



# SHOTGATE PARISH COUNCIL

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

**Minutes of Shotgate Parish Council ordinary meeting held on Tuesday 12<sup>th</sup> September, at 7:30pm, held at Shotgate Baptist Church Hall, Bruce Grove**

## In Attendance

Shotgate Parish Councillors	Invited Councillors	Residents/Visitors
<i>Chair- Cllr Jackie Woolf</i>		
<i>Vice-Chair – Cllr Clive Burton</i>		
<i>Cllr Trevor Hammond</i>		
<i>Cllr David Aldridge</i>		
<i>Cllr Emma Deadman</i>		

Motions for Council to vote & Accept indicated by 🙌

93.23	<p><b>Chairman’s Welcome &amp; Apologies &amp; Reasons for Absence – Council to vote to Accept 🙌</b></p> <p>Cllr Brockman – conflicting meeting Cllr Harrison</p> <p>Cllr Morris, Ball &amp; Buckley – conflicting meetings.</p> <p>Accepted by full council.</p>
94.23	<p><b>Minutes of previous meeting. (to be agreed and signed) 🙌</b></p> <p>Accepted by full council.</p>
95.23	<p><b>Declarations and Interests (existence and nature)</b></p> <p>Cllr Woolf declared a pecuniary interest due to payments made at item 90.23 to Family member.</p>
96.23	<p><b>Public Participation Session with respect to items on the agenda and other matters that are of mutual interest.</b></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>Raw meet left out in Shotgate Park.</i> No further reports had been received – not in Parish council power to take any action, reported to Borough.</p>



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<p><b>97.23</b></p>	<p><b>Essex County Councillors to Present their reports, on matters relevant to Shotgate residents.</b></p> <p>Cllr Malcolm Buckley                      Cllrs Absent. Cllr Tony Ball</p>
<p><b>98.23</b></p>	<p><b>Wickford North Borough Councillors to Present their reports, on matters relevant to Shotgate residents.</b></p> <p>Cllr Eunice Brockman                      Cllrs Absent. Cllr Carole Morris Cllr Peter Holliman</p>
<p><b>99.23</b></p>	<p><b>Action Plan/Community Projects/Funding Applications</b> <i>Council to vote to accept</i> 🙌</p> <p><b>Chair</b> <i>Council to discuss the merits of requesting local businesses sponsor all or part of the flower baskets/towers for 2024.</i></p> <p>Proposed to comprise a letter to be taken to all business premises in the area to request sponsorship. Proposed – Cllr Woolf Seconded – Cllr Burton Agreed by full council – Motion carried</p> <p><i>To include Christmas tree sponsorship. – Decided not to include the tree this year.</i></p> <p><i>Remembrance Sunday - Council to discuss to arrange cleaning and spruce up of the Hodgson Way memorial for Remembrance Sunday, agree to purchase a wreath and to arrange and advertise the small service.</i></p> <p>Basildon Council will be asked to clean and weed the area in the first instance, as they have done in previous years. Decided to purchase a wreath for this memorial in addition to the Shotgate Sign wreath. Proposed – Cllr Woolf Seconded – Cllr Burton Agreed by full council – Motion carried</p>



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### **Cllr Burton**

#### *Update from the Music Festival Working Party.*

Cllr Burton updated everyone on the arrangements for the groups and sound stage and timings for the marquee erection and full set up. Members of the council agreed when they would attend to assist, and take turns in monitoring the set up as required.

#### *Matters arising from that which need full council votes*

Following on from some requests from residents it was proposed that Under 16's be allowed to attend at a cost of £9 each.

Proposed – Cllr Burton

Seconded – Cllr Woolf

Agreed by full council – Motion carried

### **Clerk**

*VAT update – End of financial year 2022/23.* The sum of £9.022.23 had been received from HMRC (covered years 2021-2023)

*Locality Fund – Council to agree ideas for application to the ECC locality fund before the end of 2023.*

Ideas – Sensory equipment, Chat Bench, - Clerk to research the possibility.

#### *Update on the Football & Games table security.*

Brackets have been made, Awaits a date for Borough council to replace and fit the brackets.

#### *Update from BBC on the large recycling bins by Shotgate Park Entrance.*

*Council to decide on a course of action alongside BBC advice.*

The alternative site proposed by the council has been dismissed by Borough as it will cause problems for the drivers.

The proposal to remove the bins is not possible as it would need a consultation to remove a public facility

The Borough have been monitoring the area and have not found there to be any continued fly-tipping or excessive dumping in recent weeks.

#### *Update on the Lottery Funding*

Council were not successful in obtaining lottery funding for the music festival.

Other events would need to be considered for funding in the early stages of the development.

### **Cllr Deadman**

*Council to discuss creating a Shotgate Parish Youth Council.*



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	<p>Cllr Deadman gave her report to the council regarding the setting up of a youth council, she had spoken with the secondary schools which Shotgate children attend, and was informed that such an opportunity would be looked upon favourably by their politics and DofE students. Billericay Town Council have invited Shotgate Cllrs to observe one of their youth council meetings</p> <p>It was proposed to move forward with this project by attending a BTC meeting, and speaking with the feeder schools with a view to holding a preparatory meeting with prospective youth councillors to explain the capabilities of Parish or Town Councillors so as to manage their expectations of what could be achieved. An update and date for the preparatory meeting to be agreed at the next meeting. Proposed – Cllr Deadman Seconded – Cllr Burton Agreed by full council – Motion carried</p> <p><i>Council to discuss Autumn Magazine. Online &amp; printed.</i> Proposed to continue with a bi-annual magazine, Spring/Summer and Autumn/Winter to enable Parish events to be fully advertised to all. A Bio from a different Councillor to feature in each magazine Advertising at £50 full and £25 1/2page to continue to help towards costs. Both a printed and electronic magazine to be produced Printed &amp; delivered 2000 @ £455. Home Deliveries £80. Proposed – Cllr Woolf Seconded – Cllr Hammond Agreed by full council – Motion carried</p>
<b>90.23</b>	<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 30<sup>th</sup> August 2023 - £12,449.85 <b>Agreed</b></p> <p>b) The Council to agree months bank reconciliations for July &amp; August 2023. <b>Agreed</b></p> <p>c) Councillors to resolve to pay the following: <b>Agreed</b></p> <p><b>Finance cont.</b></p>



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Payment Type	Payee	Invoice Detail	Amount £'s	VAT
BACS	Miss E Morris	Clerk Wages	966.93	
BACS	HMRC	Employer Contribution	313.74	
BACS	Hiscox Ajgibl GBP client	Council Annual Insurance	991.56	
BACS	G.Flack	Park Watering	390.00	
Direct Debit	Go Cardless	Microsoft Office Subscription	12.48	
BACS	H.Woolf	Gardening	51,00	
BACS	PLRS Media	Music Festival Stage hire deposit	400.00	
BACS	Emma Morris	Clerks Salary	877.17	
BACS	HMRC	Employer Contribution	tbc	
BACS	Stuart Ford-Chengs Advertising	SPC Summer Magazine	455.00	
BACS	BRB Building Services	QEII Bench Installation	350.00	
<b>101.23</b>	<b>Planning</b> 🙌 📁  Cllr Hammond & Cllr Aldridge to report on planning applications and give recommendations.  5 Crouchview Close – No Comments			
<b>102.23</b>	<b>Matters for next Months meeting</b> <b>Cllr Woolf makes apologies for absence – due to family Holiday.</b>			
<b>103.23</b>	<b>Next council meeting</b> date Oct 10 <sup>th</sup> 2023			
	<b>Meeting Closed. 20:20hrs</b>			