



**MINUTES OF NOAK BRIDGE PARISH COUNCIL MEETING
HELD REMOTELY BY ZOOM DIGITAL PLATFORM
ON TUESDAY 21st APRIL 2020 at 7.30pm**

CHAIRMAN: Cllr Terri Sargent

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

ALSO PRESENT: Borough Cllr Stuart Allen, Essex County Cllr's Tony Ball and Malcolm Buckley

182/2020 APOLOGIES FOR ABSENCE:

None received

183/2020 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
Cllr Jarvis declared a non-pecuniary interest in item 193/2020

184/2020 MINUTES OF PREVIOUS MEETINGS:

To receive and agree the minutes of Noak Bridge Parish Council which was held on Tuesday 17th March 2020. The chairman pointed out a duplicated payment to Clearview minute 188/2020 had been included in error and asked members to strike through the entry as it had been paid. The amendment was made, proposed by Cllr Jarvis, seconded by Cllr Bunting that the minutes are a true and accurate record of the meeting - **Agreed**

185/2020 VIRTUAL PARISH COUNCIL MEETINGS:

The chairman reported the Government had agreed that during the coronavirus pandemic to follow social distancing advice, future meetings of Local Authorities could be held remotely. This meeting was trialling the Zoom meeting platform.
Cllr Bunting proposed the Council take up an annual Zoom subscription and Cllr Cottrell would host the Zoom meetings, seconded by Cllr Jarvis - **Agreed**

186/2020 NEIGHBOURHOOD PLAN COMMITTEE - UPDATE TERMS OF REFERENCE:

The Neighbourhood Plan Committee Terms of Reference had been reviewed, updated and circulated. Members agreed that the updated TOR specified the NP governance arrangements, proposed Cllr Jarvis, seconded by Cllr Bunting - **Agreed**
The chairman reported Paul Downes had been invited to manage the Parish Council Neighbourhood Plan Facebook social media, he accepted the role. Cllr Sargent proposed Paul is co-opted onto the NP Committee, seconded by Cllr Cottrell - **Agreed**

187/2020 NEIGHBOURHOOD PLAN:

The Parish Council said it was vital they continue with the Neighbourhood Plan despite Covid-19 and would have to adjust to working digitally and remotely with the community and develop innovative ways of communicating and engaging with them.

The planning consultants had suggested a short quirky video to grab resident attention to encourage them to get involved and participate. The Traffic Assessment has been commissioned, the traffic survey was postponed until the local roads are back to normal. Cllr Jarvis has collated a list of businesses within the Parish who would be sent letters/emails consulting them on the Neighbourhood Plan. Ways of communicating with children and young people to get their views were being considered. The project plan and risk register had been updated. Future Neighbourhood Plan consultation meetings would be held remotely by Zoom

188/2020 FINANCE:

- 1) Monthly Bank Reconciliation
- 2) Cheque Authorisation Sheet
- 3) March Payments - **Noted**
- 4) April 2020 Precept £22,023.88 - **Noted**
- 5) VAT Reclaim Year 2019 - 2020 £1,091.24 - **Noted**
- 4) Payments:

The monthly bank reconciliation, cheque authorisation, payments and forthcoming payment for Zoom meetings annual subscription

Proposed by Cllr Bunting, seconded by Cllr Cottrell – **Agreed**

Payee	Amount
EALC and NALC Annual Subscription	£594.94
DM Payroll Services Annual Fee	£81.00
Neighbourhood Plan Expenditure	£375.00
Website Configuration & Construction	£0
Zoom Annual Subscription	£143.88

The Parish Council praised the EALC for their invaluable support and for providing daily briefings, advice and guidance during the coronavirus pandemic

189/2020 ANNUAL AUDIT:

Cllr Cottrell has been working on the end of year accounts in preparation for the AGAR the Internal Audit and was thanked by the Council. Cllr Sargent had spoken to the Internal Auditor to make him aware prior to supplying the necessary documents. The Government had agreed to a two- month delay in Councils returning the AGAR

190/2020 COMMUNITY PROJECTS:

Projects on hold until further notice

191/2020 BOROUGH/COUNTY COUNCILLORS' REPORT:

Cllr Allen highlighted the difficulties in determining which businesses were essential during the coronavirus pandemic

Cllr Buckley reported there were no plans at present to alter refuse collections.

Cllr Ball reported that all Council leisure facilities, recycling and civic amenity sites were closed. Rough sleepers in the area had been offered alternative accommodation Essex County Council had set up a website link to support to residents during the pandemic and staff had been redeployed to support care services

192/2020 TO NOTE CORRESPONDENCE RECEIVED:

Correspondence was noted

193/2020 REVIEW OUTDOOR GYM:

Cllr Jarvis left the meeting and was not present for the discussion or decision. Cllr Sargent reported two separate incidents of vandalism (arson) to the Skier item of Outdoor Gym Equipment which she had reported to the police and Council insurance. The arson incidents had brought forward an urgent review by the Council of the Outdoor Gym Equipment to consider the future of the badly damaged Skier item which undoubtedly would need to be removed. This would leave four items of equipment remaining all in need of maintenance. The Council carefully considered; the condition and age of the equipment; the cost of maintenance on aging equipment; whether to replace the equipment as consistent monitoring had showed very low usage; or to remove all the equipment and not to replace it. The Council also considered the potential risk to the public and vandalism to the other items. Cllr Bunting proposed the Council remove the equipment and not to replace it, seconded by Cllr Cottrell - **Agreed**

194/2020 DATE OF NEXT MEETING:

To note the next meeting date
19th MAY 2020 at 7.30pm

There being no further business the Chairman closed the meeting at 8.10pm

Signed

Chairman.....

Date.....