####  MINUTES

####  OF THE PAGLESHAM PARISH COUNCIL

####  held at

 **THE MISSION HALL, PAGLESHAM ROAD,**

**PAGLESHAM EAST END**

 **on THURSDAY, 8th DECEMBER 2016**

 **at 8 pm.**

**76 16/17 To Record the Members Present:**

 Councillor Mr D Whittingham (Chairman).

 Parish Councillors: Mr K Bench and Mrs V McVittie

 Ward Councillors: Mrs L Shaw and Mr G Ioannou.

 No members of the public.

 Mr B. Summerfield. [Parish Clerk].

**77 16/17 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 paragraph 40).

 Received by the Clerk in person via: email, letter and telephone.

 Cllr Mrs J Wooding (away).

**78 16/17 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 reminded Councillors to declare any further interests now and as they became evident**

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

**79 16/17 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.

**80 16/17 Notices of Co-option.**

i The Clerk recorded that the ‘Notices of Co-option’ are displayed in the Parish and on the website.

ii Applications received for the vacant position of a Paglesham Parish Councillor: None.

**81 16/17 Public Forum: ( 5 min per person only )**

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

i Ward Councillor Mrs L Shaw reported her involvement in finding a new use and/or purpose for the ‘Old House’

 in South Street.

ii Ward Councillor Mr G Ioannou reported: the RDC has a newly formatted website that is more user friendly –

 three Chambers of Trade are now unified under one chamber – a ‘New Procurements’ procedure will be ready

 at the end of January 2017, any businesses wanting to run a Beta Test for Tendering are welcome – the RDC is

 promoting joint ‘Neighbourhood Planning’ (Stambridge/Paglesham) and if the two PC’s agree the RDC will take

 the lead (the Clerk to email to all councillors the RCCE information on ‘Neighbourhood Planning’) – the soak away

 at the Plough and Sail has on inspection, been agreed by ECC Highways, Anglian Water, the Flood Forum and the

 LHP as, ‘not fit for purpose’ and will be further investigated by ECC Highways, etc - the Highway Rangers are to

be informed by Cllr Ioannou following a meeting to be arranged with the Chairman to inspect the hedging hazards in Paglesham.

iii The Chairman asked if there was any new information on the idea of combining two or three local parishes; which

 is felt by the PPC, would be resisted by local residents!

**82 16/17 To Receive the Minutes of the Meeting of 13th October 2016.**

 The Minutes were read and were resolved to be agreed.

 Proposed by Councillors: Mrs V McVittie, seconded by Mr K Bench and agreed by all.

 The Chairman duly signed the Minutes as a correct record.

**83 16/17 Matters Arising from the Minutes: (Not on the Agenda)**

i (Minute 67/i) Perspex A4 leaflet boxes

 Councillor Mrs J Wooding’s report: In her absence to the next Agenda.

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

 Councillor Mrs J Wooding’s report: In her absence to the next Agenda.

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

 The Chairman reported the job completed by him.

**84 16/17 Correspondence: (**emails forwarded and paper received)

i General information emailed to councillors.

ii i A letter October 2016 to the Chairman re: working relationships and shared opportunities and the e/letter

 November 2016 from RDC re: Networking Event, Wednesday 25th January 2017 was recorded.

 ii The Clerk to forward to all on receipt of the Agenda for this recommended event, was recorded.

iii An e/letter November 2016 from the Pensions Regulator re: Pension scheme was recorded.

iv An e/letter November 2016 from RDC re: Air Quality Survey and the contacts are: [www.essexair.org](http://www.essexair.org)

* Survey at [www.rochford.gov.uk/airquality - 01702](http://www.rochford.gov.uk/airquality%20-%2001702) 318049 RDC’s Martin Howlett .

v An e/letter October 2016 from RHALC re: Minutes of the meeting of 20th October 2016 was placed on the table.

vi The Clerk’s negative letter 26th October 2016 to Department of Communities and Local Government re:

 proposed future capping of small Council Precepts, was read to the PPC and supported by all was recorded.

vii i A letter of November 2016 from the Post Office re: returned 1&1 Paglesham letter was recorded.

 ii The Clerk will contact 1&1 to clarify postal address was recorded.

viii Notices published in the area of 23rd October 2016 re: Vacancy for a Councillor by co-option was recorded.

ix A document of 13th October 2016 re: Protocol between Essex Monitoring Officers and Essex Police is

 available if requested, was recorded.

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

**85 16/17 Planning:**

Ward Councillors: Mrs L Shaw and Mr G Ioannou declared interests as Ward Councillors serving on the RDC Development Committee re: the following planning items and left the meeting at 8.50 pm.

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

 (Construct Part Single Storey Part Two Storey Rear Extension)

* The Paglesham Parish Council approve

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) was noted.

**86 16/17 Finance**

The Precept 2017-2018 was discussed:

i The Clerk’s request for his agreed hours per annum, was discussed

ii Resolved: the Clerk’s hourly rate for 2017-2018 @ £8.50 per hour, rising by an extra £1 per hour per year

 until reaching his current agreed hourly rate of £13+ over the next five years.

 Proposed by Councillors: Mrs V McVittie, seconded by Mr K Bench and agreed by all.

iii The provisional PRECEPT demand on the Rochford District Council for 2017-2018 was discussed @ £5,485

 + £1,000 (subject to the Government potential to cap Parish Councils), = £6,485. Supported by Councillors: Mr K Bench, seconded by Mrs V McVittie and agreed by all.

iv The final PRECEPT demand is subject to review at the next meeting of Thursday 5th January 2017 to include

 financial anomalies arising from shared PVT insurance payments and shared costs.

**87 16/17 Finance**

i i The PPC and PVT Financial Statements ending November 2016 were recorded.

 ii The above balances were checked against Bank Statements by Councillors: Mrs V McVittie and Mr K Bench.

ii An Invoice October 2016 from B Summerfield re: Winzip Malware (with Sutton £25-14) @ £12-57 was recorded.

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

iv An Invoice October 2016 from Royal British Legion re: 5 x A type wreaths @ £50-00 was recorded.

v An Invoice December 2016 from Information Commission re: 2016-2017 Data Protection @ £35-00 was recorded.

vi The payment October 2016 to PKF re: Annual Audit 2015-2016 @ £ 00-00 was recorded.

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

viii Resolved: all payments, financial statements, receipts, transfers and agreed countersigned cheques above.

 Proposed by Councillors: Mr K Bench seconded by Mrs V McVittie and agreed by all.

**88 16/17 Paglesham Village Trust**

i The Clerk reported the PVT insurance quotation of 2015 and an update from Came and Co, to the next agenda.

ii The Chairman reported re: the Bank Mandate for Nat Westminster Bank and compliance, to the next agenda.

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

iv The Clerk and Chairman to check for payments from the PVT.

v The Chairman reported the receipt of £200-00 deposit, a wedding reception on the Francis Field on 5th August 2017.

**89 16/17 Highways**

i Councillor reports re:

 i The Chairman’s report re: 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 Councillors reported that the regular parking overnight in a layby on East Hall Road by two/three cars leaving rubbish, etc; as reported to the police and the RDC, has ceased.

ii Other reports:

 A pothole on the corner by Biggins Farm, Paglesham Road will be notified to ECC Highways by the Clerk.

**90 16/17 Street lighting.**

i The Clerk has reported: two streetlights:

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

 ii P15 outside Milton Villa, Waterside Lane, Paglesham.

ii Agreed the Clerk will raise an estimate for LED streetlight replacements and research grants from the CIF.

**91 16/17 Website.**

 Clerk’s requested:

 i That the Paglesham Village Magazine be emailed to him.

 ii A telephone call of November 2016 from Mrs A Puzey re: Website was noted.

**92 16/17 Next Agenda Items from Councillors. *for next Agenda and exchange of information only.***

Items: None

**93 16/17 Date of the next Paglesham Parish Meeting**:

 (To discuss the PRECEPT 2017-2018)

**To agree: Thursday 5th JANUARY? 2017**

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

**There being no further business the Chairman closed the meeting at 9. 52 pm.**

**30th December 2016. B. Summerfield**

 **Paglesham Parish Council Clerk.**