



# SHOTGATE PARISH COUNCIL

**MINUTES OF THE PARISH COUNCIL MEETING HELD ON Tuesday 13<sup>th</sup> November 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. P. Vickers – Acting Chairman	Cllr. C. Burton
Cllr. T. Hammond	Acting Clerk - Karen Kuderovitch
Cllr. C Morris – Basildon Borough Council	

171/18.	<p><b>Declaration of Interests</b></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 to offer members the opportunity to declare any interests and note them.</p>
172/18.	<p><b>Apologies</b></p> <p>Cllr. M. Biddle – family commitment, Cllr. M. McClenaghan – none received. Cllr. J. Woolfe – holiday. Cllr. M. Buckley – ECC- holiday. A vote was taken to accept the apologies.</p>
173/18.	<p><b>Presentation – Les Hawkins – Essex Police Community Specials (1 hour)</b></p> <p>Les Hawkins presented to the Council giving the information on Community Special Constables. The Councillors asked questions about the scheme and the Clerk suggested an agenda item for December for Council to consider if they wish to pursue the scheme and allocate the associated costs (between £300-£1000 pa per officer) and build into the Precept for 19/20. An information document would be attached to these Minutes. <b><i>It was resolved</i></b> to put information in the next newsletter.</p>
174/18.	<p><b>Minutes/Public Forum</b> 👍</p> <p>The Minutes of the Parish Council Meeting of 16<sup>th</sup> October 2018 were reviewed and signed. <i>The Chairman offered the public/press an opportunity to address the Council.</i> A resident presented the reasons for applying for co-option to the Council. Cllr. Vickers Chairman thanked her for attending. A resident gave feedback giving thanks for the Facebook page &amp; suggesting more community links to be made, enquiring about a graffiti pack, Dollymans Farm information and a suggestion for a St. Georges day event.</p>
175/18.	<p><b>Parish Councillor Vacancies/Applications.</b> 👍</p> <p>Clerk advised of an application, Cllr Vickers requested Council defer the item to be deferred as there was only 3 Councillors present. This was agreed.</p>
176/18.	<p><b>Borough/County Councillors Reports – ECC Highways/Basildon issues</b></p> <p>Cllr. Ball reported on the proposed closure of Wickford High Street and reported this would not</p>



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	<p>happen before Christmas. Cllr. Ball confirmed the Parish Council's pot hole issues as requested by Cllr. Kevin Bentley to all Parishes had been submitted. Cllr. Ball reported on a local road closure issue in Fanton Walk and advised the residents should have been advised and access permitted.</p> <p>Cllr. Morris reported on the Basildon District Plan which had been late in submission, the possibility of Wickford becoming a Town Council, and asked the Parish Council for ideas that could be submitted for local funding. Councillors to consider ideas and submit to the Clerk.</p>
177/18	<p><b>GDPR – Information &amp; Data Protection Policy</b> 👍 £</p> <p>Council to review &amp; adopt policy – <i>deferred to December</i>. Council to consider a quote of £50 from Mallorn Ltd for cllrxxx@shotgatepc.org.uk email addresses in line with GDPR – <i>deferred to December</i>.</p>
	<p><b>Cllr. Biddle joined the meeting at this point.</b></p>
178/18.	<p><b>Fibromyalgia Fun Day –5<sup>th</sup> May 2018</b></p> <p>Cllr. Burton reported on the proposed event and the use of a marquee in May 2019 to allow the event to continue in any weather conditions. The Clerk referred the Council to a separate document which had been sent regarding Committees and their powers &amp; functions and gave an explanation of how this would operate. The Clerk explained that as the event was not a Parish Council run event all responsibilities lie with the Fibromyalgia UK Charity for health &amp; safety, public liability, risk assessments etc. copies to be provided to the Council.</p> <p><b>It was resolved</b> to have an agenda item for December to discuss the benefits of setting up an Events Committee with an agreed budget.</p>
179/18.	<p><b>Finance</b> 👍 £</p> <ol style="list-style-type: none"> <li>The Clerk reported the Barclays Community Account Balance as at 31<sup>st</sup> September 2018 was £39,273.89 &amp; 30<sup>th</sup> October 2018 £39,273.89.</li> <li>Clerk reported the closure of the Co-op Bank Community Direct Plus Account had been finalised and Cllr. Vickers had payed in the £1,888.12 to the Barclays Community Account.</li> <li>Clerk report on External Auditor comments – The Clerk reported from an SLCC Clerks training day that PKF Littlejohn had been criticised by many Parish Councils for their harshness on issuing qualified audits on very minor errors. Clerk to publish the Audit and relevant papers.</li> <li>Cllr. Burton produced Barclays Bank forms to be added as a signatory and asked for 2 other signatories to complete.</li> <li>Council to review Projects budget and any virements of funds – <b>it was resolved</b> to include in item g).</li> <li>Clerk reported that Barclays Bank had not changed the address, <b>it was resolved</b> to remain going to Cllr. Woolf until a new Clerk was employed.</li> <li>Council considered a grant application from Fibromyalgia UK for funding for the Fun Day on 5<sup>th</sup> May 2019 @ a cost of £4,545.00 to supply a marquee, a stage, promotional materials and a number of stalls. The Clerk advised there was £500 in the community fund budget for 18/19. <b>It was resolved</b> to grant the £4,545.00 make the following virements: £1,450 from Christmas Trees &amp; Lights to Fun Day May project.</li> </ol>



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£2,500 from the Sensory Area to Fun Day May project.  
The £500 remaining in the Community Grant Fund would also be used.

- h) **It was resolved** after consideration of 2 quotes to spend £700 to cover purchase & installation on 2 brown park benches from Earth Anchors – pending permission from Basildon County Council.
- i) **It was resolved** to agree a budget for the Christmas Event on 2<sup>nd</sup> Dec 2018 of £200.
- j) Covered above – Clerk advised that project funds, although allocated, still had to come through full Council for consideration & approval.
- k) Cllr. Vickers signed the latest bank account statement & bank reconciliations for September & October 2018.
- l) **It was resolved** for the Clerk to purchase a suitable external hard drive at a cost of £50. Cllr. Burton to advise.
- m) **It was resolved** for Petty Cash to be held by the Chairman, once an adjustment was made to the Financial Regulations – Dec meeting.
- n) The Clerk advised that BCC had requested the 19/20 Precept be submitted by 2<sup>nd</sup> January 2019. The Clerk advised December meeting would be heavily finance based.
- o) Councillors to resolve to pay the following invoices:

Cheque	Payee	Invoice detail	Amount	VAT
100222	Emma Morris - Printing	Printing for Fun Day 23/9/18	150.00	
100223	K. Kuderovitch – Acting Clerk	Locum Services 11.10.18 – 8.11.18	627.00	
100224	Petty Cash	Petty Cash float	100.00	
100225	Basildon Leaflets	September Newsletter Printing	197.00	
100226	Basildon Leaflets	September Newsletter Distribution	105.00	
100227	Emma Morris	Flameless Candles	56.95	
100228	Emma Morris	Christmas Event Posters	32.00	
100229	Information Commissioners Office	Annual subscription	40.00	
<b>TOTALS</b>			<b>£1,307.95</b>	

180/18. **Facebook** 🍷

Council reviewed the page as was pleased with the content. The Clerk to spend time enhancing the page in due course.

181/18. **Community Projects/Funding Applications** 🍷 £

- Hanging Baskets – Cllr. Burton was seeking further quotes and permissions to be sought. The Clerk suggested asking BBC to quote.
- Table Tennis – an update on permission from BBC. A meeting had been arranged for Friday 16<sup>th</sup> November with Grant Taylor, Interim Manager of Leisure, Open Space and Community Facilities from BBC with Cllr. Hammond & the Clerk to discuss permissions for all suggested projects.
- Additional activities – as above seeking permission.
- Defibrillator – **it was resolved** for the Clerk to apply for funding, seek community support and Cllr. Burton to discuss siting locally.
- Newsletter – **it was resolved** the next issue to be January 2019.



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182/18.	<b>Planning</b> 🍷 <b>18/01410/FUL – 21 Woodberry Road, Shotgate</b> Two storey side extension – no objections  <b>18/012547/FUL- 26 Third Avenue, Shotgate</b> Single storey rear extension – no objections  <b>SRC Group - Proposed Restoration of land at Dolmans Farm in Essex.</b> Public Meeting - Tuesday 27th of November 2018 at Rayleigh Town Museum, 91 High Street, Rayleigh between 2pm and 8pm. All residents of Shotgate invited. Clerk advised the event was being publicised and a number of reps from the Parish Council would be attending.
183/18.	<b>Upcoming Meetings/Parish Council Surgeries</b> <ul style="list-style-type: none"><li>• Bi-weekly surgeries – continuing without much attendance, next one 20<sup>th</sup> November 2018 10am – midday at Shotgate Parish Hall. Clerk to promote on Facebook/web.</li><li>• ABSL Meeting 15<sup>th</sup> November @ 7.30pm – no one available to attend Clerk to circulate the Minutes.</li></ul>
184/18.	<b>Christmas Event – Sunday 2<sup>nd</sup> Dec @ 4.30pm.</b> The arrangements were discussed and it was hoped would be a good community event.
185/18.	<b>Contact from Residents</b>
186/18.	<b>Councillors/Clerk's Updates</b> Poor condition of pavements in Hodgson Way, a broken lamppost – Clerk asked for photos to enable her to report.
187/18.	<b>Date of Next Meeting – 11<sup>th</sup> December 2018</b>
	<b>THE FOLLOWING ITEM IS CONFIDENTIAL AND A VOTE TO BE TAKEN TO CLOSE TO PRESS &amp; PUBLIC</b>
188/18.	<b>Employment of a Clerk.</b> Personnel Committee to report. – deferred.