**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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 **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 9th MAY 2019.**

**1. Election of Chairman for 2019-2020.**

i To receive nominations for the post of Chairman.

ii Chairman to sign the statutory Declaration of Acceptance of Office.

**2. Elected Councillors:**

i To sign their Statutory Declaration of Acceptance of Office.

ii To receive their Declarations of Interests Forms (28 days).

**3. 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.

**4. The Co-option Process and Notices:**

To discuss:

**5. To Record the Members and Public Present:**

Present:

**6. Apologies and reasons for absence:**

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

ii To record the council decision on absence:

**7. Declarations of Interests**

 To receive Councillors Declaration of Interests:

**8. The Clerk’s Role:**

To resolve the Clerk role as the Proper Officer, Responsible Financial Officer and the receiving officer responsible

 for Dispensations

**9. Paglesham Village Trust:**

i To resolve the members of the PVT:

ii To elect a Chairman.

**10. Dispensations** **(relevant provision is s.33 of the Localism Act 2011)**

 The Clerk to receive Councillors requests for dispensations re: Financial matters as local council tax payers inc:

 the Precept and as members of the Paglesham Village Trust.

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

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

**12. Insurance:**

To discuss:

**13. Model Code of Conduct:** to be circulated

To discuss:

**14. Standing Orders:** to be circulated

To discuss:

**15. Financial regulations:** to be circulated

 To discuss:

**16. Assets List:** to be circulated

 To discuss:

**17. The Council Risk Assessment:** to be circulated

 To discuss:

**18. The Complaints Procedure:** to be circulated

 To discuss:

**19. Freedom of Information Act/General Data Protection Regulations:** to be circulated

 Clerk’s report:

**20. Dates and Times of Meetings:** to be circulated

To agree frequency and timing of meetings 2019-2020.

**21. The Minutes of the Parish Council Meeting of 7th March 2019.**

 To receive:

**22. Matters arising from the Minutes**: (not on the Agenda)

i (Minute 101/ii) RDC 20-20 celebrations in Paglesham

The Clerk’s report re:

i A permanent ‘Beagle’ marker (A flag pole and pennant/flag)

ii Permissions from the land owner and Sea-wall bodies for the installation (Caleb Rayner ltd).

iii A suitable flag to be manufactured.

ii (Minute 109 iii) Community Heartbeat Trust

The Clerk report re: Defibrillator and/or First Aid training:

iii (Minute 109 iii) ‘Community Listing’

 The Clerk’s report:

iv (Minute 109 iii) Waterside Road maintenance

 The Clerk’s report:

**23. Correspondence: (**emails forwarded and papers received)

i To receive an e/letter April 2019 from Cllr: Mrs J Gooding re: Proposed Mobile Stroke Unit.

ii To receive a letter from MP Mark Francois re: Open Reach and Broadband coverage in Paglesham.

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

 **24. Planning:**

 Application no. 19/00/FUL ?

**25. Finance**

i i To receive the RPC and PVT Financial Statements ending April 2019.

 ii RPC/PVT Financial Statements to be checked against Bank Statements by Councillors: …………………….

 and ………………………

ii To receive the Chairman/Clerk’s report on a meeting that discussed the idea of the employment of a ‘Local Policeman’ with costs shared between several local councils.

iii To record the receipt of the first payment April 2019 of the Precept from the RDC @ £3,204-00.

iv To record the receipt of a payment from Sutton Parish Council re: shared costs @ £83-82.

v To receive the Clerk’s report on the PPC Vat126 claim for 2018-2019.

vi To receive an Invoice April 2019 from B Summerfield/Land Registry search @ £42-00.

vii To receive an Invoice April 2019 from Came and Company re: Annual insurance @ £338-40.

viii To receive an Invoice April 2019 from EALC re: Annul subscription @ £68-14.

ix To Agree a payment to the Community Heartbeat Trust for Defibrillator Training @ £……………………………

x To discuss a potential donation to the Mobile Stoke Unit.

xi To record the payment March 2019 to B Summerfield re: Office allowance 2018-2019@ £163-34.

xii To record the payment March 2019 to B Summerfield re: Fuel/travel allowance 2018-2019@ £87-40

xiii To record the payment March 2019 to HMRC re: 4th Quarter PAYE-RTI 2018-2019 @ £116-40

xiv To record the payment March 2019 to St Peter’s Mission Hall re: Annual Rent @ £250-00

xv To record the payment March 2019 to W&H (Romac) Ltd re: 133954 Streetlighting repair @ £158-28

xvi To record the payment March 2019 to Mr B Summerfield/WinZip re: 23 Standard (Sutton) @ £31-14

xvii To record the payment March 2019 to Mr B Summerfield/WinZip re: Utilities Suite (Sutton) @ £34-74

xviii To record the Clerk’s Standing Order salary payments of February/March @ £155-36 per month.

xix To record the DD payments March/April to E-on re: streetlight energy @ £66-47 & £82-06 .

xx To record the DD payment 1&1 re: May Website @ 8-44.

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

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

**26. Paglesham Village Trust:**

 continued

**26. Paglesham Village Trust:**

i The Chairman’s report:

 i The Oyster Pits ‘Deeds’.

 ii The clearance of the pond has been carried out by contractors @ £1,250 + vat.

 iii Quotations for 60 mtrs of chestnut fencing x 3ft H @ £500 and 4ft H x @ £650.

 iv Natural England Coast Path Scheme meeting re: the Oyster Pits location.

ii Councillor reports:

 iv Natural England Coast Path Scheme meeting re: the Oyster Pits location.

ii Councillor reports:

**27. Highways:**

i Clerk’s report re: Plough and Sail flooding.

ii Councillor reports:

**28. Street Lighting:**

 Councillor reports:

**29. Website:**

 The website will be brought up to date with the inclusion of this meetings information.

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

Items:

**31. Date of next Paglesham Parish Council Annual General Meeting.**

 **To agree: ?th May 2020.**

**32. Date of next Paglesham Parish Council Meeting.**

 **To agree: 6/13th June 2019?**

**33. Private and Confidential:**

Pursuant to the provision of Section 1000(a) of the Local Government Act 1972, as amended by the Local Government (Access to Information) Act 1985, the press and public be excluded from the meeting for consideration of the following item of business on the grounds that it contains information defined as exempt in Part 1 of Schedule 12a of the Local Government Act 1972, as detailed.

To discuss PVT Voluntary work

**3rd May 2019. B. Summerfield, Paglesham Parish Council Clerk/RFO.**