



**MINUTES OF NOAK BRIDGE PARISH COUNCIL MEETING
HELD AT NOAK BRIDGE VILLAGE HALL ON THURSDAY 30th NOVEMBER 2023 at 7.00pm**

CHAIRMAN: Cllr Terri Sargent

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

113/2023 APOLOGIES FOR ABSENCE:
Cllr Mark Cottrell; County Councillors, Malcolm Buckley and Tony Ball

114/2023 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
Cllr Sargent, item 121/2023 Chairman NBCA, Non-Pecuniary Interest

115/2023 MINUTES OF PREVIOUS MEETINGS:
To receive and agree the minutes of Noak Bridge Parish Council held on 21st SEPTEMBER 2023, proposed by Cllr Bateman, seconded by Cllr Sargent that the minutes are a true and accurate record of the meeting and signed by the chairman - **Agreed**

116/2023 NEIGHBOURHOOD PLAN CONSULTATION:
The chairman reported sending the regulation 14 pre-submission Neighbourhood Plan and supporting documents to over 100 organisations and individuals which included all Local Authorities in Essex, Education, Health, Utilities services, Basildon Town/Parish Councils, individual Basildon Council members and organisations with an interest in Neighbourhood Plans. An on-line survey monkey was posted on the parish website along with links to all documents. Paper copies of the documents and survey were made available and a drop- in event was held in the village hall on Monday 9th October 2023 which attracted a group of children from the local school and residents who discussed their views with the consultants and parish councillors. A newsletter with online access to all Neighbourhood Plan documents had been delivered to every home in the parish to inform residents of the consultation, drop-in event, and ways to respond to the consultation.
The chairman reported she had received over forty replies which had been sent to the consultants who would collate these along with the survey monkey and all other responses. A report of the responses would be prepared and shared with the NP steering group and fed into the final version of the Neighbourhood Plan

117/2023 APPOINTMENT OF RESPONSIBLE FINANCE OFFICER:
The appointment of a Responsible Finance Officer was an except matter raised by the External Auditor in the Parish Council Conclusion of Audit for year-end 31 March 2023. It had been deferred from the last meeting and brought back to this meeting to action in line with section 151 of the Local Government Act 1972. The chairman proposed the Parish Council appoint a Responsible Finance Officer as soon as possible. A request for a seconder to the proposal was refused by all other Cllr's present therefore the item fell and could not be acted upon

118/2023 BUDGET AND PRECEPT CONSULTATION:
The chairman informed the parish council the Budget and Precept was brought to the meeting as part of the budget setting process and part of the consultation for residents to engage in. Councillors would hold a consultation meeting to consider resident proposals to review the budget. The Budget and Precept would be agreed in the January 2024 meeting

119/2023

CCTV REVIEW:

The chairman reported that a recent request had been received from the Police for CCTV footage which had proved difficult to obtain. The CCTV maintenance is due in January 2024 and the Chairman will contact Clearview to arrange a maintenance date and discuss the problem of downloading CCTV footage on how the system can be improved to recover CCTV footage

120/2023

POLICY REVIEW:

The chairman brought five policies to be reviewed, Data Retention, Publication, Personnel Committee Terms of Reference, Virement and Data Retention. The policies were deferred to the next meeting to give members a chance to review

121/2023

COMMUNITY PROJECTS UPDATE:

1. Noak Bridge Village Hall Drain Maintenance Work
The chairman had a non-pecuniary interest in the item, handed the chair to Cllr Dowton and left the meeting
The Community Association project manager had provided the Parish Council with a quotation to repair the drains. Although the quotation was £11,616.00, the grant requested from the community association amounted to £8,100, this would cover the works on page 4 of the quotation. Cllrs were shown the external layout of the drains before the meeting and a short video survey of inside of the drains outlining the actual problems The project manager gave a brief outline of how the drains had collapsed which caused the toilets to continually block. The Council discussed the grant request and would seek further information from the community association
The chairman re-joined the meeting
2. Two Metal Sign Refurbishments in Lower Street, proposed Cllr Gilliam, seconded Cllr Daft - **agreed**
New projects brought forward would become part of the 2024/25 budget setting process

122/2023

COUNCILLOR TRAINING:

Council to consider a two-day advanced training course in February 2024 for Cllr Dowton at a cost of £240.00 plus VAT. Proposed by Cllr Bateman, seconded by Cllr Gilliam - **Agreed**

123/2023

FINANCE:

Council noted the October half year precept **£21,020.09** and **£40.00** newsletter sponsorship from Slimming World
Council considered:

A request for a grant from Basic Essex - **Declined**

Monthly Bank Reconciliation

Monthly Budget Sheet

October and November payments

Bluestone Planning - £2737.50
P Thomas Landscapes - £492.00
Carbon Colour Consultation Poster Boards - £324.00 - card payment
Solopress Newsletter Printing - £325.78 - card payment
EALC Training - £456.00
Essex & Herts Air Ambulance Grant - £100.00
BT Broadband - £193.47

Member considered the items, proposed by Cllr Gilliam, and seconded by Cllr Daft - **Agreed**

124/2023

PLANNING APPLICATIONS:

23/01305/FULL Location: 20 Gatelodge Way, Noak Bridge

Demolition of existing conservatory and erection of part single storey / part two side extension

*Parish Council object to two storey extensions

PLANNING APPLICATION DECIDED:

None

125/2023 PUBLIC PARTICIPATION 15 MINUTES:

A resident reported a light out on the path by bus stop near junction of Bridge Street and Lower Street and the lights were still out in Coppice Lane

A resident spoke of concerns regarding a Basildon Council decision to change the Fore Street sheltered housing scheme to general needs and made a request for the parish council to engage a planning consultant to explore the concerns regarding a forthcoming planning application

126/2023 BASILDON COUNCIL SHELTERED HOUSING ACCOMMODATION REVIEW:

CLlr Daft reported he would explore a request to engage a planning consultant

127/2023 BOROUGH/COUNTY COUNCILLORS REPORT

None present

128/2023 TO NOTE CORRESPONDENCE RECEIVED:

Noted

129/2023 DATE OF NEXT PARISH COUNCIL MEETING:

Thursday 25th January 2024

There being no further business the Chairman closed the meeting at 9.00pm

Signed

Chairman.....

Date.....