



## SHOTGATE PARISH COUNCIL

Chairwoman, Cllr. J. Woolf – Clerk Emma Morris clerk@shotgatepc.org.uk

**TO: Members of Shotgate Parish Council**

**You are hereby summoned to attend the Ordinary Meeting of Shotgate Parish Council, On Tuesday the 12<sup>th</sup> March 2022 at 7:30pm, at Shotgate Baptist Church, Bruce Grove. For the purpose of transacting the following business.**

**Members of the Press and public are invited.**

**Social Distancing and Covid-19 regulations will be observed.**

*Emma Morris*

Clerk to Shotgate Parish Council

Wednesday 6th April 2022

*Motions for Council to vote & Accept indicated by 🖐*

|              |   |
|--------------|---|
| <b>34.22</b> | <b>Chairman's Welcome &amp; Apologies &amp; Reasons for Absence</b> – Council to vote & Accept 🖐  |
| <b>35.22</b> | <b>Minutes of previous meeting.</b> (to be agreed and signed) 🖐   |
| <b>36.22</b> | <b>Declarations and Interests</b> (existence and nature)  |
| <b>37.22</b> | <b>Public Participation Session with respect to items on the agenda and other matters that are of mutual interest.</b><br>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.<br><br><i>Nothing brought to the attention of the Clerk at time of publication.</i> |
| <b>38.22</b> | <b>Borough/County Councillors Reports – ECC Highways/Basildon/Ward issues</b><br>County Cllr's – Ball & Buckley<br><br>Wickford North District Cllr's<br>Brockman<br>Morris<br>Holliman   |



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| 39.22        | <p><b>Action Plan/Community Projects/ /Funding Applications.</b></p> <p><b>For Council consideration and vote.</b></p> <p><b>Chairwoman</b><br/>Cllr Woolf to update Council from Events Committee meeting.<br/>Hanging Basket Updates<br/>Christmas Tree Update</p> <p><b>Clerk</b><br/>Council Website Hosting &amp; updates.<br/>Quotes attached, for Councillors to consider.</p> <p>Boundary gate updates.</p>   |                       |            |                |            |     |      |               |             |        |  |      |      |                       |        |  |      |          |           |       |  |      |      |                 |        |  |      |      |                  |        |  |      |        |                 |        |  |  |  |  |  |  |
|--------------|---|-----------------------|------------|----------------|------------|-----|------|---------------|-------------|--------|--|------|------|-----------------------|--------|--|------|----------|-----------|-------|--|------|------|-----------------|--------|--|------|------|------------------|--------|--|------|--------|-----------------|--------|--|--|--|--|--|--|
| 40.22        | <p><b>Council to accept Heelis &amp; Lodge as Internal Auditors.</b></p>  |                       |            |                |            |     |      |               |             |        |  |      |      |                       |        |  |      |          |           |       |  |      |      |                 |        |  |      |      |                  |        |  |      |        |                 |        |  |  |  |  |  |  |
| 41.22        | <p><b>Finance (to include any invoices received prior to meeting, and not noted below)</b> 🖐️</p> <p>a) Chairman signed the Barclays Community Account Balance as at 31st February 2022</p> <p>b) The Council to agree months bank reconciliations for March/April 2022.</p> <p>c) Councillors to resolve to pay the following:</p> <p><b>Finance cont.</b></p> <table border="1" data-bbox="252 1413 1417 1890"> <thead> <tr> <th>Payment Type</th> <th>Payee</th> <th>Invoice Detail</th> <th>Amount £'s</th> <th>VAT</th> </tr> </thead> <tbody> <tr> <td>BACS</td> <td>Miss E Morris</td> <td>Clerk Wages</td> <td>828.77</td> <td></td> </tr> <tr> <td>BACS</td> <td>HMRC</td> <td>Employer Contribution</td> <td>264.94</td> <td></td> </tr> <tr> <td>BACS</td> <td>H. Woolf</td> <td>Gardening</td> <td>25.50</td> <td></td> </tr> <tr> <td>BACS</td> <td>EALC</td> <td>Membership Fees</td> <td>707.50</td> <td></td> </tr> <tr> <td>BACS</td> <td>EALC</td> <td>2021 Course Fees</td> <td>186.00</td> <td></td> </tr> <tr> <td>BACS</td> <td>Chengs</td> <td>Events leaflets</td> <td>125.00</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> | Payment Type          | Payee      | Invoice Detail | Amount £'s | VAT | BACS | Miss E Morris | Clerk Wages | 828.77 |  | BACS | HMRC | Employer Contribution | 264.94 |  | BACS | H. Woolf | Gardening | 25.50 |  | BACS | EALC | Membership Fees | 707.50 |  | BACS | EALC | 2021 Course Fees | 186.00 |  | BACS | Chengs | Events leaflets | 125.00 |  |  |  |  |  |  |
| Payment Type | Payee   | Invoice Detail        | Amount £'s | VAT            |            |     |      |               |             |        |  |      |      |                       |        |  |      |          |           |       |  |      |      |                 |        |  |      |      |                  |        |  |      |        |                 |        |  |  |  |  |  |  |
| BACS         | Miss E Morris   | Clerk Wages           | 828.77     |                |            |     |      |               |             |        |  |      |      |                       |        |  |      |          |           |       |  |      |      |                 |        |  |      |      |                  |        |  |      |        |                 |        |  |  |  |  |  |  |
| BACS         | HMRC  | Employer Contribution | 264.94     |                |            |     |      |               |             |        |  |      |      |                       |        |  |      |          |           |       |  |      |      |                 |        |  |      |      |                  |        |  |      |        |                 |        |  |  |  |  |  |  |
| BACS         | H. Woolf  | Gardening             | 25.50      |                |            |     |      |               |             |        |  |      |      |                       |        |  |      |          |           |       |  |      |      |                 |        |  |      |      |                  |        |  |      |        |                 |        |  |  |  |  |  |  |
| BACS         | EALC  | Membership Fees       | 707.50     |                |            |     |      |               |             |        |  |      |      |                       |        |  |      |          |           |       |  |      |      |                 |        |  |      |      |                  |        |  |      |        |                 |        |  |  |  |  |  |  |
| BACS         | EALC  | 2021 Course Fees      | 186.00     |                |            |     |      |               |             |        |  |      |      |                       |        |  |      |          |           |       |  |      |      |                 |        |  |      |      |                  |        |  |      |        |                 |        |  |  |  |  |  |  |
| BACS         | Chengs  | Events leaflets       | 125.00     |                |            |     |      |               |             |        |  |      |      |                       |        |  |      |          |           |       |  |      |      |                 |        |  |      |      |                  |        |  |      |        |                 |        |  |  |  |  |  |  |
|              |   |                       |            |                |            |     |      |               |             |        |  |      |      |                       |        |  |      |          |           |       |  |      |      |                 |        |  |      |      |                  |        |  |      |        |                 |        |  |  |  |  |  |  |
| 42.22        | <p><b>Planning</b> 🖐️ 📁</p> <p>Cllrs Hammond &amp; Carter to report on planning issues.</p>   |                       |            |                |            |     |      |               |             |        |  |      |      |                       |        |  |      |          |           |       |  |      |      |                 |        |  |      |      |                  |        |  |      |        |                 |        |  |  |  |  |  |  |



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|              |  |
|--------------|--|
|              | Shot Farm development.   |
| <b>43.22</b> | <b>Items for May Agenda</b>  |
|              |  |
| <b>44.22</b> | <b>Date of Annual Parish Meeting May 3<sup>rd</sup> @ 7pm 2022</b><br><br>Cllrs to propose invitees. |
| <b>45.22</b> | <b>Annual Parish Council Meeting date May 10<sup>th</sup> @ 7:30pm 2022</b>                          |
|              | <b>Meeting closed</b>  |
|              |  |
|              |  |