



## 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 11<sup>th</sup> September @ 7.00pm, 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 Tony Ball</i>
<i>Miss Emma Morris - Clerk</i>	
<i>Mr Graham Bradley</i>	<i>Mrs Claire Maynard</i>

**Meeting started at 19:57 due to technical difficulties.**

<b>56.20</b>	<b>Chairmans Welcome &amp; Apologies &amp; Reasons for Absence – Council to vote &amp; Accept</b> Cllr Buckley – Technical Difficulties Cllr. Morris – None Offered Cllr. Holliman- None offered.
<b>57.20</b>	<b>Minutes of previous meeting.</b> – Agreed.
<b>58.20</b>	<b>Declarations and Interests</b> (existence and nature) – Cllr’s Hammond & Byatt Declare an interest in the Hodgson Way item as they live in proximity.
<b>20.20</b>	<b>Public Participation Session with respect to items on the agenda and other matters that are of mutual interest.</b> <i>Complaints from several resident in Hodgson Way regarding speeding &amp; vibrations from heavy goods vehicles.</i> Cllr Ball informs that a further speed survey will be carried out imminently in the 30mph zone. Clerk reports that the local Police team will be carrying out a speeding operation on Tuesday 15 <sup>th</sup> September.  <i>Complaints from numerous residents adjacent to the Industrial Park regarding noise and air pollution from Laser24.</i> Cllr Brockman is aware, and the Clerk reports that a letter is to be sent from Environmental Health Officers to the owners following a noise survey. CrouchView Close small Play Area.  <i>Mrs Claire Maynard explains that residents have been made aware that the park may be at risk or closure and the land sold off for building.</i> Cllr David Harrison responded in his role as Basildon Council Parks and Open Spaces Chairman. He stated that a borough wide play strategy is taking place to decide which parks and play areas are viable, and which areas don’t need one and which areas that may need one haven’t got one. There are currently 148



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play areas in the borough, there will be 5 meetings to discuss the strategy, where all district councillors will make the decisions, then there will be a public consultation period. No decisions have yet been made, however the last review was held in 2006, and the District Council aim for a 10year review to have the best play areas in the borough. There is nothing in the strategy that prevents any play areas being turned into building land.

### *Obstructive Parking in Southend Road*

Further complaints have been received regarding the dangerous and obstructive parking of vehicles outside the care home.

Cllr Byatt reports that she has requested double yellow lines, and has posted off a form to South Essex Parking Partnership.

Cllr Harrison reports that a consultation with shop owners, Bus Comply has to take place and this can take 18months.

Cllr Ball asks that Cllr Buckley be informed.

### *Overgrown Care home garden.*

A resident has requested that the Parish Council assist with clearing a local care home garden.

Cllr Brockman raises that the care home need to be in agreement before any decision to assist is made. Clerk to approach the care home.

Cllr Woolf suggests that this would be a good task for the pay-back team if we ever get them back after the pandemic restrictions are lifted.

### *Complaints re overgrown District & County owned hedgerows.*

Numerous complaints have been made from residents in Fanton Walk, Crouchview Close & Southend Road.

Cllr Brockman asks for details to be sent to her, so she can ask the pride team to assist.

Cllr Harrison points out that overgrown footpaths is the responsibility of the County Council.

### *Request from resident asking for the possibility of Bicycle rail-tracks be installed over the Alicia Railway crossing.*

Cllr Hammond will look into it, although it is likely to be the responsibility of the railway.

### *Wickford Town Council*

Mr Graham Bradley represents the proposed Town Council, and asks if he can use examples of good work carried out by Shotgate Parish Council to promote the advantages of having a Parish/Town Council during the local Governance review phase, as there has not been an opportunity to hold public meetings due to the pandemic.

This was agreed and Mr Bradley will send everything to the Clerk to agree prior to publishing.



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<b>60.20</b>	<p><b>Borough/County Councillors Reports – ECC Highways/Basildon issues</b></p> <p><b>Cllr Tony Ball – County</b></p> <ul style="list-style-type: none"><li>• Potholes and Pavement improvements will continue. Visual audits are being carried out.</li><li>• Confirmation that the Council application for a grant to pay for the Remembrance Bench &amp; planting scheme has been granted.</li><li>• Covid – things are very fluid and change all the time, with local spikes across the borough, however infection rates are below national average. Care homes are currently at 80% occupancy .</li></ul> <p><b>Borough Councillors</b></p> <p><b>Cllr Brockman – Borough &amp; Ward updates.</b></p> <ul style="list-style-type: none"><li>• Pavement Parking in Hodgson &amp; Hurricane Way has been reported.</li><li>• Would like to give an official thank you to Rob Bullock for his work in keeping the park clean.</li><li>• Pink Sacks will be delivered again from October 1<sup>st</sup>.</li><li>• Robert Way fly-tipping. Borough Council will be sending a letter to businesses asking them to secure their hoardings and take responsibility for their private land.</li></ul> <p><b>Cllr Harrison – Borough</b></p> <ul style="list-style-type: none"><li>• Pink Sacks can also be ordered via the ‘Our Streets’ app. This is an app to access council services, and is constantly being improved in conjunction with Essex University.</li></ul>
<b>61.20</b>	<p><b>Parish Magazine.</b></p> <p>Cost of Printing is £240 for 16 pages inc front &amp; back cover, total of 1,500 magazines. Delivery FOC (we are in credit from a previous delivery cancellation) Advertising obtained £125</p> <p>Cost to council - £115.00</p> <p>Proposed Cllr Biddle Seconded Cllr Harrison . Motion Carried unanimously.</p>



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62.20	<p><b>Park Garden Standing Orders.</b></p> <p>Carried over from last meeting. Cllr Harrison proposes the total spend of the committee before consultation with full council should be reduced to £500, Cllr Byatt agreed. S/O amended to £500.  Proposed Cllr Biddle  Seconded Cllr Brockman Motion carried Unanimously.  Garden Committee to vote chair etc, at their first meeting</p>
63.20	<p><b>Outdoor Games Table Update.</b></p> <p>The e-mail vote to agree on the increase to the tables to be minuted here.  Proposed Cllr Woolf  Seconded Cllr Hammond  For Cllr Biddle  For Cllr Burton  For Football Table only Cllr Harrison  For Games Table only Cllr Byatt  Abstained Cllr Brockman. Motion Carried.</p> <p>The above vote Minuted here unanimously.</p>
	5 Minute Comfort Break.
64.20	<p><b>Shotgate Park Refreshment Stand</b></p> <p>Clerk explains that residents were hugely in favour of the refreshment van being available throughout the summer months and agreed it was an asset to the area. A few residents explained that especially during the Covid-19 pandemic, the facility to walk in the park, purchase a refreshment and engaging in some social interaction helped greatly with their mental well-being. Everyone wished to see them return. The vendors didn't make a great profit, and on some days ran at a loss, but as they were not expected to give any of their profits to the Parish Council this allowed for them to continue.  An admin fee of £25 is owed to the Borough Council for the hire of the park by the Parish Council.</p> <p>Cllr Harrison made the point that as a Parish Council we should be wary of taking on the responsibility of hiring the park, rather than the vendor taking responsibility.</p> <p>Clerk explains that as a Parish Council the only charges are the admin fee to hire the Park, if it fell to the vendor the cost would be such, that it prevented them from coming to the park.</p> <p>Cllr Harrison then assumed his role as Chair of Basildon Borough Parks and Open spaces and explained that the idea of temporary refreshments is a good one, and one that is hoped to be adopted by the Parks Department across the Borough, as currently there are only two parks with a refreshment facility. However it might be seen as avoiding the true cost, if the Parish council were to continue to hire the park for this purpose, as it wouldn't be fair to those areas who did not have a Parish council or equivalent to hire on their behalf.</p>



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	<p>Clerk agreed to make enquiries with the Insurance company to ensure the Parish Council is covered in taking on the responsibility, and would speak with the Park Hire department to find out what the cost would be to the vendor. It was also pointed out that as a Parish Council, it was part of their remit to provide facilities to the residents where possible.</p> <p>Cllr Harrison explained that due to the loss of revenue across the Parks Department they were now looking at ways to recoup some of their losses due to the Pandemic restrictions.</p> <p>Cllr Harrison leaves the meeting.</p>
<b>65.20</b>	<p><b>Tax Rebate</b></p> <p>£4,489.35 has been claimed and has been refunded to the Parish Council.</p>
<b>66.20</b>	<p><b>Standing Orders &amp; Financial Regulations.</b></p> <p>These documents are now due a review. Clerk agrees to review &amp; put forward any amendments at the next meeting.</p>
	<p><b>Cllr Brockman calls a point to order, as she feels Cllr Woolf &amp; Cllr Burton are distracting the meeting.</b></p>
<b>67.20</b>	<p><b>AGAR &amp; Internal Audit.</b></p> <p>Agar agreed unanimously &amp; signed by Chairman and Audit agreed unanimously.</p>
<b>68.20</b>	<p><b>Budget Meeting.</b></p> <p>Clerk to provide some zoom meeting dates for the Budget meeting. All councillors asked to think about what expenditure they would like to see over the next financial year.</p>
<b>69.20</b>	<p><b>Action Plan/Community Projects/ /Funding Applications</b></p> <p><b>Clerk – Very 2020 Race for Life.</b> Cllr Woolf &amp; the Clerk will be taking part in this as the original June race for life was cancelled. It has been put out on social media that should anyone with to complete the race in their own bubbles then 6 laps of the park will need to be completed to complete the equivalent of 5K.</p> <p><b>Cllr Woolf.</b> <b>Hanging Basket Costs &amp; Winter Planting 2021.</b> PHS Have not supplied a quote despite being asked many times, but have indicated that to obtain the same level of service as in previous years, the cost will rise dramatically, from the £6,461 paid this year for summer planting and £322 for the winter planting.</p>



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Cllr Woolf has located another company willing to carry out the work to our specifications, and who has all the necessary insurances, for Summer planting of all the current hanging baskets, troughs and flower tower, including providing new, more substantial gate troughs and winter planting in the flower tower, and gate troughs for £5,800.

Proposed Cllr Biddle

Seconded Cllr Brockman Motion Carried Unanimously.

The Christmas Tree has been ordered, as previously agreed.

### **Cllr Burton**

Hanging Christmas Tree Lights

As previously agreed the lights have been ordered and will be lit on the same day as the Christmas tree.

### **Cllr's Woolf & Burton leave the meeting**

### **Cllr Byatt**

#### **Parking Review**

Double Parking, obstructions, and parking on grass verges have been reported. Essex may follow London in pursuing offenders in the near future.

**29.20**

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

a) Chairman signed the Barclays Community Account Balance as at 31<sup>st</sup> August 2020

b) The Council to agree months bank reconciliations for August. 🙌

c) Councillors to resolve to pay the following :

#### **Finance cont.**

Method	Payee	Invoice Detail	Amount £'s	VAT
BACS	E.Morris	Clerks Wages	740.37	
BACS	Reflection Perfection	Watering	50.00	
BACS	H.J. Woolf	Gardening	54.00	
BACS	Reflection Perfection	Watering	50.00	
BACS	Arthur Gallaghe	Came & Co Insurance	648.55	



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<b>71.20</b>	<b>Planning</b> Nothing new
<b>72.20</b>	<b>Items for next Month's Agenda</b> None to date
<b>73.20</b>	<b>Date of Next Meeting – October 13<sup>th</sup> via zoom at 7:30pm</b>
	<b>Cllr Biddle Closes the meeting with thanks at 21:37hrs</b>