



SHOTGATE PARISH COUNCIL

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

<i>Shotgate Parish Council Members</i>	<i>Invited Guests.</i>
<i>Cllr Jackie Woolf -Chairwoman</i>	<i>Cllr Malcolm Buckley</i>
<i>Cllr Clive Burton</i>	
<i>Cllr Eunice Brockman</i>	<i>Cllr Tony Ball</i>
<i>Cllr David Aldridge</i>	
<i>Cllr David Harrison</i>	<i>Ms Travi - Hilltop Infants Head Teacher,</i>
<i>Miss Emma Morris - Clerk</i>	

The Minutes of the Ordinary meeting of Shotgate Parish Council, held on 9th March 2024. 7:30pm at Shotgate Baptist Church Hall, Bruce Grove.

Motions for Council to vote & Accept indicated by 🖐

24.24	Chairman's Welcome & Apologies & Reasons for Absence – Council to vote to Accept 🖐 <i>Cllr Deadman- Immediate Hospital Emergency Agreed.</i>
25.24	Minutes of previous meeting. (to be agreed and signed) Agreed bar Cllr's Hammond & Harrison who were not present at the afore mentioned meeting.
26.24	Declarations and Interests (existence and nature) <i>Cllr Woolf declared a pecuniary interest to item</i>
27.24	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>Ms Travi expressed her desire to include the local school children in the community more, including any events the Parish Council were planning, and would like to advertise in the Parish Magazine.</i>
28.24	Essex County Councillors to Present their reports, on matters relevant to Shotgate residents. <i>Cllr Ball & Buckley gave their reports.</i> <i>Including the regretful decision to increase Essex County Council's council tax due to high demand in Social Care.</i> <i>Rayleigh will receive a new fully funded SEN school which will benefit Wickford and Shotgate families.</i>
29.24	



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	<p>Wickford North Borough Councillors to Present their reports, on matters relevant to Shotgate residents.</p> <p>Cllr Eunice Brockman <i>Gave her report updating on looking into Flooding and refuse collection complaints. Grass cutting schedules and election dates,</i></p>
30.24	<p>Action Plan/Community Projects/Funding Applications - Council to vote to accept 🙌</p> <p>Cllr Woolf <i>Presents updates and proposals from Easter Working Party Meeting.</i></p> <p>Shotgate Shops Clean -up – <i>Discussions continue with regards the possibility of screens for the bin area.</i></p> <p>Shotgate Village Show <i>Chair asks the Clerk to present details of a possible large scale event to be held in the Summer of 2025.</i></p> <p><i>Clerk gave her report- including the scale of the event, possible costs and location. It was decided to run a free to all event, Clerk to proceed with a grant application to enable this, in the first instance, the event would take the form of a Village Show with Music, performances, fairground and market stalls, to include food and refreshment vendors. A premises Licence would be required as well as further applications regarding Risk assessments, fire safety and noise levels etc. Proposed Cllr Woolf</i> <i>Seconded Cllr Brockman – Unanimously agreed.</i></p> <p>Planting Options for the Avenues & Bruce Grove. <i>Forms have been obtained from ECC. Cllr Brockman to invite Cllr Aldridge to the Parks meeting, responsibility for the drains and any utilities are required.</i></p> <p>Cllr Aldridge <i>Reports on the poor state of repair of the Shotgate Park pathways. Research continues to be discussed at the next meeting.</i></p> <p>Cllr Deadman & Cllr Hammond Picnic & Play Event. <i>A date of the 27th May was suggested to hold the event. Clerk to discuss the date with Cllr Deadman, who has been liaising with an Archery and Sporting afterschool club who would like to attend. Clerk to book Shotgate Park for the agreed date</i> <i>Agreed that the Parish Council will pay for loos for the event and a coffee van will be invited, although picnics will be encouraged.</i></p>



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31.24	Appointment of Internal Auditor. <i>Proposed Cllr Woolf</i> <i>Secoded Cllr Harrison - Unanimously agreed to continue to engage with Heelis and Lodge as the annual internal auditors for 2024.</i>																																																										
32.24	Finance (to include any invoices received prior to meeting, and not noted below) 🖐️ <i>Cllr Woolf Leaves the meeting</i> a) Chairman to sign the Barclays Community Account Balance as at 31 st January 2024 - £12,142.16 b) The Council to agree months bank reconciliations for February 2024. c) Councillors to resolve to pay the following: Unanimously agreed. Finance cont. <table border="1"> <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>1039.03</td> <td>N/A</td> </tr> <tr> <td>BACS</td> <td>HMRC</td> <td>Employer Contribution</td> <td>354.30</td> <td>N/A</td> </tr> <tr> <td>BACS</td> <td>Go Cardless</td> <td>Microsoft Office Subscription</td> <td>10.30</td> <td>2.06</td> </tr> <tr> <td>BACS</td> <td>Miss E-Morris</td> <td>Reimburseme nt</td> <td>34.00</td> <td>N/A</td> </tr> <tr> <td>BACS</td> <td>Applause</td> <td>Puppet Petting theatre</td> <td>150.00</td> <td>N/A</td> </tr> <tr> <td>BACS</td> <td>PKF Littlejohn</td> <td>Ext Audit</td> <td>252.00</td> <td>N/A</td> </tr> <tr> <td>BACS</td> <td>Mrs E. Brockman</td> <td>Reimburseme nt for memorial flowers</td> <td>80.00</td> <td>N/A</td> </tr> <tr> <td>BACS</td> <td>S.Ford</td> <td>Chengs Advertising – Parish Magazine Printing</td> <td>420.00</td> <td>N/A</td> </tr> <tr> <td>BACS</td> <td>H.Woolf</td> <td>Gardening</td> <td>101.00</td> <td>N/A</td> </tr> <tr> <td>BACS</td> <td>Windowflowers</td> <td>Planting Displays</td> <td>7661.80</td> <td>1532.00</td> </tr> </tbody> </table>				Payment Type	Payee	Invoice Detail	Amount £'s	VAT	BACS	Miss E Morris	Clerk Wages	1039.03	N/A	BACS	HMRC	Employer Contribution	354.30	N/A	BACS	Go Cardless	Microsoft Office Subscription	10.30	2.06	BACS	Miss E-Morris	Reimburseme nt	34.00	N/A	BACS	Applause	Puppet Petting theatre	150.00	N/A	BACS	PKF Littlejohn	Ext Audit	252.00	N/A	BACS	Mrs E. Brockman	Reimburseme nt for memorial flowers	80.00	N/A	BACS	S.Ford	Chengs Advertising – Parish Magazine Printing	420.00	N/A	BACS	H.Woolf	Gardening	101.00	N/A	BACS	Windowflowers	Planting Displays	7661.80	1532.00
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	Cllr Hammond & Cllr Aldridge to report on planning applications and give recommendations. Nothing brought to the meeting for discussion.
35.24	Matters for next Month's meeting. Nothing mentioned
23.24	Next council meeting date April 9th 2024.
	Cllr Woolf re-joins the meeting
	Meeting Closed. 20:35