# MINUTES

**The Paglesham Parish Council Meeting**

**held on Thursday 7th March 2019 at**

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

# at 8 p.m.

**11118-19 To Record the Members and Public Present:** 8.00 pm.

Councillor Mr D Whittingham [Chairman]

Councillors: Mr R Fance, Mrs V McVittie.

Ward Councillors: None.

Members of the Public: None.

The Clerk Mr. B. Summerfield.

**11218-19 Apologies and reasons for absence:**

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

Councillors: Mr K Bench and Mrs J Wooding (away).

Ward Councillors: Mr G Ioannou and Mrs L Shaw.

**11318-19 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.

**11418-19 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.**

**11518-19 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

**11618-19 To Receive the Minutes of the Parish Council Meeting of 10th January 2019.**

The Minutes were read and were resolved to be agreed.

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

The Chairman duly signed the Minutes as a correct record.

**11718-19 Matters arising from the Minutes**: (not on the Agenda)

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

The Clerk reported: the ‘Beagle’ request to the RDC was rejected.

Council agreed:

i A permanent ‘Beagle’ marker (A flag pole and pennant/flag) marking its last resting place to be actioned.

ii Permissions from the land owner and Sea-wall bodies for the installation, to be clarified.

iii Cllr Mr R Fance has volunteered his flagpole.

iv A suitable flag to be manufactured.

ii (Minute 109) Names on local cottages to assist delivery drivers

Was discussed:

**11818-19 Correspondence: (**emails forwarded and papers received)

i Correspondence re: Community Assets, ‘Community Right to Bid’, and ‘Community Listing’ was discussed.

Agreed: As a Community Asset (the Punch Bowl, Church End) is up for sale; the Clerk to action its listing was recorded!

ii Correspondence with Maclean Maritime Engineering re: Waterside Road maintenance (No response to date) was recorded.

iii Correspondence with Community Heartbeat Trust re: Defibrillator and First Aid training:

Agreed: the Clerk to action Saturday mornings from the middle of May onwards for training was recorded.

iv Correspondence with Patrick Welsh of Natural England Coast Path Scheme has raised various dates for inspection of the Oyster Pits location.

The Chairman will further correspond to fix and attend a meeting date was recorded.

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

**11918-19 Planning:**

i New Applications: None

**12018-19 Finance**

i i The RPC and PVT Financial Statements ending February 2019 were recorded.

ii RPC/PVT Financial Statements were checked against Bank Statements by Councillors: Mrs V McVittie

and Mr R Fance.

ii The PRECEPT on Rochford District Council for 2019-2020 @ £6,408 was recorded.

iii The Clerk’s publications of the RDC Council Tax for 2019-2020 was recorded.

iv The Council’s PRECEPT deliberations re: the Clerk’s Salary for 2019-2020 was agreed and was recorded.

v A letter to the Barclays Bank requesting the monthly Standing Order to the Clerk Mr B Summerfield,

to be adjusted to £185-00 from the 5th of April and thereafter monthly until further notice was agreed and recorded.

vi An Invoice March 2019 from the Clerk Mr B Summerfield re: Annual office charge @ £ 163-34 was agreed and recorded. vii An Invoice March 2019 from the Clerk Mr B Summerfield re: Annual travel charge @ £ 87-40 was agreed and recorded.

viii A payment of March 2019 TO HMRC re: 4th Quarter PAYE-RTI 2018-2019 @ £116-40 was agreed and recorded.

ix An Invoice February 2019 from St Peter’s Mission Hall re: Annual Rent @ £250-00 was agreed and recorded.

x An Invoice January 2019 from W&H (Romac) Ltd re: 133954 Streetlighting repair @ £158-28 was agreed and recorded.

xi An Invoice March 2019 from Mr B Summerfield/WinZip re: 23 Standard (Sutton) @ £31-14 was agreed and recorded.

xii An Invoice March 2019 from Mr B Summerfield/WinZip re: Utilities Suite (Sutton) @ £34-74 was agreed and recorded.

xiii The payment January 2019 to Information Commission re: Data Protection Fee @ £40-00 was recorded.

xiv The payment January 2019 to B Summerfield/HMRC, 3rd Quarter PAYE-RTI 2018-2019 @ £116-40 was recorded.

xv The payment January 2019 to B Summerfield/Stamps x £64-80/paper x £36-96 = £101-76 @ £50-88 was recorded.

xvi The payment January 2019 8 to W&H (Romac) Ltd re: 133912 Streetlight repair P14 @ £101-28 was recorded.

xvii The payment January 2019 to W&H (Romac) Ltd re: 133938 Streetlight repairs: P2/P15 @ £154-98 was recorded.

xviii The payment January 2019 to EALC re: Essex Equals 28 CiLCA (Clerk’s training) @ £465-00 was recorded.

xix The Clerk’s Standing Order salary payments of December /January @ £155-36 per month was recorded.

xx The DD payments January/February to E-on re: streetlight energy @ £66-47 & £72-00 was recorded.

xxi The DD payment x 3 months, 1&1 re: Website @ £ 19-12 was recorded.

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

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

**12118-19 Paglesham Village Trust**

i An Invoice February 2019 from Came and Company re: Annual Insurance @ £765-42 was recorded.

ii The Chairman’s report:

i Various cheques were agreed and co-signed and recorded.

ii The Oyster Pits paperwork is received but no Oyster Pits ‘deeds’.

Agreed the Chairman to research information from the original Solicitors was recorded.

ii Insurance renewal request from Came & Co to be paid ASAP, was recorded.

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

Agreed to leave further pond work until the slurry has dried out and can then be landscaped with the proposed chestnut fence.

iii Councillor Mr R Fance reported quotations for 60 mtrs of chestnut fencing x 3ft H @ £500 and 4ft H x @ £650.

Agreed to be left until the new financial year as an Agenda item was recorded.

iv Councillor Mr R Fance reported the imbalance of his considerable hours spent on voluntary grass cutting and his

personal available working time, was recorded.

v Agreed a ‘Private and Confidential’ item on the next Agenda will discuss the above was recorded.

vi Councillor reports: None.

**12218-19 Policies:**

The Annual updates on the following were agreed to be held over to the next meeting:

i Risk Assessment

ii Standing Orders

iii Financial Regulations

**12318-19 Highways**

i Clerk’s report re:

i Plough and Sail flooding to be further chased by the Clerk.

ii East Hall Road resurfacing issue was reported ref:2608458.

**12418-19 Street Lighting.**

Councillor reports: None.

**12518-19 Website**

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

**12618-19 Clerks CiLCA Training:**

Clerk reported his attendance at the first training session at the EALC, Dunmow.

**12718-19 Forthcoming Parish Council Elections:**

The Clerk will be collecting the Election nomination papers on 14th March 2019 and deliver to the Chairman to

distribute to potential Councillors for the forthcoming Paglesham Parish Council elections.

**12818-19 Next Agenda Items from Councillors.** *for next Agenda and exchange of information only.*

Items: Village Trust P&C Agenda item.

**12918-19 Date of next Annual Paglesham Parish Meeting at 7.30pm.**

**Agreed: 9th May 2019.**

**13018-19 Date of next Paglesham Parish Council Annual General Meeting.**

**Agreed: 9th May 2019.**

**There being no further business the Chairman closed the meeting at 9.30pm.**

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