



**MINUTES OF NOAK BRIDGE PARISH COUNCIL MEETING
HELD AT NOAK BRIDGE VILLAGE HALL ON THURSDAY 21st MAY 2024 at 7.00pm**

CHAIRMAN: Cllr Mark Cottrell

CLLR'S PRESENT: Cllr Jacqui Dowton; Cllr Paul Daft.
Cllr Cristopher Bateman; Cllr Terri Sargent

ALSO PRESENT: Cllr Stuart Allen; Cllr Malcolm Buckley; Cllr Tony Ball

52/2024 ELECTION OF CHAIRMAN
Cllr Mark Cottrell was elected Chairman

53/2024 APOLOGIES FOR ABSENCE:
Borough Cllr Alex Myers

54/2024 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
Members signed the Acceptance of Office and Register of Interest

55/2024 MINUTES OF PREVIOUS MEETINGS:
To receive and agree the minutes of Noak Bridge Parish Council held on 19th MARCH 2024. The minutes are a true and accurate record of the meeting - **Agreed** and signed by the chairman

56/2024 APPOINTMENT OF VICE CHAIRMAN:
Cllr Paul Daft was appointed Vice Chairman

57/2024 NEIGHBOURHOOD PLAN CONSULTATION:
Cllr Sargent thanked the Steering Committee for their work on the Neighbourhood Plan, she was currently working on the community engagement report. All documents were being finalised

58/2024 REVIEW STANDING ORDERS, NEW FINANCIAL REGULATIONS, FIXED ASSETS, RISJ ASSESSMENT AND STATEMENT OF INTERNAL CONTROL
Members reviewed the Standing Orders, New Financial Regulations, Fixed Assets, Risk Assessment and Statement of Internal Control. Cllr Sargent asked to add an additional sentence to 6.2 of the new Financial Regulations: **The Council make alternative banking arrangements by way of investment to safeguard funds and reduce the risk of finances not covered by FSCS** - Agreed

59/2024 ANNUAL INSURANCE RENEWAL:
Members reviewed the annual insurance policy and agreed to renew £1038.29 - **Agreed**

60/2024 VAT RECLAIM 2023/2024:
Members moted the annual VAT reclaim made by Cllr Sargent for the sum of £4731.71

61/2024 D-DAY COMMEMORATION 6TH JUNE 2024:
The chairman confirmed the Beacon Lighting event would not go ahead as there was insufficient time to plan. He would post on Facebook all Beacons Lighting being lit over the Borough

62/2024

CLERK INTERVIEWS:

The chairman to repost the advert for clerk interviews on the notice boards

63/2024

PROPOSAL FOR FUTURE MANAGEMENT OF CCTV:

Cllr Sargent to contact Basildon Council for the Service Level Agreement and circulate

64/2024

MEMBERS ROLES AND RESPONSIBILITIES:

Members reviewed and **Agreed** their roles and responsibilities for the following year

Cllr Cottrell: finance, Planning, FOI and ABLC

Cllr Daft: Defibrillators; Fixed Assets; PRoW; CCTV

Cllr Dowton: Projects

Cllr Bateman: Health & Safety

Cllr Sargent; Neighbourhood Plan; Audit; Newsletter; Website; Policy, GDPR

65/2024

FINANCE:

Council to note:

Half year precept £20,659.84 and VAT reclaim £4731.71

Council to consider:

Monthly Bank Reconciliation

Monthly Budget Sheet

April/May Payments

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|--|
| Bluestone Planning April- £985.50 |
| D M Payroll Services - £84.00 |
| Litter Pick Project Insurance & Equipment - £252.88 |
| Litter Pick Project Helping Hands Equipment - £336.87. |
| Noak Bridge Village Hall Hire May X 2 - £100.00 |
| Annual Zoom Subscription - £155.88 card payment |
| Clear Annual Insurance - £1038.29 |
| Bluestone Planning May - £985.50 |
| BT Bill = £212.53 |

Cllr Sargent reported the Litter Pick group needed additional equipment

Council to investigate investment banking

Member considered all items - **Agreed**

66/2024

PLANNING APPLICATIONS: None

PLANNING APPLICATIONS DECIDED: None

67/2024

COMMUNITY PROJECTS

Cllr Sargent reported residents had contacted her regarding picnic benches on the village green.

On meeting with Basildon Council parks manager, in 2025/26 the equipment on the village green was programmed for renewal. It was suggested residents, children and the school would become involved in redesigned the area and picnic tables would be part of the plan. The parish council was aware the teen shelter was badly in need of replacement. Cllr Sargent put to the meeting the parish council earmark £20,000 towards the cost of parks equipment, it was not agreed

Cllr Dowton spoke of Christmas Lights; she would investigate and bring back to the next meeting

VE Day celebrations would also be considered

Cllr Daft spoke of the Fore Street project due to go to the planning committee

68/2024

PUBLIC PARTICIPATION (15 MINTUES MAXIMUM):

A resident informed the council of a fund-raising quiz in September in aid of the Essex & Herts Air Ambulance and asked if the parish council for a donation. The resident was informed that the parish council support the Air Ambulance annual with a grant but they would go to the quiz to

support it

A resident gave feedback on residents helping with the Coppice Lane pond and cleaning of the park equipment

The parish council has given a grant of £1000 to the Community Events Group to hold a D-Day event on 7th June (fish and chip supper) in the village hall. The group had underspent by £500 and returned a cheque of £500 to the parish council

69/2024 BOROUGH/COUNTY COUNCILLORS REPORT

Cllr Buckley informed the parish council that the Underpass lights should be installed imminently and with new vandal resistant lights

The pothole scheme has been extended and Cllr Buckley requested photos are sent when reporting potholes. He spoke of the '3 words' to identify locations

Cllr Ball updated the meeting of 'the "topping off ceremony'.

Cllr Ball updated us on a new primary school which would support 420 primary year students as well as early years

70/2024 TO NOTE CORRESPONDENCE RECEIVED: Noted

71/2024 DATE OF NEXT MEETING:
June 18th, 2024

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

Signed

Chairman.....

Date.....