



SHOTGATE PARISH COUNCIL

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

TO: Members of Shotgate Parish Council

You are hereby summoned to attend a meeting of Shotgate Parish Council, Agenda for the meeting of Shotgate Parish Council, via Zoom. On Tuesday the 12th January 2021 at 7:30pm for the purpose of transacting the following business.

Any member of the public wishing to attend please email clerk@shotgatepc.org.uk to register your interest and receive your zoom invitation.

Emma Morris

Clerk to Shotgate Parish Council
Thursday 6th January 2021

01.21	Chairman’s Welcome & Apologies & Reasons for Absence – Council to vote & Accept 🖐️
02.21	Minutes of previous meeting. (to be agreed and signed) 🖐️
03.21	Declarations and Interests (existence and nature)
04.21	Public Participation Session with respect to items on the agenda and other matters that are of mutual interest. 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. <i>Nothing brought at time of publication.</i>
05.21	Borough/County Councillors Reports – ECC Highways/Basildon/Ward issues County Cllr’s – Ball & Buckley District Cllr’s – Brockman Morris Harrison Holliman
06.21	Precept proposal Agreement. It has been decided to request a precept of £27,007.95 which due to the lower council tax base of £1,245.18 is the Band D equivalent of £21.69 per household, which is a 0.00% increase/decrease, this is effectively a decrease in precept toward the running of the council, of £532.06, however due to the hardships experienced by most households, it was felt that Shotgate Parish Council could not add to that



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	<p>burden this year. The shortfall can be made up by not paying for meeting rooms whilst using zoom meetings during the first part of the 2021 whilst under Covid restrictions.</p> <p>The Budget has been managed and Ear-marked reserves outlined. Precept to be agreed by council and signed</p>
<p>07.21</p>	<p>Action Plan/Community Projects/ /Funding Applications</p> <p><i>Park Garden Committee update</i> Site Meeting with Rob Baker from Basildon Parks @ Basildon Borough Council (BBC)</p> <p>Remembrance Bench Site agreed. Movement of Bench from main park to the garden site agreed. Memorial Bench Application to be completed at a later stage. Costings previously voted in favour in December.</p> <p>Woodland seating area (previously voted in favour) installation approved.</p> <p>Grass areas that are poor quality to be dressed with top soil & Seed by BBC at no cost to SPC.</p> <p>Pergola permission granted for a metal structure, as opposed to the wooden one voted for. Costings for the project are still being researched and further discussions with BBC to be held.</p> <p>Refreshment vendor has sent in a park hire application. Costing to be decided and negotiated by Vendor and BBC. External funding may be sought for provision of the stall, to combat social isolation and provide a quality community service for all park users</p> <p><i>Matters discussed to be presented to full council for funding.</i> Pathways to be created at a cost to Shotgate Parish Council (SPC) with BBC dressing them with granite chip. (cost to be forwarded at a later time for consideration.)</p>



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Small cycle/ skate track to be considered. Costing of surface and graphics to be provided by BBC to SPC for consideration. External funding to be sought.

Cllr David Harrison Council Committees.

Forthwith, the Parish Council operates with two Committees – namely (1) Personnel and (2) Finance.

Any other Committee shall henceforth only operate as a Working Group of Members of the Council. Such Working Groups may make recommendations to a meeting of the Full Council.

All expenditure of the Council must be approved by a meeting of the Full Council and be in accordance with Financial Regulations and Standing Orders.

Terms of reference of Finance Committee and any Working Groups to be agreed at a meeting of Full Council.

Information regarding Committees, advisory groups and working parties provided in Appendix 1. Council to Vote.

Cllr Woolf. Hanging Baskets.

Inclusion of the shop front baskets to the planting scheme.

Costings.

Council to vote

Clerk

1. Fundraising opportunities that we are currently running

Basildon Council Lottery – Full council to vote if they wish to continue to advertise the Local Council lottery as a funding opportunity.

2. Accounts Package.

Full Council to vote on an accounts package to assist the RFO with administering the accounts, budgets and precept, tax reclaim and Audit.

Information in Appendix 2. Council to vote.



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3. Upgraded GDPR Compliant Web-site for Council.

The current council website is not fit for purpose. Uploads are limited and the site is not compliant with GDPR rules, cookies and spam prevention.

Appendix 3. provides information and quotes on a new web site for information. Council to vote.

4. Lap-top repair and upgrade.

Due to the poor running of the lap-top before the Christmas period which was becoming obstructive to the smooth running of the Council. The Clerk used item 3.4 of the Financial Regulations which state the clerk may incur expenditure on behalf of the Council which is necessary to carry out any repair, replacement or other work which is of such extreme urgency that it must be done at once. Subject to a limit of £200. This information was passed to Council via email from Cllr Woolf on the 16th December 2020. The total cost of this repair is £150.00 for Council information.

08.21

Finance (to include any invoices received prior to meeting, and not noted below)

a) Chairman signed the Barclays Community Account Balance as at 31st December 2020 - £9,622.62

b) The Council to agree months bank reconciliations for December.

c) Councillors to resolve to pay the following:



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Finance cont.				
Payment Type	Payee	Invoice Detail	Amount £'s	VAT
BACS	Miss E Morris	Clerk Wages	852.57	
BACS	HMRC	Clerk Taxes	291.71	
BACS	PHS	Christmas Tree	986.40	
BACS	Ms H. Woolf	Gardening	80.00	
BACS	E.Morris	Lap-top repair	150.00	
BACS	E.Morris	Zoom upgrade	14.39	
Cheque	D. Murphy	Utilities	50.00	
BACS	E.Morris	He-Blad tables	7,250.93	
BACS	Ms H. Woolf	Gardening	45.00	
BACS	Plantscape	Christmas Lights	2,359.20	
d) Final report from External Auditors. Reports sent as Appendix 4. Councillors to note actions to be taken.				
09.21	Planning 🖐️ 📁 Cllrs. Burton & Woolf to report on planning applications and give recommendations.			
10.21	Items for the next agenda.			
11.21	Date of next meeting - Febraury 9th 2021 7.30pm Zoom.			
Meeting Closed.				