

**MINUTES**  
**OF THE PAGLESHAM PARISH COUNCIL MEETING**  
**HELD AT THE MISSION HALL, EAST END, PAGLESHAM, SS4 2ER**  
**ON THURSDAY, 13<sup>th</sup> OCTOBER 2022.**

**47 22-23 One Minute's Silence, in respect of the Memory of the late Queen Elizabeth II:**

The Councillors and guests paid their respects to the late Queen.

**48 22-23 To Record the Members and Public Present:**

7.04 pm.

Chairman: Councillor Mr D Whittingham.

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

Ward Councillors: Essex Councillor: Mrs L Shaw.

Members of the Public: Mr and Mrs S Byczynski

The Clerk: Mr. B. Summerfield.

**49 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: Mr S Cane (agreed).

Ward Councillors: Mr I Foster, Mr S Wootton (Leader of the RDC)

**50 22-23 Declarations of Interests**

i To receive Councillors Declaration of Interests: 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.

**51 22-23 Public Forum: ( 5 min per person only ).**

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

i Ward Councillors: Essex Councillor: Mrs L Shaw reported: All pothole complaints to be sent to the Councillor with a photo and postcode – The Duck signs are up on the Paglesham Road by the Duck Pond – The Punch Bowl owners complaint re: planning perceived inaction, had been chased by the Chairman – Match Funding for the Community Safety Fund was still on offer - The Cllr: had attended an Essex CC meeting at Chelmsford today just before the Paglesham meeting and distributed (Compass) awareness cards re: domestic abuse - The Locality Fund is again open this year and may possibly be suitable for any overspend on the Beagle Anchor Project.

ii Following on from a reported machine and field fire on South Hall Farm by Jubilee Cottages, Vivian and Stefan Byczynski discussed their concerns re: a perceived fire risk in a dry summer in certain circumstances to their house that abuts the Frances Field– a possible no smoking enforcement for hirers was discussed– The Chairman recorded that Risk Assessments are a condition of hire and agreed that a Fire Risk assessment should be emphasized – The Pond on the Field was discussed and their kind offer of match funding for a working party to keep the pond clear and maintained or, a professional adviser employed to forward their views on the maintenance of this Village Asset. – The Chairman thanked Vivian and Stefan for their input and idea's.

**52 22-23 To receive the Minutes of the Meeting of the 14<sup>th</sup> July 2022:**

The Minutes were Resolved agreed.

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

The Chairman duly signed the Minutes as a correct record.

**53 22-23 Matters arising from the Minutes: (not on the Agenda)**

None.

**54 22-23 The Adoption of the updated Model Code of Conduct:**

Resolved the Parish Council's adoption of the updated Model Code of Conduct.

Proposed by Councillors: Mr M Corr, seconded by Mrs V McVittie and agreed by all.

**55 22-23 Parish Council Newsletter report: (Councillors and Representatives of the PPC, PVT, PVPA)**

Councillor Mr M Corr reported assembling information for the next edition no 3.

**56 22-23 The 'Beagle Anchor' base Project.**

i Resolved: The legal agreement covering funding from the RDC for the Beagle Anchor Project.

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

Both copies of the agreement were signed by the Chairman.

ii Agreed further actions are to await the financial outcome of the agreement.

iii In the event of further funding being required; Cllr: Mrs L Shaw agreed that the Locality Fund was open.

iv Resolved: Councillor Mr K Bench was delegated responsibility for the further contractor's progress of the Beagle Anchor Project.

v Cllr: Corr will kindly further appraise the text for the information lecterns.

- 57** 22-23 **Correspondence:** (emails forwarded and letters and papers received)
- i An e/letter October 2022 from the Punch Bowl re: Planning matters was forwarded and resolved.
  - ii An e/letter September 2022 from The Essex Air Ambulance re: donation request was agreed.
  - iii RDC/EALC/NALC/Police/ECC/libraries/ECC Highways emails, as circulated:
  - iv Printed Publications and General Information received by the Clerk are available on demand.
- 58** 22-23 **Planning:** Application no 22/00...../FUL None.
- 59** 22-23 **Finance:**
- i The PPC and PVT Financial Statements ending October 2022 were recorded.
  - ii The PPC Barclays Bank Statements ending October 2022 were recorded.
  - iii The RPC/PVT Statements were checked against the Bank Statements by Cllrs: Mr D Whittingham and Mrs V McVittie
  - iv The Period of the Exercise of Public Rights (Audit 21-22) (exempt Authority) 14/06/2022-23/07/2022 was recorded.
  - v The local Internal Auditor for 2022-23 will be the previous auditor, Mr John Watson.
  - vi The Clerk's appeal to HMRC re: Notice of Penalty Assessment of alleged failure to file PAYE returns was appealed.
  - vii The October payment to: HMRC re: 2<sup>nd</sup> Quarter PAYE-RTI @ £158-73 was agreed and recorded.
  - viii The October reimbursement payment to the Clerk Mr B Summerfield of £282-00 (a dog licence fee) paid in error into the PPC account was agreed and recorded.
  - ix The Invoice August 2022 from Royal British Legion re: Poppy Appeal Wreaths @ £ 60-00 was agreed and recorded.
  - x The Invoice October 2022 from Mr D Whittingham re: Petrol for footpath mower @ £ 8-76 was agreed and recorded.
  - xi The October donation to: The Essex Air Ambulance @ £50-00 was agreed and recorded.
  - xii The payment July 2022 to B Summerfield/Gallagher re Administration fee @ £50-00 was recorded.
  - xiii The payment July 2022 to Auditing Solutions Ltd re: Internal Audit 2021-22 @ £ 552-00 was recorded.
  - xiv The payment July 2022 to Playsafety Ltd 62924 ROSPA re: Frances Field, Pond and Oyster Pits @ £ 252-00 was recorded.
  - xv The Stan/Ord re: the Clerk's salary August/September/October @ £211-64 per month were agreed and recorded.
  - xvi The D/D payment August/September 2022 to Npower re: 4282157/4755657 £99-30/£103-99 were agreed and recorded.
  - xvii The D/D payments to 1&1 re: July/August 2022 @ £8-44/£8-44 were agreed and recorded.
  - xviii Resolved all invoiced payments, auditing statements, financial statements, receipts, transfers, and agreed countersigned cheques above.  
Proposed by Councillors: Mr K Bench, seconded by Mrs V McVittie. and agreed by all.
- 60** 22-23 **Paglesham Village Trust:**
- i The Chairman reported on the Frances Field and The Pond thanking Vivian and Steve for their input and idea's – The Chairman is meeting a local resident tomorrow to show him the workings of the grass cutting mower as he has expressed an interest in joining the grass cutting group – the orange fencing will be removed – the Essex Air Ambulance clothing bin needs to be emptied monthly – the Clerk to chase.
  - ii The Oyster Pits: Richard Bessey to hand over the management of the moorings, as he is moving away.
  - iii Financial: End of year accounts have been received and need to be signed off.
- 61** 22-23 **Streetlighting:**
- i
    - i The Clerk reported the collection of 16 second hand LED heads from ECC Highways' Chelmsford depot and has shown them to our Streetlighting Contractors W&H (Romac) Ltd.
    - ii Unfortunately our contractors have turned these LED heads down as they have removed heads of this type from the Basildon area as being unreliable. They do not wish to have anything to do with them.
  - ii Councillor reports: None.
- 62** 22-23 **Highways:**
- ii Councillors reported three potholes repaired by the ECC Highways on the Paglesham Road.
- 63** 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!
- 64** 22-23 **Next Agenda Items from Councillors.** *for next Agenda and exchange of information only.*  
Items: None.
- 65** 22-23 **Date of next Paglesham Parish Council Meeting at the St Peters Mission Hall:**

Agreed: **Thursday 8<sup>th</sup> DECEMBER 2022** at **7.30 pm.**

There being no further business the Chairman closed the meeting at 8 54 pm.