



**MINUTES OF NOAK BRIDGE PARISH COUNCIL MEETING HELD AT
NOAK BRIDGE VILLAGE HALL, COPPICE LANE, BASILDON, ESSEX, SS15 4JS
ON TUESDAY 1ST NOVEMBER, 2016**

CHAIRMAN: Cllr. T. Sargent

PRESENT: Cllr. J. Bunting, Cllr. P. Downes and Cllr. V. Jarvis

ALSO PRESENT: Temporary Clerk to Noak Bridge – Mrs. Georgina Bassett
6 Members of the public

16/093 APOLOGIES FOR ABSENCE:

Apologies for absence received from Cllr. P. Pisanis, Cllr. M. Cottrell and Borough Councillor Andrew Schrader – agreed to accept these. Apologies received from Cllr. Stuart Allen. Proposed by Cllr. Jarvis and seconded by Cllr. Bunting – **agreed**.

16/094 MINUTES OF PREVIOUS MEETINGS:

The minutes of the Meeting of Noak Bridge Parish Council on Tuesday 3rd October, 2016 were proposed by Cllr. Bunting and seconded by Cllr. Jarvis to accept – **agreed**.

16/095 DECLARATIONS OF MEMBERS' INTERESTS:

Declarations of non-pecuniary interest received from Cllr. T. Sargent as the Chairman of Noak Bridge Community Association and a Borough Councillor in relation to agenda items 16/102 and 16/108.

Declaration of non-pecuniary interest received from Cllr. P. Downes as the Chairman of Noak Bridge Residents Association and Chairman of the Patient Participation Group.

16/096 BANK DETAILS/FINANCE:

The Parish Council considered the following:

(i) The 2016 end of September bank statements were reconciled. The October 2016 bank statements to be reconciled at the December 2016 meeting as not yet received.

Business Savings Account: £611.87 and Business Account: £69,682.92 (received £22,959.83 ½ precept) to 3rd October, 2016.

(ii) Payments of the following were considered:

Temporary Clerk: October - SCP 23 hours and expenses - £ 565.27

(iii) EALC – Training/travel - £ 287.00

(iv) Limited Assurance Fee to PKF - £ 360.00

(v) The precept received into Santander account on 30.09.16. was noted - £22,959.83

(vi) To defer the remainder of the fee to PKF until after the Police investigation.

- (vii) To ring fence the remainder of the PKF audit fee.
- (viii) Clerk to write to PKF enclosing the cheque for limited assurance and inform them the remainder of the fee will be deferred until after the police investigation and the Council has agreed to ring fence the amount of £1,816.02.

It was proposed by Cllr. Bunting and seconded by Cllr. Downes to agree the above – **agreed.**

16/097 STANDING ORDERS/PROCEDURES:

The following documents need to be reviewed:

- (i) Risk Assessment/Health and Safety Policy – General.
- (ii) CCTV policy.
- (iii) Any other policies.

No additional policies were reviewed.

16/098 NEWSLETTER:

- (i) The newsletter was considered following on from the Working Party.
- (ii) It was proposed by Cllr. Bunting and seconded by Cllr. Jarvis to agree printing and distribution costs and to earmark £500.00 for the first newsletter with the new logo for November, 2016 – **agreed.**

16/099 TRAINING AT NOAK BRIDGE:

- (i) The update for HR Employment Training via Basildon was received and members noted the First Aid available with cost at £65.00 per person for a one day course at either Rayleigh or Rochford. Cllr Jarvis and Cllr. Pisanis would like to attend and await an update for the December meeting.
- (ii) Councillors noted the website training commenced during October for the Clerk and training will be available for councillors in due course.

16/100 2016/17 ANNUAL PARISH/CONSULTATION EVENT:

- (i) The Annual Parish Meeting with a Consultation Event on Saturday 8th April, 2017 was considered.
- (ii) A brief outline of the proposed event on 8th April, 2017 and estimated costs of approximately £500.00 was considered, further details to be reviewed at the December meeting.

The above was proposed by Cllr. Jarvis and seconded by Cllr. Downes – **agreed.**

16/101 PUBLIC PARTICIPATION – 20 MINUTES MAXIMUM:

Members of the public asked questions on:

- (i) Consideration of leaves to be removed from the Parish.
- (ii) Noak Bridge conservation area status responsibility - Basildon Borough Council.
- (iii) Subway South Wash Road - missing drain cover now replaced. The Parish Council had been advised the area will need to be checked for underlying services before the necessary repairs - to be completed by the end of November, 2016.
- (iv) 4th July – 7th August, 2016 query on bank statement savings account minutes of the September agenda.
- (v) Query regarding disabled bay, white lines need remarking – Essex County Council.
- (vi) Cars going the wrong in the direction around the parking roundabout by the shops, a sign needed directing the correct route.
- (vii) Direction sign to the Village Hall has disappeared. The Clerk to make enquiries.

16/102 PLANNING APPLICATIONS:

Application: 16/00421/TPOBAS. TPO/30/96 crown reduction of 2m – 2.25m, crown lift of 3.5m and crown thin of 30% on all four Oak trees (T1-T4) surrounding site.

Location: 49 New Waverley Road, Noak Bridge, Basildon, Essex.

No objection provided in conjunction with S211.

Application No: 16/00005/S211. Section 211 Notice to fell a fir tree in rear of 60 Lower Street.

Location: 60 Lower Street, Noak Bridge, Basildon, Essex.

No objection provided in conjunction with S211.

Application No: 16/00006/S211. Section 211 Notice – Notice to carry out works (remove) to two ash trees in rear garden in conservation area.

Location: 142 Coppice Lane, Noak Bridge, Basildon, Essex.

No objection provided in conjunction with S211.

Decision:

Application No: 16/00751/FULL. Replace existing timber framed windows with white UPVC double glazed windows.

Location: 148 Coppice Lane, Noak Bridge, Basildon, Essex. **Granted.**

16/103 NEW CCTV CONTRACT:

- (i) The information received from the working party for a decision on the new CCTV contractor was considered.
- (ii) The Parish council agreed to award the contract to Clearview and the proposed costings of £1,975.00 (plus VAT) with consideration of Annual Maintenance Cost - £249.00 per year for a 3 Year Term. Confirmation of Clear View of first year maintenance to be received. Covered by 12 month warranty.
- (iii) Subject to the decision above to confirm with the current provider, in relation to a cancellation clause payment due by the Parish Council and £75.00 for removal and return of the DVR.

A policy to be set up for the use of the CCTV.

It was proposed by Cllr. Bunting and seconded by Cllr. Jarvis to cease the contract with the current provider and engage with Clearview for a contract payment prior to installation of those in (ii) and (iii) above.

16/104 EXTERNAL ELECTRIC SOCKET AT VILLAGE HALL

- (i) To purchase and install an external electric socket at the village hall for Christmas tree lights was considered. It was proposed by Cllr. Downes and seconded by Cllr. Jarvis to pay for this to the sum of £200.00 – **agreed.**
- (ii) An update was received on the donation of the Christmas tree by resident John Probert to the Parish Council and located at the front of the village hall, subject to safe electrical socket installation for the lights.

16/105 LEAF COLLECTION IN NOAK BRIDGE:

The feasibility for the clearance of leaves in hot spot areas during the autumn months within the Parish was noted. The Borough Council advised they did not have the

resource and suggested it contact a private company. The Parish Council will make further investigations to be considered at a future meeting.

16/106 BUDGET/PRECEPT:

The initial research for the 2017/18 precept/budget was reviewed and will be followed up with a working party.

16/107 LOCAL COUNCIL LIAISON MEETING:

An update of the minutes was received. The ECC Highway website was discussed. Basildon provided briefings on an additional local plan consultation, their enforcement service, precept and capping and vacancies of town and parish councillors. Next meeting scheduled for February 2017.

16/108 WASTE CONSULTATION:

The Basildon Borough Council Waste Consultation survey at www.basildon.gov.uk/wastechanges was considered. Residents encouraged to respond.

16/109 BOROUGH/COUNTY COUNCILLORS' REPORT:

No councillors updates received.

16/110 TO NOTE CORRESPONDENCE:

Correspondence received and hard copies for circulation were noted.

16/111 DATE OF NEXT MEETING AND 2017 DATES:

- (i) The date of the next meeting will be Tuesday 6th December 2016 at 7.30 p.m. Residents invited to join afterwards for mulled wine and mince pies.
- (ii) Dates for 2017 to be considered later.

The public were thanked for their attendance.

PRIVATE SESSION

Pursuant to section 1 of the Public Bodies (Admission to Meetings) Act 1960 the meeting is not open to the public and press for these items of business and will be instructed to withdraw.

It was proposed by Cllr. Bunting and seconded by Cllr. Jarvis to go into private session – **agreed.**

16/112 HMRC REPORTS:

Additional correspondence from HMRC was considered. It was proposed by Cllr. Bunting and seconded by Cllr. Jarvis to send to ASAP.

16/113 STAFFING MATTER:

- (i) Correspondence received and the response regarding a staffing matter was considered. It was proposed by Cllr. Downes and seconded by Cllr. Bunting to respond and forward the letter to the relevant source – **agreed.**
- (ii) Legal advice and response was considered.

The meeting ended at 9.40 p.m.

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Signed by the Chairman of the Parish Council

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Dated