**PAGLESHAM PARISH COUNCIL**

 www.pagleshamparishcouncil.co.uk

**CLERK:**

Mr B Summerfield CiLCA,

Sutton Hall Cottage,

Sutton Road,

Rochford,

Essex.

SS4 1LG.

01702 549308.

bsummvint@hotmail.com

**CHAIRMAN:**

Councillor Mr D Whittingham,

Cobblers Row,

East End,

Paglesham.

Essex.

SS4 2ER.

01702 258616

cobblersrow@tiscali.co.uk

 **AGENDA**

 **YOU ARE HEREBY SUMMONED TO MEETING OF**

 **THE PAGLESHAM PARISH COUNCIL,**

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

 **ON WEDNESDAY, 18th OCTOBER 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 the Statutory Declaration of Acceptance of Office.

iii To receive the 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. To record the cancelled (inquorate) meeting of the 14th September 2023**

 Item:

**7. To receive the Minutes of the Extraordinary Meeting of 28th June 2023.**

 To agree:

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

 Items:

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

 Councillor Mr M Corr’s report:

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

 Clerk and Councillors updates:

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

i To receive an e/letter August 2023 from BASIC ESSEX re: [www.basicessex.org.uk](http://www.basicessex.org.uk).

ii To discuss the offered ‘Bleed Kits’ (to go with defibrillators) and Locality Fund coverage.

Iii To receive an e/letter from the Essex Air Ambulance Service.

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

**12. Planning:**

i Application no 23/00632/FUL Orchard Cottage, The Chase, Paglesham East End, Rochford, Essex.

 (Conversion of Existing Garage into Annex).

ii Application no 23/00261/FUL, Waterside Farm, The Chase, East End, Paglesham a ‘Site visit’ invitation to

 observe on Saturday 28th October 2023 at 11.30 am..

**13. Finance:**

i To receive the SPC Financial and Barclays Bank Statements ending 18th October 2023.

ii The Barclays Bank/SPC statements to be agreed by Councillors: …………., and ……………….. .

iii The Clerk’s report:

 i The return of the Exemption Certificate to PKF and the publishing of the Public Rights.

 ii To receive the acknowledgement by SBA (PKF) of exemption documents.

iv To receive the Clerk’s report on the HMRC VAT126 (3 year) claim @ £1,473-54.

v The PVT mandate update.

vi To receive the Clerk’s advice: (The present PPC/Bank arrangement on payments is by cheque only)

 The SPC’s Financial Regulations re: ‘cheque only’ payments, to be updated, to include ‘Bank transfers’.

 i To discuss:

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

vii To discuss and resolve urgent Bank Transfer payments:

 i The Clerk to be authorised to make HMRC PAYE-RTI Bank Transfer Payments to meet deadlines.

 ii Proposal: In order to meet other urgent payment dates, Bank transfer payments to be confirmed by

 an emailed quorum and ratified at the following meeting.

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

viii To agree a statement to Barclays Bank re: upgrading the accounts to accommodate the Clerk’s authorised,

 Banking Transfers.

ix To ratify and Resolve (TBR) the agreed online urgent payments of the cancelled 6th September 23 meeting:

 Cheque No: 100797 HMRC PAYE-RTI 2nd Part quarterly £ 168-80.TBR

 Cheque No: 100798 ROSPA Playsafety reissue Frances field, Oyster Pits £ 180-00.TBR

 Cheque No: 100799 ROSPA Playsafety reissue Frances field Pond £ 90-00.TBR

 Cheque No: 100800 B Summerfield/HMRC PAYE Statement of Liabilities 2022-23 £ 214-05.TBR

 Cheque No: 100801 Community Heartbeat Trust Defib. parts (21/06/2023) £ 154-74.TBR

x To receive and agree the Clerk’s invoice for Office use 2022-23 @ £180-37

xi To receive and agree the Clerk’s invoice for Fuel use 2022-23 @ £85-56

xii To receive an Invoice September 2023 from B Summerfield/IJTDirect Printer Ink @ £39-89.

xiii To receive an Invoice September 2023 from RCCE re: annual subscription @ £52-80.

xiv To record the payment June 2023 to HMRC: 1st Quarter PAYE-RTI @ £169-80.

xv To record the payment June 2023 to The King Edmund School, Walking Maps @ £84-00.

xvi To record the payment June 2023 to Playsafety inspections Frances Field/Oyster pits @ £180-00.

xvii To record the payment June 2023 to Playsafety inspections Frances Field Pond @ £90-00.

xviii To record the payment June 2023 to D Whittingham re: ‘Collect by WeTransfer’ @ £6-49.

xix To record the payment June 2023 to J P Watson re: Internal Audit (2022-23) @ £190-00.

xx To record the D/D Invoices July 2023 from 1&1 re: website @ £16-87.

xxi To record the Clerk’s salary standing order payments for July/August 2023 @ £226-44.

xxii To record the D/D Invoices July/ August 2023 to Npower (Streetlighting) invoice @ £98-16/£100-26

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

 countersigned cheques.

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

**14. Paglesham Village Trust:**

i The Frances Field:

ii The Pond:

iii The Oyster Pits:

iv The PVT Insurance costs investigation by Councillor Mr S Cane.

v The Frances Field income and expenditure.

vi Finance: The PVT Bank mandate update.

**15. Streetlighting:**

 Councillor reports:

**16. Highways:**

i 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:

**17. 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!

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

Items:

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

 **To agree: Wednesday 6th/13th DECEMBER 2023 (PRECEPT)** **at 7.30 pm.**

**13th October 2023. B Summerfield, Paglesham Parish Clerk/RFO.**