



**MINUTES OF NOAK BRIDGE PARISH COUNCIL ANNUAL GENERAL MEETING
HELD AT NOAK BRIDGE VILLAGE HALL ON WEDNESDAY 24th MAY 2023 at 7.00pm**

CHAIRMAN: Cllr Terri Sargent

CLLR'S PRESENT: Cllr Jacqui Dowton; Cllr Christopher Bateman; Cllr Paul Daft; Cllr Lynn Gilliam

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

51/2023 ELECTION OF CHAIRMAN:

Cllr Allen proposed Cllr Sargent as Chairman seconded by Cllr Gilliam - **Agreed**
The chairman duly signed the acceptance office

52/2023 APOLOGIES FOR ABSENCE:

Cllr Mark Cottrell; Essex County Cllr Malcolm Buckley

53/2023 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

54/2023 MINUTES OF PREVIOUS MEETINGS:

To receive and agree the minutes of Noak Bridge Parish Council meeting held on Wednesday 29th MARCH 2023, proposed by Cllr Dowton, seconded by Cllr Bateman that the minutes are a true and accurate record of the meeting and signed by the chairman - **Agreed**

55/2023 APPOINTMENT OF VICE CHAIRMAN:

Cllr Jacqui Dowton was appointed as Vice Chairman

56/2023 NEIGHBOURHOOD PLAN UPDATE:

The chairman reported the grant award of £8,000 from Groundwork had been fully spent and the end of grant report completed and agreed by Groundwork. The grant had funded the preparation of the pre-submission of the draft plan, detailed policy options, additional plans, review and collate the pre-submission draft and undertake a consultation of the pre-submission draft, amend evidence base review in line with the changes from responses to policies. The results to the survey were low but sufficient to conclude that the Neighbourhood Plan Vision, Policies, Themes and Objectives were met with approval
A meeting of the Parish Council and steering group will be set up to agree the draft Neighbourhood Plan when consultation feedback has been included

57/2023 ANNUAL RISK ASSESSMENT REVIEW AND ADOPTION STATEMENT OF INTERNAL CONTROL:

The review of the Annual Risk Assessment had been reviewed and changes made by the Council, proposed by Cllr Bateman, seconded by Cllr Gilliam to adopt the Risk Assessment - **Agreed**
The chairman prepared a Statement of Internal Control as advised by the Internal Auditor, it was reviewed by the Council, proposed by Cllr Dowton, seconded by Cllr Daft to adopt the Statement of Internal Control - **Agreed**

58/2023 ANNUAL INSURANCE REVIEW:

The chairman informed the Council of the change in Insurers to BHIB in 2021 with a 3-year agreement term. The policies meet the Council needs, proposed by Cllr Daft, seconded by Cllr Dowton, the annual fee of £900.29 - **Agreed**

59/2023

AGAR TEAR 2022 - 2023

The Council considered all AGAR 2022 - 2023 documents separately

1. The Annual Internal Audit Report 2022 - 2023, proposed by Cllr Dowton to accept the report, seconded by Cllr Gilliam - **Agreed**
2. The Annual Governance Statement 2022 - 2023, proposed by Cllr Gilliam to accept the Governance Statement, seconded by Cllr Dowton - **Agreed**
3. The Accounting Statement 2022 - 2023, proposed by Cllr Bateman to accept the Accounting Statement, seconded by Cllr Gilliam - **Agreed**
4. The Notice of Public Rights for year end 2023, from 5th JUNE to 14th JULY

All documents to be submitted to External Auditor PKF, published on website and notice boards

60/2023

KINGS CORONATION 'BIG HELP OUT' LITTER PICK FEEDBACK:

Cllr Daft reported the event had been well attended by residents from all over the parish and each attendee received a Coronation medal from the Mayor and Youth Mayor of Basildon. The chairman and Cllr Allen allocated litter pick areas to attendees covering the whole parish. Thanks to all litter pickers and to Basildon Council for supplying the equipment and removing all the rubbish collected. Special thanks to Essex County Cllr Tony Ball and Paul Brace the Director of Communities and the Environment for taking part in the 'Big Help Out' litter pick. The chairman delivered the Coronation seeds to litter pickers and spare seeds were given to the school. A news story was posted on the parish website

61/2023

FUNDING APPLICATION:

The council considered a funding application from Noak Bridge Village Residents Association to purchase and install a defibrillator on the rear wall of the Costcutter shop at a cost of £1930.00. Permission has been granted from Basildon Council to install the defibrillator on the building subject to a survey and the shopkeeper has allowed use of the shops' electrical services. Proposed by Cllr Daft to fund the application, seconded by Cllr Dowton - **Agreed**

62/2023

COMMUNITY PROJECTS UPDATE:

A resident from Saling Green made a request to the parish council to refurbish the wooden sign located on the roundabout. Considering the parish council do not own the sign and the poor condition, the chairman asked Members to have a look at the sign and bring comments back to the next meeting for consideration. The sign is within of the conservation area and an asset of Basildon Council. It is very similar in style to the Bridgecote Lane sign the PC refurbished. The parish council sought information from Basildon Council on the repainting of the teen shelter, although the structure was sound the paint is flaking off. The park area equipment is due to be replaced within the next few years as part of Basildon Council Leisure replacement Programme. The area will benefit from the teen shelter being replaced at the same time. The Parish Council considered the possibility of a joint project to repair the foot path from Lower Street leading to the Costcutter shop which has been brought to the attention of the Council. A ball-park estimated cost from Basildon Council was £15,000 for an overlay repair not a full construction. The Council to seek other funding sources available to enable a viable joint project. Two quotations had been received from external contractors to provide and install a small goal post on the South Wash Road playing field. Basildon Council informed the parish council they would expect provision of, a risk assessment, method statement, and public liability insurance from the chosen contractor. The parish council considered the two quotations:

1. Collins Joinery £1,521.92 plus Vat
2. P. Thomas Landscapes £780.00 plus Vat. Proposed by Cllr Bateman to accept P Thomas Landscapes quotation, seconded by Cllr Dowton - **Agreed**

63/2023

FINANCE:

Council noted: **2023/2024 Precept agreed in January £42,040.19**

Council to consider:

1. Monthly Bank Reconciliation
2. Monthly Budget Sheet

3. April and May Payments

Annual DM Payroll Services - £84.00
Solopress Newsletter Printing - £193.93
Annual Zoom Subscription - £143.88
EALC and NALC 2023/2024 Affiliation Fee - £637.32
BHIB Annual Insurance - £900.29
Coronation Litter Pick Medals - £27.98
Coronation Litter Pick Seeds - £47.97
Coronation Litter Pick Refreshments - £11.50
Printer Cartridges - £112.96
BT Bill Broadband - £203.22
Internal Audit - £150.00

Members considered the items, proposed by Cllr Bateman, and seconded by Cllr Gilliam- **Agreed**

64/2023

PLANNING APPLICATIONS:

23/00554/FULL Location: 22 Hazel Close, Noak Bridge

Single Storey rear extension with a flat roof and 2 lantern rooflights and garage conversion to a summer house with toilet facilities. Parish Council comments: ***No objection**

65/2023

PUBLIC PARTICIPATION 15 MINUTES:

Bushes overgrown entrance to Gatelodge Way

Trees overhanging in the Tudor Style Bus Shelter - difficult for residents and buses to pass

The council were informed a scout troupe would be playing Petanque in June

Noak Bridge School to use the Petanque Court for year 6 pupils

66/2023

COUNCILLOR TRAINING:

Councillors are invited to attend Basildon Council Code of Conduct and Register of Interest training on 14th June 2023, all Councillors should attend

EALC training to be agreed at the next meeting

67/2023

BOROUGH/COUNTY COUNCILLORS REPORT

Cllr Allen reported on the local elections held in May

Cllr Ball reported, Highways to get extra £17m from Government for road maintenance including potholes. Highways recruiting to Perma Fix potholes, need 12 crews of 5 people, so far recruited 8 crews. Held ECC AGM Gillian Reeves new Chairman of the Council and Ray Gooding Vice

Chairman. ECC elections to be held in 2025. Locality Fund, each Councillor allocated £5k, criteria:

green, climate change and biodiversity. Members asked if the criteria for applications included work to replace the rotting wood on the stairs in the Nature Reserve,

Footpath 201 was waterlogged and scalplings were being put down to make safe

A fund of £36k has been allocated to the YSG for joint funding as part of the Government

levelling up programme.

A new school in Lee Chapel is to be built, 2 form entry, 420 children, 0 to 5 included to be called Chapel Hill

68/2023

TO NOTE CORRESPONDENCE RECEIVED:

Correspondence was noted

69/2023

DATE OF NEXT PARISH COUNCIL MEETING:

JUNE 28th 2023

There being no further business the Chairman closed the meeting at 9.30pm

Signed

Chairman.....

Date.....