



# SHOTGATE PARISH COUNCIL

Chairwoman, Cllr. J. Woolf – Clerk Emma Jones 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 14<sup>th</sup> April 2026 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.**

*Emma Jones*  
**Clerk to Shotgate Parish Council**  
**Thursday 9<sup>th</sup> April 2026**

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

39.26	<p><b>Chairman’s Welcome &amp; appointment of a minute taker for this meeting in the absence of the clerk.</b></p> <p><b>Apologies &amp; Reasons for Absence – Council to vote &amp; Accept 🖐️</b></p> <p><i>Keith - ill health - accepted</i></p> <p><i>Eunice - accepted</i></p>
40.26	<p><b>Minutes of previous meeting.</b> (to be agreed and signed) 🖐️</p> <p>Agreed unanimously</p>
41.26	<p><b>Declarations and Interests</b> (existence and nature)</p> <p>None</p>
42.26	<p><b>Borough/County Councillors Reports – ECC &amp; Shotgate Borough issues</b></p> <p>County Cllr’s – Ball &amp; Buckley</p> <p><i>None present</i></p> <p>Wickford North District Cllr’s</p> <p style="padding-left: 40px;">Brockman</p> <p style="padding-left: 40px;">Aldridge</p> <p style="padding-left: 40px;">Hammond</p> <p><i>Cllr Hammond - updates on Basildon Town Centre, hospital and Eastgate Shopping Centre</i></p>
43.26	<p><b>Action Plan/Community Projects/ /Funding Applications.</b></p> <p>For Council consideration and vote. 🖐️</p> <p><b>Cllr Woolf –</b></p> <p><b>Appointment of Heelis &amp; Lodge as internal auditors for the end of year audit . Council to agree.</b></p> <p><i>Propoet - Jackie</i></p> <p><i>Seconder - Alex</i></p>



## SHOTGATE PARISH COUNCIL

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

	<p><i>Agreed - unanimously</i> <b>Shotgate Park Watering proposals.</b> <i>Re-open investigation on installing a standpipe in Shotgate Park. How much does it cost to get a quote? For the time being, Hayley to let us know when watering should commence and then to be carried out twice per week approx. Proposer - Jackie Seconder - Clive Agreed - unanimously</i></p> <p><b>Revised Planting scheme cost for 2026/27.</b> To provide Summer planting for Four towers, Fifty Double baskets, Four single baskets and Summer &amp; Winter planting for the planter at the boundary gate - £8,453.20 plus vat. <i>Proposer - Jackie Seconder - Clive Agreed - unanimously</i></p> <p><b>Cllr Hammond –</b> <b>Updates regarding Shotgate Easter Market.</b> <i>All went well, after initial stress, particularly for Emma</i> <b>Updates on Shotgate Circus.</b> 500 tickets have now been reserved via Eventbrite. The Circus has capacity for 600. Council to decide whether to release more tickets via Eventbrite or to have 100 physical tickets printed for walk-ups on the day. <i>Hold back 50 tickets for walk ins Proposer - Trevor Seconder - Alex Agreed - unanimously</i></p> <p><b>Shotgate shops parking area.</b> Updates <i>Trevor spoke to the landlord of the Pharmacy and flat above, Bob, who is going to look into what part of the layby he is responsible for and how to repair</i></p>
44.26	<p><b>Finance (to include any invoices received prior to meeting, and not noted below) 🖐️</b></p> <p>a) Chairwoman to sign the Barclays Community Account Balance as at 30<sup>th</sup> March 2026</p> <p>b) The Council to agree months bank reconciliations for March 2026</p> <p>c) Councillors to resolve to pay the following items for March/April 2026</p>



# SHOTGATE PARISH COUNCIL

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

<b>Finance cont.</b>				
Payment Type	Payee	Invoice Detail	Amount £'s	VAT
BACS	Mrs Emma Jones	Clerk Wages	1,094.67	
BACS	HMRC	Employer Contribution Nov	437.23	
Direct Debit	Go Cardless	Microsoft Office Subscription Nov	10.30	2.06
Direct Debit	Go Cardless	Wordpress back-up and maintenance Nov	40.00	8.00
BACS	Viking	Council Printer	83.00	16.60
BACS	Bibby(Just ran out)	Ink cartridges & printer paper	92.95	
BACS	Hill Allen	Accountants	110.00	22.00
BACS	Grant Flack	Bus Shelter cleanse	200.00	
BACS	Jackie Woolf	Reimburse ment – Event bins	tbc	
<i>All agreed unanimously</i>				
<b>45.26</b>	<p><b>Planning.</b>  <b>Cllr's Hammond to present information to the Council regarding Planning relevant to Shotgate.</b>  Comments to be agreed as a response to the planning application sent from Basildon Borough Council.</p> <p>Object to Bakers Farm Close development, even though it is now 2 houses instead of 6. Need planning reasons for objections  270 Southend Road - conservatory for business purposes, according to Mrs Vickers, possibly for physiotherapy</p>			



## SHOTGATE PARISH COUNCIL

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

<b>46.26</b>	<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>Nothing brought to the attention of the Clerk at time of publication.</i></p> <p><i>Just Mrs Vickers present, who had already said anything she had wanted to say, during the meeting</i></p> <p><i>St Georges Day flags - Jackie proposed that 2 St Georges Cross flags be purchased and displayed on the white gate at the entrance to Shotgate and on the Shotgate sign.</i></p> <p><i>Proposer - Jackie</i></p> <p><i>Seconder - Clive</i></p> <p><i>In favor - Alex and Pauk</i></p> <p><i>Abstained - Trevor, as it could be seen as a political statement by some</i></p>
<b>47.26</b>	<p><b>Items for the next meeting</b></p> <p><i>30mph sign on Hodgson Way, which has rotted through and is laying by the roadside was mentioned again (By Alex, this time)</i></p>
<b>48.26</b>	<p><b>Next council meeting date will be the Annual Meeting of Shotgate Parish Council on May 12th at 7:30pm.</b> The <b>Annual Parish Meeting</b> will not be held by Shotgate Parish Council this year due to no attendees over the last five years. Should any six local electors wish to hold the meeting the Chair of the council shall preside.</p> <p><i>Trevor mentioned that it would still be best practice to hold the APM, in his opinion, even if it was just the normal meeting but called the APM.</i></p>
	<p><b>Meeting Closed: 8:24pm</b></p>