



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 9th March 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
Wednesday 3rd March 2021

24.21	Chairman's Welcome & Apologies & Reasons for Absence – Council to vote & Accept 🖐️
25.21	Minutes of previous meeting. (to be agreed and signed) 🖐️
26.21	Declarations and Interests (existence and nature)
27.21	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 Raised at time of notice.</i>
28.21	Borough/County Councillors Reports – ECC Highways/Basildon/Ward issues County Cllr's – Ball & Buckley District Cllr's – Brockman Morris Harrison Holliman
29.21	Code of Conduct & Councillors Comments on Social media. – Council to note. A reminder to all that the Nolan Principles apply when posting on social media.



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	<p>Selflessness Integrity Objectivity Accountability Openness Honesty Leadership.</p> <p>Please be mindful of posting anything that may give a false impression of what can and cannot be done by Council.</p>
30.21	<p>Local Parish Plan Working Group.</p> <p>Working Group to be formed to review the current plan, as carried last month MIN 18.01</p>
31.21	<p>Council to agree the appointment of Internal Auditor Hellis & Lodge. 🖐️</p> <p>This auditor has been used by council for the past few years, and is competent and compliant. £180 for Audit £30 for courier service. (in person auditing is not possible due to Covid restrictions)</p>
32.21	<p>Council to review the updated Standing Orders and Financial Regulations, Risk Assessments & Internal Controls. (attached) 🖐️</p> <p>Council to accept or seek to amend where necessary.</p>
33.21	<p>Action Plan/Community Projects/ /Funding Applications</p> <p><u>Clerk</u></p> <p>Flower Tower</p> <p>Update the Flower Tower permissions have been granted.</p> <p>Invoice for the installation of the flower Tower & planting scheme , to be paid prior to funding being allocated. £1775.00 net – to be refunded by Locality fund. £335.00 VAT £21230.00 Total.</p> <p>Boundary Gates.</p> <p>Awaiting response from Reflection Perfection re the cleaning of the gate.</p>



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Annual Parish Council Meeting (May)

Clerk proposes that the ordinary council meeting be brought forward a week, from the 11th to the 4th May to allow for the certainty of virtual meeting to be allowed, and be the Annual Parish Council Meeting.

Annual Parish Meeting (1st March – 1st June)

Clerk proposes that the 13th April council meeting be held as the Annual Parish meeting via zoom.

The Chairman’s report can be read out, the public can have their Q&A session, we may be able to get a local speaker.

If there is any Council business (finance etc) that needs addressing this can be done at the end of the meeting.

Council can then decide how best to proceed with ordinary meetings after the 7th May dependent on Government information & guidelines.

34.21

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

a) Chairman signed the Barclays Community Account Balance as at 28th February 2021

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

c) Councillors to resolve to pay the following:



Finance cont.

Payment Type	Payee	Invoice Detail	Amount £'s	VAT
BACS	Miss E Morris	Clerk Wages	862.77	
BACS	HMRC	Clerk Taxes	298.58	
BACS	EALC	Clerk Training	70.00	14.00
BACS	Mick Belton	WWI Soldiers	140.00	



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35.21	Planning  				
	Cllrs. Burton & Woolf to report on planning applications and give recommendations.				
36.21	Items for the next agenda.				
37.21	Date of next meeting - April 13th 2021 7.30pm Zoom.				
	Meeting Closed.				