

MINUTES

OF THE PAGLESHAM PARISH COUNCIL MEETING

HELD BY AN ONLINE CONFERENCE VIA 'ZOOM'

ON WEDNESDAY, 8th JULY 2020.

150 To Record the Members and Public Present:

6.45 pm.

Chairman: Councillor Mr D Whittingham.

Councillors: Mr K Bench, Mr S Cane, Mr M Corr and Mrs V McVittie.

Ward Councillors: Mr G Ioannou, Mrs L Shaw and Mr S Wootton.

Members of the Public: Clare McVittie.

The Clerk: Mr. B. Summerfield.

151 Apologies and reasons for absence:

To be received by the Clerk in person via: email, letter and telephone. None.

152 Chairman's Comments

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

153 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.

154 Public Forum: (5 min per person only)

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

Ward Councillors:

Mrs L Shaw reported: the delivery of more boxes of reading packs and sports equipment for the District.

Mr S Wootton reported: he has had a very interesting walk around Paglesham.

Mr G Ioannou reported: the CPS hub is working well - Cllr Craig Cannell and himself have recently won a UK bid to reintroduce a pilot scheme to bring financial services back into Rochford and Hockley to support Residents and Local Businesses – he is now the Chairman of the Rochford Chamber of Trade.

155 To receive the Minutes of the Meeting of the 6th May 2020.

The Minutes were circulated to Councillors and they were Resolved to be agreed.

Proposed by Councillors: Mrs V McVittie, seconded by Mr S Cane and agreed by all.

The Chairman to duly sign the Minutes as a correct record.

156 Matters arising from the Minutes: (not on the Agenda)

i (Minute 120/iii) Local riverside wrecks

The Clerk's reported awaiting an update from the Crown Estates to his enquiry.:

ii (Minute 120/iv) The 'Punch Bowl' Appeal.

The appeal is being heard with no conclusion to date.

157 Parish Council Newsletter report:

Councillors and Representatives of the PPC, PVT, PVPA reports re: the formation of a Newsletter for Paglesham.

Councillors: Mr M Corr and Mr K Bench will together construct a way forward.

158 The RDC 'Discover 20/20'

i i The Clerk reported Angela Hutchins, RDC has encouraged the PPC to generate three quotations for the proposed new Beagle Anchor installation base, whilst awaiting any potential funding from Historic England.

ii Agreed to ask three local business persons for quotations for the work.

ii The Historic England Heritage Category scheduling List Entry 1467785, the Mud Berth for CGWV No 7 (formerly HMS Beagle) was recorded.

The three Ward Councillors left the meeting at 7.07pm with thanks for their kind attention.

159 Correspondence: (emails forwarded and letters and papers received)

i The Clerk reported his correspondence with the Environment Agency and will circulate.

ii Printed Publications and General Information received by the Clerk, available on demand.

160 Policies July 2020:

i Standing Orders

Resolved as circulated and agreed.

ii Financial Regulations

Resolved as circulated and agreed.

- iii **Risk Assessment**
Resolved as circulated and agreed.
- iv **Asset Register**
Resolved as circulated and agreed.
- v **The General Data Protection Regulations**
Resolved as circulated and agreed.
- vi **Freedom of Information Act**
Resolved as circulated and agreed.
- vii **Model Code of Conduct**
Resolved as circulated and agreed.
- viii **All above Policies:**
(i – vii) were resolved as circulated.
Proposed by Councillors: Mr S Cane, seconded by Mr M Corr and agreed by all.
- ix **Dates and Times of Meetings:**
During the Corona-Virus emergency, the meetings will be held by online conference on Zoom by arrangement.

161 19-20 **Planning:**

Applications No: **20/00430/LBC - 20/00429/FUL** Stannetts , Paglesham Road, Paglesham, SS4 2DZ.
(Proposed single storey rear extension. Create boot room with new external door to side elevation. Link snug to new living area and part expose original/existing timber frame to snug area) –
The Paglesham Parish Council have no objections.

162 19-20 **Finance**

- i i The PPC and PVT Financial Statements ending May/June 2020 (as circulated) were recorded.
- ii The PPC Barclays Bank Statements ending May/June 2020 (as circulated) were recorded.
- iii RPC/PVT Statements were checked against the Bank Statements by Councillors: Mr D Whittingham and Mr K Bench.
- ii The Auditing Solutions (Internal Auditors) report (as circulated) was recorded.
- iii The AGAR Part 2, Internal Audit 2019-2020, July 2020 (as circulated) was recorded.
 - i Resolved the completed Certificate of Exemption for 2019-2020 (Page 3) was recorded.
 - ii Resolved and complete the Annual Governance Statement 2019-2020 (Page 5) was recorded.
 - iii Resolved the Accounting Statements 2019-2020 (Page 6) was recorded.
 - iv Resolved the RFO dates set for the Period of the Exercise of Public Rights (Page 10) was recorded.
- iv The Clerk's requested SCP salary rise (as precepted for 2020-2021) from SCP 25 @ £12-39 to SCP 28 at £13-68 per hour was agreed and recorded.
- v A letter to the Barclays Bank authorising an update to the Clerk's Standing Order (Salary) to £202-33 nett per month and from 6th August 2020 was agreed and recorded.
- vi i The repairs to the Phone Box at Church End are reported in hand to be finished in a couple of weeks.
- ii Councillor Mr S Cane holds the Defibrillator available to the public.
- vii An Invoice May 2019 from (Community Heartbeat Trust) 6153 Battery for defibrillator @ £204-00 was recorded.
- viii An Invoice June 2020 from (Community Heartbeat Trust) 6177 Pads for defibrillator @ £51-60 was recorded.
- ix An Invoice June 2020 from (Play Safety Ltd) 49124 ROSPA, Annual Inspection (Field/Oyster) @ £164-40 was recorded.
- x An Invoice June 2020 from (Play Safety Ltd) 49185 ROSPA, Wildlife Pond Inspection @ £82-20 was recorded.
- xi An Invoice June 2020 from (Auditing Solutions Ltd) Internal Audit 2019-2020 @ £126-00 was recorded.
- xii A payment June 2020 to (HMRC) PAYE-RTI 1st Quarter 20-21 @ £138-60 was recorded.
- xiii An Invoice June 2020 from (RCCE) Annual subscription @ £52-80 was recorded.
- xiv The payment 2019 to Came and Co re: Annual Insurance 2020-2021 @ £338-40 was recorded.
- xv The payment May 2019 to B Summerfield re: Annual Office expenditure @ £163-34 was recorded.
- xvi The payment May 2019 to B Summerfield re: Annual Petrol allowance @ £87-40 was recorded.
- xvii The payment May 2019 to B Summerfield re: HMRC PAYE-RTI for 2019-2020 overdue tax @ £47-25 was recorded.
- xviii The payment May 2019 to St Peters Mission Hall re: annual rent at £250-00 was recorded.
- xix The payment May 2019 to EALC re: Annual affiliation fees @ £ 70-61 was recorded.
- xx The payment May 2019 to W&H (ROMAC) Ltd re: repairs to P3, P5, P10. @ £ 226-92 was recorded.
- xxi The Clerk's Standing Order salary payment of May/June @ £185-00 per month was recorded.
- xxii The annual Standing Order payment to the International Tree Foundation @ £20-00 was recorded.
- xxiii The DD payments May 2020 to E-on re: streetlight energy @ £79-41 was recorded.
- xxiv The DD payment 1&1 re: May Website 2020 @ £ 8-44 was recorded.
- xxv Resolved all invoiced payments, auditing statements, financial statements, receipts, transfers, and agreed countersigned cheques above.
Proposed by Councillors: Mrs V McVittie, seconded by Mr K Bench and agreed by all.

163 ¹⁹⁻²⁰ **Paglesham Village Trust:**

The Chairman's report:

- i Frances Field is due to be opened soon – Litter has been cleared by the Chairman – Agreed to fence off the play equipment (following advice from ROSPA) and a site meeting next Sunday 12th July at 10 am is arranged to inspect and decide the way forward for the repairs.
- ii Councillor Mr K Bench reported he will arrange for the Wi-Fi expert to be on hand next Sunday 12th July re: potential CCTV coverage of the field and pavilion, etc.

164 ¹⁹⁻²⁰ **Highways:**

- i To record the new road surface holes, as reported by Councillor Mr M Corr (Essex Highways ref: 2665664).
- ii Councillors reports: potholes between South Hall corner and Jubilee Cottages, the Chairman will forward photographs to the Clerk.

165 ¹⁹⁻²⁰ **Street Lighting:**

- i Councillors reports: None.
- ii Agreed the Clerk to get a quotation from the manufacturers of the Flashing speed sign at Jubilee Cottages.

166 ¹⁹⁻²⁰ **Website:**

- i The website is to be brought up to date with the inclusion of this meetings' information.
- ii To notify and record that the public's potential involvement at the all PPC Zoom meetings, are advertised on the Website, Parish Notice boards and Paglesham facebook!

167 ^{19/20} **Signatures on all leading documents and cheques:**

By agreement; all Resolved leading documents and Cheques from this meeting, etc. are to be signed by the Chairman and a Councillor after the meeting, as organized by the Clerk.

168 ¹⁹⁻²⁰ **Next Agenda Items from Councillors.** *for next Agenda and exchange of information only.*

Items:

169 ¹⁹⁻²⁰ **Date of next Paglesham Parish Council Meeting by 'Zoom Online Conference'**

(or personally at the Mission Hall if government edict allows).

Agreed: **Wednesday 26th August 2020** at **6.45 pm.**

There being no further business the Chairman closed the meeting at 7.46pm.