



**MINUTES OF NOAK BRIDGE PARISH COUNCIL MEETING
HELD REMOTELY BY ZOOM DIGITAL PLATFORM
ON TUESDAY 19th MAY 2020 at 7.30pm**

CHAIRMAN: Cllr Terri Sargent

CLLR'S PRESENT: Cllr Jane Bunting; Cllr Mark Cottrell

ALSO PRESENT: Borough Cllr Stuart Allen, Essex County Cllr Tony Ball

195/2020 APOLOGIES FOR ABSENCE:
Essex County Cllr Malcolm Buckley

196/2020 DECLARATIONS OF INTEREST:
To receive any declarations of disclosable pecuniary interests, other pecuniary interests or non-pecuniary interests by Members relating to any agenda items
None declared

197/2020 MINUTES OF PREVIOUS MEETINGS:
To receive and agree the minutes of Noak Bridge Parish Council which was held on Tuesday 21st April 2020, proposed by Cllr Cottrell, seconded by Cllr Bunting that the minutes are a true and accurate record of the meeting - **Agreed**

198/2020 COUNCIL MEETINGS DURING COVID -19
The Government has agreed Local Councils can continue meeting without holding an AGM until May 2021. The meetings would be held virtually while social distancing measures were in place and until public meeting places were allowed to re-open

199/2020 RESIGNATION CLLR JARVIS:
Cllr Jarvis tendered her resignation after serving a four-year term. It was not her intention to continue beyond the May 2020 elections which had been cancelled. The Chairman to send a letter thanking Vicki for the valuable contribution during her service

200/2020 LEAD COUNCILLOR ROLES:
Cllr Sargent: Neighbourhood Plan; Newsletter; Projects; Finance; Audit, Parish Liaison
Cllr Bunting: CCTV; FOI; GDPR; Health & Safety
Cllr Cottrell: Planning; Parish Liaison; PRoW; Finance; Audit

201/2020 UPDATE NEIGHBOURHOOD PLAN:
 The chairman reported the traffic assessment had been completed.
 It was agreed to hold an Art Contest for children aged between 4 - 11 and a Video Competition for young people aged between 12 - 17 with a note of all entries recorded as part of our Neighbourhood Plan evidence base.
 Gift vouchers were planned as prizes for the competition winners £50 for the Art Contest and £100 for the Video Competition.
 A short video is being produced in order to further develop the Plan focussed around five key areas that were identified and set out in a leaflet distributed in the March newsletter
 Focus groups to be set up to assist with developing policies on the five key areas
 Consultation letters to be sent to local businesses in Noak Bridge

202/2020 LAUNCH OF NEIGHBOURHOOD PLAN VIDEO:
 The video has been delayed and will be launched in July/August 2020

203/2020 POLICY REVIEW:
 The Standing Orders for 2019 had been reviewed, members agreed no changes were necessary;
 The chairman had updated the Risk Assessment in time for the Internal Audit
 Proposed to adopt by Cllr Bunting, seconded by Cllr Cottrell - **Agreed**

204/2020 PARISH COUNCIL INSURANCE:
 The Parish Council decided to renew the insurance policy with provider PEN for one year
 Proposed by Cllr Cottrell, seconded by Cllr Bunting - **Agreed**

205/2020 FINANCE:
 1) Monthly Bank Reconciliation;
 2) Monthly Budget Sheet;
 3) April Payments - Neighbourhood Plan; EALC; DM Payroll; Zoom Subscription;
 4) May Payments;
 Proposed by Cllr Bunting, seconded by Cllr Cottrell - **Agreed**

Payee	Amount
Came & Company Annual Insurance Renewal (PEN)	£1010.58
British Telecom	£197.80
Neighbourhood Plan Expenditure	£1,450.00
Neighbourhood Plan Website	£80.00
Neighbourhood Plan Transport Assessment	£2,100.00

206/2020 PLANNING APPLICATIONS:
20/00004/S211 Location: 140 Coppice Lane, Noak Bridge
 Section 211 Notice regarding removal of 2 trees in rear garden - No comment

APPLICATIONS DECIDED:
20/00199/TPOBAS Location: 12 Kenilworth Place, Noak Bridge
 Surgery on one Lombardy Poplar tree T1 of TPO/19/00 comprising crown reduction to previous pruning points - Application Permitted

207/2020 PUBLIC QUESTIONS:

Will the Parish Council consider making any Co-options onto the Council?
The chairman quoted from the NALC Legal Briefing on Co-Option which outlined the eligibility criteria and public notice on vacancies, also stating that the May 2020 local elections had been cancelled due to the Covid Pandemic. Quoting from the 'Good Councillors Guide' the co-option process involves the Council asking residents if they want an election (currently unable to do so) before placing an advert for co-option. A copy of the information would be sent to the resident

208/2020 BOROUGH/COUNTY COUNCILLORS' REPORT:

Cllr Allen reported on Town Centre Master Plan consultation on tower block proposal
Cllr Ball reported on the re-opening of Country Parks, Recycling Centre's and Waste Tips
Schools were due to re-open on 1st June, reception and years 1 and 6, parent choice
Senior schools in September
Libraries and Businesses at a later date

209/2020 TO NOTE CORRESPONDENCE RECEIVED:

Correspondence was noted

210/2020 DATE OF NEXT MEETING:

To note the next virtual meeting date
16th JUNE 2020 at 7.30pm

There being no further business the Chairman closed the meeting at 8.30pm

Signed

Chairman.....

Date.....