

# PAGLESHAM PARISH COUNCIL

www.pagleshamparishcouncil.co.uk

**CHAIRMAN:**

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## AGENDA

**YOU ARE HEREBY SUMMONED TO THE MEETING OF  
THE PAGLESHAM PARISH COUNCIL,  
TO BE HELD BY AN ONLINE CONFERENCE VIA 'ZOOM'  
ON WEDNESDAY, 6<sup>th</sup> MAY 2020.  
(COMMENCING AT 6.45 p.m.)**

Chairman's opening remarks.

### **1. To record the Members Present:**

- i Councillors:
- ii Members of the Public:

### **2. Apologies for absence:**

- i To be received by the Clerk in person only via: email, letter and telephone.
- ii To discuss the PPC's acceptance of reasons for absence.

### **3. To Resolve the Covid-19 emergency decision to hold meetings by online Conference via 'Zoom'.**

- i To agree and record the Clerk/Chairman's emailed decisions of 17/03/2020 to cancel the normal Parish Council meeting scheduled for the 16<sup>th</sup> April 2020.
- ii The Emailed Temporary Covid-19 Virtual Meetings by online conferencing/email (actions):
  - 1) The Parish Council to temporarily devolve/delegate power to the Clerk to make all general decisions on behalf of the Council to ensure business continuity and in consultation with the Chairman and Councillors.
  - 2) To temporarily hold virtual meetings via electronic means (online conferencing via Zoom).
  - 3) Councillors to authorise the above by confirming their support of the wording at (1&2) which will be ratified at the next proper 'Covid-19 free' full Council meeting.
- iii Councillors to resolve the above:

### **4. Declarations of Interests**

- i **To receive all declarations of interests including dispensations under the relevant provision s.33 of the Localism Act 2011.**
- ii **The Chairman reminds Councillors to declare any further interests now and as they became evident to them, during the progress of the meeting.**

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

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

## **6. To receive the Minutes of the Meeting of the 13<sup>th</sup> February 2019.**

To agree:

## **7. Matters arising from the Minutes:** (not on the Agenda)

- i (Minute 120/i) Waterside Road maintenance
- ii The Clerk's report: Public Right of Way Footpaths. 14 and 10. Ref 2660716/2660715.
- iii The Clerk's report: Maclean Marine to arrange an onsite meeting to inspect the road.

- ii (Minute 120/iii) Local riverside wrecks
- The Clerk's report: Crouch Harbour Authority correspondence

- iii (Minute 120/iv) The 'Punch Bowl' petition
- Councillor Mr K Bench's report: meeting with Evonne Dunn, Planning, together with Ward Councillor Mr G Ioannou.

## **8. Parish Council Newsletter.**

Representatives of the PPC, PVT, PVPA and others, will meet to discuss the formation of a Newsletter for Paglesham.

## **9. The RDC 'Discover 20/20'**

Cancelled due to COVID-19 Emergency.

## **10. Correspondence:** (emails forwarded and letters and papers received)

- i To receive an e/letter March 2020 from Mr I Puzey re: PC thanks to the EA for their attention to their flood defences.
- ii To record a Clerk's e/letter March 2020 to Chairman Cllr Mr D Whittingham re: Clerk's Advice on Covid-19 email actions.
- iii To record an e/letter March 2020 to 'Coffee with Cops' re: invitation to attend and subsequent cancellation.
- iv Printed Publications and General Information received by the Clerk, as placed on the table.

## **11. Planning:**

Application no 20/00/FUL

## **12. Finance**

- i i To receive the PPC and PVT Financial Statements ending March 2020.
- ii RPC/PVT Statements to be checked against Bank Statements by Councillors: ....., and .....
- ii The Clerk's report: Insurance progress re: the wind Damaged door of the Phone Box at Church End.
- iii To record the publication on the Notice Boards of the Council Tax for 2020-2021
- iv To record the Paglesham PC application for VAT126 for 2019-220 @ £208-41.
- v To receive the Annual 2019-20 P60 certificate for the Clerk and Council and HMRC PAYE-RTI online update to 2020-2021.
- vi To record the Clerk's update to the Pensions Regulator re: non registered/claimed Pension.
- vii PKF Littlejohn AGAR:
  - i To record the PKF Littlejohn instructions re: delayed AGAR due to Corona-virus.
  - ii To receive the AGAR instructions and all Audit forms for 2019-2020 from PKF Littlejohn.
- viii The Clerk's report on the Internal Audit 2019-2020 progress.
- ix i The Clerk's report on the Risk assessment requirements from Came and Co for 2020-21 and the PPC response.
- ii To receive an Invoice and documents April 2020 from Came and Co re: Annual Insurance 2020-2021 @ £338-40.
- x To receive an Invoice April 2020 from B Summerfield re: Annual Office expenditure @ £163-34.
- xi To receive an Invoice April 2020 from B Summerfield re: Annual Petrol allowance @ £87-40.
- xii To receive an Invoice April 2020 from B Summerfield re: HMRC -PAYE-RTI for 2019-2020 overdue tax @ £47-25.
- xiii To receive an Invoice March 2020 from St Peters Mission Hall re: annual rent at £250-00 reduced to £125?
- xiv To receive an Invoice March 2020 from EALC re: Annual affiliation fees @ £ 70-61.

- xv To receive an Invoice March 2020 from W&H (ROMAC) Ltd re: repairs to P3, P5, P10. @ £ 226-92.
- xvi To record the payment February 2019 to B Summerfield/KES Printing re: 1000 walking maps @ £67-80.
- xvii To record the payment February 2019 to HMRC re: PAYE-RTI x 4<sup>th</sup> quarter @ £138-60.
- xviii To record the payment February 2019 to W & H (Romac) Ltd re: 134507 Streetlights P4/P9/Malting Villas @ £241-68.
- xix To record the Clerk's Standing Order salary payment of March/April @ £185-00 per month.
- xx To record the DD payments March/April to E-on re: streetlight energy @ £76-77/£82-06.
- xxi To record the DD payment 1&1 re: March/April Website @ £ 8-44/~~£8-44~~.
- xxii To resolve: all invoiced payments, auditing statements, financial statements, receipts, transfers, and agreed countersigned cheques above.

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

### **13. Paglesham Village Trust:**

- i The Chairman's report:
- ii Councillor Mr K Bench report: the Frances Field green maintenance

### **14. Highways:**

- i The Clerk's report: a pothole on the Paglesham Road between the pond and Jubilee Cottages (2658985)
- ii The Clerk's report: Letter to land owners re: the Paglesham Road overgrowth between 'Hove To' and the Mission Hall.
- iii The circulated Paglesham Road **closure** scheduled for 7th May 2020 (for 3 days).

### **15. Street Lighting:**

- i The Clerk's night survey report: Three outages P3/P5/P10
- ii The Chairman's report: repairs to the Flashing speed signs at Jubilee Cottages.

### **16. Website:**

- i The website is brought up to date with the inclusion of this meetings' information.
- ii Mr K Bench and Mrs V McVittie report: A Facebook link.

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

Items:

### **18. Date of next Paglesham Parish Council 'Online Conference' Meeting.**

To agree: **Wednesday 8<sup>th</sup> JULY 2020** at **6.45 pm.**