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

 **OF THE PAGLESGHAM PARISH COUNCIL**

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

 **THURSDAY 13th OCTOBER 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 absenc

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. Public Recording of Meetings (Openness of Local Government Bodies Regulations 2014)**

i Councillors and the public may make a record of a meeting of the Parish Council by any media device capable of recording sound and image.

ii Councillors and the public’s use of any media device, may not disrupt or distract the meeting by any mechanical noise, audio noise, oral commentary, light emissions or the movement or repositioning of visual recording devices.

iii The Chairman of the meeting will ask any member of the public who disregards the above to refrain from using the media device and

 where appropriate to leave the meeting.

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

i Visiting Ward/County Councillors, Councillors,

ii Questions from members of the public.

iii Clerk’s report re: correspondence leading to the Notices of a Casual Vacancy.

**6. To Receive the Minutes of the Meeting of 25thAugust 2016.**

 To receive and agree:

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

i (Minute 52/i) Perspex A4 leaflet boxes

 Councillor Mrs J Wooding’s report:

ii (Minute 52/ii) ‘Information Points’ signs, in the phone boxes.

 Councillor Mrs J Wooding’s report:

iii (Minute 52/iii) Moving the Francis Field waste paper bin.

 Chairman’s report:

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

i General information emailed to councillors.

ii To receive an e/letter August 2016 from Citizens Advice re: PPC donation of £50-00.

iii i To receive an e/letter September 2016 from Xavier Preston, RDC re: Stambridge/Paglesham Community

 Engagement Workshop and the Clerk’s notification to Paglesham Councillors of the above meeting at the

 Stambridge Memorial Hall on Thursday 6th October at 7pm to 9pm.

 ii The Clerk’s report of the meeting.

iv To receive an e/letter October 2016 from RHALC re: meeting of 20th October Rochford Parish Council Rooms

 at 7.30pm.

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

**9. Planning:**

i Application no 16/00927/FUL Mr A Leggett, 6, New Row Waterside Road, Paglesham, Essex.

 (Demolish Existing Garage and Construct Single Storey Rear Extension and Two Storey Side Extension).

ii Notification only:

 Application no. 16/00928/DPDP1 11, Jubilee Cottages, Paglesham Road, Paglesham, Essex.

 (Householder Prior Approval for a Single Storey Rear Extension Projection 6.0m from original Rear Wall, Eaves

 Height 2.750m, Maximum Height 3.975m).

**10. Finance**

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

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

 and ………………………...

ii The Annual Audit return 2015-2016.

 i The Clerk’s report re: the notice of the conclusion of the Annual Audit Return 2015-2016. ii The Clerk’s report re: Comments from the Audit Commission (PKF) on the Return.

 iii To resolve to modify and co-sign the Annual Audit Return as advised by the Audit Commission (PKF).

 iv The Clerk’s report on the Parish website updates re:

 i Conclusion notice of the Annual Audit

 ii Publication of the completed Annual Return and PKF comments

 iii Publication of the modified Annual Return

 iv The updated monthly PC financial Statements, starting February 2016.

iii To co-sign the letter of authority to Barclays Bank re: D/D or Standing Order for website payments.

iv To receive an Invoice September 2016 from PKF re: Annual Audit 2015-2016 @ £ 00-00.

v To record the payment August 2016 to Rettendon Parish Council re: Annual costs pro rata x 3 councils @ £78-49.

vi To record the payment August 2016 to B Summerfield/1&1 re: Website subs 03/09/15 -16/06/16 @ £293-76.

vii To record the payment August 2016 to Playsafety-ROSPA re: 023188 Annual inspections - Oyster pits @ £79-80.

viii To record the payment August 2016 to B Summerfield/Winzip re: Malware protector (with Sutton PC) @ £21-57.

ix To record the payment August 2016 to B Summerfield/TowerMint re: 50 x Queens 90th birthday medals @ £128-40.

x To record the payment August 2016 to B Summerfield/Solopress re: 1000 x Paglesham Walks flyers @ £158-00.

xi To record the payment August 2016 to B Summerfield/Tonertopup re: Laser printer toner (with Sutton PC) @ £9-63.

xii To record the donation August 2016 to RRCAB re: @ £50-00.

xiii To record the payment August 2016 to B Summerfield/Amazon re: Salt/Grit Bin @ £159-88.

xiv To record the payment D/D September 2016 to E.ON re: Streetlights energy @ £46-04

xv 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 Councillor report’s of The Paglesham Show’!

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

iii The Chairman’s report re; the Bank Mandates for Nat Westminster Bank.

iv Councillor Mrs J Wooding’s reported re: Boule/Petanque court costs, etc.

v Councillor Mr K Bench’s report re: PVPA support for a Boule/Petanque court.

**12. Highways**

i Councillors reports: The new Salt bin at Church End and Spreader?

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

iii The East Hall Road stepped highway issue!

iv Councillors reports:

**13. Street lighting.**

 Councillors reports:

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

Items:

**15. Date of the next Paglesham Parish Meeting.**

**To agree: Thursday 10th November 2016**

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

**8th October 2016. B. Summerfield**

 **Paglesham Parish Council Clerk.**