**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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 **MINUTES**

 **THE ANNUAL GENERAL MEETING**

 **OF THE PAGLESHAM PARISH COUNCIL**

 **HELD AT THE MISSION HALL,**

 **Paglesham Road, East End**

(Following the Annual Parish Meeting)

 **at 7.55 pm on THURSDAY 17th MAY 2018.**

**1 18/19 Election of Chairman for 2018-2019.**

i Councillor Mr D Whittingham was nomination for the post of Chairman by Councillors: Mr K Bench, seconded by

 Mr R Fance and agreed by all.

ii Councillor Mr D Whittingham signed the statutory Declaration of Acceptance of Office of the Paglesham Parish

 Council Chairman.

**2 18/19 To Record the Members and Public Present:**

Councillor Mr D Whittingham [Chairman]

 Councillors: Mr K Bench, Mr R Fance, Mrs J Wooding and Mrs V McVittie.

 Members of the Public: None.

 Ward Councillor Mrs L Shaw.

 The Clerk Mr. B. Summerfield.

**3 18/19 Apologies and reasons for absence:**

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

 Ward Councillor: Mr G Ioannou.

**4 18/19 Chairman’s Comments**

 The Chairman welcomed all Councillors and the public to the meeting.

 The Chairman reminded the meeting: of the fire exits and collection point, in the event of an emergency.

**5 18/19 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).

 **None.**

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

 **during the progress of the meeting.**

**6 18/19 Election of Vice-chairman.**

i Councillor Mrs J Wooding was nomination for the post of Chairman by Councillors: Mrs V McVittie, seconded by

 Mr R Fance and agreed by all.

ii Councillor Mrs J Wooding signed the statutory Declaration of Acceptance of Office of the Paglesham Parish

 Council Vice Chairman.

**7 18/19 To receive the Agreed Minutes of the AGM of 11th May 2017.**

 Were noted with a Matter Arising reflected in the Minutes under 21 18/19:

**8 18/19 Public Forum: ( 5 min per person only )**

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

 Ward Councillor Mr L Shaw reported: - the local Broadband problems – uncut drugs circulating locally – local young

 kids allegedly being used as drug runners – agreed to forward information to the Clerk re: a potential surgery

 meeting, to be published on the notice boards, website and local facebook.

**9 18/19 The Data Protection Act/General Data Protection Regulations**

 The Clerk reported that the new GDPR is to become law on 25th May 2018.

 The changes will be carried out by the Clerk on behalf of the Council.

 Going forward the Clerk will advise of the changes as they are applied.

**10 18/19 Standing Orders: (as circulated)**

 Agreed to be discussed at the next meeting.

**11 18/19Financial regulations: (as circulated)**

 Agreed to be discussed at the next meeting.

**12 18/19 Insurance and Assets list:**

 Was discussed.

**13 18/19 The Council Risk Assessment:** (as circulated)

 Agreed to be discussed at the next meeting.

**14 18/19 The Complaints Procedure: (as circulated)**

 Agreed to be discussed at the next meeting.

**15 18/19 Freedom of Information Act: (as circulated)**

 Agreed to be discussed at the next meeting.

**16 18/19 Dates and Times of Meetings:**

The frequency and timing of meetings 2018-2019 were agreed.

**17 18/19 To Receive the Minutes of the Meeting of 22nd March 2018.**

 The Minutes were read and were resolved to be agreed.

 Proposed by Councillors: Mr K Bench, seconded by Mr R Fance and agreed by all.

 The Chairman duly signed the Minutes as a correct record.

**18 18/19 Matters Arising from the Minutes: (Not on the Agenda)**

 None.

**19 18/19 Correspondence: (**emails forwarded and paper received)

i i An e/letter May 2018 from a resident re: closure of the Punch Bowl was read to the council.

 ii The PPC agreed that the loss of the amenity for local residents and the general public, was totally regretted.

 iii Ward councillor Mrs L Shaw agreed to take up the case on behalf of the PPC, with the Rochford District

 Council planning officers.

ii An e/letter April 2018 from Barclays Bank re: Standing Order request was co-signed and returned to the bank.

iii i An e/letter April 2018 from Councillor Mr D Whittingham re: a Boarded Row upcoming planning application.

 ii It was agreed that the Parish Council (as a body), is not able to offer any consultation advice to the RDC

 without first reviewing any received planning application.

 iii The Clerk advised: Individual Parish Councillors are able to make comments individually on their own personal behalf, on any local planning matter but would be bound to declare their interest when that planning application came before the Paglesham Parish Council for consultation.

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

 **20 18/19 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) – Paglesham Parish Council has no objections.

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)

– Paglesham Parish Council has no objections.

**21 18/19 Finance**

i The interim RPC and PVT Financial Statements ending April 2018 were recorded.

ii Councillors: were not able to check the above against the Bank Statements as they were with the internal auditor.

ii The Clerk reported on the progress with the Annual Audit 2017-2018 with the appointed accountant Mr J Smoothy.

iii HMRC new Vat126 account number was issued and recorded.

iv The RDC remittance, first part PRECEPT @ £2,907-00 was recorded.

v The Clerk’s P60 End of Year certificate was recorded.

vi An Invoice April 2018 from re: 9397 EALC annual Subscription @ £67-38 was recorded.

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

 The Council agreed the 3 year payment @ £330-0 which was recorded.

viii The payment March 2018 from B Summerfield re: Salary adjustment 2017-2018 @ £68-23 was recorded.

ix The payment March 2018 to HMRC 2017-2018 @ £68-23 was recorded.

x The payment March 2018 to B Summerfield/Eureka Supplies re: Stationery @ £52.10 was recorded.

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

xii The payment March 2018 to W&H (Romac) Ltd re: P11 @ £182.10 was recorded.

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

xiv The DD payment April/May 1&1 re: Website @ £……………./£………………... were not recorded.

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

 Proposed by Councillors: Mr R Fance, seconded by Mrs V McVittie and agreed by all.

**22 18/19 Paglesham Village Trust**

i The Chairman reported the balances of the PVT Bank account and various maintenance cheques were co-signed.

 The floodlight is turned off on the Pavilion as it was felt it was attracting cars who were parking together, with their noisy exhausts disturbing neighbours – the mower has been serviced – the annual pavilion septic tank pump-out has occurred – further work has been carried out by the Chairman on the taps in the pavilion.

ii Councillors: D Whittingham and R Fance report re: the blue mower belongs to the defunct Cricket Club – Quad bikes

 reported driving on the Frances Field – The pond to be cleared out in the Autumn.

**23 18/19 Highways**

i The Clerk reported the VAS at Jubilee Cottages was installed by ECC in 2011. The maintenance contract ran

 out in April 2017. Agreed the manufacturers quoted costs of maintenance/repair is prohibitive.

ii Councillor reports: The Waterside Road potholes are to be requested to be repaired by the owners, by the Clerk – a dead silver birch and other silver birch trees at Church End, are to be requested to be checked by the owners, by the Clerk.

iii A dead Elm is a cause for concern nearby Finches and Maules.

**24 18/19 Street lighting.**

i The Clerk’ reported energy quotations from other suppliers is progressing.

ii Councillor reports: P8 New Cottages is U/S.

**25 18/19 Website**

The Clerk reported the website will be up to date with the inclusion of information from this meeting.

**26 18/19 Next Agenda Items from Councillors.** *for next Agenda and exchange of information only.*

Items: Annual Return 2017-2018 and Policies.

**27 18/19 Date of next meeting: the Paglesham Parish Council Extraordinary Meeting 2018.**

 **Agreed: 7th JUNE 2018** (Audit and Policies)

**28 18/19 Date of next meeting: the Paglesham Annual General Meeting 2019.**

 **Agreed: TBA May 2019.**

**There being no further business the chairman closed the meeting at 9.18 pm.**

**29th June 2018. B. Summerfield Paglesham Parish Council Clerk.**