



SHOTGATE PARISH COUNCIL

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

MINUTES FOR THE VIRTUAL PARISH COUNCIL MEETING HELD ON Tuesday 7th August 2020 @ 6pm via Zoom.

?>	<p>Chairmans Welcome & Apologies & Reasons for Absence – Council to vote & Accept Meeting opens via Zoom at 6pm</p> <p>Present.</p> <table border="0"> <tr> <td>Cllr.Mark Biddle</td> <td>Cllr. Clive Burton</td> </tr> <tr> <td>Cllr. Jackie Woolf</td> <td>Cllr. David Harrison</td> </tr> <tr> <td>Cllr. Trevor Hammond</td> <td>Cllr. Helen Byatt</td> </tr> <tr> <td>Clerk - Emma Morris</td> <td>County Cllr. Buckley.</td> </tr> <tr> <td>Cllr. Eunice Brockman</td> <td>County Cllr. Tony Ball</td> </tr> </table>	Cllr.Mark Biddle	Cllr. Clive Burton	Cllr. Jackie Woolf	Cllr. David Harrison	Cllr. Trevor Hammond	Cllr. Helen Byatt	Clerk - Emma Morris	County Cllr. Buckley.	Cllr. Eunice Brockman	County Cllr. Tony Ball
Cllr.Mark Biddle	Cllr. Clive Burton										
Cllr. Jackie Woolf	Cllr. David Harrison										
Cllr. Trevor Hammond	Cllr. Helen Byatt										
Clerk - Emma Morris	County Cllr. Buckley.										
Cllr. Eunice Brockman	County Cllr. Tony Ball										
50.20	<p>Minutes of previous meeting. – Cllr Harrison asks for Cllr Hall to be amended to Cllr Ball</p>										
51.20	<p>Declarations and Interests (existence and nature) – None</p> <p>Chairman asks for County & Borough Councillors input</p> <p>Cllr Ball. – Responses to the Covis-19 crisis across the county has been fantastic from key workers and volunteers. It has cost the County over 100 million pounds, with hopefully 90% of that being reimbursed by the government.</p> <p>Grant winners from the Ball & Buckley Fund will be announced in September. Shotgate Parish Council have applied for a grant toward the Remembrance Bench.</p> <p>Cllr Buckley – We are still asking for referrals regarding sever pot-holes. E-mail the location to Cllr’s Ball & Buckley, using what3words as the location field if possible, as it makes it easier for the engineers to locate.</p> <p>Cllr Harrison - Basildon Borough Council have now launched the OUR STREETS app, to enable residents to request a service, or report an incident. Basildon Borough Council have had a loss of income due to Covid-19 and are looking at ways to manage the budget. and he advises that Shotgate Parish Council will also need to do the same.</p>										



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52.20

Action Plan/Community Projects/Funding Applications

Cllr Woolf - updates on Outdoor games table project – Manufacturers are on holiday to 17th August, & cement bases to go in min September.
Mini cycle-track & Outdoor wooded area need site visit prior to anything further going ahead.

Cllr Burton- Updates Council on quotations for the Christmas Lighting Project for 2021. an increase of all lampposts (currently with flower baskets) would increase to £7,800.

The present proposal is for for 22 hanging trees on 11 lampposts around the shop area, at £2,359. Inc vat for 2020,

Proposed Cllr Biddle
Seconded Cllr Woolf
6 votes in favour
1 against
Motion Carried.

Cllr Harrison voted against as in his opinion the finances should have been addressed before this item in the agenda.

Basildon Parks Dept have agreed to install two benches in Bawdsey Park FOC.

Clerk presents Lockdown purchasing decisions as follows

Lockdown Purchasing decisions voting virtually via e-mail.

May Garden Planters, soil, plants & labour 5 in favour 2 Abstained Motion Carried

June Muga re-paint 2 in favour 4 against 1 abstained Motion denied

June TT base increase Unanimously carried

July TT base topsoil & Labour 6 in favour 1 Abstained Motion Carried

July Van Hire 4 in favour 3 Abstained Motion Carried

July Flower Tower Insert 6 in favour 1 Abstained Motion Carried

July Park Gate Banner 6 in favour 1 Abstained Motion Carried

July Refreshments stall 6 in favour 1 Abstained Motion Carried

July Winter Planting 6 in favour 1 Abstained Motion Carried

July Park Watering 6 in favour 1 Abstained Motion carried

July Outdoor Games Tables Project. 6 in favour 1 against Motion carried

Cllr Harrison requests that the Invoices for all the decisions made are forwarded to him, along with quotes & payments, as almost £23 thousand pounds has been spent during lockdown. He commented that the Clerk should be able to provide



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all this for her own protection, and it was his right to view it. He went on to say that he has not had sight of all the emails that have been sent, as he often has too many to go through or they fall into his junk file. He also mentioned that he believed decisions were made via whatsapp before being e-mailed out, and he refuses to join the Parish council whatsapp group.

18:30 Zoom meeting ran out of time.

18:40 Zoom meeting reconnected

County Cllr’s Ball & Buckley & Cllr Harrison are no longer present at the meeting.

Chairman Councillor Biddle states that going forward any issues with the agenda should be addressed before the actual meeting, and that during this difficult time all Councillors have a responsibility to check their email inboxes as this is the only way the Clerk can ask for official decisions to be made, during lockdown.

Clerk Disputes that any decisions are made over Whatsapp, and that she sends emails to all councillors for their vote with as much information is as possible. All voting decisions are logged on email and printed off as a document along with the motion, and that now all the decisions made during lockdown have been agreed and minuted, this will comply with the Audit for 2021.

**Cllr Biddle proposes that the decisions and payments are all agreed with Cllr Wool Seconded
6 votes in favour
Motion Carried.**

Finance

List of all payments made during lockdown. Paid by BACS with two signatures from Cllr Woolf & Cllr Burton.

SHOTGATE PC BANK STATEMENTS. APRIL 2020 - 2021

Date	Description	Money Out	Money In	Balance £
1 April	Precept		13,746.50	40,720.93
7 April	Cheque 100348 Clerk Salary	894.00		39,826.93
8 April	Cheque 100338	300.00		39,526.93
9 April	Cheque 100359	377.84		39,149.09
14 April	Wickford Town FC	450.00		38,699.09
14 April	EALC & NALC	679.13		38,019.96
22 April	Stall fee refund	20.00		37,999.96
27 April	Clerk Salary	670.37		37,329.59
1 May	PC Gardening	142.50		37,189.09
1 May	HMRC employer contribution	147.41		37,039.68
18 May	Mallorn Web host	120.00		36,919.68
29 May	PC Gardening	270.00		36,649.68



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	1 June HMRC employer contribution	105.00		36,544.68	
	1 June Hill Allen wages service	132.00		36,412.68	
	1 June Clerk Wages	453.33		35,959.35	
	1 June E.M. Wayfair Planter Payment	4,400.00		31,559.35	
	9 June Cheque 100354	70.00		31,489.35	
	11 June PHS Flower Tower	1,651.44		29,028.02	
	18 June PHS Brackets	1,809.89		28,028.02	
	18 June PHS Baskets & Flowers	3,078.55		24,949.47	
	30 June PC Gardening	60.00		24,889.47	
	30 June HMRC employer contribution	152.48		24,736.99	
	30 June PC Maintenance	375.00		24,361.99	
	30 June Clerks Salary	633.33		23,728.66	
	1 July Stall fee refund	20.00		23,708.66	
	9 July Christine Carol	353.68		23,354.98	
	Date	Description	Money Out	Money In	
				Balance £	
	14 July	EALC Course Invoices	1,056.00		22,298.98
	20 July	Tower Signage	11.50		22,287.48
	20 July	ABLC 2019 Subs	20.00		22,267.48
	20 July	ABLC 2020 Subs	20.00		22,247.68
	20 July	Topsoil Delivery	148.80		22,098.68
	20 July	Planter Soil Delivery	423.00		21,675.68
	20 July	BRB TT Base	1,280.00		20,395.68
	22 July	Broadfield Signs Polo Shirts	129.02		20,266.66
	27 July	Park Watering	75.00		20,191.66
	27 July	PC Maintenance	55.72		20,135.94
	27 July	PC Maintenance	80.00		20,055.94
	27 July	PC Maintenance	80.00		19,975.94
	27 July	E.M. Casual Labour & Van Hire	458.75		19,517.19
	30 July	HMRC employment contribution	360.41		19,156.78
	30 July	PC Gardening	526.00		18,676.21
	30 July	Clerks Salary	954.57		17,676.21
	Proposed by Cllr Biddle				
	Seconded by Cllr Wool				
	6 votes in favour motion carried.				
54.20	Items for Next Agenda				
	Items to be emailed into the Clerk.				



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55.20	<p>Date of next meeting. Sept 8th 2020 @ 7pm. (actual or virtual meeting to be decided)</p> <p>Cllr Biddle- Meeting Closed with thanks 19:05</p>