



**MINUTES OF NOAK BRIDGE PARISH COUNCIL MEETING  
HELD AT NOAK BRIDGE VILLAGE HALL ON WEDNESDAY 27<sup>th</sup> JULY 2022 at 7.00pm**

**CHAIRMAN:** Cllr Terri Sargent

**CLLR'S PRESENT:** Cllr Jacqui Dowton; Cllr Mark Cottrell; Cllr Paul Daft

**ALSO PRESENT:** Essex County Cllrs; Malcolm Buckley & Tony Ball

**516/2022 APOLOGIES FOR ABSENCE:**  
Cllr Lynn Gilliam; Borough Cllr Stuart Allen

**517/2022 DECLARATIONS OF INTEREST:**  
To receive any declarations of disclosable pecuniary interests, other pecuniary interests or non-pecuniary interests by Members relating to any agenda item  
None Declared

**518/2022 MINUTES OF PREVIOUS MEETINGS:**  
To receive and agree the minutes of Noak Bridge Parish Council meeting held on Thursday 23<sup>rd</sup> JUNE 2022, proposed by Cllr Dowton, seconded by Cllr Daft that the minutes are a true and accurate record of the meeting and signed by the chairman - **Agreed**

**519/2022 NEIGHBOURHOOD PLAN:**  
The chairman reported the NP consultants were working on the draft Policy Schedule, Character Appraisal and draft Community Facilities and would feed back at the next meeting

**520/2022 RATIFICATION OF THE 2021 - 2022 AGAR:**  
The chairman reported the 2021 - 2022 AGAR documents agreed and submitted to the External Auditor in May, had been completed on Form 3PM by mistake and the Internal and External Auditors had been informed. The External Auditor recognised the mistake and asked the parish council to complete the AGAR on Form 3, ratify the documents at the July parish council and resubmit the documents providing the previous information was as transcribed.  
The Council ratified the 2021 - 2022 AGAR on Form 3:  

1. Annual Internal Audit report, proposed Cllr Cottrell, seconded Cllr Dowton - **Agreed**
2. Annual Governance Statement, proposed Cllr Cottrell, seconded Cllr Daft - **Agreed**
3. Accounting Statements, proposed Cllr Daft, seconded Cllr Dowton - **Agreed**

The chairman to resubmit the ratified 2021 - 2022 AGAR to the External Auditor

**521/2022 REVIEW OF INTERNAL CONTROLS:**  
The Internal Auditor in his 2021 - 2022 internal Audit Report noted the statement of financial control had not been reviewed in the audit year. The internal financial controls were reviewed by the Council and considered fit for purpose, proposed Cllr Dowton, seconded Cllr Daft - **Agreed**

**522/2022 LOCAL COUNCILS LAISON GROUP MEETING:**  
The Model LGA Code of Conduct was to be agreed by Basildon Council on Thursday 29<sup>th</sup> July and sent to Local Councils for their adoption

Electoral Review: Basildon Council recommended 42 Councillor's, that wards reduce from 16 to 14 and the size of the 14 wards would increase. This proposal would be recommended to full Council on Thursday 29<sup>th</sup> July. The draft to be published and consulted on in October  
Devolution to be discussed by a working group of Members, Clerks and officers in September,  
Local Councils to notify Basildon Council of their representatives  
Local Plan: Local Development Scheme to go to cabinet in September for adoption  
Ideverdi, Basildon Council grass cutting contractor had problems with covid and recruitment which resulted delays in grass cutting. The problems were being resolved  
Climate Change: a consultation with residents to be carried out later in the year

**523/2022**

**COMMUNITY PROJECTS UPDATE:**

**Durban Lane Pond:** A site meeting is being arranged

**Village Entrance /Exit Signs:**

The sign design members preferred was the Woodacre sign from Glasdon. Paul Downes submitted an additional detailed quotation from Glasdon on the preferred sign made of rigid Everwood that would incorporate the Logo and wording on aluminium, no maintenance needed

Cllr Dowton stated she preferred a local sign maker; a real wood sign and that Aluminium was unsuitable as it rusted. It was pointed that real wood would need a maintenance programme and Aluminium was the material now used on modern signs and did not rust.

The local sign maker Awlwood Joinery who was asked to provide a quotation for a replica of the existing wooden sign had provided a very brief quotation of a copy of the original sign that had taken over three months to obtain, it was insufficient and no drawing was supplied. Cllr Daft was asked to contact Awlwood Joinery again and ask for a detailed quotation with a week deadline

Cllr Daft had contacted Signs Express a local sign supplier who provided a quotation and pictures of metal signs. Cllr Daft was asked to find out if Signs Express made wooden signs

**Little Libraries** would be ready in September to install

**Noak Bridge Nature Reserve Pathway Project:** Cllr Dowton reported on a site visit to the nature reserve she had attended with Cllr Sargent, Basildon Cllr Jeff Henry, reserve chairman and 2 members of the society to look at the proposed pathway project. The group toured the reserve and pathway and were impressed by the length of pathway to be improved and how it represented value for money. The NR chairman gave a brief history of the Nature Reserve, how it had been saved from housing development, the improvements that had taken place over the years to pathways and steps, the work of the volunteers and the benefits the new pathway would bring to residents. The NR had been working on the project with Basildon Council, owners of the reserve, for some time and had previously made the parish council aware of their intention. The project was finalised, details of the project put forward with a quotation of £17,000 from Basildon Council seeking a financial contribution from the parish council. A lengthy discussion followed and Cllr's Dowton and Daft queried a funding shortfall. The NRS were given a grant application form that allowed up to £5,000 for large projects, the chairman proposed a figure of £5,000 as the Parish Council contribution, seconded by Cllr Cottrell - **Agreed**

**524/2022**

**FINANCE:**

The chairman informed the council an engineer engaged by Marshall's suppliers of the bollards on South Wash Road open space had attended to service the bollards and replace both with new locks and cover. The chairman and Paul Downes had carried out a pre works inspection which was relayed to the engineer before the works took place.

Paul was onsite to oversee the works on behalf of the parish council

Awaiting itemised invoice

1. Monthly Bank Reconciliation
2. Monthly Budget Sheet
3. July Payments

<b>JULY Payments</b>
Bluestone Planning - £6399.00
Printer Cartridges - £70.15
Jubilee Beacon, Protective Cover & Gas - £3385.29
Information Commissioners Office - £40.00
St Johns Ambulance - £115.20

Members considered items 1-3 Proposed Cllr Daft, seconded by Cllr Dowton - **Agreed**

**525/2022**

**PLANNING APPLICATION:**

**22/00353/FULL Location: 21 Thistle Close, Noak Bridge**

Proposed front porch, single storey side/rear extension and installation of 2m high fence  
Comments too late to submit

**TO NOTE APPLICATIONS GRANTED:**

**22/00633/FULL Location: 52 Wash Road, Noak Bridge**

Ground Floor rear extension - **Granted**

**22/00536/FULL Location: 33 Durban Lane, Noak Bridge**

Removal of gate (road facing) and replace with 1.8m (6ft) high fence panels - **Granted**

**22/00749/FULL Location: 28 Handleys Chase, Noak Bridge**

Demolition of an existing conservatory and erection of a single storey rear extension Together with addition of UPVC window to the rear of the garage - **Granted**

**22/00808/FULL Location: 31 Durban Lane, Noak Bridge**

Construct detached garden room - **Granted**

**526/2022**

**BOROUGH/COUNTY COUNCILLORS' REPORT:**

Cllr Buckley reported that most of the street light faults could only be repaired by UKPN as they supply the energy to the lights. Essex County Council replace the bulbs and are currently in the process of changing all Basildon street light heads to LED

**527/2022**

**PUBLIC PARTICIPATION:**

Resident reported the streetlights remain out at Coppice Lane and Lower Street  
The pothole in Bridgecote Lane had been repaired and the streetlight is now working  
The new pathway in New Waverley Road had a cycle painted but no shared space for walkers

**528/2022**

**TO NOTE CORRESPONDENCE RECEIVED:**

The monitoring officer at Basildon Council contacted the chairman regarding the casual vacancy to inform the Council of local interest and gave information on the formal process to fill the vacancy. A notice of the casual vacancy had been published on the website and posted in both notice boards  
Correspondence was noted

**529/2022**

**DATE OF NEXT MEETING:**

Thursday 22<sup>nd</sup> SEPTEMBER 2022 at 7.00pm

There being no further business the Chairman closed the meeting at 9.45pm

Signed

Chairman.....

Date.....