#  MINUTES

 **The Paglesham Parish Council Meeting**

 **held on Thursday 22nd March 2018**

 **at St Peters Mission Hall, East End, Paglesham**

#  at 8 p.m.

**109 17-18 To Record the Members and Public Present:** 8.0 pm.

Councillor Mr D Whittingham [Chairman]

 Councillors: Mr K Bench, Mr R Fance and Mrs V McVittie.

 Members of the Public: None.

 The Clerk Mr. B. Summerfield.

**110 17-18 Apologies and reasons for absence:**

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

 Councillors: Mrs J Wooding (apology), Ward Councillors: Mrs L Shaw and Mr G Ioannou.

**111 17-18 Chairman’s Comments**

 The Chairman welcomed all Councillors and the public to the meeting.

 The Chairman reminded the meeting: of the fire exits and collection point, in the event of an emergency.

**112 17-18 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).

 None.

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

 **during the progress of the meeting.**

**113 17-18 Public Questions:**

(Specifically for Guest Speakers, visiting Ward/County Councillors and questions from members of the public).

 None.

**114 17-18 To Receive the Minutes of the Meeting of 8th February 2018.**

 The Minutes were read and were resolved to be agreed.

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

 The Chairman duly signed the Minutes as a correct record.

**115 17-18 Matters Arising from the Minutes: (Not on the Agenda)**

 (Minute 98/ii) A Ward Councillor Surgery

 Surgery dates and local advertising were discussed and agreed to hold till after the local elections. The two dates

 suggested are Saturday’s 19th May and 16th June 2018.

**116 17-18 Correspondence: (**emails forwarded and paper received)

i An e/letter March 2018 from PlaySafety re: Play Areas Inspections and new contact details was recorded.

ii An e/letter February 2018 from Mark Francois re: Broadband - courtesy of Ward Councillor Mrs L Shaw, was recorded.

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

 **117 17-18 Planning:**

 Application no: ESS/02/18/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 etc:) was discussed and Noted.

**118 17-18 Finance**

i The RPC and PVT Financial Statements ending February 2018 were recorded.

ii Councillors: Mr D Whittingham and Mrs V McVittie checked the above against Bank Statements.

iii The Clerk reported: Council Tax 2018-2019 publication on the notice boards.

iv The Clerk reported: Paglesham Audit progress for 2017-2018 and circulated the Excel ‘end of year’ internal audit statements of the RPC and PVT, for the new Internal Auditor.

v The Clerk reported: his adjustments to the Clerks Salary/HMRC 2017-2018 to correct an overpayment of Salary.

vi A correcting payment March 2018 from B Summerfield re: Salary adjustment 2017-2018 @ £68-23 was recorded.

vii A correcting payment March 2018 from Paglesham Parish Council to HMRC 2017-2018 @ £68-23 was recorded.

viii A letter to Barclays Bank for the corrected clerk’s monthly salary nett Standing Order @ £155-31 was recorded.

ix To receive an Invoice March 2018 from B Summerfield/Eureka Supplies re: Stationery @ £52.10 was recorded.

x i An Invoice February 2018 from W&H (Romac) Ltd re: P11 and 1 New Cottages @ £244-14 was recorded.

 ii An Invoice March 2018 from W&H (Romac) Ltd re: P11 @ £182.10 was recorded.

xi The payment of March 2018 to B Summerfield re: shared (Sutton PC) new computer costs @ £135-33 was recorded.

xii The payment February 2018 to Community Heartbeat Trust (Solutions) Ltd re: defibrillator pads £87-60 was recorded.

xiii The payment February 2018 to B Summerfield re: Nett annual salary 2017-2018 @ £1,572-50 was recorded.

xiv The payment February 2018 to HMRC–RTI annual salary 2017-2018 (x 20%) @ £314-50 was recorded.

xv The payment February 2018 to B Summerfield re: nett annual office use 2017-2018 @ £136-11 was recorded.

xvi The payment February 2018 to HMRC–RTI annual office use 2017-2018 (x 20%) @ £27-23 was recorded.

xvii The payment February 2018 to B Summerfield re: annual fuel travel ex’s 2017-2018 @ £59-80 was recorded.

xviii The payment February 2018 to St Peters Mission Hall re: Rent for 2018-2019 Mission Hall @ £250-00 was recorded.

xix The DD payments February/March E-on re: streetlight energy @ £58-49/£52.83 was recorded.

xx The DD payment February/March 1&1 re: Website @ £19-12/£35-99 was recorded.

xxi Resolved: all payments, financial statements, receipts, transfers, ratified and agreed countersigned cheques above.

 Proposed by Councillors: Mrs V McVittie., seconded by Mr K Bench and agreed by all.

**119 17-18 Paglesham Village Trust**

i The Chairman reported the pond clear out had been cancelled due to snow and will now be carried out in the Autumn.

ii The Chairman reported the clearance of the Container and a service on the mower were in progress and the discovered multiple water leaks in the Pavilion have been repaired.

iii Councillors: D Whittingham and R Fance agreed to meet on Sunday morning to look at the blue mower with a view to

 preparing it for advertising.

**120 17-18 Highways**

i The Chairman reported the Essex and Herts Air Ambulance, Clothing Donation Bank was now in situ by the entrance to

 the Pavilion and Frances Field.

ii Councillor reports: Potholes on Waterside Road (unadopted) were reported as being in the process of being filled.

**121 17-18 Street lighting.**

i The Clerk reported E-On energy price rises from April 2018. Agreed the Clerk to gather other suppliers quotations.

ii The Clerk reported P11 by the Plough and Sail has been fitted with a new head as the old one was not fit for purpose.

 The fitted bulb is in reserve to be used for other outages.

 Agreed: other U/S streetlights to be reported on complaint.

iii The Clerk reported his actions to essex.gov.uk re: The Speed Indicator at Jubilee Cottages (ref. no. 71043136).

iv Councillor Streetlighting reports: None.

**122 17-18 Website**

The Clerk reported the site will be up to date when tonight’s meeting information is updated.

**123 17-18 Next Agenda Items from Councillors.** *for next Agenda and exchange of information only.*

 **Items:**

 **Insurance, Risk Assessment, Assets List, Financial Regulation and Standing Orders to be studied and updated.**

**124 17-18 Date of next meeting: the Paglesham Annual General Meeting 2018.**

 **Agreed: 17th May 2018 AGM,**

 **preceded by the Annual Parish Meeting at 7.30 pm.**

**There being no further business the Chairman closed the meeting at 9-12 pm.**

**13th May 2018. B. Summerfield Paglesham Parish Council Clerk.**