**PAGLESHAM PARISH COUNCIL**

 www.pagleshamparishcouncil.co.uk

**CLERK:**

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**CHAIRMAN:**

Councillor Mr D Whittingham,

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 **AGENDA**

 **YOU ARE HEREBY SUMMONED TO EXTRAORDINARY MEETING OF**

 **THE PAGLESHAM PARISH COUNCIL,**

 **TO BE HELD AT ST. PETER’S MISSION HALL, PAGLESHAM ROAD, EAST END, SS4 2EQ**

 **ON WEDNESDAY, 28th JUNE 2023.**

 **(COMMENCING AT 7.30 PM).**

Chairman's opening remarks.

**1. To record the Members Present:**

i Councillors:

ii Members of the Public:

**2. Apologies for absence:**

iTo be received by **the Clerk in person only** via: email, letter and telephone.

ii To discuss PPC acceptance of reasons for absence.

**3. Casual Vacancy Co-option:**

iTo receive applications for the one casual vacancy.

ii To sign their Statutory Declaration of Acceptance of Office.

iii To receive their Declarations of Interests Forms (28 days).

iv The Clerk to receive Councillors written requests for dispensations re: Financial matters as local

 council tax payers inc: the Precept and as members of the Paglesham Village Trust.

**4. 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.**

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

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

**6. Paglesham Village Trust:**

i To resolve: all members of the Parish Council are members of the PVT.

ii To nominate the Councillor for Chairman, PVT:

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

**7. Insurance 2023-24:**

 To Resolve:

 Proposed by Councillors: Mr……………….., Seconded by Mr………………… and agreed by all.

**8. Standing Orders 2023-24:**

 To Resolve:

 Proposed by Councillors: Mr……………….., Seconded by Mr………………… and agreed by all.

**9. Financial regulations 2023-24:**

 To Resolve:

 Proposed by Councillors: Mr……………….., Seconded by Mr………………… and agreed by all.

**10. Assets List 2023-24:**

 To Resolve:

 Proposed by Councillors: Mr……………….., Seconded by Mr………………… and agreed by all.

**11. The Council Risk Assessment 2023-24:**

 To Resolve:

 Proposed by Councillors: Mr……………….., Seconded by Mr………………… and agreed by all.

**12. The Internal Audit Report/AGAR Section 2 - 2022-23:**

To receive, discuss and complete:

i The Clerk to read the conclusions of J P Watkins & Co (the Internal Auditors) Report, to the Council.

ii The Clerk to introduce the Certificate of Exemption, Form 2, (Page 3, AGAR 2023-24) to the Council.

 On Councillors agreement of the above the Chairman and Clerk/RFO to sign.

iii The Clerk to read the Internal Auditors ‘completed’ report (Page 4, AGAR 2023-24), to the Council.

iv The Clerk to introduce The Section 1, The Annual Governance Statement (Page 5, AGAR 2023-24).

 On Councillors agreement of the above the Chairman and Clerk/RFO to sign.

v The Clerk to introduce The Section 2, the Accounting Statements 22-23 (Page 6, AGAR 2023-24).

 On Councillors agreement of the above the Chairman and Clerk/RFO to sign.

vi To record that all above documents and the Cash Book 2022-23 will be available on the PC website.

vii The Clerk to forward the signed Exemption Certificate to PKF-Littlejohn.

viii The Clerk to complete and publish on the website the Bank Reconciliation form (A), the Explanation of Variances

 Form (B) and the Notice of Public Rights (C).

ix The Clerk to publish the Public Rights Notices on the Paglesham Notice Boards on 2nd July 23.

**13. To receive the Minutes of the Parish Council Annual Meeting of 18th May 2023.**

 To agree:

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

 (Minute:) The 1000 Paglesham Walking Maps:

 The Clerk’s report:

**15. Parish Council Newsletter report:**(Councillors and Representatives of the PPC, PVT, PVPA)

 Councillor Mr M Corr’s report:

**16. The Paglesham ‘Beagle Anchor’ Project.**

i The Chairman and Cllr: Mr K Bench’s reports.

ii The Clerk’s report re: permissions.

**17. Correspondence: (**emails forwarded and letters and papers received)

i The WEBNOS defibrillator report:

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

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

**18. Planning:**

 Application no 22/…………………../FUL

**19. Finance:**

I To receive the PPC and PVT Financial Statements (circulated on 28th June 2023).

ii To receive the PPC Barclays Bank Statements (circulated on 28th June 2023).

iii The RPC/PVT Statements to be checked against the Bank Statements by Cllrs: ………………, and …………………..

iv To agree a payment to HMRC, 1st Quarter PAYE-RTI @ £169.80. zzzzzz /#

v To receive an Invoice June 2023 from The King Edmund School, Walking Maps @ £84-00.

vi To receive an Invoice June 2023 from ROSPA re: Playsafety inspections Frances Field/Oyster pits @ £180-00.

vii To receive an Invoice June 2023 from ROSPA re: Playsafety inspections Frances Field Pond @ £90-00.

viii To receive an Invoice June 2023 from D Whittingham re: ‘Collect by WeTransfer’ @ £6-49.

ix To receive an Invoice June 2023 from J P Watson re: Internal Audit (2022-23) @ £190-00.

x To record the payment May 2023 re: EALC Annual subs @ £ 75-18.

xi To record the payment May 2023 re: the Chairmans Allowance 2023-24 @ £100-00.

xii To record the payment May 2023 to Gallagher Annual Insurance 1st June 2023 @ £701-03.

xiii To record the D/D Invoices June 2023 from 1&1 re: website @ £17-15.

xiv To record the Clerk’s salary standing order payments for June 2023 @ £226-44.

xv To record the D/D Invoice June 2023 to Npower (Streetlighting) invoice @ £111-30.

xvi To resolve all payments, Invoices, Internal Audit, financial statements, receipts, transfers and

 countersigned cheques.

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

**20. Village Trust:**

 i Frances Field:

 Items:

 ii The Pond:

 Items:

 iii The Oyster Pits:

 Item:

 iv Financial:

 Items:

**21. Streetlighting:**

 Councillor reports:

**22. Highways:**

i The Clerk’s report re: resident’s complaints of dangerous speeding on the Waterside Road.

ii Continued flooding at the Plough and Sail:

iii The requested Bus Stop at the Plough and Sail and the LHP list:

**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!

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

Items:

**25. Date of next Paglesham Parish Council Meeting at the St Peters Mission Hall:**

 **To agree: Wednesday 2nd/9th AUGUST 2023 at 7.30 pm.**

**22nd June 2023. B Summerfield, Paglesham Parish Clerk/RFO.**