####  MINUTES OF THE ANNUAL GENERAL MEETING

####  OF PAGLESHAM PARISH COUNCIL

####  at the

 **THE MISSION HALL, PAGLESHAM ROAD,**

 **on THURSDAY, 11th MAY 2017**

 **at 7.44 pm.**

**1 17-18 Election of Chairman for 2017-2018.**

i Nominations for the post of Chairman:

 Councillor Mr D Whittingham was nominated for the post of Chairman by Councillor’s: Mrs V McVittie,

 seconded by Mrs J Wooding and agreed by all.

ii Councillor Mr D Whittingham signed the statutory Declaration of Acceptance of Office.

**2 17-18 To Record the Members Present:**

 Councillors: Mr D Whittingham, Mr K Bench, Mr R Fance, Mrs V McVittie and Mrs J Wooding.

 **No members of the public were present;**

Mr B. Summerfield. [Parish Clerk]

**3 17-18 Apologies and reasons for absence:**

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

 None.

**4 17-18 Declarations of Interests**

 To receive Declaration of Interests: None.

**5 17-18 Election of Vice-chairman.**

i Councillor Mrs J Wooding was nominated for the post of Vice Chairman by Councillor Mrs V McVittie,

 seconded by Mr R Fance and agreed by all.

ii Councillor Mrs J Wooding signed the statutory Declaration of Acceptance of Office.

**6 17-18 To receive the Agreed Minutes of the AGM of 12th May 2016.**

 Any Matters Arising included:

 i The Dog bin has been moved

 ii The Boule/Petanque court is to be further discussed at the PVPA meeting next week.

 iii East Hall Road Tarmac dangerous edging has still not been rectified.

**7 17-18 Public Forum: ( 5 min per person only )**

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

**8 17-18 Model Code of Conduct:**

The document as circulated was agreed and initialled by Chairman and Clerk

**9 17-18 Standing Orders:**

The document as circulated was agreed and initialled by Chairman and Clerk

**10 17-18 Financial regulations:**

 The document as circulated was agreed and initialled by Chairman and Clerk

**11 17-18 Insurance and Assets List:**

 The document as circulated was agreed and initialled by Chairman and Clerk

**12 17-18 The Council Risk Assessment:**

The document as circulated was agreed and initialled by Chairman and Clerk

**13 17-18 The Complaints Procedure:**

 The document as circulated was agreed and initialled by Chairman and Clerk

**14 17-18 Freedom of Information Act and the Data Protection Act:**

 The document as circulated was agreed and initialled by Chairman and Clerk

**15 17-18 Dates and Times of Meetings:**

The frequency and timing of meetings 2017-2018 were agreed.

**16 17-18 To Receive the Minutes of the Meeting of 2nd March 2017.**

 The Minutes were read and were resolved to be agreed.

 Proposed by Councillors: Mrs V McVittie, seconded by Mrs J Wooding and agreed by all.

 The Chairman duly signed the Minutes as a correct record.

**17 17-18 Matters Arising from the Minutes: (Not on the Agenda)**

i (Minute 117/i) ‘Neighbourhood Planning’

Further study of the available documents is underway by Councillors. A potential meeting is to be arranged with Canewdon PC Clerk for guidance on the ‘Neighbourhood Planning’ process.

ii (Minute 117/iii) Alzheimer’s information.

 Information forwarded by the Clerk.

iii (Minute 118/iii) The River Crouch Guide.

 The council is already covered by their own guide.

iv (Minute 123/i) Grants for LED’S?

 The Clerk reported work in progress.

**18 17-18 Correspondence: (**emails forwarded and paper received)

i General information emails to councillors were noted.

ii An e/letter April 2017 from RHALC re: Minutes meeting 20th April 2017 was recorded.

iii An e/letter April 2017 from Playsafety (ROSPA) re: May 2017 inspection of Frances Field, Pond

 and Oyster Pitts was recorded.

iv The Chairman’s letter, February 2017 to the Clerk re: availability of a workplace pension scheme, if required

 was recorded.

v The PPC publication March 2017 of RDC Council tax for Paglesham was placed on the Notice boards and

 was recorded.

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

**19 17-18 Planning:**

i Planning application no. ESS/13/17/ROC Wallasea Island Wild Coast Project, Creeksea Ferry Road, Wallasea

 Island SS4 2HD. (Continuation of the Development of a Coastal Nature Reserve Without Compliance with

 Conditions 2, 26, 38, 39, 40, and 4, 5 ,6, 7, 9, 12, 13, 15, 16, 18, 19, 22, 23, 24, 25, 27, 28, 29, 30, 34,35, 36,

 and 41).

 No comment: as the Planning copy was not available on the Essex County Council website.

ii Planning application no. 17/00305/FUL 6, New Row, Waterside Road, Paglesham, Essex.

 (Single Storey Pitched and Flat Roofed Rear and Side Extension with Roof lights) –

 Paglesham Parish Council object due to:

 i a potential loss of the rear ‘Right of Way’

 ii the proposed application may be exceeding the permitted development.

**20 17-18 Finance**

i i The PPC and PVT Financial Statements ending April 2017 were recorded.

 ii The above balances were checked against Bank Statements by Councillors: Mrs V McVittie. and Mr R Fance.

ii A Paglesham PC insurance renewal invitation from AON re: June 2017 - June 2018 @ £1,176-24 was awaited and

 agreed to be paid post the meeting, by internet agreement.

iii The Clerk reported on his work on the Annual Audit progress and Annual Return from the Audit Commission

 for 2016-2017, was recorded.

iv The Clerk reported on the 2016-2017 VAT claim @ £265-42 was recorded.

v The Clerk reported on the 2017-2018 HMRC setup for PAYE-RTI noted.

vi A remittance advice note from the RDC re: first payment of PRECEPT @ £2,742-50 was recorded.

vii A donation towards the reprint of the Coastal Community Crouch Guide was declined.

viii An Invoice April 2017 from EALC re: annual subscription @ £66-26 was recorded.

ix To receive an Invoice May 2017 from B Summerfield re: My PC Backup.com (Shared costs with Sutton PC)

 @ £71-57 was recorded.

x The payment March 2017 to B Summerfield re: 2016-2017 salary £1,239 + office £71-87 = £1,310-00 was recorded.

xi i The payment March 2017 to HMRC re: the above @ £248-00 + £14-38 = £262-38 was recorded.

 ii The Clerk’s personal HMRC payment of £52-27 to correct the above PAYE imbalance was recorded.

xii The payment March 2017 to B Summerfield re: Fuel allowance 2016-2017 @ £ 48-30 was recorded.

xiii The payment March 2017 to W&H (Romac) Ltd re: P16 Waterside Cottages repair @ £89-46 was recorded.

xiv The payment March 2017 to The St Peters Mission Hall re: Annual Village Hall hire @ £250-00 was recorded.

xv The D/D payments of March/April 2017 to E.ON re: Streetlights energy @ £48-30 and £53-47 was recorded.

xvi The D/D payments of March/April 2017 to 1&1 re: £11.99 and £11.99 was recorded.

xvii Resolved: all payments, financial statements, receipts, transfers and countersigned cheques above.

 Proposed by Councillors: Mr K Bench seconded by Mr R Fance and agreed by all.

**21 17-18 Paglesham Village Trust**

i The Chairman reported re: PVT insurance update from Came and Co and was recorded.

ii Councillor Mr R Fance reported on his voluntary work on the ‘Frances Field’ – cuts to the grass – dead willow tree – bench moved and moved back again – wood rotting on the play equipment – the new notice board stating ownership

 of the field, needs to be put up on the side of the barn – maintenance to the mower.

 The Chairman strimmed the mound and local PROW to Winton Haw.

**22 17-18 Highways**

i Councillor Mr K Bench reported: no progress with the inspection of the hedge overgrowth on the Paglesham Road

ii The flooding issue at the Plough and Sail – no progress.

**23 17-18 Streetlights**

 No reports.

**24 17-18 Website.**

 The Clerk reported all items to be updated post the meeting.

**25 17-18 Next Agenda Items from Councillors. *for next Agenda and exchange of information only.***

 Items: ROSPA reports

**26 17-18 Date of the next Paglesham Parish Meeting**:

 **Agreed: Thursday 6th JULY 2017**

 **(at the Paglesham Mission Hall, East End, Paglesham commencing at 8 pm.)**

**27 17-18 Date of the next Annual General Meeting.**

 **Agreed: Thursday 10th MAY 2018/**TBA

 (at the Paglesham Mission Hall, East End, Paglesham commencing after the Annual Parish Meeting)

**There being no further business the Chairman closed the meeting at 9.28 pm.**

**24th June 2016 B. Summerfield. Paglesham Parish Council Clerk**