**MINUTES**

 **OF THE PAGLESHAM PARISH COUNCIL MEETING**

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

 **on WEDNESDAY 18th OCTOBER 2023.**

**58 23-24 To Record the Members and Public Present: 7.3o pm.**

 Chairman: Councillor Mr D Whittingham.

 Councillors: Mr S Cane and Mr M Corr.

 Ward Councillors: Mr I Foster and Essex Councillor Mrs L Shaw.

 Members of the Public: None.

 The Clerk: Mr. B. Summerfield.

**59 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: Cllr: Mr K Bench,

 Apologies were received from Ward Councillors Mr S Wootton.

**60 23-24 Casual Vacancy Co-option:**

iTo receive applications for the one casual vacancy. (None). Councillors agreed to approach potential candidates.

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.

v Councillors agreed to invite a member of the public to apply for the post of Councillor.

**61 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.**

**62 23-24 Public Forum: ( 5 min per person only )**

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

i Councillor Mrs L Shaw reported: the ten ECC trees can be collected from her address on the 15th December 23

 at 4.30 pm – The Locality Fund application has been forwarded to ECC – the Ride London Fund is available with

 £8m in reserve - ECC Lee Scott has moved on from the Highways Department and Tom Cunningham is now

 taking all ECC Highway queries

ii Councillor Mr I Foster discussed the called in site visit for 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

**63 23-24 To record the cancelled (inquorate) meeting of the 14th September 2023**

 Recorded.

**64 23-24 To receive the Minutes of the Extraordinary Meeting of 28th June 2023.**

 The Minutes were Resolved agreed.

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

 The Chairman duly signed the Minutes as a correct record.

**65 23-24 Matters arising from the Minutes**: (not on the Agenda)

 Items: None.

**66 23-24 Parish Council Newsletter report:**(Councillors and Representatives of the PPC, PVT, PVPA)

 Councillor Mr M Corr’s report in progress.

**67 23-24 The Paglesham ‘Beagle Anchor’ Project.**

 The Lecterns, Posts and ancillaries were delivered to the Clerks address and are now at the Frances Field pavilion.

**68 23-24 Correspondence: (**emails forwarded and letters and papers received)

i An e/letter August 2023 from BASIC ESSEX re: [www.basicessex.org.uk](http://www.basicessex.org.uk). Agreed to donate £50-00.

ii The offered ‘Bleed Kits’ and secure Container (to go with defibrillators) and Locality Fund coverage @ £475-00

 claim to be forwarded by the Clerk through Essex Ward Councillor Mrs L Shaw.

Iii An e/letter from the Essex Air Ambulance Service. Agreed to donate £50-00.

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

**69 23-24 Planning:**

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

 (Conversion of Existing Garage into Annex) -

 The Paglesham Parish Council have no comment.

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. Noted.

**70 23-24 Finance:**

i The SPC Financial and Barclays Bank Statements ending 18th October 2023 were recorded.

ii The Barclays Bank/SPC statements to be agreed by Councillors: Mr S Cane, and Mr M Corr.

iii The return of the Exemption Certificate to PKF and the publishing of the Public Rights were recorded.

iv The acknowledgement by SBA (PKF) of exemption documents was recorded.

v The receipt of the HMRC VAT126 (3 year) claim @ £1,473-54 was recorded.

vi The Paglesham PC mandate update:

 Resolved: the SPC’s Financial Regulations to be updated, to include ‘Bank transfers’, with all councillors and the

 Clerk to be co-signees. Any two to sign.

 Proposed by Councillors: Mr D Whittingham, seconded by Mr S Cane and agreed by all.

vii Resolved: the urgent Bank Transfer payments:

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

 ii Other urgent payment dates will be by Bank transfer payments confirmed by an emailed quorum and

 ratified by signatures on the transfer receipts at the following meeting.

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

viii Resolved:

 i a letter to Barclays Bank re: upgrading the accounts to accommodate the Clerk’s authorised

 Banking Transfers was co-signed by the Chairman and Cllr: K Bench and was recorded.

 ii The Clerk and all Councillors to become Bank signatories, any two to sign was recorded.

 Proposed by Councillors: Mr D Whittingham, seconded by Mr S Cane and agreed by all.

ix Resolved/Ratified the agreed online urgent payments of the cancelled 6th September 23 meeting:

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

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

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

 Cheque No: 100800 B Summerfield/HMRC PAYE Stat of Liabilities £ 214-05 was recorded.

 Cheque No: 100801 Community Heartbeat Trust Defib. parts £ 154-74 was recorded.

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

x The Clerk’s invoice for Office use 2022-23 @ £180-37 was recorded.

xi The Clerk’s invoice for Fuel use 2022-23 @ £85-56 was recorded.

xii The Invoice September 2023 from B Summerfield/IJTDirect Printer Ink @ £39-89 was recorded.

xiii The Invoice September 2023 from RCCE re: annual subscription @ £52-80 was recorded.

xiv The payment June 2023 to HMRC: 1st Quarter PAYE-RTI @ £169-80 was recorded.

xv The payment June 2023 to The King Edmund School, Walking Maps @ £84-00 was recorded.

xvi The payment June 2023 to Playsafety inspections Frances Field/Oyster pits @ £180-00 was recorded.

xvii The payment June 2023 to Playsafety inspections Frances Field Pond @ £90-00 was recorded.

xviii The payment June 2023 to D Whittingham re: ‘Collect by WeTransfer’ @ £6-49 was recorded.

ixx The payment June 2023 to J P Watson re: Internal Audit (2022-23) @ £190-00 was recorded.

xx The D/D Invoices July 2023 from 1&1 re: website @ £16-87 was recorded.

xxi The Clerk’s salary standing order payments for July/August 2023 @ £226-44 were recorded.

xxii The D/D Invoices July/ August 2023 to Npower (Streetlighting) invoice @ £98-16/£100-26 were recorded.

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

 countersigned cheques.

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

**71 23-24 Paglesham Village Trust:**

i The Frances Field report: Voluntary grass cutting is going well

ii The Pond: The Clerk to forward to the next Agenda ‘Adverse Possession’.

iii The Oyster Pits: None.

iv The PVT Insurance costs:

 i Councillor Mr S Cane will contact Gallaghers to see if Public Liability for the Frances Field only, is a possibility.

 ii The Clerk to contact Gallaghers to notify them of Mr S Cane’s authorised approach, on behalf of the PVT.

v The Frances Field income and expenditure. A working party was suggested. Next Agenda.

vi The Paglesham Village Trust Bank mandate update:

 Resolved: All Councillors are to become Bank signatories, any two to sign was recorded.

 Proposed by Councillors: Mr D Whittingham, seconded by Mr S Cane and agreed by all.

vii Finance: The 2022-23 Accounts are received and agreed, with a charge of £ 72-00.

**72 23-24 Streetlighting:**

 Councillor reports: None.

**73 23-24 Highways:**

i Resident’s complaints of dangerous speeding on the Waterside Road.

ii Clerk to forward a 30mph request for the Paglesham Road from the Waterside Road to Easthall Road, East End, Paglesham.

iii Councillor Mrs L Shaw to be requested to update on:

 i Continued flooding at the Plough and Sail

 ii The requested Bus Stop at the Plough and Sail.

**74 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!

**75 23-24 Next Agenda Items from Councillors.** *for next Agenda and exchange of information only.*

Items: Stannets Creek has a blockage on a non PROW footpath.

**76 23-24 Date of next Paglesham Parish Council Meeting at the St Peters Mission Hall:**

 **Agreed: THURSDAY 14th DECEMBER 2023 (PRECEPT)** **at 7.30 pm.**

**There being no further business the Chairman closed the meeting at 9. 42 pm.**

**9th December 2023. B Summerfield, Paglesham Parish Clerk/RFO.**