



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 12th January 2021 @ 7.30pm, via Zoom, Shotgate.

Those Present

<i>Cllr Mark Biddle - Chair</i>	<i>Cllr Jackie Woolf -Vice Chair</i>
<i>Cllr Clive Burton</i>	<i>Cllr Trevor Hammond</i>
<i>Cllr Eunice Brockman</i>	<i>Cllr David Harrison</i>
<i>Cllr Helen Byatt</i>	<i>Cllr Malcolm Buckley</i>
<i>Miss Emma Morris - Clerk</i>	

Meeting started at 19:30

01.21	Chairmans Welcome & Apologies & Reasons for Absence – Council to vote & Accept No apologies received prior to start of meeting.
02.21	Minutes of previous meeting. – Ammended & Agreed.
03.21	Declarations and Interests (existence and nature) – Cllr Harrison declares a non-pecuniary interest re minute 7.21 due to his role as chair of Parks and open spaces at Basildon Clouncil. Cllr Woolf declares a pecuniary interest, minute 8,21. Payment to family member.
04.21	Public Participation Session with respect to items on the agenda and other matters that are of mutual interest. <i>Complaint re speeding in Hodgsons way.</i> Speed restrictions and surveys discussed.



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05.21	<p>Borough/County Councillors Reports – ECC Highways/Basildon issues</p> <p>Borough Councillors Cllr David Harrison.- (Wickford Park)</p> <ul style="list-style-type: none">• The Borough Youth Zone is looking for young members of the community to join the development board of the project. A project webinaire link to be forwarded to the Clerk for inclusion on social media. <p>Cllr Eunice Brockman – (Wickford North)</p> <ul style="list-style-type: none">• Broken Street lights have been reported.• Flytipping is being addressed.• The Judging for the Shotgate Christmas Lights challenge was very enjoyable, but quite difficult as many homes do not have their door numbers illuminated. Cllr Byatt adds that this is also a problem for Emergency Services and asks that we request residents light up their door numbers where possible on our social media. <p>Cllr Trevor Hammond asks that the NO Dogs signs across the parks are replaced as they are very faded and Dogs are now going into the restricted play areas. Cllr Byatt states that the hinge is broken on the play gate in Shotgate Park which doesn't help prevent dogs simply running in.</p> <p>Cllr Malcolm Buckley – County joins the meting at 19:40.</p> <ul style="list-style-type: none">• Covid has been the focus of the county this month.• The Community Grant still has funds available to be given to constituted groups for the benefit of the community, until the end of the month. – discussed possible items for Shotgate.• There is also a fund available for vulnerable families/persons until the end of the month. Again this needs to be paid to constituted groups, the Food Bank was contacted but are not currently in need. Parish Councillors were asked to come up with any groups that may benefit.• Tablets are also being provided for those vulnerable or in need during this unprecedented time.
06.21	<p>Precept proposal Agreement.</p> <p>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,</p>



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	<p>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 burden this year.</p> <p>Motion Proposed – Cllr Biddle Seconded – Cllr Harrison. Motion carried unanimously.</p>
07.21a	<p>Chairman Biddle moves this item of the agenda to stand alone as item number 07.21a.</p> <p>Cllr David Harrison Council Committees.</p> <p>Cllr Harrison amends the wording on the agenda item to read as follows. The Parish Council commences 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 the February 2021 meeting of Full Council.</p> <p>Cllr Harrison, wishes the finances of the Council to be made by one committee, and to remove the ability of a smaller number of Councillors on the two other committees to have a spending capability and to make decisions relating to council that cannot be agreed by everyone, as there are times that meetings are called that not everyone can attend. He feels that the council should be more open and transparent regarding their finances. Cllr Byatt feels that it shouldn't only be three members of the council making the decisions, and that she does not have the time to commit to joining a committee, but wants to be part of the decision making process of items the working groups have put together. Cllr Brockman agrees that everyone should work together to make decisions, as it creates a good working environment. Cllr Hammond, likes the capabilities of the committees to have non-councillors on board. It makes it more inclusive to the residents. All Members of the council are invited to sit on the committees. Cllr Burton states that all budgets of the committees are fully agreed and voted for by full council, and that full council is always updated on any spend or decision. Clerk advises the council that the Events & Park Garden Committee actually has 5 members of council sit on them not three. Cllr Biddle thanks Cllr Harrison from bringing the motion, and explains that the current personnel committee has a vacancy and asks for a councillor to fill that vacancy.</p>



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	<p>He goes on to say the council does not currently have a finance committee and everything works well as it is, with Budget meetings being held with 100% membership of the council.</p> <p>Both the Events and Garden Committee is running with 5 members of the council which is almost 75% of the council, so it is not only a few making the decisions, and they are bound by the same rules as full council meetings.</p> <p>Cllr Harrison finishes up by saying removal of the two committees in favour of working groups and a finance committee would make everything more efficient, and that working groups can also have members of the public on them.</p> <p>Motion Proposed by Cllr Harrison Seconded by Cllr Byatt Voted in Favour – Cllr Brockman</p> <p>Voted against – Cllr Biddle Cllr Hammond Cllr Woolf Cllr Burton</p> <p>Motion not approved at this time.</p>
07.21	<p>Action Plan/Community Projects/ /Funding Applications.</p> <p>Clerk presents the results of the site meeting with Rob Baker from Parks.</p> <p>Cllr Byatt asks that paths be widened. – Councillor Harrison explains that the main path is owned by Essex County Council, and that the current costs of pathways is too much at the moment for Basildon to be able to consider.</p> <p>Cllr Hammond asks for a brick built pergola instead of a wooden structure to be considered. He is tasked with finding details for that.</p> <p>Cllr Harrison says the District is looking at the possibility of having a bandstand in one of the parks.</p> <p>Cllr Woolf – Increase cost of summer planting to include the hanging baskets outside Shotgate Shops.</p> <p>Cllr Woolf asks that the four shop brackets for the hanging baskets are also planted this summer, and it was left off the original quote of £5,800. voted for in September minute 69.20 refers. The cost for the additional 4 baskets is £440.</p> <p>Cllr Biddle Proposes Cllr Burton Seconded Motion Carried unanimously.</p> <p>Clerk</p> <p>1. Fundraising opportunities that we are currently running <i>Basildon Council Lottery – Full council to vote if they wish to continue to advertise the Local Council lottery as a funding opportunity.</i></p>



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Cllr Hammond dislikes lotteries greatly, and is angry and upset that the council are associated with this lottery.

Cllr Brockman thinks lotteries are a good way of fundraising and no one is forced to buy a ticket

Cllr Harrison also feels a community lottery is a good way to raise fund for small organisations, and the fundraising aspect is very clear as to what the monies will support.

Cllr Harrison Moves to keep the Lottery
Cllr Burton Seconds.

Cllr Byatt votes against
Cllr Hammond Votes against

Cllrs Brockman, Woolf & Biddle wote in favour. Motion Carried,

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.

Cllr Harrison proposes Council purchase a package with Scribe.
Cllr Biddle Seconds.

Motion Carried Unanimously.

3. Upgraded GDPR Compliant Web-site for Council.

Cllr Harrison moves to stay with current web-site provider, with a changed template and upgrade of £120, and a usage councter.

Cllr Byatt Seconds
Cllr Hammond abstains

Cllrs Woolf, Biddle, Burton & Brockman vote in favour.

Motion carried.

4. Emergency Lap-top repairs

Repairs carried out and full council informed. Lap-top now working efficiently.



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8.21

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. Agreed.

Cllr Woolf leaves the meeting for this item.

c) Councillors to resolve to pay the following:

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	ChristmasTree	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	

* payment made via Clerks account as the Council account will not authorise overseas payments.

** payment made to Tech Pit-Stop via clerk & clerks account refunded.

all agreed.

Cllr Woolf re-joins the meeting.



d) Final report from External Auditors. Reports sent as Appendix 4. Councillors to note actions to be taken.

Full Council agree to act on actions outlined by External Auditor.



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09.21	Planning   No issues raised
10.21	Items for next agenda Parish Plan Shotgate in Bloom Christmas lights challenge Declarations of Interests
11.21	Date of next meeting - Februaury 9th 2021 7.30pm Zoom.
	Meeting Closed at 21.30 with thanks.