



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 13th October @ 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 Malcolm Buckley</i>
<i>Cllr Helen Byatt</i>	<i>Cllr Tony Ball</i>
<i>Miss Emma Morris - Clerk</i>	<i>Cllr Carol Morris</i>
<i>Ms R. Kendrick-White</i>	

Meeting started at 19:30

74.20	Chairmans Welcome & Apologies & Reasons for Absence – Council to vote & Accept Cllr. Harrison unable due to conflicting meetings. Cllr. Holliman- None offered.
75.20	Minutes of previous meeting. – Agreed.
76.20	Declarations and Interests (existence and nature) –Cllr Woolf declares a non-pecuniary interest, minute 84:20. Payment to family member.
77.20	Public Participation Session with respect to items on the agenda and other matters that are of mutual interest. <i>Complaints re overgrown District & County owned hedgerows.</i> Resident of Fanton Walk raises this again, as it has not been addressd. Cllr. Brockman will chase it up.
78.20	Borough/County Councillors Reports – ECC Highways/Basildon issues Cllr Tony Ball – County Essex County Council have requested that the county is placed in tier 2 to protect the NHS and help to minimise infection rate. Cllr Malcolm Buckley - County <ul style="list-style-type: none"> • Potholes and Pavement improvements will continue. Visual audits are being carried out. • Confirmation that the Council application for a grant to pay for the Remembrance Bench & planting scheme has been granted. And that money is still available for applications to be received.



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	<p>Cllr Byatt addresses the speed strip placed in Hodgsons Way is still not in the correct position. Cllr Buckley will look into it for the next meeting.</p> <p>Borough Councillors Cllr Brockman – Borough & Ward updates.</p> <ul style="list-style-type: none"> • All ward councillors were invited to the play strategy meeting, only 3 councillors attended • Laser24 is on going, the owners have been asked to move the noisy equipment indoors. • Homeless Man found in Memorial Park is being supported and help offered by a number of local residents. <p>Cllr Morris – Borough & Ward Updates.</p> <ul style="list-style-type: none"> • Pleased to here that Crouch View play area is not scheduled to become a building plot.
<p>79.20</p>	<p>Delegated Parish Council Powers to be handed back to full council</p> <p>Proposed – Cllr Biddle Seconded – Cllr Byatt Unanimous vote in favour – Motion carried.</p>
<p>80.20</p>	<p>Parish Magazine Printing & Delivery</p> <p>Cllr. Byatt asks that where there was a problem with the printing of the magazine this time, wouldn't it be pertinent to look elsewhere for an alternative, as we shouldn't put up with a bad service, and asks why delivery of it can't be advertised on the Parish Council Facebook group, asking for delivery volunteers.</p> <p>Cllr Woolf responds that historically getting volunteers to deliver is very difficult, time consuming and not reliable. The small local company that we use gets the job done efficiently and properly and the printing is of a good standard.</p> <p>Cllr Burton agreed with Cllr Woolf and explained that in the past, the councillors have had to deliver them by hand themselves.</p> <p>Cllr Brockman was happy with the printing.</p> <p>Cllr Byatt states that they have not been delivered to Great Saling.</p> <p>Cllr Biddle states that should any issues occur in the future then the council can address this again.</p> <p>Cllr, Biddle proposes that we stay with the current company for printing and delivery as it a good value service.</p>



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	<p>Proposed Cllr Biddle Seconded Cllr Burton Voted for unanimously – Motion carried.</p>
81.20	<p>First Budget Meeting</p> <p>Set for 3pm on the 28th November via zoom</p>
82.20	<p>Cllr Burton to present Banking Procedures & Request further signatories</p> <p>Cllr Burton explains that two councillors are current signatories on the BACS system of paying council invoices. Currently Cllr Burton & Cllr Woolf.</p> <p>All invoices are sent to the Responsible Financial Officer (RFO) who is the Clerk at Shotgate Parish, to check and authorise each one, before sending to both councillors to initiate the payment, which is sent to the bank, before being sent back to the second signatory to triple check and finalise the payment. This means the invoice and payment is in fact checked at four stages prior to payment being made.</p> <p>Two extra signatories are required to ensure the smooth running of the banking procedure in event of absence and in the interests of openness and transparency.</p> <p>Cllr Biddle & Cllr Hammond agreed to become signatories.</p>
83.20	<p>Action Plan/Community Projects/ /Funding Applications</p> <p><i>Cllr Woolf.</i> Proposes a small flower planter to sit at the base of the Parish Notice Board.</p> <p>One purchased from a local store costs in the region of £70 and will need to be adapted to fit One bespoke made by the local carpenter who Council have used previously to manufacture event props will charge £80</p> <p>Including liner, soil and plants at a total cost of £150 Local shop owners have agreed to water it during hot weather where needed.</p> <p>Proposed Cllr Woolf Seconded Cllr Biddle In favour Cllr Hammond & Cllr Burton Against Cllr Byatt & Cllr Brockman Motion carried 4-2.</p>



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Cllr Woolf also asks for funding to obtain 2021 lamppost permissions for Summer & Winter from Essex Highways at a cost of £50 per application.

Proposed Cllr Woolf
Seconded Cllr Biddle
Unanimously voted in favour. Motion Carried

Clerk

2020 Poppy wreath has been ordered at a cost of £20 from RBL under local Government Act 1972 sec 137.

Cllr Brockman will be laying a wreath at the small service in Wickford
Shotgate Parish Councillors will lay the wreath at Shotgate, but there will be no invitation to the public to attend this year.

Cllr Byatt

Dollyman’s farm site is currently having the roads laid. Workers are being very rude to walkers and there is a lot of mud.

Memorials shouldn’t be touched as they and the land they are sited on are listed the RAF are maintaining watch on them.

Parking – Replys are slowly filtering through regarding the complaints made across the borough regarding parking and obstructions. All paperwork has been submitted regarding parking restrictions in Southend Road, no reply as yet.

84.20

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

a) Chairman signed the Barclays Community Account Balance as at 30th September 2020

b) The Council to agree months bank reconciliations for September. 🖐

c) Councillors to resolve to pay the following :

Finance cont.

Method	Payee	Invoice Detail	Amount £'s	VAT
BACS	E.Morris	Clerks Wages	750.57	
BACS	Reflection Perfection	Watering	250.00	
BACS	H.J. Woolf	Gardening	30.00	
BACS	Reflection Perfection	Watering	50.00	
BACS	Ripley Laser Steel	Bench Deposit	100.00	
BACS	HMRC	Emploment contribtion	219.73	



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	BACS	D.J.Woolf	Bin Installation	1,250.00	
85.20	Planning Cllr Woolf presents plans for 20 houses at Bakers Farm Close. There is an already agreed 400 home development at the site. Cllr Brockman is trying to find more information. Access Road has not yet been decided. It will be monitored				
86.20	Items for next Month's Agenda Date None to date next meeting to be held on 10 th November at 7:30pm via zoom.				
87.20	Personnel Matter Public & Press requested to leave the meeting. (contrary to Sec 1(2) of the Public Bodies (admission to meetings) Act 1960. Cllr Biddle addresses a Personnel matter with all councillors present. Cllr Biddle Closes the meeting with thanks at 21:27hrs				