



**MINUTES OF NOAK BRIDGE PARISH COUNCIL MEETING  
HELD AT NOAK BRIDGE VILLAGE HALL ON TUESDAY 22<sup>nd</sup> October 2024 at 7.00pm**

**CHAIRMAN:** Cllr Mark Cottrell

**CLLR'S PRESENT:** Cllr Jacqui Dowton; Cllr Paul Daft.  
Cllr Christopher Bateman; Cllr Terri Sargent (acting clerk)  
Cllr Lynn Gilliam

**ALSO PRESENT:** Cllr Stuart Allen

**129/2024 APOLOGIES FOR ABSENCE:**  
Cllr Peter Hawkins; Borough Cllr Alex Myers; ECC Cllrs Malcolm Buckley and Tony Ball

**130/2024 DECLARATIONS OF INTEREST:**  
Cllr Sargent declared an Other Pecuniary Interest (OPI), item 136/2024 NBCA Heating Project  
Chairman of the Noak Bridge Community Association

**131/2024 MINUTES OF PREVIOUS MEETING:**  
To receive and agree the minutes of Noak Bridge Parish Council held on 17<sup>th</sup> September 2024. The minutes are a true and accurate record of the meeting - **Agreed** and signed by the chairman

**132/2024 NEIGHBOURHOOD PLAN CONSULTATION:**  
Cllr Sargent reported the Neighbourhood Plan was not yet publicised on the Basildon Council website. The PC had not received notification from Basildon Council regarding the consultation since first submitting the plan for consultation in July and again in September. The plan is submitted in accordance with the UK Statutory Instruments, 2012 No. 637, Part 5, Regulation 16. Cllr Sargent to contact Basildon Council for details and the PC to consider seeking advice

**133/2024 BANK ACCOUNT UPDATE:**  
Following the chairmans report that he had met with Metro Bank to discuss the setup of two new bank account, the two signatories required were agreed as Cllr Cottrell and Cllr Daft. It was also agreed once the account is set up, money would be transferred over from the Santander account into the new Metro account.

Cllr Mark Cottrell, chairman, will have full access to the online bank account with no debit card required. Cllr Mark Cottrell will have full access to make payments or transfers but not be able to withdraw cash.

Cllr Paul Daft will have access to view the online banking only, no debit card required

Only one person is required either Cllr Mark Cottrell or Cllr Paul Daft to sign for adding a person to the account

Cllr Sargent proposed that the Chairman, Cllr Mark Cottrell be appointed the parish council official to operate the bank account as outlined and Cllr Paul Daft to authorise payments, seconded by Cllr Dowton - **Agreed**

**134/2024 COUNCILLOR TRAINING:**  
Cllr Bateman informed the Council of the EALC training he had undertaken over two days and reported it had been very informative. Cllr's Cottrell, Sargent and Hawkins had attended the Code of Conduct training provided by Basildon Council

- 135/2024 PARISH COUNCIL WEBSITE AND EMAIL ADDRESS REVIEW:**  
Cllr Sargent circulated details of three websites for the Council to consider, (VCS, Netwise and Easy). Members asked for a virtual meeting with VCS, Cllr Sargent to arrange.
- 136/2024 COMMUNITY PROJECTS UPDATE:**  
**Noak Bridge Community Association Heating Project**  
Cllr Sargent declared an OPI, item 136/2024 and did not partake in the discussion or decision. The NB Community Association Treasurer and project manager were present and had previously circulated details of the project. A discussion followed and questions were sought on the project green credentials, village hall management, activities, funding and project cost of £30,000. The community association were asking for half the project costs. The chairman proposed an In-principle agreement for half the project cost subject to further quotations, seconded by Cllr Bateman - **Agreed**
- Christmas Lights and Tree**  
Cllr Dowton reported the Licence had been agreed and the tree lights were due to be installed. The PC have a quotation to remove the tree in Wash Road and await the Licence to plant a new Christmas tree
- Handleys Chase Duck House**  
Deferred to the next meeting
- Essex and Herts Air Ambulance Grant**  
Cllr Dowton proposed a grant of £100, seconded by Cllr Gilliam - **Agreed**
- Noak Bridge Pre-School Garden Project**  
Deferred to the next meeting
- 137/2024 CCTV UPDATE:**  
The CCTV policy and other documents have been received and will be published on the website as soon as possible. Basildon Council informed the PC of the poor quality of the existing cameras and suggested they are replaced. Cllr Gilliam proposed the council accept the cost of £1,499.70 to replace the cameras, seconded by Cllr Dowton - **Agreed**
- 138/2024 DEVELOPING A COUNCIL PLAN:**  
The PC to set up a meeting to discuss the Plan
- 139/2024 CLERK UPDATE:**  
The clerk advert was closing on Friday 25<sup>th</sup> October and an interview date would be arranged
- 140/2024 FINANCE:**  
The council noted the half year precept of **£20, 659.84**  
Council considered:  
Monthly Bank Reconciliation  
Monthly Budget Sheet  
October Payments
- |  |
|--|
| Bluestone Planning - £2,715.60                                     |
| Essex and Herts Air Ambulance Grant - £100                         |
| Amazon Printer Cartridges - £54.18                                 |
| At Last Events Christmas Lights Project Part Payment - £3,720.00   |
| Village Hall Hire October - £50.00                                 |
| Basildon Borough Council CCTV Partnership Arrangements - £1,499.77 |
| Christmas Tree Removal- £0   |
- Member considered the bank reconciliation, budget and payments - **Agreed**

**141/2024 PLANNING APPLICATIONS:**  
**24/01160/FULL – Willow Park, Wash Road, Laindon**  
Single storey side extension to existing commercial unit and reconfiguration of front elevation fenestration  
\*The parish council object to the planning application. In the Green Belt and a Flood Zone  
**PLANNING APPLICATIONS DECIDED: None**

**142/2024 BOROUGH/COUNTY COUNCILLORS REPORT:**  
Cllr Allen reported Basildon Council cabinet approved an £80 million pound loan to purchase homes for the homeless in and out of the Borough. Basildon Council were currently spending £2 million pounds per year on bed and breakfast provision  
Cllr Sargent reported on the setup of 6 area committees around the borough. The Castledon Crouch ward was included in the Wickford Area Committee, very little publication to inform residents of their existence had been provided and to help them apply for funding to improve the areas. There is a disparity in the Believe in Basildon funding in the Wickford and Billericay committees, they have nine Councillors serving each committee representing each ward. The other four committee in the rest of the Borough had only 6 members serving each committee representing the four wards although the funding is the same. Each ward services around 10k residents leaving Wickford and Billericay short per capita.  
A proposal for 299 homes to be developed on Bensons Farm, Wash Road has been put forward

**143/2024 PUBLIC PARTICIPATION (15 MINUTES MAX):**  
A resident reported trees obscuring lights in Cavendish Way  
Coppice Lane was still only partly lighted

**144/2024. TO NOTE CORRESPONDENCE RECEIVED: Noted**

**145/2024 DATE OF NEXT MEETING:**  
26<sup>th</sup> November 2024

There being no further business the Chairman closed the meeting at 9.20pm

Signed  
Chairman.....

Date.....