



# SHOTGATE PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON Tuesday 16<sup>th</sup> October 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. T. Ball - ECC
Cllr. P. Vickers – Vice Chairman	Cllr. C. Burton	
Cllr. J. Woolf	Cllr. T. Hammond	Acting Clerk - Karen Kuderovitch

151/18.	<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>
152/18.	<p><b>Apologies</b></p> <p>Cllr. M. Buckley - ECC</p>
153/18.	<p><b>Minutes/Public Forum</b> 👍</p> <p>The Minutes of the Parish Council Meeting of 11<sup>th</sup> September 2018 were reviewed and signed. <i>The Chairman offered the public/press an opportunity to address the Council.</i></p>
154/18.	<p><b>Parish Councillor Vacancies/Applications.</b> 👍</p> <p><b>It was resolved</b> by a majority vote to defer the application received as all Councillors wished to meet the applicant.</p>
155/18.	<p><b>Borough/County Councillors Reports – ECC Highways/Basildon issues</b></p> <p>Cllr. Ball reported on the following topics:</p> <ul style="list-style-type: none"> <li>• An invitation from Cllr. Kevin Bentley for Councils to highlight 20 highway defects/potholes – Councillors to send information to the Clerk to collate.</li> <li>• Wickford High Street was undergoing a 4 month trial to pedestrianise (56 day notice to be given).</li> <li>• Basildon Borough Council was due to adopt plan regulation 19 – Council to look out for this.</li> <li>• Wickford Town Council was being proposed to be set up in view of the population of Wickford. Shotgate would remain as a Parish Council.</li> <li>• Schools – Beuchamps over subscribed – both schools full.</li> </ul>
156/18.	<p><b>Fibromyalgia Fun Day – 23<sup>rd</sup> September 2018</b></p> <p>The Chairman and Councillors expressed their disappointment that the event had to be called off due to health &amp; safety reasons/poor weather. A new date of the 5<sup>th</sup> May suggested by the</p>



## SHOTGATE PARISH COUNCIL

	<p>Fybromyalgia Charity was agreed to. The clerk advised Council that, in the first instance, the event insurance needed to be investigated to ensure any Parish Council funds donated as a grant would be protected in the future. The Clerk also advised that at this stage no funds could be released for a marquee for the following reasons:</p> <ul style="list-style-type: none"> <li>• No grant application had been received and the expenditure item was not on the agenda. A Councillor suggested that Project Funds already set aside be used to pay for the marquee hire and the Clerk advised against this course of action at present.</li> <li>• The Council had £500 left in the Community Fund for 18/19 and the Clerk suggested perhaps other groups may wish to apply in this financial year. The Clerk advised when the 19/20 Precept was considered in late 2018 the Community Projects budget would be agreed at that stage.</li> <li>• The Councillors expressed the concern that time was of an element, the Clerks advise was other companies should be approached as ideally at least 2 quotes should be presented to the PC if a grant application was forthcoming to ensure best value in line with Standing Orders/Financial Regulations.</li> <li>• The Chairman suggested calling an Extraordinary Meeting the following week and asked the Clerk to seek event insurance quotes and marquee quotes. The Clerk indicated she would make the enquiries if appropriate.</li> </ul> <p><b>Cllr. McClenaghan requested that the above detailed advice be minuted. The Clerk repeated her advice on all topics above a number of times.</b></p> <p><b><i>It was resolved</i></b> unanimously for the Clerk to make further enquiries into event insurance, marquee hire and report back asap.</p>
157/18.	<p><b>Standing Orders 2018</b> 🇬🇧</p> <p>The new model from the National Association of Local Councils to be adopted.</p>
158/18.	<p><b>Finance</b> 🇬🇧 £</p> <ol style="list-style-type: none"> <li><b><i>It was resolved</i></b> unanimously to purchase a Soldier Silhouette from the Royal British Legion at a cost of £250.00 &amp; a poppy wreath at approx. £30.</li> <li>Chairman signed latest bank account statement &amp; bank reconciliations. Barclays Community Account Balance as at 31<sup>st</sup> August 2018 £29,781.53. Co-op Bank Community Direct Plus Account as at 31<sup>st</sup> August £1,888.12.</li> <li>Clerk reported on External Audit submission – not due back but been advised of 1 other matter raised relating to split of Precept/Grant.</li> <li>Clerk to arrange for the forms for Cllr. Burton to sign for Barclays Bank.</li> <li>It was resolved for a budget of £100 to be raised by cheque. Cllr. Woolf to collect an hand to Clerk to administer in a locked box and any records kept for Audit.</li> <li>Clerk reported on Bank Accounts - no response from Barclays, the Clerk handed a letter of authorisation to Cllr. Vickers required by the Co-op to close the account and send a cheque to the Clerk.</li> <li><b><i>It was resolved</i></b> to accept the updated Projects budget.</li> </ol>



## SHOTGATE PARISH COUNCIL

- h) Clerk to seek a remote weekly backup quotation and advised no back up was being done at present. Cllr. Burton suggested a memory stick.
- i) Councillors resolved to pay the following invoices:

Cheque	Payee	Invoice detail	Amount	VAT
100213	PKF Littlejohn	External Audit 17-18	240.00	40.00
100214	K. Kuderovitch – Acting Clerk	Locum Services 6.9.18 – 11.10.18	561.00	
100215	Shotgate Baptist Church	Hall Hire	112.00	
100216	Petty Cash	Petty Cash float	100.00	
100217	Cllr. J. Woolfe	Flowers – Funday organiser	30.99	
100218	Cllr. J. Woolfe	Refreshments APM	8.08	
100219	EALC	Planning Briefing Cllr. J. Woolf	55.00	
100220	EALC	Planning Briefing Cllr. C. Burton	55.00	
100221	Emma Morris	Soldier Silhouette Remembrance	250.00	
<b>TOTALS</b>			<b>1412.07</b>	<b>40.00</b>
<b>Income</b>	17.9.18 Barretts Fun Day sponsorship		150.00	
	1.10.18 BCC Precept		12390.00	
<b>TOTALS</b>			<b>12540.00</b>	

- 159/18. **EALC /In-House Training** 🍷  
 Session booked for 23<sup>rd</sup> October 7pm – 9pm.  
**It was resolved** for the following modules to be delivered:  
 3 Freedom of Information, Data Control, Disaster Recovery and Planning for the Future (15 minutes)  
 4 Powers and Duties (30 minutes)  
 6 Roles and Responsibilities (30 minutes)  
 7 Finance (15 Minutes)  
 8 Raising the Profile of the Council (30 minutes)  
 10 Let the Community Decide (15 minutes)  
 Its 2 hours and 15 mins.  
 EALC AGM on 20<sup>th</sup> September 2018 – The Chairman & Cllr. Burton reported it was reported to be a very good event with networking opportunities & lots of useful information.
- 160/18. **Facebook** 🍷  
 After discussion, it was resolved unanimously for the Parish Council to create a Facebook page to share information and receive feedback from residents. Clerk to administer.
- 161/18. **Community Projects/Funding Applications** 🍷 £  
  - Sensory Gardens – **It was resolved** for the Clerk to seek quotes for 2 benches and approval to be sought from BCC.
  - **It was resolved** to spend £1,818 on hanging baskets – Cllr. Burton to seek approval from BCC.
  - Community Fun Day 2019 – covered in Minute 156/18.
  - Table Tennis – **it was resolved** after review of 2 quotes to proceed and order a table at a cost of approx. £2,000, once the relevant permission had been sought from BCC. Cllr. Hammond/Clerk to seek approval with BCC, then, once approved, Clerk to order with Table Tennis Tables.
  - Additional activities were discussed in the main park which included ideas and quotes



## SHOTGATE PARISH COUNCIL

	<p>provided by Cllr. Hammond. Clerk to investigate permission from BCC. November agenda.</p> <ul style="list-style-type: none"> <li>• Clerk advised on funding opportunities – no applications to be made at present.</li> </ul>
162/18.	<p><b>Planning</b> Decisions: 18/00268/FUL 7 Fanton Chase, Shotgate, Wickford Erect three detached chalet style dwellings on land at the rear of 5 and 7 Fanton Chase. <b>Refused.</b> <b>Clerk/Planning Reps to report on any further decisions.</b></p> <p>Dollymans Farm, Wickford. Clerk reported on a meeting invitation from PDE Consulting currently scheduled for 6<sup>th</sup> Nov which the Chair &amp; Vice Chair would attend and report to Council.</p> <p>Clerk handed out copies of parish boundaries. Planning Reps to review all planning applications before a PC Meeting</p> <p>Cllrs. Woolf/Burton reported from the Planning Briefing on 29<sup>th</sup> September 2018 at the EALC. Consider reviewed the document from BBC re material considerations.</p>
163/18.	<p><b>Upcoming Meetings/Parish Council Surgeries</b> Council confirm the dates for the re-instated bi-weekly Parish Council Surgeries Shotgate Baptist Church Hall – next one being 30<sup>th</sup> October 2018.</p>
164/18.	<p><b>Dementia Champion Open Meeting</b> <i>It was resolved</i> to hold an open public meeting in January 2019.</p>
165/18.	<p><b>Essex Community Specials Constables.</b> Clerk reported on attendance at the November meeting of Les Hawkins - Specials Supported Policing Coordinator.</p>
166/18.	<p><b>Contact from Residents</b> Clerk/Councillors to report – Cllr. Vickers had dealt with most of the issues relating to non-smoking signs and cutting back at bus shelters for which he was thanked.</p>
167/18.	<p><b>Councillors/Clerk's Updates</b> Cllr. Hammond suggested more sporting events/activities. Clerk to discuss with BCC to see what they can provide.</p>
168/18.	<p><b>Christmas 2018</b> 🍷 <i>It was resolved</i> to spend £799 on a Christmas tree, permission to be sought from Highways. Cllr. Woolf to order. A community event was agreed for Sunday 2<sup>nd</sup> December 2018.</p>
169/18.	<p><b>Date of Next Meeting – 13<sup>th</sup> November 2018</b></p>
<p><b>THE FOLLOWING ITEM IS CONFIDENTIAL AND A VOTE TO BE TAKEN TO CLOSE TO PRESS &amp; PUBLIC</b></p>	
170/18.	<p><b>Personnel Committee</b> Employment of a new Clerk – deferred as the Chairman had to depart.</p>