####  MINUTES

####  OF THE PAGLESHAM PARISH COUNCIL

####  held at

 **THE MISSION HALL, PAGLESHAM ROAD,**

**PAGLESHAM EAST END**

 **on THURSDAY, 16th JUNE 2016**

 **at 8 pm.**

**28 16/17 To Record the Members Present:**

 Councillors: Mr D Whittingham, Mrs V McVittie and Mrs J Wooding.

 Mrs L Wade

 Mr B. Summerfield. [Parish Clerk]

**29 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.

 Councillor Mr K Bench (away).

**30 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 reminds Councillors to declare any further interests now and as they became evident**

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

**31 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.

**32 16/17 Guest Speaker**

 The Council agreed to wait for the new COE to be appointed to the RDC.

**33 16/17 Public Forum: ( 5 min per person only )**

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

Mrs L Wade asked questions on the urgent cutting of all local footpaths and the sea wall.

**34 16/17 To Receive the Minutes of the Annual General Meeting of 12th May 2016.**

 The Minutes were read and were resolved to be agreed.

 Proposed by Councillors: Mrs V McVittie, seconded by Mrs J Wooding and agreed by all.

 The Chairman duly signed the Minutes as a correct record.

**35 16/17 Matters Arising from the Minutes: (Not on the Agenda)**

i (Minute 17/i) Perspex A4 leaflet boxes

 i Councillor Mrs V McVittie to request Robbie to put up the leaflet boxes in the Phone boxes.

 ii Councillor Mrs J Wooding will progress the ‘Information Point’ notices for the Phone boxes.

ii (Minute 17/ii) The waste paper bin.

 Councillor Mr D Whittingham will be dealing with moving the waste paper bin (near the dog bin on the field)

 towards the gate.

**36 16/17 Correspondence: (**emails forwarded and paper received)

i The Chairman allowed: PlaySafety reports for the Francis Field and Pond and Oyster Pits.

 Agreed to be raised at the next meeting allowing councillors time to read the reports.

ii Deep water signs and others, to be checked out by Councillor Mrs J Wooding.

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

**37 16/17 Planning:**

 Applications None.

38 16/17 Finance

i i The PPC Financial Statement ending 27th May 2016 was recorded.

 ii The above balances were checked against Bank Statements by Councillors: Mrs V McVittie

 and Mrs J Wooding.

ii  **The Annual Audit return 2015-2016.**

 i The 2015-2016 Internal Auditors report was read to the Council by the Clerk.

 ii The Annual Governance declaration was read to the Council who collectively agreed each item

 and the Chairman and Clerk/RFO signed the governance declaration section of the Annual Audit

 Return, 2015-2016.

 iii The Annual Financial Statement was viewed by all councillors who agreed the content and the

 Chairman and Clerk/RFO signed the Financial Statement section of the Annual Audit return,

 2015-2016.

 iv Audit corrections on the 2014-2015 Annual Return, as pointed out by the Audit Commission were

 shown to the Council and the corrections agreed and initialled by the Chairman and Clerk/RFO.

 v The Clerk’s report on the dates of the Notices of the Public Rights of Inspection was recorded.

 vi The Clerk’s report on compliance with the ‘Transparency publication’, to be entered on the

 Parish website was recorded.

iii To receive an Invoice June 2016 from Mrs J Hindley re: Internal Audit @ £180-00.

iii To receive an Invoice June 2016 from RCCE re: Annual Subscription @ £ 48-00.

iii To receive an Invoice June 2016 from Play Safety re: Annual ROSPA inspection FF/pond @ £159-60.

iv To record the payment May 2016 to EALC re: Annual Subscription @ £65-00

v To record the payment May 2016 to Essex Playing Fields Association re: subscription 2016-7 @ £30-00

vi To record the payment May 2016 to AON re: Local Council’s insurance renewal @ £1,149-98

vii To record the payment May 2016 to Artistry Plastics re: 14119-10 x A4 wall leaflet holders @ £307-20

viii To record the payment D/D May 2016 to E.ON re: Streetlights energy @ 46-04.

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

 Proposed by Councillors: Mrs J Wooding, seconded by Mrs V McVittie and agreed by all.

**39 16/17 Paglesham Village Trust**

i **The Annual Audit return 2015-2016.**

 The 2015-2016 Internal Auditors report was received and agreed.

ii i The Aon insurance for the PVT is still in progress and will be chased further by the Chairman.

 ii The Chairman is currently chasing the Bank Mandates for Barclays and the Nat Westminster Bank.

 iii The Chairman has paid for two items and will be claiming for them at the next meeting.

iii Councillor Mrs J Wooding reported: that the PVPA support the Boule/Petanque court idea for the Frances

 Field - Ashingdon/Rochford U3A have expressed their interest in using the court when up and running - A

 new neighbour has kindly volunteered to help with the installation of the court – projected costs to be

 researched by Councillor Mrs J Wooding

**40 16/17 Highways**

i General hedge growth adjacent to the roads were discussed.

ii Clerk’s report re:

 i 2465420 pothole by Redcroft, Paglesham Road has been filled but is sinking again.

 ii Potholes on Church End Road outside entrance to Riding School/Hedges and trees have both been

 reported to ECC Highways ref: 2469909.

 iii East Hall Road surface edging finish has been reported to ECC Highways.

 iv P3 ECC information as received is offering grant payments to Parish Councils who use contractors to

 cut local footpaths.

iii Councillors reports: information re: bus use by residents – the timetables are reported unchanged.

**41 16/17 Street lighting.**

 Councillors reports: None.

42 16/17 Next Agenda Items from Councillors. *for next Agenda and exchange of information only.*

Items: The six issues per year of the Village Magazine are not funded at the moment - The PVT may be

prepared to underwrite the costs for this year perhaps 50/50 with the PVPA – Councillor Mr J Wooding will

place the idea as an item on the next agenda of the PVPA.

 Mrs L Wade left the meeting.

**43 16/17 Private and Confidential:**

i **Resolved:** 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.

ii The circulated details of the Clerk’s contract of employment were read and agreed.

iii **Resolved:** the Clerk’s contract was agreed and was co-signed by the Chairman and Clerk.

 Proposed by Councillors: Mrs J Wooding, seconded by Mrs V McVittie and agreed by all.

**44 16/17 Date of the next Paglesham Parish Meeting.**

**Agreed: Thursday 25**th **AUGUST 2016**

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

**There being no further business the Chairman closed the meeting at 9.24 pm.**

**21st August 2016. B. Summerfield**

 **Paglesham Parish Council Clerk.**