



SHOTGATE PARISH COUNCIL

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

Minutes of Shotgate Parish Council held on Tuesday 13th June 2023, at 7:30pm at Shotgate Baptist Church Hall, Bruce Grove.

In Attendance

Shotgate Parish Councillors	Invited Councillors	Residents/Visitors
<i>Chairwoman – Cllr Jackie Woolf</i>	<i>Cllr Tony Ball ECC</i>	<i>Emma Deadman</i>
<i>Vice-Chair – Cllr Clive Burton</i>		
<i>Cllr Trevor Hammond</i>		
<i>Cllr Eunice Brockman (BBC)</i>		
<i>Cllr David Harrison</i>		
<i>Cllr David Aldridge</i>		

Motions for Council to vote & Accept indicated by 🖐️

65.23	<p>Chairman’s Welcome & Apologies & Reasons for Absence – Council to vote to Accept 🖐️</p> <p>Cllr Buckley had a conflicting meeting. Cllr Morris had a conflicting event.</p>
66.23	<p>Minutes of previous meeting. (to be agreed and signed) 🖐️</p> <p>Fully Agreed by Council</p>
67.23	<p>Declarations and Interests (existence and nature)</p> <p>Cllr Woolf declares a pecuniary Interest in item 79:23- payment to gardener.</p>
68.23	<p>Public Participation Session with respect to items on the agenda and other matters that are of mutual interest.</p> <p>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.</p> <p><i>Numerous complaints regarding the over-grown state of Shotgate Park & Verges</i></p> <p>The verges had been mowed prior to the meeting. Park still awaited mowing – Basildon Borough Council were renewing the mowing contracts & it would be done asap.</p>
69.23	<p>Essex County Councillors to Present their reports, on matters relevant to Shotgate residents.</p> <p>Cllr Tony Ball Cllr Ball gave his report. Pot hole repairs were to be given extra funding. Locality funding has been lowered to £8k as both Cllr Ball & Buckley were allocated £4k each.</p>



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	<p>Education & Skills – investing in the Year of numbers, linking into improving adults mathematical skills. GCSE Mathematics exams would be provided for free.</p> <p>CLC building was still being reviewed.</p>		
70.23	<p>Wickford North Borough Councillors to Present their reports, on matters relevant to Shotgate residents.</p> <p>Cllr Eunice Brockman Cllr Brockman gave her report Including information on the research into employing more community wardens to combat ASB, there are currently six.</p> <p>Morrisons – There will be a council meeting next week with developers. Grass Cutting – will chase up the timetable.</p>		
71.23	<p>Co-option of one position of Councillor. One application has been submitted to the Clerk. (see attachment)</p> <p>Emma Deadman was proposed by Cllr Hammond & Seconded by Cllr Woolf. Unanimous decision to co-opt. Cllr Deadman to sign the book of acceptance at the end of the meeting.</p>		
72.23	<p>Council to review the report from Heelis & Lodge Internal Auditors To note and discuss following recommendations Council to vote to Accept 🙌</p> <ul style="list-style-type: none"> a) To pay against invoices as opposed to statements particularly if VAT is applied. b) The VAT return for 2022-2023 to be amended to reflect incorrect VAT Applications on some payments. c) Consideration of the Internal Audit report is clearly minuted (not just IA section of AGAR) d) To ensure all minutes have the date of the meeting and detailed numbers of councillors, attendees and members of the public. e) The minutes only need signing on the last page by the Chair not every page. <p>Proposed Cllr Woolf</p> <p>Seconded Cllr Burton – Motion carried unanimously.</p>		
73.23	<p>Council to decide to appoint Heelis & Lodge as Internal Auditors for 2023-2024</p> <p>Proposed Cllr Woolf Seconded Cllr Burton – Motion carried unanimously.</p>		
74.23	<table border="1" style="width: 100%;"> <tr> <td> <p>Acceptance of End of year reports & Approval of Annual Governance Statement Section 1 council to agree & Chair to sign ☐</p> </td> </tr> <tr> <td> <p>Proposed Cllr Woolf Seconded Cllr Burton – Motion carried with one abstention Cllr Woolf Signed Section 1 of the AGAR</p> </td> </tr> </table>	<p>Acceptance of End of year reports & Approval of Annual Governance Statement Section 1 council to agree & Chair to sign ☐</p>	<p>Proposed Cllr Woolf Seconded Cllr Burton – Motion carried with one abstention Cllr Woolf Signed Section 1 of the AGAR</p>
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75.23	<p>Acceptance of End of year reports & Approval of Annual Governance Statement Section 2 council to agree & Chair to sign ☐</p> <p>Proposed Cllr Woolf Seconded Cllr Burton – Motion carried with one abstention Cllr Woolf Signed Section 2 of the AGAR</p>
76.23	<p>Full Council to agree to form a working party for the September Music Festival, to comprise of no fewer that three (3) councillors.</p> <p>A Working party is only to research and obtain detailed information to present to full council for any decisions to be made, The Music Festival Working Party would not have any delegated powers. The working party must de disbanded after de-briefing the full council after the event, at the October meeting. <i>Council to vote to accept</i> 🖐️</p> <p>Proposed Cllr Burton Seconded Cllr Brockman – Motion carried unanimously.</p>
77.23	<p>Full Council to decide if they wish to remain affiliated to EALC at an annual rate of £509.14 <i>Council to vote to accept</i> 🖐️</p> <p>It was discussed with some members who did not think Shotgate would need to access enough support from EALC to warrant the cost of subscription for the 2023 year, others felt that not enough was known about the service offered, to leave. Proposed Cllr Woolf Seconded Cllr Burton. Motion was carried with Chairs casting vote to leave.</p>
78.23	<p>Action Plan/Community Projects/Funding Applications <i>Council to vote to accept</i> 🖐️</p> <p>Cllr Woolf <i>Presents update from Basildon Council Parks Department</i> Bench installation & planting Has been approved by the Parks department The Parks department have also agreed to relay the paths in the garden area around the planters, with financial responsibility for maintenance falling to SPC.</p> <p>Parks Department to compile an inventory of the equipment in the park and who holds responsibility for the maintenance</p> <p>Clerk <i>Bus-stop clean – only one quote has been returned to the council – Quoting £175 for each bus-stop totalling £525.00</i></p> <p>Proposed Cllr Woolf Seconded Cllr Brockman – Motion carried unanimously. <i>Bench installation – Quote of £340 had been submitted, with no other quotes being given.</i></p> <p>Proposed Cllr Woolf Seconded Cllr Brockman – Motion carried unanimously.</p>



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Lottery fund for all -Application has been submitted for the Music Festival for a total of £9710.00 – Updates on receipt of any will be given.

79.22

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



a) Chairman signed the Barclays Community Account Balance as at 31st May 2023 £21,353.42

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

c) Councillors to resolve to pay the following:

Finance cont.

Payment Type	Payee	Invoice Detail	Amount £'s	VAT
BACS	Miss E Morris	Clerk Wages	1034.25	
BACS	HMRC	Employer Contribution	359.08	
BACS	Heelis & Lodge	Internal Audit	132.00	
BACS	Mrs J Woolf	Reimbursement of preliminary issue Gardening Vouchers from Loyalty Fund.	£500.00	
BACS	Bees Knees Marquees	Easter event toilet hire	144.00	
BACS	Castle Marquees	Deposit for Marquee Hire for Music Festival	763.48	

80.23

Planning



Cllr Hammond to report on planning applications and give recommendations. Comments required for 66 Bruce Grove. – No Comments from members of SPC



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	Comments required for 40 Third Avenue. – No Comments from members of SPC
81.23	Matters for next Months meeting Cllr Woolf will be away Good Grief Trust Recycling Bins eyesore by the park gates Update on Paths Local Plan Newsletter
82.23	Next council meeting date July 11th 2023,
	Meeting Closed. 8:48pm