



## SHOTGATE PARISH COUNCIL

, Cllr.M. Biddle 01268 562877 – Clerk Emma Morris clerk@shotgatepc.org.uk

**AGENDA FOR THE PARISH COUNCIL MEETING TO BE HELD ON Tuesday 17th September 2019  
@ 7.30pm at Shotgate Baptist Church Hall, Bruce Grove, Shotgate. THE CHAIRMAN TO  
REQUEST MOBILE PHONES ARE SWITCHED OFF/TURNED TO SILENT**

<b>101.19</b>	<b>Chairmans Welcome &amp; Apologies &amp; Reasons for Absence – Council to vote &amp; Accept</b> 👍
<b>102.19</b>	<b>Minutes of previous meeting.</b> (to be agreed and signed)
<b>103.19</b>	<b>Declarations and Interests</b> (existence and nature)  New Decelerations of interest forms are over-due and need to be completed, signed and sent to the Clerk ASAP in order for them to be published.
<b>104.19</b>	<b>Public Participation Session with respect to items on the agenda and other matters that are of mutual interest.</b> The maximum time allowed for this item will be no longer than 20 minutes, at the close of this item members of the public will no longer be permitted to address the council. <i>Lauren Shipley to return with any quotes &amp; funding requests</i>  <i>Uneven Pavement complaint – Pavement outside the Shotgate Shops is dangerous.</i>
<b>105.19</b>	<b>Borough/County Councillors Reports – ECC Highways/Basildon issues</b> Wickford North Cllrs. County Cllrs. Ball & Buckley
<b>106.19</b>	<b>General Parish Maintainence.</b>  <ul style="list-style-type: none"> <li>• Hodgsons Way - verges</li> <li>• Southend Road – by Railway Bridge and Freds verges &amp; over-hanging trees.</li> <li>• Bruce Grove repairs – any start date ?</li> <li>• Bruce Grove barrier – temporary fix has been put in place.</li> <li>• Community Payback Scheme</li> </ul>
<b>107.19</b>	<b>Children’s Litter &amp; Sensory Rubbish Bin.</b>  Examples and costings – Cllr. Woolf
<b>108.19</b>	<b>RBL Poppy Wreath &amp; Remembrance Soldier</b>  Council to agree to ordering the RBL wreath and set a date for erecting the soldier.



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	Possibility of a small service for those unable to attend the Town memorial.
<b>109.19</b>	<p><b>Shotgate Park Sensory Garden</b></p> <p>Following on from the raised beds, is there a need for sensory equipment to improve the area for visitors with disabilities and sensory needs?</p> <p>Gardening budget to be reviewed.</p>
<b>110.19</b>	<p><b>Supporting local Charities.</b></p> <p>Two charities have made themselves known to us</p> <ul style="list-style-type: none"> <li>• Wickford based, Takiwatanga Support Services, for children with autism and their families.</li> <li>• Basildon based, BASiS -Blind and Sight impaired Society - South Essex</li> </ul> <p>There are two registered Shotgate Charities The Shotgate Community Association &amp; Carousel School of Gymnastics neither have approached the council despite requests via social media.</p> <p>Essex &amp; Herts Air Ambulance have approached the council asking for donations.</p>
<b>110.19</b>	<p><b>Internet Banking</b></p> <p>Is this even a possibility?</p>
<b>111.19</b>	<p><b>Events Committee</b> 👍</p> <p>Committee to update on the upcoming events.</p> <ul style="list-style-type: none"> <li>• Shotgate Music Festival - updates</li> <li>• Propose date for Christmas tree Light-up event, costings and &amp; allocate actions, set budget. (to include Street lights - next item)</li> <li>• MacMillan Coffee Morning. 27<sup>th</sup> Sept. 10-12am</li> <li>• Charity Quiz night – Location and Date</li> <li>• Purchase of an A3 laminator, in order to post our own posters and leaflets for forthcoming events.</li> <li>• Purchase of 6 radios for use at events.</li> </ul>
<b>112.19</b>	<p><b>Personnel Committee.</b></p> <p>Cllr. Woolf Chair. - Vacancy to be filled from within the council</p>



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<b>113.19</b>	<p><b>Action Plan/Community Projects/ /Funding Applications</b> 🍷</p> <p>Cllr. Burton- Defib update. Gazebo update Generator update – quotes</p> <p>Cllr. Hammond – Table Tennis Table Base. -Installation and quotes.</p> <p>Cllr Woolf – Shotgate Christmas Street Lights – quotes, &amp; permissions. Children’s seating area within the play area.- quotes</p>																																													
<b>114.19</b>	<p><b>Oak Avenue – Football Parking</b></p> <p>What parking restrictions are in place, and what can Wickford Town Football club do to assist in deterring their visitors from blocking public access?</p>																																													
<b>115.19</b>	<p><b>Councillor Vacancy</b></p> <p>Clerk to update</p>																																													
<b>116.19</b>	<p><b>Finance</b></p> <p>a) Chairman signed the Barclays Community Account Balance as at 31<sup>st</sup> July &amp; August 2019. b) The Council to agree months bank reconciliations for July &amp; August. c) Councillors to resolve to pay the following :</p> <p><b>Finance cont.</b></p> <table border="1" data-bbox="252 1406 1415 1771"> <thead> <tr> <th>Cheque</th> <th>Payee</th> <th>Invoice Detail</th> <th>Amount</th> <th>VAT</th> </tr> </thead> <tbody> <tr> <td>100275</td> <td>Miss E Morris</td> <td>Clerk Wages</td> <td>639.81</td> <td></td> </tr> <tr> <td>100275</td> <td>EALC</td> <td>Clerk Training</td> <td>270.00 *</td> <td></td> </tr> <tr> <td>100276</td> <td>EALC</td> <td>Cllr. Training</td> <td>110.00</td> <td></td> </tr> <tr> <td>100277</td> <td>GALA Tents</td> <td>Gazebo</td> <td>735.00</td> <td></td> </tr> <tr> <td>100278</td> <td>HMRC</td> <td>HMRC</td> <td>164.87</td> <td></td> </tr> <tr> <td>100279</td> <td>J. Woolf</td> <td>Petty Cash</td> <td>100.00</td> <td></td> </tr> <tr> <td>100280</td> <td>Miss E Morris</td> <td>Post Mum’s leaflets</td> <td>80.00</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>*Bursary grant refund of 75% has been granted by EALC</p>	Cheque	Payee	Invoice Detail	Amount	VAT	100275	Miss E Morris	Clerk Wages	639.81		100275	EALC	Clerk Training	270.00 *		100276	EALC	Cllr. Training	110.00		100277	GALA Tents	Gazebo	735.00		100278	HMRC	HMRC	164.87		100279	J. Woolf	Petty Cash	100.00		100280	Miss E Morris	Post Mum’s leaflets	80.00						
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<b>117.19</b>	<p><b>Shotgate Community Special Constables</b></p> <p>Adverts on Website, Social Media and Wickford Carnival Brochures</p>																																													



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<b>118.19</b>	<b>Community Payback</b>  Clerk to update.
<b>119.19</b>	<b>Planning</b> 👉  Cllrs. Burton & Woolf to report on planning applications and give recommendations.
<b>120.19</b>	<b>Parish Council Budget</b>  Date to set preliminary precept and budget reserves.
<b>121.19</b>	<b>Councillors/Clerk's Updates</b>
<b>122.19</b>	<b>Date of Next Parish Council Meeting</b>  October 8 <sup>th</sup> @ 7:30pm
<b>123.19</b>	<b>Next item to be heard privately due to security issues. All public and press will be invited to leave.</b>  Parish Council Storage.