

PAGLESHAM PARISH COUNCIL

www.pagleshamparishcouncil.co.uk

CHAIRMAN:

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CLERK:

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AGENDA

**YOU ARE HEREBY SUMMONED TO THE MEETING OF
THE PAGLESHAM PARISH COUNCIL,
TO BE HELD BY AN ONLINE CONFERENCE VIA 'ZOOM'
ON WEDNESDAY, 8th JULY 2020.
(COMMENCING AT 6.45 p.m.)**

Chairman's opening remarks.

1. To record the Members Present:

- i Councillors:
- ii Members of the Public:

2. Apologies for absence:

- i To be received by the Clerk in person only via: email, letter and telephone.
- ii To discuss the PPC's acceptance of reasons for absence.

3. Declarations of Interests

- i **To receive all declarations of interests including dispensations under the relevant provision s.33 of the Localism Act 2011.**
- ii **The Chairman reminds Councillors to declare any further interests now and as they became evident to them, during the progress of the meeting.**

4. Public Forum: (5 min per person only)

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

5. To receive the Minutes of the Meeting of the 6th May 2020. (as circulated)

To receive:

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

- i (Minute 120/iii) Local riverside wrecks
The Clerk's report:
- ii (Minute 120/iv) The 'Punch Bowl' Appeal.
Updates:

7. Parish Council Newsletter report:

Councillors and Representatives of the PPC, PVT, PVPA reports re: the formation of a Newsletter for Paglesham.

8. The RDC 'Discover 20/20'

- i The Clerk's report re: progress the Beagle Anchor installation actions, with Angela Hutchins, RDC.
- ii Historic England Heritage Category scheduling List Entry 1467785. Mud Berth for CGWV No 7 (formerly HMS Beagle)

9. Correspondence: (emails forwarded and letters and papers received)

- I The Clerk's report:
- ii Printed Publications and General Information received by the Clerk, available on demand.

10. Policies:

- i Standing Orders July 2020: (as circulated)

To Resolve:

- ii Financial Regulations July 2020: (as circulated)

To Resolve:

- iii Risk Assessment July 2020: (as circulated)

To Resolve:

- iv Asset Register July 2020: (as circulated)

To Resolve:

- v The General Data Protection Regulations: (as circulated).

To Resolve:

- vi Freedom of Information Act: (as circulated).

To Resolve:

- vii. Model Code of Conduct: (as circulated).

To Resolve:

- viii Dates and Times of Meetings:

During the Corona-Virus emergency, the meetings will be held by online conference on Zoom by arrangement.

11. Planning:

Applications No: **20/00430/LBC - 20/00429/FUL** Stannetts , Paglesham Road, Paglesham, SS4 2DZ.

(Proposed single storey rear extension. Create boot room with new external door to side elevation. Link snug to new living area and part expose original/existing timber frame to snug area)

12. Finance

- i
 - i To receive the PPC and PVT Financial Statements ending May/June 2020. (as circulated).
 - ii To receive the PPC Barclays Bank Statements ending May/June 2020. (as circulated).
 - iii RPC/PVT Statements to be checked against the Bank Statements by Councillors: and
- ii To receive the Auditing Solutions (Internal Auditors) report: (as circulated).
- iii To receive the AGAR Part 2, Internal Audit 2019-2020, July 2020. (as circulated).
 - i To receive/resolve the completed Certificate of Exemption for 2019-2020. Page 3
 - ii To receive/resolve and complete the Annual Governance Statement 2019-2020: Page 5
 - iii To receive/resolve and complete the Accounting Statements 2019-2020: Page 6
 - iv To receive the RFO dates set for the Period of the Exercise of Public Rights: Page 10
- iv To receive the Clerk's requested SCP salary rise (as precepted for 2020-2021) from SCP 25 @ £ 12-39 to SCP 28 at £13-68 per hour.

- v To agree a letter to the Barclays Bank authorising an update to the Clerk's Standing Order (Salary) to £202-33 nett per month and from 6th August 2020.
- vi To discuss the Phone Box at Church End:
 - i the repair progress report.
 - ii availability of the Defibrillator to the public.
- vii To receive an Invoice May 2019 from (Community Heartbeat Trust) 6153 Battery for defibrillator £204-00.
- viii To receive an Invoice June 2020 from (Community Heartbeat Trust) 6177 Pads for defibrillator £ 51-60.
- ix To receive an Invoice June 2020 from (Play Safety Ltd) 49124 ROSPA Annual Inspection (Field/Oyster) £164-40.
- x To receive an Invoice June 2020 from (Play Safety Ltd) 49185 ROSPA Wildlife Pond Inspection £ 82-20.
- xi To receive an Invoice June 2020 from (Auditing Solutions Ltd) Internal Audit 2019-2020 £126-00.
- xii To agree a payment June 2020 from (HMRC) PAYE-RTI 1st Quarter 20-21 £138-60.
- xiii To receive an Invoice June 2020 from (RCCE) Annual subscription £ 52-80.
- xiv To record the payment 2019 to Came and Co re: Annual Insurance 2020-2021 @ £338-40.
- xv To record the payment May 2019 to B Summerfield re: Annual Office expenditure @ £163-34
- xvi To record the payment May 2019 to B Summerfield re: Annual Petrol allowance @ £87-40
- xvii To record the payment May 2019 to B Summerfield re: HMRC PAYE-RTI for 2019-2020 overdue tax @ £47-25
- xviii To record the payment May 2019 to St Peters Mission Hall re: annual rent at £250-00
- xix To record the payment May 2019 to EALC re: Annual affiliation fees @ £ 70-61
- xx To record the payment May 2019 to W&H (ROMAC) Ltd re: repairs to P3, P5, P10. @ £ 226-92
- xxi To record the Clerk's Standing Order salary payment of May/June @ £185-00 per month.
- xxii To record the annual Standing Order payment to the International Tree Foundation @ £ 20-00.
- xxiii To record the DD payments May 2020 to E-on re: streetlight energy @ £79.41.
- xxiv To record the DD payment 1&1 re: May Website 2020 @ £ 8-44.
- xxv To resolve all invoiced payments, auditing statements, financial statements, receipts, transfers, and agreed countersigned cheques above.

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

13. Paglesham Village Trust:

- i The Chairman's report:
 - i Frances Field.
 - ii The ROSPA inspection of the Field, Pond and Oyster pits.
 - iii Fence damage and
 - iv local drug dealing from cars?
- ii Councillor Mr K Bench's report re: potential CCTV coverage of the field and pavilion, etc.

14. Highways:

- i To record the new road surface holes, as reported by Councillor Mr M Corr (Essex Highways ref: 2665664).
- ii Councillors reports:

15. Street Lighting:

- i Councillors reports:
- ii The Chairman's report re: Repair investigation to the Flashing speed signs at Jubilee Cottages.

16. Website:

- i The website is to be brought up to date with the inclusion of this meetings' information.
- ii To notify and record that the public's potential involvement at the all PPC Zoom meetings, are advertised on the Website, Parish Notice boards and Paglesham facebook!

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

Items:

18. Date of next Paglesham Parish Council 'Zoom Online Conference' Meeting.

To agree: **Wednesday 26th August 2020** at **6.45 pm.**

3rd July 2020

B Summerfield, Paglesham Parish Council Clerk/RFO.