

# MINUTES

## OF THE PAGLESHAM PARISH COUNCIL MEETING

### HELD BY AN ONLINE CONFERENCE VIA 'ZOOM'

### ON WEDNESDAY, 3<sup>rd</sup> SEPTEMBER 2020.

#### **170** 19-20 To Record the Members and Public Present:

6.45 pm.

Chairman: Councillor Mr D Whittingham.

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

Ward Councillors: None

Members of the Public: Clare McVittie.

The Clerk: Mr. B. Summerfield.

#### **171** 19-20 Apologies and reasons for absence:

To be received by the Clerk in person via: email, letter and telephone.  
Councillor Mr K Bench, Ward Councillors Mrs L Shaw and Mr S Wootton.

#### **172** 19-20 Chairman's Comments

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

#### **173** 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.
- ii **The Chairman reminds Councillors to declare any further interests now and as they became evident to them, during the progress of the meeting.**

#### **174** 19-20 Public Forum: ( 5 min per person only )

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

Ward Councillors: None

The Public: None:

The public were invited to the Zoom Meeting as advertised on the Website, Parish Notice boards and Paglesham facebook!

#### **175** 19-20 To receive the Minutes of the Meeting of the 8<sup>th</sup> July 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.

#### **176** 19-20 Matters arising from the Minutes: (not on the Agenda)

- i (Minute 120/iii) Local riverside wrecks
  - i The Clerk reported the update from the Crown Estates.
  - ii Agreed to write to them of the PC concerns re: the wrecks danger to shipping, etc and their closeness to the newly established 'Beagle Mud Dock' on their land.
- ii (Minute 120/iv) The 'Punch Bowl' Appeal.

The appeal is in process with no conclusion to date.

#### **177** 19-20 Parish Council Newsletter report: (Councillors and Representatives of the PPC, PVT, PVPA)

Councillors: Mr M Corr agreed to produce a newsletter based on the PPC minutes.  
The Chairman agreed to sound out other local Paglesham groups to contribute articles.

#### **178** 19-20 The RDC 'Discover 20/20': (the 'Beagle Anchor' base, etc).

Parish Councillor's reports re: three local business quotations for the work re: the 'Beagle Anchor' base, etc.

- i Councillor Mr S Cane to forward a Cllr K Bench generated quotation to the Clerk.
- ii The Clerk to promote other quotations:
- iii The Clerk to ask Angela Hutchings for the clearance on a planning application/permissions, if required.

#### **179** 19-20 Correspondence: (emails forwarded and letters and papers received)

- i
  - i A letter 09/08/2020 to EALC re: Legal guidance on outdoor Parish Council meetings was recorded.
  - ii An EALC response to the above; (Case no. 360.20) Legal Guidance shows that legal advice is against hall meetings.
- ii A Notice of the 'Terms of Use' of the Mission Hall at today's date (COVID-19) was recorded..
- iii Printed Publications and General Information received by the Clerk are available on demand.

#### **180** 19-20 Planning:

- i As ratified: 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.**

- ii **Application: 20/00662/FUL** Stannetts, Paglesham Road, Paglesham, SS4 2DZ.  
(Proposed Single Storey Side/Rear Extension. Create Boot Room with New internal Door and Side Elevation Window).  
- **The Paglesham Parish Council have no objections.**
- iii **Application 20/00663/LBC** Stannetts, Paglesham Road, Paglesham, SS4 2DZ.  
(Proposed Single Storey Side/Rear Extension. Create Boot Room with New internal Door and Side Elevation Window).  
- **The Paglesham Parish Council have no objections.**

## **181** 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: Mrs V McVittie and Mr M Corr.
- ii Notification from PKF Littlejohn (External Auditors) of the receipt of the Paglesham Parish Council AGAR exemption status certificate 2019-2020 was recorded.
- iii The Period of the Exercise of Public Rights were recorded. (Notices were put up on 23<sup>rd</sup> August 2020).
- iv A payment to HMRC re: 2<sup>nd</sup> Part quarterly PAYE-RTI @ £150-28 was recorded.
- v A payment to B Summerfield re: Salary backpay (5 months) from April 20 @ £87-40 was recorded.
- vi
  - i A payment to Mr D Whittingham re: Chairman's allowance 2020-2021 @ £100-00 was recorded.
  - ii A payment to Mr D Whittingham re: Wheeled Strimmer supplies £23-76 was recorded.

Councillors agreed the Chairman signing his own cheques.

- vii An Invoice August 2020 from (R. Fance) re: Telephone box repairs, Church End @ £ None.
- viii The payment July 2019 to (Community Heartbeat Trust) 6153 Battery for defibrillator @ £204-00 was recorded.
- ix The payment July 2019 to (Community Heartbeat Trust) 6177 Pads for defibrillator @ £51-60 was recorded.
- x The payment July 2019 to (Play Safety Ltd) 49124 ROSPA, Annual Inspection (Field/Oyster) @ £164-40 was recorded.
- xi The payment July 2019 to (Play Safety Ltd) 49185 ROSPA, Wildlife Pond Inspection @ £82-20 was recorded.
- xii The payment July 2019 to (Auditing Solutions Ltd) Internal Audit 2019-2020 @ £126-00 was recorded.
- xiii The payment July 2019 to (HMRC) PAYE-RTI 1<sup>st</sup> Quarter 20-21 @ £138-60 was recorded.
- xiv The payment July 2019 to (RCCE) Annual subscription @ £52-80 was recorded.
- xv The Clerk reported that the Zoom meeting has been upgraded to 'Zoom Pro'; potentially with Stambridge P.C.
- xvi The Clerk's Standing Order salary payment of August @ £202-33 per month was recorded.
- xvii The DD payments August 2020 to E-on re: streetlight energy @ £82-06 was recorded.
- xviii The DD payment 1&1 re: June/July/August Website 2020 @ £ 8-44 was recorded
- xix The agreed payment of the Chairman's invoice for supplies for the Frances Field work @ £23-76 was recorded.
- xx Resolved all invoiced payments, auditing statements, financial statements, receipts, transfers, and agreed countersigned cheques above.  
Proposed by Councillors: Mr S Cane, seconded by Mr M Corr and agreed by all.

## **182** 19-20 **Paglesham Village Trust:**

- i The Chairman's report:
  - i Frances Field site meeting of Sunday 12th July at 10 am  
Remedial work by community spirited volunteers was carried out including: nettle cut back, ROSPA repairs to swings, trail unit, shackles, bird spikes in the top of the slide and other equipment, tables and benches to have a preservative applied, grass cuts up to date and play bark to be ordered in due course.
  - ii Future Pond work arrangements: A day to be organised to work on the pond and picket fence together with the PVA.
- ii Instruction on the use of the lawn mower to be arranged by the Chairman for Councillors Mr S Cane and Mr M Corr.
- iii Agreed the clerk to write to Councillor Mr K Bench re: the potential CCTV coverage of the field and pavilion, etc?
- iv Financial: The 2019-2020 Audit books are to be returned from the internal Auditors.

## **183** 19-20 **Highways:**

- i The Clerk reported: three potholes between East Hall Road and Jubilee Cottages, Paglesham Road (report no. 2675764).
- ii Councillors reports: The Chairman agreed to inspect and repair the Village Gate that has been damaged.

## **184** 19-20 **Street Lighting:**

- i Councillors reports: None.
- ii The Clerk's reported on the quoted battery and key costs of the U/S Flashing speed sign at Jubilee Cottages.  
Agreed the Clerk to write initially applying for a key in order to ascertain the internal items required.

## **185** 19-20 **Signatures on all leading documents and cheques:**

- i To record that all Resolved leading documents and the cheque book from the 8<sup>th</sup> July 2020 Paglesham Parish Council 'Zoom' meeting (COVID-19), were signed by the Chairman and a councillor, at a later date.
- ii To agree that: 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.
- iii The above resolved by the Parish Council.  
Proposed by Councillors: Mr D Whittingham, seconded by Mr M Corr and agreed by all.

**186** 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!

**187** 19-20 **Next Agenda Items from Councillors.** *for next Agenda and exchange of information only.*  
Items: None.

**188** 19-20 **Date of next Paglesham Parish Council Meeting by 'Zoom Pro Online Conference'**

Agreed: **Wednesday 28<sup>th</sup> OCTOBER 2020** at **6.45 pm.**

There being no further business the Chairman closed the meeting at 7.39 pm.

23<sup>rd</sup> October 2020

B Summerfield, Paglesham Parish Council Clerk/RFO.