**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.

 SS4 2ER. SS4 1LG.

 01702 258616 01702 549308

 cobblersrow@tiscali.co.uk bsummvint@hotmail.com

 **YOU ARE HEREBY SUMMONED TO A MEETING**

 **OF THE PAGLESGHAM PARISH COUNCIL**

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

 **THURSDAY 8th DECEMBER 2016**

 **East End, Paglesham.**

 **(commencing at 8 P.M.)**

 **Agenda**

Chairman’s opening remarks:

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

i Councillors:

ii Members of the Public:

**2.** **Apologies and reasons for absence: (**It is important to record the grounds upon which apologies for absence

are tendered in case they have to be approved to prevent a casual vacancy arising - Local Government Act 1972 schedule 12).

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

**3. Declarations of Interests: on items on the Agenda.**

i **To receive all declarations of interests including** (dispensations under the relevant provision s.33 of the Localism Act

 2011 as applied to the Paglesham Village Trust – ref: Minute 92 14/15).

ii **The Chairman reminds Councillors to declare any further interests now and as they became evident**

 **to them, during the progress of the meeting.**

**4. Notices of Co-option.**

i The Clerk’s ‘Notices’ report:

ii To receive applications for the vacant position of a Paglesham Parish Councillor and agree to co-opt.

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

i Visiting Ward/County Councillors and Councillors,

ii Questions from members of the public.

**6. To Receive the Minutes of the Meeting of 13th October 2016.**

 To receive and agree:

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

i (Minute 67/i) Perspex A4 leaflet boxes

 Councillor Mrs J Wooding’s report.

ii (Minute 67/ii) ‘Information Points’ signs, in the phone boxes.

 Councillor Mrs J Wooding’s report.

iii (Minute 67/iii) Moving the Francis Field waste paper bin.

 The Chairman’s report.

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

i General information emailed to councillors.

ii To record a letter October 2016 to the Chairman re: working relationships and shared opportunities.

iii To receive an e/letter November 2016 from RDC re: Networking Event, Wednesday 25th January 2017.

iv To receive an e/letter November 2016 from the Pensions Regulator re: Pension scheme.

v To receive an e/letter November 2016 from RDC re: Air Quality Survey.

vi To receive an e/letter October 2016 from RHALC re: Minutes of the meeting of 20th October 2016.

vii To record the Clerk’s letter 26th October 2016 to Department of Communities and Local Government re:

 proposed future capping of small Council Precepts.

viii To record a letter of November 2016 from the Post Office re: returned 1&1 Paglesham letter.

ix To record a Notice published in the area of 23rd October 2016 re: Vacancy for a Councillor by co-option.

x To record a document of 13th October 2016 re: Protocol between Essex Monitoring Officers and Essex Police.

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

**9. Planning:**

i Application no 16/01027/FUL 9, Jubilee Cottages, Paglesham Road.

 (Construct Part Single Storey Part Two Storey Rear Extension)

ii For Councillors information only:

 Application no 16/01146/DPDP1 11, Jubilee Cottages, Paglesham Road.

 (Householder Prior Approval for Single Storey Rear Extension. Projection 6.0m from Original Rear Wall,

 Eaves Height 3.975m, Maximum Height 2.750m).

**10a. Finance**

To discuss the Precept 2017-2018.

**10b. Finance**

i i To receive the PPC and PVT Financial Statements ending November 2016.

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

ii To receive an Invoice October 2016 from B Summerfield re: Winzip Malware (with Sutton £25-14) @ £12-57.

iii To receive an Invoice October 2016 from B Summerfield re: Winzip 20.5 Standard (with Sutton £37-09) @ £18-54.

iv To receive an Invoice October 2016 from Royal British Legion re: 5 x A type wreaths @ £50-00.

v To receive an Invoice November 2016 from RCCE re: 2016-2017 Annual subscription @ £48-00.

vi To receive an Invoice December 2016 from Information Commission re: 2016-2017 Data Protection @ £35-00.

vii To record the payment October 2016 to PKF re: Annual Audit 2015-2016 @ £ 00-00.

viii The D/D payments of October and November 2016 to E.ON re: Streetlights energy @ £51-74 & £53-47.

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

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

**11. Paglesham Village Trust**

i The Clerk’s report re: The PVT ongoing insurance quotations.

ii The Chairman’s report re: the Bank Mandate for Nat Westminster Bank.

iii Councillor Mrs J Wooding’s report re: the Boule/Petanque court.

iv Councillor reports:

**12. Highways**

i Councillor reports re:

 i ECC P3 the grass cutting distances covered on footpaths, to be advised to the Clerk.

 ii The East Hall Road stepped highway issue has been kindly taken up by Ward Councillor Mr G Ioannou.

 iii Information on regular parking overnight in a layby on East Hall Road by two/three cars leaving rubbish, etc;

 to be reported to the police and the RDC.

ii Other reports:

**13. Street lighting.**

 The Clerk’s report: two streetlights:

 i P4 opp. bus shelter, Research Cottages, Paglesham Road

 ii P15 outside Milton Villa, Waterside Lane, Paglesham.

**14. Website.**

 Clerk’s report re:

 i Paglesham Village Magazine.

 ii To record a telephone call of November 2016 from Mrs A Puzey re: Website?

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

Items:

**16. Private and Confidential:**

**i Pursuant to the provision of section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960: ( A body may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings; and where such a resolution is passed, this Act shall not require the meeting to be open to the public during proceedings to which the resolution applies)**

**ii Therefore: Pursuant to section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved that, in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and the public be temporarily excluded and they are instructed to withdraw to allow the discussion on exempted items:**

**iii In the interest of clarity the exempted items are, as before;**

 **1) Employment matters:**

 **Engagement, terms of service, conduct and dismissal of employees.**

 **2) Tenders and contracts:**

 **terms of tenders and proposals and counter proposals in negotiations for contracts**

 **3) Early stages of any dispute.**

 **4) Legal proceedings:**

 **Preparation of cases in legal proceedings.**

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

**To agree: Thursday 2nd FEBRUARY 2017**

 (at the Paglesham Mission Hall, East End, Paglesham commencing at **8.00** pm.)

**4th December 2016. B. Summerfield**

 **Paglesham Parish Council Clerk.**