**MINUTES**

 **OF THE ANNUAL GENERAL PARISH COUNCIL MEETING**

 **OF THE PAGLESHAM PARISH COUNCIL**

 **AT THE MISSION HALL, EAST END, PAGLESHAM, SS4 2ER**

 **on THURSDAY 18th MAY 2023.**

(following on from the Annual Parish Meeting)

**1 23-24 Election of Chairman for 2023-2024.** 7.26 pm.

i 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.

ii Chairman signed the statutory Declaration of Acceptance of Office.

**2 23-24 Elected Councillors:**

i Signed their Statutory Declaration of Acceptance of Office.

ii Received and signed their Declarations of Interests Forms (28 days).

**3 23-24 To Record the Members and Public Present:**

 Chairman: Councillor Mr D Whittingham.

 Councillors: Mr K Bench and Mr M Corr.

 Ward Councillors: Mr I Foster and Mr S Wootton.

 Members of the Public: Mrs V McVittie.

 The Clerk: Mr. B. Summerfield.

**4 23-24 Apologies and reasons for absence:**

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

ii To record the council decision on absence: Agreed Cllr Mr S Cane.

iii Ward Councillor Mrs L Shaw.

**5 23-24 Election of Vice-chairman.**

i Councillor Mr K Bench was nominated for the post of Vice Chairman.

 Proposed by Councillors: Mr M Corr, seconded by Mr D Whittingham agreed by all.

ii Vice-chairman signed the statutory Declaration of Acceptance of Office.

**6 23-24 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 K Bench, seconded by Mr M Corr and agreed by all

**7 23-24 Dispensations** **(relevant provision is s.33 of the Localism Act 2011)**

 The Clerk received Councillors requests for dispensations re: Financial matters as local council tax payers inc:

 the Precept and as members of the Paglesham Village Trust.

**8 23-24 Councillor Mrs Val McVittie:**

Presentation: The Chairman presented retiring Councillor Mrs Val McVittie a presentation gift and congratulated

 her on her service to the community over the last 20 + years and to the Paglesham Parish Council in particular.

 A vote of thanks and a round of applause was spontaneously given.

**9 23-24 Public Forum: ( 5 min per person only )**

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

i Ward Councillor Mr S Wootton reported: damage from potholes, etc to be reported to Cllr Mr Mike Steptoe,

Essex County Council - The Community Safety Fund is to be available 2023-24 – The Rochford District Council

‘post election’, now has five individual groups representatives in charge, with the Conservatives now in opposition.

ii Ward Councillor Mr I Foster reported: on local politics and the Ashingdon Road updates

**10 23-24 Insurance 2023-24:**

 The document was placed on the table and on the web site.

 Councillors agreed to view the document and to ratify agreement with the content at the next meeting,

**11 23-24 Standing Orders 2023-24:**

 The document was placed on the table and on the web site.

 Councillors agreed to view the document and to ratify agreement with the content at the next meeting,

**12 23-24 Financial regulations 2023-24:**

 The document was placed on the table and on the web site.

 Councillors agreed to view the document and to ratify agreement with the content at the next meeting,

**13 23-24 Assets List 2023-24:**

 The document was placed on the table and on the web site.

 Councillors agreed to view the document and to ratify agreement with the content at the next meeting,

**14 23-24 The Council Risk Assessment 2023-24:**

 The document was placed on the table and on the web site.

 Councillors agreed to view the document and to ratify agreement with the content at the next meeting,

**15 23-24 Dates and Time of Meetings:**

To agree frequency and timing of meetings 2023-2024.

**16 23-24 The Internal Audit Report/AGAR Section 2 - 2022-23:**

To receive and discuss and complete: **was not available.**

 **An extraordinary meeting to be held to bring the Internal Audit Report/AGAR Section 2 –**

 **2022-23: to a timely conclusion.**

**17 23-24 The Minutes of the Parish Council Meeting of 6th April 2023.**

I The Minutes of the Meeting of the 6th April 2023 were read and agreed.

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

iii The Chairman signed the Minutes as a correct record.

**18 23-24 Matters arising from the Minutes**: (not on the Agenda)

 (Minute:) The 1000 Paglesham Walking Maps:

 i The Clerk has collected the new print run and will deliver to volunteer Mrs V. McVittie.

 ii The invoice to be received.

**19 23-24 Parish Council Newsletter report:**(Councillors and Representatives of the PPC, PVT, PVPA)

 Councillor Mr M Corr reported the publication of the recent newsletter on the Noticeboards and on Facebook

 and requested ‘copy’ for the next issue.

**20 23-24 The Paglesham ‘Beagle Anchor’ Project.**

i The Chairman and Cllr: Mr K Bench reported on their progress on the Lectern details for the Anchor and Seawall.

 Idea’s for the potential future opening ceremony were discussed.

ii The Clerk reported the seawall landowner’s permissions was not presently clear and is further researching.

**21 23-24 Correspondence: (**emails forwarded and letters and papers received)

i The Clerk reported the (U3A) Paglesham Village visit is not on for this July 2023.

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.

**22 23-24 Planning:**

i Application no 22/00384/FUL 2, The Worlds End, Church End, Paglesham, Essex.

 (Erection of a Single Storey Front Porch and Replacement Detached Garage)

 Paglesham Parish Council have no objections.

ii Application no 22/00385/LBC 2, The Worlds End, Church End, Paglesham, Essex.

 (Listed Building Consent to Erect a Single Storey Front Infill Extension and Replacement Detached Garage).

 Paglesham Parish Council have no objections.

**23 23-24 Finance**:

i The PPC and PVT Financial Statements (circulated on 18th May 2023 were recorded).

ii The PPC Barclays Bank Statements (circulated on 18th May 2023 were recorded).

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

iv The payment re: the Chairmans Allowance 2023-24 @ £100-00 was recorded.

v An Invoice May 2023 from Gallagher Annual Insurance 1st June 2023 @ £701-03 was recorded.

vi The Std Order payment to the Clerk, April/May 23 @ £266-44/£266-44 were recorded.

vii The D/D payment (April/May) 2023 to Npower re: £79-32/£87-38 were recorded.

viii The D/D payments to 1&1 re: (April/May) 2023 @ £109-24/£8-44 were recorded.

ix The revision and update to the Bank Mandate was agreed.

x Resolved all invoiced payments, auditing statements, financial statements, receipts, transfers, and agreed

 countersigned cheques above.

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

**24 23-24 Village Trust:**

 i Frances Field:

 Equipment preparations details for the ROSPA inspection in May have been carried out with all

 councillors contributing.

 ii The Pond:

 The ‘Adverse Possession’ (AP) solicitor quotations were received @ £1,700 to £2,200 nett with an

 estimated time of 12-18 months to be completed and a rate of £ 188 per hour, to deal with any

 requisitions and objections.

 iii The Oyster Pits Jetty:

 Item: As reported the RSA have tidied up the area.

 iv Financial:

 i The revision and update to the Bank Mandate was agreed.

 ii The potential for the combination of the PPC and PVT insurances, to be researched.

**25 23-24 Streetlighting:**

 Councillor reports: None.

**26 23-24 Highways:**

i The Clerk to forward a residents complaint re: Waterside Road speeding, to Paglesham Boatyard.

ii Continued flooding at the Plough and Sail: No Essex updates.

iii The requested Bus Stop at the Plough and Sail and the LHP list: No Essex updates.

**27 23-24 Paglesham Coronation Events:**

 A good turnout was reported at the Mission Hall and grounds.

 The PVPA donated a bench, placed to the side of the Mission Hall, to commemorate the Coronation 2023.

**28 23-24 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!

**29 23-24 Next Agenda Items from Councillors.** *for next Agenda and exchange of information only.*

Items: Community Safety fund forms to Kevin when available from the RDC.

**30 23-24 Date of next Extraordinary Paglesham Parish Council Meeting: (Audit 22-23)**

 **Agreed: Wednesday 28th June 2023 at 7.30 pm.**

**32 23-24 Date of next Paglesham Parish Council Meeting at the St Peters Mission Hall:**

 **To agree: Wednesday TBA July 2023 at 7.30 pm.**

There being no further business the Chairman closed the meeting at 9.12 pm.

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