# MINUTES

**The Paglesham Parish Council Meeting**

**held on Thursday 10th January 2019 at**

**St. Peters Mission Hall, East End, Paglesham, Essex**

# at 8 p.m.

**95 18-19 To Record the Members and Public Present:** 8.00 pm.

Councillor Mr D Whittingham [Chairman]

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

Ward Councillors: None.

Members of the Public: None.

The Clerk Mr. B. Summerfield.

**96 18-19 Apologies and reasons for absence:**

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

Ward Councillors: Mr G Ioannou and Mrs L Shaw..

**97 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.

**98 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.**

**99 18-19 The Public Forum:** ( 5 minutes per person )  **(Specifically for Councillors statements, Guest Speakers, visiting Ward/County Councillors and questions from members of the public).**

None

**100 18-19 To Receive the Minutes of the Parish Council Meeting of 8th November 2018.**

The Minutes were read and were resolved to be agreed.

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

The Chairman duly signed the Minutes as a correct record.

**101 18-19 Matters arising from the Minutes**: (not on the Agenda)

i (Minute 84/iii 18-19) GDPR meeting

The Clerk reported his attendance at a Clerk’s meeting with a professional body involved with the DPO side of GDPR.

In the event of a complaint being received by a Parish Council under the new GDPR regulations, a body acting as a DPO will receive the PC’s complaint and handle the compliance with the regulations.

The cost for a small Parish Council (1 Computer) is quoted @ £150-00 annually.

The DPO body will supply and handle all information and guide the PC through the regulatory requirements to conform with the GDPR Regulations. It will supply all help and guidance to the PC including the correct setting up of the Impact Assessment and Retention Policy and will work towards the full compliance.

All councillors are regarded as Processors. The Clerk is the Controller.

Their advice on security was that the PC laptop or computer should be upgraded to Windows Pro. The Windows Pro upgrade includes the encryption of all contents via the built in ‘Windows bitlocker’ and is quoted on line as an upgrade

at £119-99.

ii (Minute 93/18-19) 20-20 celebrations in Paglesham

i were discussed and agreed: the Clerk to action a request to the RDC for a permanent marker/Stone/memorial/

tall flag marker/notice/display/museum, etc on the Paglesham seawall footpath area where the ‘Beagle’ was broken up.

ii the Clerk to action in due course: correspondence with local Parish Councils for a joint committee to discuss 20/20.

**102 18-19 Correspondence: (**emails forwarded and papers received)

i Community Assets were discussed and agreed: the Clerk to action advice from the RDC planners re: ‘Community Right

to Bid’, and ‘Community Listing’ in reference to a local Community Asset.

ii i Waterside Road maintenance was discussed and agreed: the Clerk to action a request to the owners of the

unmade, public footpath that is Waterside Road, to update its maintenance and remove all potholes.

ii Defibrillator and First Aid training were discussed and agreed: the Clerk to action training sessions for local

residents with the suppliers.

iii A letter November 2018 from Patrick Welsh of Natural England Coast Path Scheme re: the Paglesham Area, was

discussed and agreed the Clerk to action a site meeting in due course.

iv An e/letter November 2018 from Citizens Advice re: thanks for the donation @ £50-00 was recorded.

v The Electoral Register of electors in Paglesham, December 2018 was recorded.

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

**103 18-19 Planning:**

i The December 2018 PPC emailed consultation responses to the RDC Planning of 20th November 2018 were recorded:

I Application no 18/00599/FUL, The Punch Bowl, Church End, Paglesham. SS4 2DP. (Change of Use from Mixed

Use as a Public House and Residential Use to C3 Residential Use and Retention of Fences and Gates): -

- Paglesham Parish Council oppose the application based on: the of loss of the Paglesham Church End Village

Amenity, the loss of the Paglesham/Rochford tourist amenity, the loss of the Public House car parking and oppose the additional new gates and fence as they are not commensurate with the historic Street Scene and out of keeping

in a Conservation area.

ii The Paglesham Parish Council request: that the planning decision on the above is ‘called in’ to be decided by the full Rochford District Council.

iii To record the December 2018 PPC consultation response to the RDC Planning of 22nd November 2018 Application

no 18/00991/FUL 7, Boarded Row, Paglesham, Essex. SS4 2EN (Two Storey Rear Extension) –

the Paglesham Parish Council has no comment.

iv To record the December 2018 PPC consultation response to the RDC Planning of 7th December 2018 Application

no 18/01068/FUL Claverham Cottage, Paglesham Road, Paglesham, Essex SS4 2DR.

(Demolition of Existing Dilapidated Stable Block and Erection of Ancillary Building on the Same Site for use in Association with Claverham Cottage, Including an Extension of the Existing Residential Garden) –

- the Paglesham Parish Council has no comment.

ii Resolved: the agreed PPC emailed consultation responses above:

iii The Council agree to view the late applications:

i Application no. 18/01152/DPDP1 Redcroft, Paglesham Road, Paglesham, Essex.

(Householder Prior Approval for Single Storey Rear Extension. Projection 8m from Original Rear Wall,

Eaves Height 3.4 m, Maximum Height 4m.) – was noted.

ii Application no. 18/01046/LBC 2, The Chaseway, The Chase, Paglesham SS4 2EJ.

(Roof repairs) - Paglesham Parish Council note that the ‘Roof Repairs’ work, has been completed.

iv The RDC officers report re: 18/00698/FUL 1, Shop Row, Paglesham East End was read to the Council.

**104 18-19 Finance**

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

ii RPC/PVT Financial Statements were checked against Bank Statements by Councillors: Mrs J Wooding

and Mrs V McVittie

ii A letter from RDC re: LCTS Grants 2019-2020 was recorded.

iii i The PRECEPT on Rochford District Council for 2019-2020 was discussed in depth.

ii Resolved the PRECEPT demand on Rochford District Council re: 2019-2020 is @ £6,408.

Proposed by Councillors: Mrs J Wooding, seconded by Mr K Bench and agreed by all.

iv An Invoice December 2018 from Information Commission re: Data Protection Fee @ £40-00 was recorded.

v An Invoice December 2018 from B Summerfield/HMRC, 3rd Quarter PAYE-RTI 2018-2019 @ £116-40 was recorded.

vi An Invoice December 2018 from B Summerfield/Stamps x £64-80/paper x £36-96 = £101-76 @ £50-88 was recorded.

vii An Invoice November 2018 from W&H (Romac) Ltd re: 133912 Streetlight repair P14 @ £101-28 was recorded.

viii An Invoice December 2018 from W&H (Romac) Ltd re: 133938 Streetlight repairs: P2/P15 @ £154-98 was recorded.

ix i An Invoice January 2019 from EALC re: Essex Equals 28 CiLCA (Clerk’s training) @ £465-00 was recorded.

ii The Chairman and Clerk co-signed the EALC CiLCA 28 agreement was recorded.

x The payment November 2018 to B Summerfield/HMRC, 2nd Quarter PAYE-RTI 2018-2019 £116-40 was recorded.

xi The payment November 2018 to B Summerfield/Eureka OS re: Printer Cartridges (with Sutton) £57-58 was recorded.

xii The payment November 2018 to W&H (Romac) Ltd re: 133837 Streetlight repair P15. £101-28 was recorded.

xiii The Clerk’s Standing Order salary payments of October/November @ £155-36 per month was recorded.

xiv The DD payments November/December to E-on re: streetlight energy @ £66-47 & £64-32 was recorded.

xv The DD payment November/December, 1&1 re: Website @ £ TBA was recorded

xvi Resolved invoiced 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.

**105 18-19 Paglesham Village Trust**

i The Chairman reported:

i Parking signs are erected and overnight parking at the Frances Field gate, has not re-occurred recently,

ii The Internal Audit 2017-2018 is completed.

iii An Insurance detail request from Came & Co is to be completed/returned by the Chairman and Clerk.

iv Various cheques were authorised and a response to an enquiry from a neighbour re: the clearance of the pond (work scheduled this month) to be actioned.

v The question of the annual sewerage pump-out of the Cess-pit/Septic Tank was discussed.

ii The Charitable Trusteeships available to the PVT were discussed and the Status Quo was agreed.

**106 18-19 Highways**

i Plough and Sail flooding was discussed and agreed the Clerk to action English Heritage re: potential damage

occurring to the Plough and Sail listed building allegedly through regular and continual flooding from the Highway.

ii Councillor reports: Complaint of no action on the East Hall road resurfacing issue, that has left large physical steps

at all entrances to fields and properties, despite previous complaints from the PPC.

**107 18-19 Street Lighting.**

Councillor reports: None.

**108 18-19 Website**

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

**109 18-19 Next Agenda Items from Councillors.** *for next Agenda and exchange of information only.*

Items: Names on local cottages to assist delivery drivers

**110 18-19 Date of next Paglesham Parish Council Meeting.**

**Agreed: 7th March 2019**

**There being no further business the Chairman closed the meeting at 10.15pm.**

**2nd March 2019. B. Summerfield Paglesham Parish Council Clerk/RFO.**