

MINUTES

OF THE PAGLESHAM PARISH COUNCIL MEETING

HELD BY AN ONLINE CONFERENCE VIA 'ZOOM'

ON WEDNESDAY, 6th MAY 2020.

131 19-20 To Record the Members and Public Present:

6.45 pm.

Chairman: Councillor Mr D Whittingham

Councillors: Mr K Bench, Mr S Cane, Mr M Corr and Mrs V McVittie.

Ward Councillors: Mr G Ioannou, Mrs L Shaw and Mr S Wootton.

Members of the Public: Clare McVittie.

The Clerk: Mr. B. Summerfield.

132 19-20 Apologies and reasons for absence:

To be received by the Clerk in person via: email, letter and telephone. None.

133 19-20 Chairman's Comments

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

134 19-20 To Resolve the Covid-19 emergency decision to hold meetings by online Conference via 'Zoom'.

- i Resolved the Clerk/Chairman's emailed decisions of 17/03/2020 to cancel the normal Parish Council meeting scheduled for the 16th April 2020 due to the Corona Virus Emergency.
Proposed by Councillors: Mr M Corr, seconded by Mrs V McVittie and agreed by all.
- ii Resolved the Emailed Temporary Covid-19 Virtual Meetings by online conferencing/email (actions):
The Parish Council to temporarily devolve/delegate power to the Clerk to make all general decisions on behalf of the Council to ensure business continuity and in consultation with the Chairman and Councillors.
Proposed by Councillors: Mrs V McVittie, seconded by Mr M Corr and agreed by all.
- iii Resolved to temporarily hold virtual meetings via electronic means (online conferencing via Zoom)
Proposed by Councillors: Mr M Corr, seconded by Mrs V McVittie and agreed by all.
- iv Resolved councillors to ratified the above at the next proper 'Covid-19 free' full Council meeting.
Proposed by Councillors: Mrs V McVittie, seconded by Mr M Corr and agreed by all.

135 19-20 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.**

136 19-20 Public Forum: (5 min per person only)

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

- i Ward Councillor Mr S Wootton wished everyone well.
- ii Ward Councillor Mrs L Shaw reported: the RDC is working well in providing information to all residents and dealing with a variety of issues - the Rochford District Council Community Support Hub is working to provide essential help to all residents who are in need at this time. The confidential helpline is available on **01268 779999 and is open 9am until 4pm**, seven days a week.
- iii Ward Councillor Mr G Ioannou reported The Canewdon, Paglesham and Stambridge Community Support Hub is also working to provide essential help to all residents who are in need at this time. The confidential helpline is available on **07507 678729 and is open 8am until 8pm**, seven days a week – The PVPA are the Trustees of the Hub and are welcoming voluntary funding from local farmers, supermarkets and local businesses. – Dan Maclean is to discuss the Plough and Sail, Eastend soakaway investigation and action in June 2020.

137 19-20 To receive the Minutes of the Meeting of the 13th February 2019.

The Minutes were read and were resolved to be agreed.

Proposed by Councillors: Mr S Cane, seconded by Mr K Bench and agreed by all.

The Chairman duly signed the Minutes as a correct record.

138 19-20 Matters arising from the Minutes: (not on the Agenda)

- i (Minute 120/i) Waterside Road maintenance
 - i Public Right of Way Footpaths. 14 and 10. Complaint Ref 2660716/2660715 was recorded.
 - iii Maclean Marine to arrange an onsite meeting with the Chairman to inspect the road was recorded.
- ii (Minute 120/iii) Local riverside wrecks

The Clerk's report: Crouch Harbour Authority correspondence was recorded.
Clerk to further research the Crown Estates.
- iii (Minute 120/iv) The 'Punch Bowl' Appeal.

Councillor Mr K Bench reported the meeting with Planning has been delayed due to the announced Planning Appeal.

139 19-20 **Parish Council Newsletter.**

Representatives of the PPC, PVT, PVPA and others, will meet to discuss the formation of a Newsletter for Paglesham.
The next meeting of the PVPA to discuss

140 19-20 **The RDC 'Discover 20/20'**

- i All RDC events cancelled due to COVID-19 Emergency until further notice, was recorded.
- ii The Clerk to progress the Beagle Anchor installation actions, with Angela Hutchins, RDC.

141 19-20 **Correspondence:** (emails forwarded and letters and papers received)

- i An e/letter March 2020 from Mr I Puzey re: PC thanks to the EA for their attention to their flood defences was recorded. Agreed the Clerk to correspond.
- ii An e/letter March 2020 to 'Coffee with Cops' re: invitation to attend and subsequent cancellation was recorded.
- iii Printed Publications and General Information received by the Clerk, available on demand.

142 19-20 **Planning:**

Planning Appeal Notice – APP/B1550/Y/20/3247075 The Punch Bowl Inn. Church End, Paglesham, SS4 2DP.
18/00599/FUL Start Date 30th April 2020 - (Change of Use from Mixed Use as a Public House & Residential Use to C3 Residential Use and Retention of Fence and Gates).

143 19-20 **Finance**

- i
 - i The PPC and PVT Financial Statements ending March 2020 was recorded.
 - ii RPC/PVT Statements were checked against Bank Statements by Councillors: Mr S Cane and Mr M Corr.
- ii Insurance progress re: the wind Damaged door of the Phone Box at Church End has been delayed due to the Corona Virus Emergency, was recorded.
- iii The publication on the Notice Boards of the Council Tax for 2020-2021 was recorded.
- iv The Paglesham PC application for VAT126 for 2019-220 @ £208-41 was recorded.
- v The Annual 2019-20 P60 certificate for the Clerk/Council and HMRC PAYE-RTI online update (2020-2021) was recorded.
- vi The Clerk's update to the Pensions Regulator re: non registered/claimed Pension was recorded.
The Chairman to return the non-registered form.
- vii PKF Littlejohn AGAR:
 - i The PKF Littlejohn instructions re: delayed AGAR due to Corona-virus was recorded.
 - ii The AGAR instructions and all Audit forms for 2019-2020 from PKF Littlejohn was recorded.
- viii The Clerk's report on the Internal Audit 2019-2020 progress was recorded.
- ix Came and Co Annual Insurance:
 - i The Risk assessment requirements from Came and Co for 2020-21 and the PPC response was recorded.
 - ii An Invoice April 2020 from Came and Co re: Annual Insurance 2020-2021 @ £338-40 was recorded.
- x An Invoice April 2020 from B Summerfield re: Annual Office expenditure @ £163-34 was recorded.
- xi An Invoice April 2020 from B Summerfield re: Annual Petrol allowance @ £87-40 was recorded.
- xii An Invoice April 2020 from B Summerfield re: HMRC PAYE-RTI for 2019-2020 overdue tax @ £47-25 was recorded.
- xiii An Invoice March 2020 from St Peters Mission Hall re: annual rent at £250-00 was recorded.
- xiv An Invoice March 2020 from EALC re: Annual affiliation fees @ £ 70-61 was recorded.
- xv An Invoice March 2020 from W&H (ROMAC) Ltd re: repairs to P3, P5, P10. @ £ 226-92 was recorded.
- xvi The payment February 2019 to B Summerfield/KES Printing re: 1000 walking maps @ £67-80 was recorded.
- xvii The payment February 2019 to HMRC re: PAYE-RTI x 4th quarter @ £138-60 was recorded.
- xviii The payment February 2019 to W & H (Romac) Ltd re: 134507 Streetlights P4/P9/Malting Villas @ £241-68 was recorded.
- xix The Clerk's Standing Order salary payment of March/April @ £185-00 per month was recorded.
- xx The DD payments March/April to E-on re: streetlight energy @ £76-77/£82-06 was recorded.
- xxi The DD payment 1&1 re: March/April Website @ £ 8-44/£8-44 were recorded.
- xxii Resolved all invoiced payments, auditing statements, financial statements, receipts, transfers, and agreed countersigned cheques above.
Proposed by Councillors: Mrs V McVittie, seconded by Mr K Bench and agreed by all.

144 19-20 **Paglesham Village Trust:**

- i The Chairman reported: Frances Field closed notices have not deterred vandalism on the field with the picnic table thrown in the pond, temporary fence tapes broken, a car driving on the field, suspected drug selling at the field entrance, have been reported - The pond deep-water sign is to be restored by the Chairman – the Field may be allowed to open by the Gov. soon – CCTV coverage of the field and pavilion to be investigated by Councillor Mr K Bench and the PVPA - an estimate of costs, coverage, Wi-Fi range and any GDPR requirements to be sought for the next meeting – The ROSPA inspection of the Field, Pond and Oyster pits is expected very soon!
- ii Councillor Mr K Bench thanked the Chairman for the fuel supplied for the Frances Field green maintenance.

145 19-20 **Highways:**

- i A pothole on the Paglesham Road between the pond and Jubilee Cottages (ref: 2658985) was recorded
- ii A Letter to land owners re: the Paglesham Road overgrowth between 'Hove Too' and the Mission Hall was recorded. Councillors reported cutting back hedging in progress.
- iii The circulated Paglesham Road **closure** scheduled for 7th May 2020 (for 3 days) was recorded.

146 19-20 **Street Lighting:**

- i The Clerk's night survey report: Three outages P3/P5/P10 was recorded
- ii Repair investigation to the Flashing speed signs at Jubilee Cottages, to be progressed by the Chairman.

147 19-20 **Website:**

- i The website is to be brought up to date with the inclusion of this meetings' information.
Agreed the public's potential involvement at the next Zoom meeting (as advertised on the May website) in July 2020, to be placed on the Notice Boards.
- ii Agreed the Clerk to investigate the Paglesham Facebook for further communication with Paglesham residents.

148 19-20 **Next Agenda Items from Councillors.** *for next Agenda and exchange of information only.*
Items:

149 19-20 **Date of next Paglesham Parish Council 'Zoom Online Conference' Meeting.**

Agreed: **Wednesday 8th JULY 2020** at **6.45 pm.**

There being no further business the Chairman closed the meeting at 8.07 pm.

3rd July 2020

B Summerfield, Paglesham Parish Council Clerk/RFO.