

**MINUTES**  
**OF THE ANNUAL GENERAL PARISH COUNCIL MEETING**  
**OF THE PAGLESHAM PARISH COUNCIL**  
**AT THE MISSION HALL, EAST END, PAGLESHAM, SS4 2ER**  
**on THURSDAY 12<sup>th</sup> MAY 2022.**  
(following on from the Annual Parish Meeting)

- 1. 22-23 Election of Chairman for 2022-2023.** 7.48 pm.
- i Councillor Mr D Whittingham was nominated for the post of Chairman.  
Proposed by Councillors: Mr S Cane, seconded by Mr K Bench and agreed by all.
- ii Chairman signed the statutory Declaration of Acceptance of Office.
- 2. 22-23 To Record the Members and Public Present:**
- Chairman: Councillor Mr D Whittingham.  
Councillors: Mr K Bench, Mr S Cane, Mr M Corr and Mrs V McVittie.  
Ward Councillors: Mrs L Shaw and Mr S Wootton.  
Members of the Public: No public requests received.  
The Clerk: Mr. B. Summerfield.
- 3. 22-23 Apologies and reasons for absence:**
- i To be received by the Clerk only in person via: email, letter and telephone.
- ii To record the council decision on absence:
- iii Ward Councillor Mr I Foster.
- 4. 22-23 Declarations of Interests**
- To receive Councillors Declaration of Interests: None.
- 5. 22-23 Election of Vice-chairman.**
- i Councillor Mr K Bench was nominated for the post of Vice Chairman.  
Proposed by Councillors: Mr S Cane, seconded by Mrs V McVittie and agreed by all.
- ii Vice-chairman signed the statutory Declaration of Acceptance of Office.
- 6. 22-23 The Clerk's Role:**
- i Resolved the Clerk's role as the Proper Officer, Responsible Financial Officer and the receiving officer responsible for Dispensations
- ii Proposed by Councillors: Mr S Cane, seconded by Mrs V McVittie and agreed by all
- 7. 22-23 Paglesham Village Trust:**
- i Resolved: all members of the Parish Council are members of the PVT.
- ii Councillor Mr D Whittingham was nominated for the post of Chairman.  
Proposed by Councillors: Mr M Corr, seconded by Mr K Bench and agreed by all.
- 8. 22-23 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.
- 9. 22-23 Public Forum: ( 5 min per person only )**
- Councillors, Guests, visiting Ward/County Councillors and questions from members of the public.
- i Ward/Essex Councillor Mrs L Shaw reported: Thanks to all residents who voted for her – Portfolio for Highways Mr Lee Scott has offered to visit Rochford North and Rural to give a talk on Essex Highways and answer any questions on what Highways can/cannot do. Open to all Parish councillors and Clerks – all requests to Cllr Mrs Shaw – Cllr Shaw has been elected as deputy Cabinet Member for Essex Highways under Mr Lee Scott – A full Council meeting will discuss a 36 pothole challenge – The Locality Fund is now open for application with a Minimum of £300 and a £5000 Maximum – The Levelling Up Fund is available at £1000 per parish.
- ii Ward Councillor Mr S Wootton reported: Local road treatment improvements this coming year are envisaged – Suez Recycling contract is to end this year with potentially NORSE taking over – All new vehicles to be supplied this September 22 – Climate change is to be taken into account in general decisions by the RDC - the Levelling Up Fund will have £1m. covering all RDC areas – Community Safety Fund is offered with match Funding by Parishes - Further Locality Funding potential for the Beagle Anchor for the additional Railings, Lights, cabling and Lecterns.
- 10. 22-23 Insurance 2022-23:**
- Resolved the Insurance quotation from A Gallagher Broker (Hiscocks) and for a three year contract.  
Proposed by Councillors: Mr M Corr, seconded by Mr K Bench and agreed by all.

**11. 22-23 Model Code of Conduct 2022-23:**

Resolved.

Proposed by Councillors: Mr M Corr, seconded by Mr K Bench and agreed by all.

**12. 22-23 Standing Orders 2022-23:**

Resolved.

Proposed by Councillors: Mr M Corr, seconded by Mr K Bench and agreed by all.

**13. 22-23 Financial regulations 2022-23:**

Resolved.

Proposed by Councillors: Mr M Corr, seconded by Mr K Bench and agreed by all.

**14. 22-23 Assets List 2022-23:**

Resolved.

Proposed by Councillors: Mr M Corr, seconded by Mr K Bench and agreed by all.

**15. 22-23 The Council Risk Assessment 2022-23:**

Resolved.

Proposed by Councillors: Mr M Corr, seconded by Mr K Bench and agreed by all.

**16. 22-23 To receive the Minutes of the Meeting of the 9<sup>th</sup> March 2022.**

i The Minutes of the Meeting of the 9<sup>th</sup> March 2022 were read and agreed.

ii Proposed by Councillors: Mr S Cane, seconded by Mrs V McVittie and agreed by all

iii The Chairman signed the Minutes as a correct record.

**17. 22-23 Matters arising from the Minutes: (not on the Agenda)**

(Minute 112 21/22) Discussions with the Meeting Guest Angela Hutchings, RDC:

i The Clerk reported: the prospective target date for the Beagle Anchor to be opened together with the RDC celebration, is potentially Saturday 10<sup>th</sup> September 2022.

ii Angela Hutchings has further advised that RDC/Paglesham celebration discussions has been forwarded to the RDC Review Committee.

**18. 22-23 Parish Council Newsletter report: (Councillors and Representatives of the PPC, PVT, PVPA)**

Councillor Mr M Corr reported the newsletter will be published soon including an article re: residents requests for the Queens' Jubilee commemorative mugs.

**19. 22-23 The 'Beagle Anchor' base.**

i i The Chairman reported the Anchor is now in place on the plinth on the Frances Field.

ii Clerk to write to Messrs Purkiss and Biggins Farm.

ii Agreed Councillor Mr K Bench will collate the estimates and invoices for the supplies of Lectern, electrical supply and lighting, the plinth fence and Finger post signs and send to the Clerk.

iii The Clerk reported that Hammarite or Smoothrite may be suitable for the anchor. The colour to be decided.

**20. 22-23 Correspondence: (emails forwarded and letters and papers received)**

i The #Terracycle recycling bins were agreed to be of no use for outside collection and too expensive.

ii The Clerk reported: the receipt of the Locality Fund @ £600-00 for the installation of the Anchor base.

iv RDC/EALC/NALC/Police/ECC/libraries/ECC Highways emails, as circulated:

v Printed Publications and General Information received by the Clerk are available on demand.

**21. 22-23 Planning:**

i Application no: 22/00160/FUL Barn at East Hall Road, Paglesham. SS4 2DU.

(Conversion of Existing Timber Barn to a Single Residential Dwelling, Erection of Detached Cart Lodge and Demolition of Adjacent Agricultural Barns ) – The Paglesham Parish Council approve the application.

ii Awaiting the reply from the RDC's Mr R Snape, Building Control, Planning re: Beagle Anchor permissions?

**22. 22-23 Finance:**

i The PPC and PVT Financial Statements ending March/April 2022 were recorded.

ii i The PPC Barclays Bank Statements ending March/April 2022 were recorded.

ii The RPC/PVT Statements were checked against the Bank Statements by Cllrs: Mr M Corr and Mr K Bench.

iii The April payment from the RDC, the first half of the PRECEPT for 22-23 @ £ 3,650-00 was recorded.

iv The Employers copy of the Clerk's P60 for the financial year ending 31<sup>st</sup> March 22 was recorded.

v **The Audit 2021-2022:**

i The Audit Commissions, Pannell Kerr Foster Littlejohn's directions and documents were recorded.

ii The Auditing Solutions Internal Audit 2021-22 documents and question forms were recorded.

vi The Clerk's new NALC National Salary Awards 2021-22 (SCP 22 from April 21 @ £14-30 hour) was recorded.

vii The NALC/EALC back payment to the Clerk from 1<sup>st</sup> April 21 to 1<sup>st</sup> May 22 @ £ 55-56 was recorded.

viii i Agreed a letter to the Bank updating the Clerks Salary to the new NALC/EALC updated rate at £211-64 nett.

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

- ix The Clerk's May 22 Invoice for Office use and Fuel 2021-22.
  - i The Clerk's Annual Office use invoice for 2021-22 @ £ 115-44 was recorded.
  - ii The Clerk's Annual Petrol use invoice for 2021-22 @ £ 85.56 was recorded.
- x The payment to B Summerfield/Amazon x 2 Toners @ £ 32-72 was recorded.
- xi An Invoice March 2022 from W&H (Romac) Ltd re: Streetlights P12/P16 (Appraisal) £ 127-50 was recorded.
- xii An Invoice March 2022 from EALC re: Annual subscription @ £73-60 was recorded.
- xiii Councillors allowed a late invoice from Gallagher re: (3 year) Annual insurance @ £623-76, which was recorded.
- xiv The payment dated 10<sup>th</sup> March 2022 to Bespoke PAD Groundworks (Anchor Base) @ £760-00 was recorded.
- xv The D/D payment 3<sup>rd</sup> February 2022 to Npower (old E-On) re: INO2384276 Lighting energy @ £148-25 was recorded.
- xvi The D/D payments to 1&1 re February/March 2022 @ £8-44 / £109-24 were recorded.
- xvii Resolved all invoiced payments, auditing statements, financial statements, receipts, transfers, and agreed countersigned cheques above.  
Proposed by Councillors: Mrs V McVittie seconded by Mr M Corr and agreed by all.

**23. 22-23 Paglesham Village Trust:**

- i The Chairman reported:
  - i Frances Field:  
Thanks to Steve and the Mowing volunteers - The football club request to use the Frances Field was discussed with a meeting to be set up - a container is reported broken into – New padlocks and a potential PRS operated floodlight on the container to be researched/purchased.
  - ii The Oyster Pits: A request has been sent by the Chairman.
- ii Councillor Mr S Cane report: the costs of the potential addition of Solar Panels is in progress.
- iii Financial: Fuel/Woodchips/Danish Oil were/are to be purchased.

**24. 22-23 Streetlighting:**

- i Romac streetlight appraisal LED required if further fault found in P16.
- ii The Locality Fund was discussed for possible x 18 LED conversions.
- iii Councillor reports: None

**25. 22-23 Highways:**

- i The Clerk's report re:
  - i PROW re: Footpath Seashell cover at Well House is OK.
  - ii The Requested Bus shelter at the Plough and Sail, East End is in the ECC system for deliberation

**26. 22-23 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 meetings, are advertised on the Website, Parish Notice boards and Paglesham facebook!

**27. 22-23 Next Agenda Items from Councillors. *for next Agenda and exchange of information only.***  
Items: None.

**28. 22-23 Date of next Paglesham Parish Council Meeting at the St Peters Mission Hall:**

Agreed: An **Extraordinary (Audit) TBA JUNE 2022** at 7.30 pm.

**29. 22-23 Date of next Paglesham Parish Council Meeting at the St Peters Mission Hall:**

Agreed: **Thursday 14<sup>th</sup> JULY 2022** at 7.30 pm.

There being no further business the Chairman closed the meeting at 9.55 pm.