



**MINUTES OF NOAK BRIDGE PARISH COUNCIL MEETING
HELD AT NOAK BRIDGE VILLAGE HALL, COPPICE LANE, BASILDON, ESSEX, SS15 4JS
ON TUESDAY 18th April 2017 @ 7.30PM**

CHAIRMAN: Cllr. Terri Sargent

PRESENT: Cllr. Jane Bunting, Cllr. Vicki Jarvis, Cllr Mark Cottrell

ALSO PRESENT: Cllr. Malcolm Buckley and 1 Member of the Public.

17/190 APOLOGIES FOR ABSENCE:
Cllr Stuart Allen.

17/191 DECLARATIONS OF INTEREST:
None Declared.

17/192 MINUTES OF THE PREVIOUS MEETING:
The minutes of the Parish Council Tuesday 28th March 2017 were amended:
17/186 Cllr. Buckley reported on the No 100 Bus and approved.
Proposed by Cllr. Bunting, seconded by Cllr. Cottrell - **Agreed**

17/193 UPDATE OF ANNUAL PARISH AND CONSULTATION EVENT APRIL 8TH 2017:
Cllr. Bunting reported that the afternoon session with Skye, Marshall and the sweetie bar was enjoyed by the children, their presence encouraged parents and residents to stay, complete the questionnaire and speak about Noak Bridge and what mattered to them. At the evening session valuable insight was gained from the consultation and conversations had during refreshments. Questionnaires will be analysed in due course. We shall be linking with Active Essex and the consultation they carried out at the event. Thanks to both residents and stall holders for joining us and participating in the event.

17/194 UNCLAIMED VAT YEARS 2014/2015 AND 2015/2016:
Cllr. Sargent reported that the Council had sifted through 2014/2015 invoices and receipts. Although bank statement transactions for the year totalled eighty five, a claim was made to the VAT Office on seventeen invoices and receipts that were available and applicable to them. The Council undertook the work in line with Internal Audit recommendations. A VAT claim for 2015/2016 will be made as soon as invoices and receipts have been sifted. The claim for VAT on 2016/2017, when this new Parish Council took office, will have to be postponed until the earlier claim has been made.

17/195

BANK DETAILS / FINANCE:

The Parish Council considered the following:

- (i) The March 2017 bank statements.
 - Business Savings Account: £611.87 to 2nd April 2-17
 - Business Account: £59,695.19 to 2nd April 2017
- Cllr. Jarvis to be added as a bank account signatory
The following were noted:
Previous deductions of: £370.00, £82.50 and £135.00
Consultation event payments of £84.37 and £67.98
The consultation event budget underspent by £212.65.
A request from HMRC debt recovery for outstanding PAYE of £2,236.73
To clarify all Tax and NI payments have been paid for clerk Georgina Bassett.

Payments of the following budget items were considered:

- (ii) Parish Council contribution to repair or replace Fingerpost Signs in Partnership with Basildon Council - £2,000.00
 - (iii) EALC and NALC Annual Affiliation Fees - £558.26
 - (iv) Summer Event Budget - £2,000.00
- Proposed by Cllr. Cottrell and seconded by Cllr. Bunting to agree the above -
Agreed

17/196

INTERNAL AUDIT – ANNUAL RETURN

The chairman reported the Council were preparing the accounts for the year end ready for Internal Audit. ASAP Payroll Services are continuing to work on the HMRC outstanding Tax and NI payments and the recent PAYE bill received for £2,236.73. To consider ASAP Services to carry out the Internal Audit.
Proposed Cllr. Bunting and seconded by Cllr. Cottrell - **Agreed**

17/197

NEWSLETTER:

A summer newsletter will be prepared in time to advertise the summer event Delivery to take place in June.

17/198

SUMMER EVENT SATURDAY 1ST JULY – WASH ROAD PLAYING FIELD:

Cllr Bunting reported on progress to date. Displays have been booked, fairground rides. On Line Pet Competition to be judged on the day, Peppa Pig will be in attendance. Active Essex will be providing fun and games sessions for all ages. The Local Pharmacy will run an information event. Anyone wishing to participate please contact Cllr. Jane Bunting janebunting@blueyonder.co.uk

17/199

PUBLIC PARTICIPATION:

The Council were thanked for the new track leading to the Nature Reserve
Complaint regarding young people anti-social behaviour on bikes - reported to Police
Statistics provided by Cllr Buckley of recorded MPH speeds on Bridge Street in 2015 showed maximum speed of 29.5 which is under the 30 MPH in Bridge Street
Discussion with Cllr Buckley on the role of Highway Rangers
Pictures of damaged footpath and pavements along Coppice Lane in need of repair were passed to Cllr Buckley to report to the Highway.

- 17/200 COMMUNITY PROJECT - PETANQUE:**
A working party to be set up between interest parties to discuss the community Petanque project and report back to the next meeting.
- 17/201 BOROUGH / COUNTY COUNCILLORS' REPORT**
Cllr Buckley informed the meeting of the Essex County Council Elections on Thursday 4th May 2017.
- 17/202 WORKING PARTY:**
A date to be arranged for a working party.
- 17/203 TO NOTE CORRESPONDENCE:**
The correspondence was duly noted.
- 17/204 DATE OF NEXT MEETING:**
The date of the next meeting, **AGM May 16th 2017 @ 7.30pm.**

The meeting ended at 8.40pm

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Signed by the Chairman

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Dated