

MINUTES DRAFT
OF THE PAGLESHAM PARISH COUNCIL MEETING
HELD BY AN ONLINE CONFERENCE VIA 'ZOOM'
ON WEDNESDAY, 5th MAY 2021.

- 1. 21-22 Election of Chairman for 2021-2022.** 6.45 pm.
- i Councillor Mr D Whittingham was nominated for the post of Chairman.
Proposed by Councillors: Mr K Bench, seconded by Mr M Corr and agreed by all.
- ii Chairman to sign the statutory Declaration of Acceptance of Office.
- 2. 21-22 Election of Vice-chairman.**
- i Councillor Mr K Bench was nominated for the post of Vice Chairman.
Proposed by Councillors: Mr D Whittingham, seconded by Mr S Cane and agreed by all.
- ii Vice-chairman to sign the statutory Declaration of Acceptance of Office.
- 3. 21-22 To Record the Members and Public Present:**
- 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. No other public requests received.
The Clerk: Mr. B. Summerfield.
- 4. 21-22 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 absence: None.
- 5. 21-22 Declarations of Interests**
- i To receive Councillors Declaration of Interests: 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.
- 6. 21-22 The Clerk's Role:**
- Resolved the Clerk's role as the Proper Officer, Responsible Financial Officer and the receiving officer for Dispensations.
Proposed by councillor Mrs V McVittie, seconded by Mr K Bench and agreed by all.
- 7. 21-22 Paglesham Village Trust:**
- i All Councillors are the members of the PVT:
- ii Councillor Mr D Whittingham was elected Chairman.
- 8. 21-22 Dispensations (relevant provision is s.33 of the Localism Act 2011)**
- Councillors requests for dispensations re: Financial matters as local council tax payers inc: the Precept and as members of the Paglesham Village Trust are in place.
- 9. 21-22 Public Forum: (5 min per person only)**
- Councillors, Guests, visiting Ward/County Councillors and questions from members of the public.
- i Ward Councillor Mr S Wootton: congratulated the elected Paglesham Chairman and Vice Chairman for 21-22 – Rochford District election day is tomorrow and so there are restrictions due to Purdah – wished all councillors standing for election the best.
- ii Ward Councillor Mrs L Shaw: thanked the Parish council for the help received over the last year and her invitations to the Paglesham meetings – Nothing else to report due to Purdah.
- iii Ward Councillor Mr G Ioannou: Congratulations to the newly elected Chairman and Vice Chairman - The Banking Centre in Rochford has been well received – An innovative coin receiving opportunity at the Hub will find a card issued covering the coin deposits, to be used solely at all 18 signed up local shops.
- iv The Public: Clare McVittie. No other public requests received.
The public were invited to the Zoom Meeting as advertised on the Website, Parish Notice boards and Paglesham facebook!
- All Ward Councillors left the meeting with thanks for their support over the year, at 6.58 pm.**
- 10 21-22 Insurance:** (as circulated)
- i No questions were raised by Councillors on the above.
- ii Proposed by Councillors: Mr S Cane, seconded by Mr K Bench and agreed by all.
- 11 21-22 Model Code of Conduct:** (as circulated)
- i No questions were raised by Councillors on the above.
- ii Proposed by Councillors: Mr S Cane, seconded by Mr K Bench and agreed by all.

- 12** 21-22 **Standing Orders:** (as circulated)
- i No questions were raised by Councillors on the above.
 - ii Proposed by Councillors: Mr S Cane, seconded by Mr K Bench and agreed by all.
- 13** 21-22 **Financial regulations:** (as circulated)
- i No questions were raised by Councillors on the above.
 - ii Proposed by Councillors: Mr S Cane, seconded by Mr K Bench and agreed by all.
- 14** 21-22 **Assets List:** (as circulated)
- i No questions were raised by Councillors on the above.
 - ii Proposed by Councillors: Mr S Cane, seconded by Mr K Bench and agreed by all.
- 15** 21-22 **The Council Risk Assessment:** (as circulated)
- i No questions were raised by Councillors on the above.
 - ii Proposed by Councillors: Mr S Cane, seconded by Mr K Bench and agreed by all.
- 16** 21-22 **The Complaints Procedure:** (as circulated)
- i No questions were raised by Councillors on the above.
 - ii Proposed by Councillors: Mr S Cane, seconded by Mr K Bench and agreed by all.
- 17** 21-22 **Freedom of Information:** (as circulated)
- i No questions were raised by Councillors on the above.
 - ii Proposed by Councillors: Mr S Cane, seconded by Mr K Bench and agreed by all.
- 18** 21-22 **Dates and Times of Meetings:**
The frequency and timing of meetings 2021-2022 were agreed to be (Gov and other conditions allowed), the first Wednesday in the month, at the Mission Hall at 7.30 pm.
- 19** 21-22 **To receive the Minutes of the Zoom Meeting of the 7th April 2021.**
The Minutes were circulated to Councillors and they were Resolved to be agreed.
Proposed by Councillors: Mrs V McVittie, seconded by Mr K Bench and agreed by all.
The Chairman to duly sign the Minutes as a correct record.
- 20** 21-22 **Matters arising from the Minutes:** (not on the Agenda)
The Clerk has received confirmation from the Post Office, of the receipt of the SPC form requesting a replacement and positioning of the new proposed Post Box.
- 21** 21-22 **Parish Council Newsletter report:** (Councillors and Representatives of the PPC, PVT, PVPA)
Councillors reported the first draft of the newsletter and requested photographs of all Councillors and Clerk to be sent to Councillor Mr M Corr.
- 22** 21-22 **The RDC 'Discover 20/20':** (the 'Beagle Anchor' base, etc).
The Beagle Anchor drawings from the Paglesham Parish architect Mr Mark Metson, Metson Architects Ltd, are reported in progress.
- 23** 21-22 **Correspondence:** (emails forwarded and letters and papers received)
- i A letter April 2021 to a Church End resident by way of reply was recorded.
 - ii RDC/EALC/NALC/Police/ECC/libraries/ECC Highways emails, as circulated:
 - iii Printed Publications and General Information received by the Clerk are available on demand.
- 24** 21-22 **Planning:**
- i A local Planning query was discussed.
 - ii The Clerk reported his conversation with the RDC planning officer re: a local planning issue and will write to clarify the information received.
- 25** 21-22 **Finance**
- i
 - i The PPC and PVT Financial Statements ending April 2021 (as circulated) were recorded.
 - ii The PPC Barclays Bank Statements ending April 2021 (as circulated) were recorded.
 - iii RPC/PVT Statements were checked against the Bank Statements by Councillors: Mr K Bench and Mrs V McVittie.
 - ii The reconciled Bank balances Statement of 31st March 2021 and the reserves at @ 61% of Precept were recorded.
 - iii Paglesham Parish Council does not currently fulfil the criteria for the General Power of Competence was recorded.
 - iv The Internal Auditors 'Auditing Solutions Ltd' 2020-2021 report (as circulated) was recorded.
 - v **The AGA Return Part 3, 2020-2021:**
 - i The Annual Governance Statement was agreed and completed by the Council.
 - ii The Accounting Statement was agreed and completed by the Council.
 - iii The Paglesham PC Exemption Certificate was agreed and completed by the Council.
 - iv The dates set for the Period of the Exercise of Public Rights were agreed and completed by the Council.
 - vi An Invoice May 2021 from Auditing Solutions Ltd re: 2020-2021 Internal Audit @ £126-00 was recorded.
 - vii An Invoice May 2021 from Came and Co Ltd re: the Annual 21-22 Parish Council Insurance @ £564-68 was recorded.
 - viii The receipt of the first payment of the Precept for 21-22 from the RDC @ £3,450-00 was recorded.
 - ix The receipt of a payment from Sutton Parish Council re: the Clerk's (shared) CiLCA training @ £48-75 was recorded.

- x The payment April 2021 to The PCC for the Mission Hall rent for the year 2021-22 @ £250-00 was recorded.
- xi The payment April 2021 to Sutton PC re: Riverside Computers repair (Shared Sutton) nett @ £44-00 was recorded.
- xii The payment April 2021 to Sutton PC re: Microsoft 365 software (Shared with Sutton) nett @ £24-99 was recorded.
- xiii The payment April 2021 to Mr B Summerfield re: Annual office charge @ £163-34 was recorded.
- xiv The payment April 2021 to Mr B Summerfield re: Annual travel charge @ £87-40 was recorded.
- xv The payment April 2021 to EALC) annual subscription and NALC affiliation fee @ £73-09 was recorded.
- xvi The Clerk's Standing Order salary payment of April 2021 @ £202-33 nett per month was recorded.
- xvii The D/D payments April/May 2021 to E-on re: streetlight energy @ £82-06/£74-12 were recorded.
- xviii The D/D payment to 1&1 re: April/May 2021 website Annual charge @ £109-24/ £8-44 were recorded.
- xix Resolved: all invoiced payments, auditing statements, financial statements, receipts, transfers, and agreed countersigned cheques above.
Proposed by Councillors: Mrs V McVittie, seconded by Mr S Cane and agreed by all.

26 21-22 **Paglesham Village Trust:**

- i The Chairman's reported: the Grass cuts on the Frances Field were progressing via a rota – the slide handrail has been repaired and a loose step on the slide will be looked at prior to the ROSPA visit – if the Paglesham Show is able to go ahead this year the septic tank will need to be emptied – CCTV cameras were agreed to be installed on the Pavilion – agreed the sign in the Pavilion to be erected - the donated flagpole from Mr R Fance to be stored in the container.
- ii Financial: two cheques were agreed at £15-98 and £13-98.
- iii Mooring fees update: a comprehensive reply was received from Mr R Bessy.

27 21-22 **Streetlighting:**

Councillor reports: None.

28 21-22 **Highways:**

- i The Clerk reported his current progress on the modifications to the Walking Maps for the new print run and the re-order of 1000 off, together with the Notice 'Punch Bowl closed', for the map containers.
- ii Four Potholes to be reported to Highways.
- iii The requested duck signs were requested via LHP ECC.

29 21-22 **Signatures on all leading documents and cheques:**

- i To record that all Resolved leading documents and the cheque book from the April 2021 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.
Proposed by Councillors: Mr K Bench, seconded by Mrs V McVittie.

30 21-22 **COVID-19 updates:**

The current Government 29th March 21.

31 21-22 **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!

32 21-22 **Next Agenda Items from Councillors.** *for next Agenda and exchange of information only.*

Items: – None.

33 21-22 **Date of next Paglesham Parish Council Meeting at the St Peters Mission Hall:**

to be held as agreed and further advised by the latest Government Covid 19 Announcement!

Agreed: **Wednesday 30th JUNE 2021 at 7.30 pm.**

There being no further business the Chairman closed the meeting at 8.11 pm.