**PAGLESHAM PARISH COUNCIL**

 **www.pagleshamparishcouncil.co.uk**

 Chairman: Clerk:

 Councillor Mr D. Whittingham, Mr B Summerfield,

 Cobblers Row, Sutton Hall Cottage,

 East End, Sutton Road,

 Paglesham, Rochford,

 Essex. Essex.

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 **YOU ARE HEREBY SUMMONED TO A MEETING**

 **OF THE PAGLESGHAM PARISH COUNCIL**

 **TO BE HELD AT THE PAGLESHAM MISSION HALL**

 **THURSDAY 16th JUNE 2016**

 **East End, Paglesham.**

 **(commencing at 8 P.M.)**

 **Agenda**

Chairman’s opening remarks:

**1. To Record the Members Present:**

i Councillors:

ii Members of the Public:

**2.** **Apologies and reasons for absence: (**It is important to record the grounds upon which apologies for absence

 are tendered in case they have to be approved to prevent a casual vacancy arising - Local Government Act 1972 schedule 12).

 **To be received by the Clerk in person via: email, letter or telephone.**

**3. Declarations of Interests: on items on the Agenda.**

i **To receive all declarations of interests including** (dispensations under the relevant provision s.33 of the Localism Act

 2011 as applied to the Paglesham Village Trust – ref: Minute 92 14/15).

ii **The Chairman reminds Councillors to declare any further interests now and as they became evident**

 **to them, during the progress of the meeting.**

**4. Public Recording of Meetings (Openness of Local Government Bodies Regulations 2014)**

i Councillors and the public may make a record of a meeting of the Parish Council by any media device capable of recording sound and image.

ii Councillors and the public’s use of any media device, may not disrupt or distract the meeting by any mechanical noise, audio noise, oral commentary, light emissions or the movement or repositioning of visual recording devices.

iii The Chairman of the meeting will ask any member of the public who disregards the above to refrain from using the media device and

 where appropriate to leave the meeting.

**5. Guest Speaker**

 To receive the Clerk’s information on a proposed visit from the COE, RDC.

**6.** **Public Forum: ( 5 min per person only )**

 Visiting Ward/County Councillors, Councillors, and questions from members of the public.

**7. To Receive the Minutes of the Annual General Meeting of 12th May 2016.**

 To agree:

**8. Matters Arising from the Minutes: (Not on the Agenda)**

i (Minute 17/i) Perspex A4 leaflet boxes

 To discuss ‘Information Point’ notices on Phone boxes

ii (Minute 17/ii) The waste paper bin.

 Agreed that the waste paper bin near the dog bin on the field, will be moved towards the gate.

**9. Correspondence: (**emails forwarded and paper received)

 Printed Publications, General Information as received by the Clerk and placed on the table.

**10. Planning:**

 Applications?

**11.** **Finance**

i i To receive the RPC/PVT Financial Statements ending May 2016.

 ii The above balances to be checked against Bank Statements by Councillors: …………………

 and …………………….

ii **To receive the Annual Audit return 2015-2016.**

 i To receive the 2015-2016 Internal Auditors report.

 ii To receive the Annual Governance declaration and to agree and sign the Return:

 iii To receive the Annual Financial Statement and to agree and sign the Return:

 iv To receive the Clerk’s report on the dates of the Notices of the Public Rights of Inspection.

 v To receive the Clerk’s report on ‘Transparency Publication’ compliance.

iii To receive an Invoice June 2016 from re: ………………………….

iv To record the payment May 2016 to EALC re: Annual Subscription @ £65-00

v To record the payment May 2016 to Essex Playing Fields Association re: subscription 2016-7 @ £30-00

vi To record the payment May 2016 to AON re: Local Council’s insurance renewal @ £1,149-98

vii To record the payment May 2016 to Artistry Plastics re: 14119-10 x A4 wall leaflet holders @ £307-20

viii To record the payment D/D May 2016 to E.ON re: Streetlights energy @ 46-04.

ix To Resolve: all payments, financial statements, receipts, transfers, ratified and agreed countersigned cheques,

 etc; above.

 Proposed by Councillors: ………………, seconded by ………………………… and agreed by all.

**12. Paglesham Village Trust**

i **The Annual Audit return 2015-2016.**

 To receive the 2015-2016 Internal Auditors report:

ii The Chairman’s report re: Aon insurance.

iii Councillor Mrs J Wooding’s PVPA support for the Boule/Petanque report:

iv Councillor reports:

**13. Highways**

i General Hedges.

ii Clerk’s report re:

 i 2465420 pothole by Redcroft, Paglesham Road.

 ii Potholes on Church End Road outside entrance to Riding School/Hedges and trees.

 iii East Hall Road surface edging finish.

 iv P3 ECC information.

iii Councillors reports:

**14. Street lighting.**

 Councillors reports:

**15. Next Agenda Items from Councillors.** *for next Agenda and exchange of information only.*

 Items:

**16. Private and Confidential:**

i i Pursuant to the provision of section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960: ( A body may, by

 resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity

 would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for

 other special reasons stated in the resolution and arising from the nature of that business or of the proceedings; and

 where such a resolution is passed, this Act shall not require the meeting to be open to the public during proceedings

 to which the resolution applies)

 ii **Therefore:** Pursuant to section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved that,

 in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the

 press and the public be temporarily excluded and they are instructed to withdraw to allow the discussion on exempted

 items:

 iii Exempted items are:

 1) Employment matters:

 Engagement, terms of service, conduct and dismissal of employees.

 2) Tenders and contracts:

 terms of tenders and proposals and counter proposals in negotiations for contracts

 3) Early stages of any dispute.

 4) Legal proceedings:

 Preparation of cases in legal proceedings.

ii To discuss the details of the Clerk’s contract of employment:

**17. Date of the next Paglesham Parish Meeting.**

**To agree: Thursday 25**th **AUGUST 2016**

 (at the Paglesham Mission Hall, East End, Paglesham commencing at **8.00** pm.)

**11th June 2016 B. Summerfield.**

 **Paglesham Parish Council Clerk**