | | | 1341.69 | |

- Chairman to sign latest bank account statement & bank reconciliations.
- Clerk reported the External Audit was awaiting return.
- Barclays Community Account Balance as at 31st August 2018 not yet available. Co-op Bank Community Direct Plus Account as at 31st August £1,888.12. **It was resolved** for the Chairman to sign closure letter for the Co-op Bank account & change of address to the Clerk for Barclays Community Account.
- Annual Insurance – Clerk reported in place and the cheque for £643.88 to be sent.



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| | <p>f) Council considered a further grant application for the Fun Day on 23rd September 2018. <i>It was resolved</i> to grant £735 from the Community Grant Fund.</p> <p>g) The Clerk handed out the updated project allocation spreadsheet</p> |
| 143/18. | <p>EALC /In-House Training 📍</p> <p>The Clerk advised she was awaiting dates from the EALC for an in-house training session in October. 4 Councillors/Clerk to attend the EALC AGM on 20th September 2018.</p> |
| 144/18. | <p>Planning</p> <p>Clerk to reported further enquiries made at BCC re notification of planning applications. Cllr. Woolf and Burton to attend the Planning Briefing on 29th September 2018 at the EALC. The Chairman reported plans for more structure in the way planning applications are reviewed.</p> |
| 145/18. | <p>Upcoming Meetings/Parish Council Surgeries</p> <p>Basildon County Council Parish Group Meeting - Tuesday 30th October at 7.00 p.m. in the Basildon Centre. Cllrs. Biddle & Vickers to attend.</p> <p>ABLC Meeting -Thursday 20th September 2018 at 7.30 pm in Little Burstead Village Hall, Laindon Common Road. Cllrs. Biddle & Vickers to attend.</p> <p><i>It was resolved</i> to change the October 2018 Parish Council Meeting to 16th October.</p> <p><i>It was resolved</i> to re-instate the bi-weekly Parish Council Surgeries Shotgate Baptist Church Hall commencing on 18th September from 10am – midday.</p> |
| 146/18. | <p>Dementia Champion Open Meeting</p> <p>Council considered holding an open public meeting. The Clerk offered Councillors an opportunity to come to Bicknacre & Woodham Ferrers on 9th October to see how a session would run. October agenda.</p> |
| 147/18. | <p>Contact from Residents</p> <p>No contact received.</p> |
| 148/18. | <p>Councillors/Clerk's Updates</p> <p>Cllr. McClenaghan expressed his thanks for the hard work on the Newsletter created by the Clerk and the organisation of the fun day by Emma Morris.</p> <p>Cllr. Vickers asked for all Councillors to support the fun day. Cllr. Vickers reported he would complete the South Essex Parking Partnership forms endorsed by Cllr. Buckley in connection with dangerous parking on Southend Road.</p> <p>Councillors will be invited to have the opportunity to relay any further information.</p> |
| 149/18. | <p>Date of Next Meeting - 16th October 2018</p> |
| <p>THE FOLLOWING WAS CONFIDENTIAL AND A VOTE WAS TAKEN TO CLOSE TO PRESS & PUBLIC</p> | |
| 150/18. | <p>Employment of a new Clerk.</p> <p>Acting Clerk to assist in preparing job specification/trial hours and the Chair to call a Personnel Committee meeting once guidance received from the EALC.</p> |

K. Kuderovitch..... **Acting Clerk to the Council**