**MINUTES**

 **OF THE EXTRAORDINARY PAGLESHAM PARISH COUNCIL MEETING**

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

 **on WEDNESDAY 28th JUNE 2023.**

**33 23-24 To Record the Members and Public Present: 7.oo pm.**

 Chairman: Councillor Mr D Whittingham.

 Councillors: Mr K Bench, Mr S Cane and Mr M Corr.

 Ward Councillors: None.

 Members of the Public: None.

 The Clerk: Mr. B. Summerfield.

**34 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: None.

 Apologies were received from Ward Councillors: Mr I Foster, Mrs L Shaw and Mr S Wootton.

**35 23-24 Casual Vacancy Co-option:**

iTo receive applications for the one casual vacancy. None.

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.

**36 23-24 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.**

**37 23-24 Forum: ( 5 min per person only )**

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

 None.

**38 23-24 Paglesham Village Trust:**

i Resolved all members of the Parish Council are members of the PVT.

ii The nominated Chairman of the PVT is Mr D Whittingham.

 Proposed by Councillors: Mr M Corr seconded by Mr S Cane and agreed by all.

**39 23-24 Insurance 2023-24:**

 Resolved

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

**40 23-24 Standing Orders 2023-24:**

 Resolved

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

**41 23-24 Financial regulations 2023-24:**

 Resolved

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

**42 23-24 Assets List 2023-24:**

 Resolved:

 Proposed by Councillors: Mr M Corr Seconded by Mr D Whittingham and agreed by all.

**43 23-24 The Council Risk Assessment 2023-24:**

 Resolved

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

**44 23-24 Internal Audit Report/AGAR Section 2 - 2022-23:**

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

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

 Councillors agreed the above and the Chairman and Clerk/RFO signed the document.

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

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

 Councillors agreed the above and the Chairman and Clerk/RFO signed the document.

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

 Councillors agreed the above and the Chairman and Clerk/RFO signed the document.

vi Agreed all above documents and the PPC 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.

**45 23-24 To receive the Minutes of the Parish Council Annual Meeting of 18th May 2023.**

 The Minutes were circulated to Councillors and they were Resolved to be agreed.

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

 The Chairman signed the Minutes as a correct record.

**46 23-24 Matters arising from the Minutes**: (not on the Agenda)

 (Minute:) The 1000 Paglesham Walking Maps:

 The Clerk reported the delivery of the new printed maps to volunteer Mrs V McVittie.

**47 23-24 Parish Council Newsletter report:**(Councillors and Representatives of the PPC, PVT, PVPA)

 Councillor Mr M Corr reported work in progress.

**48 23-24 The Paglesham ‘Beagle Anchor’ Project.**

i The Chairman and Cllr: Mr K Bench reported slow progress with the lecterns and railings installation problems.

ii The Clerk reported contacting the Landowners both sides of the Sea Wall, the ECC PROW and the Environment

 Agency re: permissions for the placement of the Lectern on the Sea Wall at the Beagle Mud Dock.

**49 23-24 Correspondence: (**emails forwarded and letters and papers received)

i Cllr Mr S Cane reported his actions based on the WEBNOS defibrillator report.

ii An email/letter of thanks was received from ex Councillor Mrs Val McVittie.

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.

**50 23-24 Planning:**

 Application no 22/…/FUL None.

**51 23-24 Finance:**

i The PPC and PVT Financial Statements (circulated on 28th June 2023) were recorded.

ii The PPC Barclays Bank Statements (circulated on 28th June 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 agreed HMRC: 1st Quarter PAYE-RTI @ £169-80 was recorded.

v The Invoice June 2023 from The King Edmund School, Walking Maps @ £84-00 was recorded.

vi The following ROSPA Playsafety reports were agreed to be donated to the PVT under Section S137.

 i The Invoice June 2023 re: Playsafety inspections Frances Field/Oyster pits @ £180-00 was recorded.

 ii The Invoice June 2023 re: Playsafety inspections Frances Field Pond @ £90-00 was recorded.

vii The Invoice June 2023 from D Whittingham re: ‘Collect by WeTransfer’ @ £6-49 was recorded.

viii The Invoice June 2023 from J P Watson re: Internal Audit (2022-23) @ £190-00 was recorded.

ix The payment May 2023 re: EALC Annual subs @ £ 75-18 was recorded.

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

xi The payment May 2023 to Gallagher Annual Insurance 1st June 2023 @ £701-03 was recorded.

xii The D/D Invoices June 2023 from 1&1 re: website @ £17-15 was recorded.

xiii The Clerk’s salary standing order payments for June 2023 @ £226-44 was recorded.

xiv The D/D Invoice June 2023 to Npower (Streetlighting) invoice @ £111-30 was recorded.

xv Resolved all payments, Invoices, Internal Audit, financial statements, receipts, transfers and

 countersigned cheques.

 Proposed by Councillors: Mr M Corr, seconded by Mr S Cane and agreed by all.

**52 23-24 Village Trust:**

i The ROSPA inspection reports for The Frances Field, Pond and Oyster Pits were discussed.

ii The Oyster Pits and restoration of the burnt landing stage and a Dinghy for seating, was discussed.

iii A discussion covering the financial balances of the Oyster Pits and Frances Field income/expenditure, is being

 clarified in order to bring both items to a satisfactory financial outcome over the coming year.

iv The PVT Insurance costs are to be investigated by Councillor Mr S Cane with the help of the Insurance broker.

**53 23-24 Streetlighting:** Councillor reports: None.

**54 23-24 Highways:**

i The Clerk reported the letter of 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:

**55 23-24 Website:** The Clerk reported that the website is presently frozen.

i The website is to be brought up to date with the inclusion of this meetings’ information when the website is

 updated to the new format.

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!

**56 23-24 Next Agenda Items from Councillors.** *for next Agenda and exchange of information only.*

Items: The RDC Community Safety Fund update.

**57 23-24 Date of next Paglesham Parish Council Meeting at the St Peters Mission Hall:**

 **Agreed: Wednesday 6th September 2023 at 7.30 pm.**

There being no further business the Chairman closed the meeting at 9.10 pm.

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