**PAGLESHAM PARISH COUNCIL**

 **www.pagleshamparishcouncil.co.uk**

Chairman: Clerk

Councillor Mr D. Whittingham, Mr B Summerfield,

Cobblers Row, Sutton Hall Cottage,

East End, Sutton Road,

Paglesham, Rochford,

Essex. Essex.

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 **AGENDA**

 **YOU ARE HEREBY SUMMONED TO A MEETING,**

 **THE ANNUAL GENERAL MEETING**

 **OF THE PAGLESHAM PARISH COUNCIL**

 **TO BE HELD AT THE MISSION HALL,**

 **Paglesham Road, East End**

 **(Following the Annual Parish Meeting )**

 **at 7.30 pm on THURSDAY 11th MAY 2017.**

**1. Election of Chairman for 2017-2018.**

i To receive nominations for the post of Chairman.

ii Chairman to sign the statutory Declaration of Acceptance of Office.

**2. To Record the Members Present:**

Present:

**3. Apologies and reasons for absence:**

To be received by the Clerk in person via: email, letter and telephone.

**4. Declarations of Interests**

 To receive Declaration of Interests:

**5. Election of Vice-chairman.**

i To receive nominations for the post of Vice Chairman.

ii Vice-chairman to sign the statutory Declaration of Acceptance of Office.

**6. To receive the Agreed Minutes of the AGM of 12th May 2016.**

 Any Matters Arising:

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

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

**8. Model Code of Conduct:** as circulated

To discuss:

**9. Standing Orders:** as circulated

To discuss:

**10. Financial regulations:** as circulated

 To discuss:

**11. Insurance and Assets List:** as circulated

 To discuss:

**12. The Council Risk Assessment:** as circulatedTo discuss:

**13. The Complaints Procedure:** as circulated

 To discuss:

**14. Freedom of Information Act and the Data Protection Act:**

 Clerk’s report:

**15. Dates and Times of Meetings:**

To agree frequency and timing of meetings 2017-2018.

**16. To Receive the Minutes of the Meeting of 2nd March 2017.**

 To agree:

**17. Matters Arising from the Minutes: (Not on the Agenda)**

i (Minute 117/i) ‘Neighbourhood Planning’

 To discuss:

ii (Minute 117/iii) Alzheimer’s information.

 To discuss:

iii (Minute 118/iii) The River Crouch Guide.

 To discuss:

iv (Minute 123/i) Grants for LED’S?

 The Clerk’s report:

**18. Correspondence: (**emails forwarded and paper received)

i General information emails to councillors.

ii To receive an e/letter April 2017 from RHALC re: Minutes meeting 20th April 2017.

iii To receive an e/letter April 2017 from Playsafety (ROSPA) re: May 2017 inspection of Frances Field, Pond

 and Oyster Pitts.

iv To record the Chairman’s letter, February 2017 to the Clerk re: availability of a workplace pension scheme

 if required.

v To record the PPC publication March 2017 of RDC Council tax for Paglesham.

viPrinted Publications, General Information as received by the Clerk and placed on the table.

**19. Planning:**

i Planning application no. ESS/13/17/ROC Wallasea Island Wild Coast Project, Creeksea Ferry Road, Wallasea

 Island SS4 2HD. (Continuation of the Development of a Coastal Nature Reserve Without Compliance with

 Conditions 2, 26, 38, 39, 40, and 4, 5 ,6, 7, 9, 12, 13, 15, 16, 18, 19, 22, 23, 24, 25, 27, 28, 29, 30, 34,35, 36,

 and 41).

 No comment: as the Planning copy was not available on the Essex County Council website.

ii Planning application no. 17/00305/FUL 6, New Row, Waterside Road, Paglesham, Essex.

 (Single Storey Pitched and Flat Roofed Rear and Side Extension with Roof lights) –

 Paglesham Parish Council object due to:

 i a potential loss of the rear ‘Right of Way’

 ii the proposed application may be exceeding the permitted development.

**20. Finance**

i i To receive the PPC and PVT Financial Statements ending April 2017.

 ii The above balances to be checked against Bank Statements by Councillors: ……………. and ……………….

ii To receive a Paglesham PC insurance renewal invitation from AON re: June 2017 - June 2018 @ £1,176-24.

iii The Clerk’s report on the Annual Audit progress and Annual Return from the Audit Commission for 2016-2017.

iv The Clerk’s report on the 2016-2017 VAT claim.

v The Clerk’s report on the 2017-2018 HMRC setup for PAYE-RTI.

vi To receive a remittance advice note from the RDC re: first payment of PRECEPT @ £2,742-50.

vii To discuss a donation towards the reprint of the Coastal Community Crouch Guide @ *a suggested* £50.

viii To receive an Invoice April 2017 from EALC re: annual subscription @ £66-26.

ix To receive an Invoice May 2017 from B Summerfield re: My PC Backup.com (Shared costs with Sutton PC)

 @ £71-57.

x To record the payment March 2017 to B Summerfield re: 2016-2017 salary £1,239 + office £71-87 = £1,310-00

xi i To record the payment March 2017 to HMRC re: the above @ £248-00 + £14-38 = £262-38

 ii To record the Clerk’s personal HMRC payment of £52-27 to correct the above PAYE imbalance.

xii To record the payment March 2017 to B Summerfield re: Fuel allowance 2016-2017 @ £ 48-30

xiii To record the payment March 2017 to W&H (Romac) Ltd re: P16 Waterside Cottages repair @ £89-46

xiv To record the payment March 2017 to The St Peters Mission Hall re: Annual Village Hall hire @ £250-00

xv To record the D/D payments of March/April 2017 to E.ON re: Streetlights energy @ £48-30 and £53-47.

xvi To record the D/D payments of March/April 2017 to 1&1 re: £11.99 and £11.99.

xvii To resolve: all payments, financial statements, receipts, transfers and countersigned cheques above.

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

**21. Paglesham Village Trust**

i The Chairman’s report re: PVT insurance update from Came and Co.

ii Councillor Mr R Fance’s ‘Frances Field’ report:

iii Councillors reports:

**22. Highways**

i Councillor Mr K Bench and Ward Councillor Mr G Ioannou’s report: the inspection of the hedge overgrowth

 on the Paglesham Road.

ii The flooding issue at the Plough and Sail.

**23. Streetlights**

i The Clerk’s report:

ii Councillor reports:

**24. Website.**

 The Clerk’s report:

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

 Items:

**26. Date of the next Paglesham Parish Meeting**:

 **To agree: Thursday 6th JULY 2017**

 **(at the Paglesham Mission Hall, East End, Paglesham commencing at 7.30 pm.)**

**27. Date of the next Annual General Meeting.**

 **To agree: Thursday 10th MAY 2018**

 (at the Paglesham Mission Hall, East End, Paglesham commencing after the Annual Parish Meeting)

**6th May 2016 B. Summerfield. Paglesham Parish Council Clerk**