



SHOTGATE PARISH COUNCIL

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

Agenda for the meeting of Shotgate Parish Council, at Shotgate Community Hall, Bruce Grove, Shotgate, on Tuesday the 11th September 2020 at 7:30pm for the purpose of transacting the following business.

N.B Social distancing guidelines will be observed and face coverings worn.

Any member of the public wishing to attend please email clerk@shotgatepc.org.uk to register your interest and receive your invitation. Due to Covid-19 safety measures, booking is essential and entry is by invite only to assist with track & trace.

Emma Morris

Clerk to Shotgate Parish Council

Monday 7th 2020

56.20	Chairman’s Welcome & Apologies & Reasons for Absence – Council to vote & Accept 🖐
57.20	Minutes of previous meeting. (to be agreed and signed) 🖐
58.20	Declarations and Interests (existence and nature)
59.20	<p>Public Participation Session with respect to items on the agenda and other matters that are of mutual interest.</p> <p>The maximum time allowed for this item will be no longer than 15 minutes, at the close of this item members of the public will no longer be permitted to address the council.</p> <ul style="list-style-type: none"> • <i>Noise & Vibrations from Speeding Heavy Traffic Hodgson Way in 30mph zone, from junction with Blakehall Drive onto the Industrial Park.</i> • <i>Noise & Pollution Nuisance from Laser24 on Industrial Area.</i> • <i>Possible removal of Crouch View Play Area as part of Basildon Council Parks and Open Spaces, Play Strategy.</i> • <i>Parking on Southend Road, o/s care home.</i> • <i>Bicycle rail tracks to be fitted to the stairs crossing the railway.</i> • <i>Request from resident to assist with the overgrown care home garden.</i> • <i>Overgrown bushes and hedges in Southend Road, Fanton Walk & Crouch View Close.</i>
60.20	<p>Borough/County Councillors Reports – ECC Highways/Basildon/Ward issues</p> <p>County Cllr’s – Ball & Buckley</p> <p>District Cllr’s – Brockman Morris Harrison</p>



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	Holliman.
61.20	Parish Magazine Clerk – Cost & Content 16 Pages = TBC
62.20	Park Garden Committee 🖐️ Clerk -Standing Orders to be reviewed Committee members Cllr's Woolf Burton Hammond Brockman
63.20	Outdoor Games Tables Quote has increased to £7,250.93 inc vat Delivery. An increase of £1,000 to include three inset games boards. E-mail Voting was carried out due to Council not meeting in August & Order needed to be confirmed. Agreed by Majority. Council to agree the vote 🖐️
64.20	Review of Park Refreshments. Should they be booked again for 2021 school holidays and weekends during the warmer months? 🖐️ Fees?
65.20	VAT reclaim Claim was been submitted in July 2020, there has not yet been any response. Clerk to chase.
66.20	Standing Orders & Financial Orders A review of these have been carried out by the Clerk, with items for amendment highlighted. Councillors to put forward proposed changes. Risk Assessment To be reviewed when Clerk has participated in the postponed Course.
67.20	Internal Audit



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	Acceptance & Agree AGAR – Chairman to sign										
68.20	Budget 2021/2022 Dates to be set for future meetings.										
69.20	<p>Action Plan/Community Projects/ /Funding Applications</p> <p>Cllr Woolf. Events Committee Updates Race for life 2020</p> <p>Hanging Baskets, Troughs & Tower Winter Planting alternative company for 2020 & 2021 Planting quotes . Council to Vote 🖐️ Christmas Tree update.</p> <p>Cllr Byatt Parking Review Updates on actions open to the council to prevent inconsiderate parking or verge parking across the community.</p> <p>Cllr Brockman Shotgate in Bloom Competition idea has been placed in Parish Magazine. Full details of event.</p> <p>Cllr Burton Christmas Lamppost trees. Update on order & delivery.</p> <p>Clerk Delegated powers returned to full council.</p>										
70.20	<p>Finance (to include any invoices received prior to meeting, and not noted below)</p> <p>a) Chairman signed the Barclays Community Account Balance as at 31st August 2020</p> <p>b) The Council to agree months bank reconciliations for August. 🖐️</p> <p>c) Councillors to resolve to pay the following :</p> <p>Finance cont.</p> <table border="1"> <thead> <tr> <th>BACs</th> <th>Payee</th> <th>Invoice Detail</th> <th>Amount £'s</th> <th>VAT</th> </tr> </thead> <tbody> <tr> <td></td> <td>Miss E Morris</td> <td>Clerk Wages</td> <td>740.37</td> <td></td> </tr> </tbody> </table>	BACs	Payee	Invoice Detail	Amount £'s	VAT		Miss E Morris	Clerk Wages	740.37	
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		M. Ratcliff	Gardening	TBC	
		J. Woolf	Handyman	TBC	
	Chq 100360	Shotgate Comm Association	Hall Hire	£52.50	
71.20	Planning 🖐️ 📁 Cllrs. Burton & Woolf to report on planning applications and give recommendations.				
72.20	Items for the next agenda.				
73.20	Date of next meeting - October Possibility of Meetings being moved to Wednesdays or Fridays and held in the current venue due to the Church Hall not being available.				
	Meeting Closed.				