**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.

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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 17th MAY 2018.**

**1. Election of Chairman for 2018-2019.**

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 11th May 2017.**

 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 circulated

 To discuss:

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

 To discuss:

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

 Clerk’s report:

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

To agree frequency and timing of meetings 2018-2019.

**16. To Receive the Minutes of the Meeting of 22nd March 2018.**

 To agree:

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

 (Minute 115/i) A Ward Councillor Surgery

 Surgery possible dates suggested are Saturday’s 19th May and 16th June 2018.

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

i To receive an e/letter May 2018 from a resident re: closure of the Punch Bowl.

ii To receive an e/letter April 2018 from Barclays Bank re: Standing Order request.

iii To receive an e/letter April 2018 from Councillor Mr D Whittingham re: Boarded Row upcoming planning application.

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

 **19. Planning:**

i Application no 18/00297/FUL Redcroft, Paglesham Road, Paglesham.

(Demolish 2 no. Existing Entrance Gates and Brickwork Return Walls and Rebuild 2 no. Entrance Gates and Brickwork Return Wall as per Drawing 1629-02 to Increase Width of Existing Entrance Bay and Change Corner Radius to 6500mm to Improve Traffic Visibility).

ii Application no 18/00335/FUL Claverham Cottage, Paglesham Road, SS4 2DR.

(Demolition of Existing Dilapidated Stable Block and the Erection of an Incidental Outbuilding on the Same Site for the Use in Association with Claverham Cottage, Including an Extension of the Existing Residential Garden).

**20. Finance**

i To receive the RPC and PVT Financial Statements ending April 2018.

ii Councillors: …………………………….. and …………………………….. checked the above against Bank Statements.

ii The Clerk’s report: on progress with the Annual Audit 2017-2018.

iii HMRC new Vat126 account number issued.

iv To receive the RDC remittance, first part PRECEPT @ £2,907-00

v To record the Clerk’s P60 End of Year certificate.

vi To receive an Invoice April 2018 from re: 9397 EALC annual Subscription @ £67-38.

vii To receive an Invoice May 2018 from Came and Company Ltd re: Annual Insurance @ 1year £344-74/3years £330-00.

viii To record the payment March 2018 from B Summerfield re: Salary adjustment 2017-2018 @ £68-23.

ix To record the payment March 2018 to HMRC 2017-2018 @ £68-23.

x To record the payment March 2018 to B Summerfield/Eureka Supplies re: Stationery @ £52.10.

xi To record the payment March 2018 to W&H (Romac) Ltd re: P11 and 1 New Cottages @ £244-14.

xii To record the payment March 2018 to W&H (Romac) Ltd re: P11 @ £182.10.

xiii The DD payments April/May E-on re: streetlight energy @ £58-49/£62-27.

xiv The DD payment April/May 1&1 re: Website @ £……………./£………………...

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

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

**21. Paglesham Village Trust**

i The Chairman’s report.

ii Councillors: D Whittingham and R Fance report re: the blue mower with a view to preparing it for advertising.

**22. Highways**

i The Clerk’s report re: VAS at Jubilee Cottages.

ii Councillor reports:

**23. Street lighting.**

i The Clerk’s report re: E-On energy price rises from April 2018.

ii Councillor Streetlighting reports:

**24. Website**

The Clerk’s report.

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

 **Items: Audit update re: Annual Return 2017-2018.**

**26. Date of next meeting: the Paglesham Parish Council Meeting 2018.**

 **To agree: 7th JUNE 2018?** (Audit and Policies)

**27. Date of next meeting: the Paglesham Annual General Meeting 2019.**

 **To agree: TBA May 2019.**

**13th May 2018. B. Summerfield Paglesham Parish Council Clerk.**