

# PAGLESHAM PARISH COUNCIL

[www.pagleshamparishcouncil.co.uk](http://www.pagleshamparishcouncil.co.uk)

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## MINUTES **DRAFT**

**THE ANNUAL GENERAL MEETING**  
**OF THE PAGLESHAM PARISH COUNCIL**  
**HELD AT THE MISSION HALL,**  
**Paglesham Road, East End**  
**(Following the Annual Parish Meeting)**  
**on THURSDAY 9<sup>th</sup> MAY 2019.**

- 1** 19/20 **Election of Chairman for 2019-2020.** 8.20 pm.
- i Councillor Mr D Whittingham was nominated for the post of Chairman by Councillors: Mrs V McVittie, seconded by Mr K Bench and agreed by all.
- ii Councillor Mr D Whittingham signed the statutory Declaration of Acceptance of Office of the Paglesham Parish Council Chairman.
- 2** 19/20 **Elected Councillors:**
- i The three elected councillors signed their Statutory Declaration of Acceptance of Office.
- ii The three elected councillors signed their Declarations of Interests Forms (28 days) and returned them to the Clerk.
- 3** 19/20 **Election of Vice-chairman.**
- No nominations for the post of Vice Chairman were received. Next agenda item:
- 4** 19/20 **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.
- 5** 19/20 **The Co-option Process and Notices:**
- The Clerk stated that a co-option notice would be placed the following day for the two vacancies on the Parish Council.
- 6** 19/20 **To Record the Members and Public Present:**
- Chairman: Councillor Mr D Whittingham  
Councillors: Mr K Bench and Mrs V McVittie.  
Ward Councillors: Mr G Ioannou and Mr S Wotton.  
Members of the public: None.  
Clerk: Mr B Summerfield.
- 7** 19/20 **Apologies and reasons for absence:**
- i To be received by the Clerk only in person via: email, letter and telephone.
- ii To record the council decision on an absence: None.
- iii Ward Councillor Mrs L Shaw apologised.
- 8** 19/20 **Declarations of Interests**
- i **To receive all declarations of interests including** (dispensations under the relevant provision s.33 of the Localism Act 2011) **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.**
- 9** 19/20 **The Clerk's Role:**
- i Resolved: the Clerk is the Proper Officer, Responsible Financial Officer and the Receiving Officer responsible for Dispensations.
- ii Proposed by Councillors: Mr K Bench, seconded by Mrs V McVittie and agreed by all.

**10** 19/20 **Paglesham Village Trust:**

- i Resolved: all members of the PVT are the serving Parish Councillors.
- ii Councillor Mr D Whittingham was nomination for the post of PVT Chairman by Councillors: Mrs V McVittie, seconded by Mr K Bench and agreed by all.

**11** 19/20 **Dispensations** (relevant provision is s.33 of the Localism Act 2011)

- i The Clerk received Councillors written requests for dispensations re: Financial matters as local council tax payers inc: the Precept and as members of the Paglesham Village Trust.
- ii All three councillors completed their four years request forms and returned them to the Clerk.

**12** 19/20 **Public Forum: ( 5 min per person only )**

Councillors, Guests, visiting Ward/County Councillors and questions/statements from members of the public.  
Ward Councillor Mr G Ioannou reported: he is the portfolio holder for Enterprise and Tourism - re: the soak away at the Plough and Sail; he requested a letter from the Council re: progress!? - his congratulations to the new Ward Councillor Mr Simon Wotton at the May Elections – Will be sending to the Clerk a welcome pack re: Discover 20-20 – Discussed the opportunity to employ with two other Parish Councils, a Special Volunteer Constable – agreed to be discussed later.  
New Ward Councillor Mr Simon Wotton thanked all persons in Paglesham who had voted for him and will be fully supporting Paglesham in the future –  
Member of the public Mr Robin Slater described his intended planning application to the RDC re: his Farm buildings Change of Use to holiday lets.

**13** 19/20 **Insurance:** was discussed and the Came and Company renewal was agreed.

**14** 19/20 **Model Code of Conduct:** to be circulated **and** next agenda item:

**15** 19/20 **Standing Orders:** as circulated were agreed by all.

**16** 19/20 **Financial regulations:** as circulated were agreed by all.

**17** 19/20 **Assets List:** was agreed.

**18** 19/20 **The Council Risk Assessment:** as circulated was agreed by all.

**19** 19/20 **The Complaints Procedure:** as circulated was agreed by all.

**20** 19/20 **Freedom of Information Act/General Data Protection Regulations:** both to be circulated.  
Next agenda item.

**21** 19/20 **Dates and Times of Meetings:** Agreed the frequency and potential dates of meetings 2019-2020.

**22** 19/20 **The Minutes of the Parish Council Meeting of 7<sup>th</sup> March 2019.**

The Minutes were read and were resolved to be agreed.  
Proposed by Councillors: Mrs V McVittie, seconded by Mr K Bench and agreed by all.  
The Chairman duly signed the Minutes as a correct record.

**23** 19/20 **Matters arising from the Minutes:** (not on the Agenda)

- i (Minute 118) RDC 20-20 celebrations in Paglesham
  - i The Clerk will write to Mrs A Boulter and Caleb Rayner Ltd (to seek their permission as land owner), and to appraise them of the current proposed celebration ideas.
  - ii Agreed a committee of representatives of Paglesham PPC, PVT and PVPA to discuss further.
- ii (Minute 118) Community Heartbeat Trust ;  
After discussion it was agreed that the Council will hold AED training only.  
The Clerk to set up training for Saturday mornings: 8<sup>th</sup> June, 15<sup>th</sup> June or 6<sup>th</sup> July.
- iii (Minute 118) 'Community Listing'
  - i The Clerk reported the RDC negative reply.
  - li Ward Cllr Mr G Ioannou suggested that help would be available from the Economic Development Team and to that end will ask them (Mr Daniel Buddha) to telephone the Clerk.
- iv (Minute 118) Waterside Road maintenance  
The Clerk reported the last email from Simon Rutter of Mclean Marine re: the condition of Waterside Road and agreed he will further correspond.

**24** 19/20 **Correspondence:** (emails forwarded and papers received)

- i To receive an e/letter April 2019 from Cllr: Mrs J Gooding re: Proposed Mobile Stroke Unit.  
Agreed Clerk to circulate!
- ii To receive a letter from MP Mark Francois re: Open Reach and Broadband coverage in Paglesham.  
Agreed Clerk to write to set up a meeting as suggested.
- iii Printed Publications and General Information received by the Clerk, as placed on the table.

**25** 19/20 **Planning:**

Application no. 19/00/FUL None.

## 26 19/20 Finance

- i The RPC and PVT Financial Statements ending April 2019 were recorded.
- ii RPC/PVT Financial Statements to be checked against Bank Statements by Councillors: Mr K Bench and Mrs V McVittie.
- ii To receive the Chairman/Clerk's report on a meeting that discussed the idea of the employment of a 'Local Policeman' with costs shared between several local councils was discussed and agreed in principle. Clerk to circulate information.
- iii The receipt of the first payment April 2019 of the Precept from the RDC @ £3,204-00 was recorded.
- iv The receipt of a payment from Sutton Parish Council re: shared costs @ £83-82 was recorded.
- v The Clerk reported the PPC Vat126 claim for 2018-2019 is in progress, was recorded.
- vi An Invoice April 2019 from B Summerfield/Land Registry search @ £42-00 was recorded.
- vii An Invoice April 2019 from Came and Company re: Annual insurance @ £338-40 was recorded.
- viii An Invoice April 2019 from EALC re: Annual subscription @ £68-14 was recorded.
- ix A payment to B Summerfield in lieu of non-payment by the Bank of the Standing Order salary increase for 2019-2020 @ £29-69, was recorded.
- x A potential donation to the Mobile Stoke Unit was discussed and was recorded.
- xi The payment March 2019 to B Summerfield re: Office allowance 2018-2019 @ £163-34 was recorded.
- xii The payment March 2019 to B Summerfield re: Fuel/travel allowance 2018-2019 @ £87-40 was recorded
- xiii The payment March 2019 to HMRC re: 4<sup>th</sup> Quarter PAYE-RTI 2018-2019 @ £116-40 was recorded
- xiv The payment March 2019 to St Peter's Mission Hall re: Annual Rent @ £250-00 was recorded
- xv The payment March 2019 to W&H (Romac) Ltd re: 133954 Streetlighting repair @ £158-28 was recorded
- xvi The payment March 2019 to Mr B Summerfield/WinZip re: 23 Standard (Sutton) @ £31-14 was recorded
- xvii The payment March 2019 to Mr B Summerfield/WinZip re: Utilities Suite (Sutton) @ £34-74 was recorded
- xviii The Clerk's Standing Order salary payments of March/April @ £155-36 per month was recorded.
- xix The DD payments March/April to E-on re: streetlight energy @ £66-47 & £82-06 was recorded .
- xx The DD payment 1&1 re: May Website @ 8-44 was recorded.
- xxi Resolved: all invoiced payments, financial statements, receipts, transfers, and agreed countersigned cheques above. Proposed by Councillors: Mrs K Bench, seconded by Mrs V McVittie and agreed by all.

## 27 19/20 Paglesham Village Trust:

- i The Oyster Pits 'Deeds' were received by the Clerk.
- ii The clearance of the pond has been carried out by contractors @ £1,250 + vat.
- iii Quotations for 60 mtrs of chestnut fencing x 3ft H @ £500 and 4ft H x @ £650. from Does Ltd; on hold!
- iv Natural England Coastal Path Scheme meeting with the Chairman re: the Oyster Pits is satisfactorily concluded.
- v PVT Voluntary work in the Frances Field was discussed and agreed a rota be set up to more fairly spread the load carried by the former Councillor Mr R Fance.  
Councillor Mr K Bench kindly volunteered to organise the grass cutting volunteers Rota.
- vi The Clerk agreed to send to the Chairman a copy of the Frances Field boundary.
- vii A PVPA request to set up a Duck House on the pond was agreed.

## 28 19/20 Highways:

- i Clerk will email Ward Councillors re: Plough and Sail continuing road flooding.
- ii Councillor reports: None.

## 29 19/20 Street Lighting:

Councillor reports: None.

## 30 19/20 Website:

The website will be brought up to date with the inclusion of this meetings information.

## 31 19/20 Next Agenda Items from Councillors. *for next Agenda and exchange of information only.*

Items: a new Internal Auditor Mrs Heather Hellis.

## 32 19/20 Date of next Paglesham Parish Council Annual General Meeting.

Agreed: **TBA May 2020.**

## 33 19/20 Date of next Paglesham Parish Council Meeting.

Agreed: **Thursday 27<sup>th</sup> June 2019** at 8pm.

There being no further business the Chairman closed the meeting at 10.15pm