



FOR THE COMMON GOOD OF THE COMMUNITY

**MINUTES OF NOAK BRIDGE EXTRAORDINARY PARISH COUNCIL MEETING HELD
AT
NOAK BRIDGE VILLAGE HALL, COPPICE LANE, BASILDON, ESSEX, SS15 4JS
ON THURSDAY 16TH JUNE, 2016 AT 7.30 P.M.**

CHAIRMAN: Cllr. Terri Sargent

PRESENT: Cllr. Terri Sargent – Noak Bridge Parish Council
Cllr. Andrew Schrader – Basildon Borough Council
Cllr. Stuart Allen – Basildon Borough Council

ALSO PRESENT: Temporary Clerk to Noak Bridge Parish Council – Georgina Bassett
EALC Chief Executive - Joy Darby
Internal Auditor – A.S.A.P. Office Services
8 Members of the public

16/015 APOLOGIES FOR ABSENCE:
Apologies for absence received from ECC councillors M. Buckley and N. Le Gresley.

16/016 MINUTES OF PREVIOUS MEETINGS:
It was confirmed that the minutes of the Meeting of Noak Bridge Parish Council on 27th April had not been received from the ex Clerk. The minutes of Thursday 2nd June, 2016 were proposed by Cllr. Schrader and seconded by Cllr. Allen to approve - **agreed.**

16/017 DECLARATIONS OF MEMBERS' INTERESTS:
Declarations of interest by members in accordance with the Parish Councils (Model Code of Conduct) Order 2007 were received from Cllr. Schrader and Cllr. Allen in relation to item 16/023 as they are on the Planning Committee as Basildon Borough Councillors and Cllr. Sargent as a Basildon Borough Ward Councillor and this agenda item would not be considered.

16/018 YEAR END 2015/16:
One minute silence was held for Mrs. Jo Cox, MP for Batley & Spen, West Yorkshire, sadly killed while holding her surgery.

- (i) An update had been received from the internal auditor following the review and a request for further enquiries to the ex Clerk to assist with the audit and a decision for the Parish Council for the way forward. It was proposed by Cllr. Sargent that delegated power be given to the Clerk in consultation with the Chairman to

- conclude the audit for the item on the agenda.
- (ii) The deadline for the year-end audit extended via PKF Little John to 15th August, 2016 was considered and in light of some of the supporting documentation/ invoices not being available to assist with the audit, it may prove unlikely that the internal audit extension date may not be sufficient time. Cllr. Sargent proposed that delegated power be given to the Clerk in consultation with the Chairman to seek a further extension if required.
 - (iii) The Parish Council considered the conversation with the Temporary Clerk and the external auditor and the ex Clerk in relation to the past communication between the previous council and it was proposed by Cllr. Sargent as in (i) above for the Clerk to have delegated power in consultation with the Chairman to conclude the audit.

Items (i), (ii) and (iii) were proposed by Cllr. Schrader and seconded by Cllr. Allen – **agreed.**

It was noted that the Apple Mac Computer is with Basildon Borough Council to retrieve documentation, as part of the internal audit. It was proposed by Cllr. Allen and seconded by Cllr. Schrader that it is examined further to obtain information – **agreed.**

16/019 WEBSITE:

It was noted that Noak Bridge website has been updated with current details, including minutes from 2nd June 2016, councillor/clerk contacts and was considered for any additional items to be added. It was confirmed that these minutes will be shortly posted in draft format and the outcome of nominations from Friday 17th June, 2016 (tomorrow) will be on the website as soon as possible. The Parish Council officially thanked the officer at ECC for their effort in assisting these amendments/inclusions to the website.

16/020 INSURANCE REVIEW:

It was noted that Came and Co insurers has confirmed the payment of £881.05 was paid prior to 2nd June, 2016 and the policy documentation and certificate has been received as per request to the insurance company from the Parish Council. The Parish Councillors will all receive policy copies.

16/021 STANDING ORDERS:

It was confirmed that no approved standing orders, financial regulations etcetera have been located and it was recorded that it would be necessary for the newly appointed council to adopt the following and additional policies/procedures:

- (i) Financial Regulations.
- (ii) Fixed Assets Register.
- (iii) Standing Orders.
- (iv) Risk Assessment.

Internal auditor has advised these are required, particularly the financial regulations for payments etcetera. Proposed by Cllr. Sargent and seconded by Cllr. Schrader that templates will be available for the newly appointed council to tailor and agree according to the requirements of this Parish Council – **agreed.**

16/022 BANK DETAILS/FINANCE:

The Parish Council noted the situation to date regarding the following:

- (i) Receipt of bank statements up to the end of April 2016 is work in progress.

- (ii) Santander confirmed it requires a letter for approval of authorised signatories for Noak Bridge Parish Council of the two councillors Terri Sargent and Andrew Schrader and Georgina Bassett, the Temporary Clerk of Noak Bridge and the contact for future correspondence to be sent to Georgina Bassett and for the removal of the ex-Clerk Karen Hawkes, ex Cllr. Tim Dobby and ex Cllr. Valerie Bayley and for the letter to include a copy of these authorised minutes
It was proposed by Cllr. Schrader and seconded by Cllr. Allen to authorise and implement all of the above – **agreed**.
- (iii) It was additionally **agreed** that Cllr. Sargent, Cllr. Schrader and Georgina Bassett will sign and complete for return the relevant form and documents to Santander with the copy of the minutes.
- (iv) BT has confirmed that a phone and broadband line were cancelled on 20th May, 2016. There is a quarterly computer IT support help line payment of £44.80 due to expire on 13th November, 2016. A cancellation fee would be payable of £49.00 if cancelled prior to this date. The next quarterly BT payment is due 13th August, 2016 as a payment was made during May for £525.36. BT advised that as a broadband and telephone line have been cancelled the August payment should be reduced, normally it would be £230.00 a quarter with the CCTV telephone/broadband line and the IT computer support. BT were unable to confirm at this stage the reduced payment for August, 2016.
Proposed by Cllr. Schrader and seconded by Cllr. Allen that unless BT is able to confirm what is provided by the IT support and this can assist with retrieval documentation of the Apple Mac that this payment will be cancelled - **agreed**.
- (v) Viking Direct stationers have confirmed they have cancelled the account with Noak Bridge Parish Council for any future orders.
- (vi) Supporting documentation received from the external auditor for the hours that the Parish Council has been invoiced for £2,176.02 for the audit ending 31st March, 2015 were reviewed and it was proposed by Cllr. Allen and seconded by Cllr. Schrader to defer this for consideration by the newly appointed Parish Council – **agreed**.
- (vii) Invoices/supporting documentation have been requested through various suppliers/organisations to assist cross-reference of payments recorded on the bank statement up to the 31st March, 2016 and any for other payments that have received confirmation that payments have been made subsequent to this date. It was noted that this is work in progress.

It was confirmed that the following payments were made prior to this council being appointed:

- (i) Came & Co Insurance long term renewal agreement to June 2017 - June 2016 - £881.05 as above.
- (ii) Communicate UK (Annual Maintenance) CCTV - £270.00. Contract via documentation has been received along with the maintenance cover. From the initial review it appears there is an annual payment and no additional supplement for the bronze cover. It was **agreed** for this to be deferred to the newly formed Parish Council and for a policy on CCTV including purpose, agreed access via the computer etcetera to then be adopted – **agreed**.
- (iii) Barleylands confirmed that hall hire payments were £100.00 for the meeting on 27th April, 2016 and £200.00 arrears paid for usage on 17th February and 23rd March, 2016 and no further bookings arranged via them or any payments overdue.

The hours worked to date via the Temporary Clerk from 2nd June, 2016 were noted.

16/023 PLANNING APPLICATIONS:

Due to the declaration in item 16/017 the following were unable to be considered by the Parish Council but noted and Cllr. Sargent advised residents they could respond direct to Basildon Borough Council.

Applications:

Application No: 16/00641/FULL. Demolition of existing structure to east side and construction of a single storey workshop area.

Location: DGT International, Wash Road, Noak Bridge, Basildon, Essex.

Application No: 16/00773/FULL. Demolition of existing bungalow and replacement with new dwelling, garage and associated works.

Application No: 16/00543/FULL. Single storey side extension.

Location: 72 New Waverley Road, Noak Bridge, Basildon, Essex. (Old application.)

Application No: 16/00773/FULL. Demolition of existing bungalow and replacement with new dwelling, garage and associated works.

Location: Bridgend, Church Road, Basildon, Essex.

Decided:

Application No: 16/00374/FULL. Construction of single storey rear extension with pitched roof.

Location: 11 Eastfield Road, Noak Bridge, Basildon, Essex. **Refused.**

Application No: 16/00071/FULL. Replacement of single glazed wooden framed windows with double glazed UPVC framed windows.

Location: 187 Crouch Street, Noak Bridge, Basildon, Essex. **Granted.**

Consultation:

Notice of consultation on the Bowers Gifford and North Benfleet Neighbourhood Area Application.

The Parish Council commented that a Neighbourhood Plan is something that the newly appointed Parish Council might like to consider if they believe it is something they can make use of in relation to more inclusion with Basildon Borough Council on future planning development in the parish. Consideration should be taken into account of costs incurred in obtaining this and on agreement to go ahead is an opportunity for the Parish Council and the community to work in liaison to achieve.

The Chief Executive of EALC – Joy Darby provided a detailed update of the involvement and long term benefits to parishes with a Neighbourhood Plan.

The Parish Council wished Bowers Gifford and North Benfleet well in obtaining this plan.

16/024 PUBLIC PARTICIPATION – 20 MINUTES MAXIMUM:

The opportunity was available for the members of the public to ask questions on the agenda.

- (i) Positive interest was noted from residents and nominations for a bye-election.
- (ii) A review was requested of the website to ensure it related to Noak Bridge.
- (iii) A resident gave thanks for the updates to date from the Parish Council.
- (iv) Query raised why there is a business savings account with £609.22? It was explained it was an interest account.
- (v) Residents confirmed they had attended Neighbourhood Local Planning regarding replacement of S106 to a Community Infrastructure Levy and repayments on new builds to the Parish Councils if agreement by Borough Council. It was confirmed that 15% of what is levied may be available to the Parish Council but is the Parish Council's responsibility to decide what to spend this money on. Neighbourhood plans would need to be considered by Basildon Borough Council if in place by the Parish Council.

The Chairman thanked the representative of A.S.A.P. Office Services and Joy Darby of EALC and the councillors and public for attending the meeting.

The Parish Council Meeting ended at 8.30 p.m.

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Chairman Parish Council

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Dated

YET TO BE APPROVED BY THE PARISH COUNCIL