**MINUTES DRAFT WORK**

 **OF THE PAGLESHAM PARISH COUNCIL MEETING**

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

 **on THURSDAY 22nd FEBRUARY 2024.**

**96 23-24 To Record the Members and Public Present: 7.30 pm.**

 Chairman: Councillor Mr D Whittingham.

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

 Ward Councillors: None.

 Members of the Public: Visiting Ward/Essex Councillor Mr A Sheldon (South Benfleet/ECC.)

 The Clerk: Mr. B. Summerfield.

**97 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 a Parish Councillors absence: None.

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

 Member of the Public: Mrs V Byczynski.

**98 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.

**99 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. None.

ii **The Chairman reminds Councillors to declare any further interests now and as they became evident to them,**

 **during the progress of the meeting.**

**100 23-24 Public Forum: ( 5 min per person only )**

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

 Essex Councillor Mr A Sheldon (South Benfleet/ECC.) reported: The ECC pothole Fund has changed with each

 ECC Councillor to have responsibility for local potholes for 1 week in every 8 weeks – Rochford to have a scheduled

 new Special School – Councillor Mr A Sheldon is the ECC Councillor for Education Skills and Lifelong Learning.

**101 23-24 To receive the Minutes of the Meeting of 14th December 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.

**102 23-24 Matters arising from the Minutes**: (not on the Agenda)

 None.

**103 23-24 Parish Council Newsletter report:**(Councillors and Representatives of the PPC, PVT, PVPA)

 Councillor Mr M Corr’s produced an excellent draft newsletter for approval.

 He suggested and will look into a Paglesham Facebook page.

**104 23-24 The Paglesham ‘Beagle Anchor’ Project.**

i The Chairman reported his installation of a lectern of Beagle Anchor information and described the

 posts that the fingerpost signs may go on.

ii The Chairman and Councillor Mr K Bench will further investigate the Anchor’s physical security.

iii Agreed the area that Lectern 2 should go on, to be further researched for ownership and permissions.

 The Chairman to speak with Richard.,

iv The Clerk reported his updating of the insurance levels for the Anchor assembly, with the insurance company.

 Ie: Railings at £1,500 – Lecterns at £2,280 each – Fingerpost signs at £160 each – The Anchor at £3,000.

v Clerk to further investigate historic values.

**105 23-24 Correspondence: (**emails forwarded and letters and papers received)

i To receive an e/letter of thanks of January 24 from Essex and Hertz Air Ambulance re: donation.

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

**106 23-24 Planning:**

i Application no 24/00056/FUL Roach House, The Chase, Paglesham, Essex.

 (Proposed Alterations to Internal Layout, External Facing Materials and Fenestrations).

* Paglesham Parish Council has no objection.

**107 23-24 Finance:**

I The Financial and Barclays Bank Statements ending 22nd February 2024 were recorded.

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

i The BACS receipt of the ECC Locality Fund (Bleed Control Kit) @ £ 425-00 was recorded.

i The BACS receipt of the ECC Locality Fund (Litter pick supplies) @ £ 242-80 was recorded.

i The Precept demand on Rochford District Council for 2024-25 at £ 9,120-00 was recorded.

i The payment to HMRC PAYE-RTI - 4rd Quarter @ £ 202-16 was recorded.

i The payment to St Peters Mission Hall, Annual rent @ £ 300-00 was recorded.

i The payment to Cllr: Mr K Bench, Litter pick supplies PVPA (ECC Locality Fund) @ £ 291-36 was recorded.

 Councillors agreed that Cllr: Mr K Bench to sign his own cheque.

i The Invoice January 2024 from W&H (Romac) Ltd re: P7/ & P3 Church End @ £126-36 was recorded.

i The payment January 2024 re: Clerk’s 9 months back pay from April 2023 @ £166-50 was recorded.

i The payment November 23 to Farthings Gates and Railings re: Anchor railings @ £1,848-00 was recorded.

i The payment December 23 from ICO re: Data Protection @ £40-00 was recorded

i The D/D Invoice December 2023 from 1&1 re: New package website @ £136-24 was recorded

i The December 23 to BASIC ESSEX re: donation @ £50-00 was recorded

i The payment December 23 to Essex Air Ambulance Service re: donation @ £50-00 was recorded

i The payment December 23 to Turtle Engineering re: Bleed Control Kit/Secure Box @ £ 510-00 was recorded.

i The Clerk’s salary standing order payments for January/February 2024 @ £241-24 were recorded.

i The D/D Invoice January/February 2024 from 1&1 re: website @ £136-24/£16-87 were recorded.

i The D/D Invoices December/January/February 2024 to Npower @ £197-94/£205-78/£221-64 were recorded.

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

 cheques.

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

**108 23-24 Paglesham Village Trust:**

i The Frances Field:

 Councillor reports: waiting for the weather to cut the grass.

ii The Pond:

 i The ‘Adverse Possession’ claim for the Francis Field pond has been actioned by the Clerk through an

 application of ‘Adverse Possession over unregistered Land, through the Land Registry.

 ii If Legal advice is necessary then quotations from Solicitors (of October 23) are £1,700 to £2,300 nett.

iii The Oyster Pits:

 Councillor reports: Damage to the walkway has been repaired and a storm has again further damaged it.

iv Finance:

 Insurances:

 i Agreed: Councillor Mr S Cane to contact the Insurers re: the whole amount @ £1,213.18 for 2024-25

 or a reduced amount just involving, Public Liability and employment liability.

 ii When the information and quotations are received and agreed, a cheque will be written for the new

 amount, cosigned and posted outside the meeting.

 iii Agreed, the above action (in the urgency to meet the due date), to be agreed online (three to agree)

 and ratified at the next meeting.

 iv The ECC donated trees have been planted in the Frances Field and in the local area.

**109 23-24 Streetlighting:**

i Clerk’s report: The contractors will replace the light covers when available to them.

ii The Clerk reported that the what3word identification of the local potholes by Councillor Mr M Corr has been

 forwarded to Essex Highways and the assigned job number is 2901574.

iii Information from Essex CC Mrs L Shaw re: LED Streetlighting updating (with the donated LED heads), to be

 investigated by the Clerk.

iv The Clerk to update the current position of the U/S 20mph warning sign at Jubilee Cottages.

**110 23-24 Highways:**

i Residents speeding traffic complaints to be received by the PPC in order to complete the LHP request form

 (Speeding Traffic).

iii The requested updates on:

 i The owner of the Plough and Sail has been advised of the ECC funding for his flooding problem.

 He will be advised again by the Chairman.

 ii The requested Bus Stop Shelter at the Plough and Sail to be repeated.

**111 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!

**112 23-24 Next Agenda Items from Councillors.** *for next Agenda and exchange of information only.*

Items: None

**113 23-24 Date of next Paglesham Parish Council Meeting at the St Peters Mission Hall:**

 **Agreed: THURSDAY** **4th APRIL 2024.**

**There being no further business the Chairman closed the meeting at 9.23pm.**

**DRAFT 2023. B Summerfield, Paglesham Parish Clerk/RFO**