



FOR THE COMMON GOOD OF THE COMMUNITY

**MINUTES OF NOAK BRIDGE ANNUAL PARISH COUNCIL MEETING HELD AT
NOAK BRIDGE VILLAGE HALL, COPPICE LANE, BASILDON, ESSEX, SS15 4JS
ON THURSDAY 2ND 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: Appointed Temporary Clerk – Corinna Bramley (to minute 16/002)
Temporary Clerk to Noak Bridge Parish Council – Georgina Bassett (from minute 16/002)
Cllr. Malcolm Buckley – Essex County Council
12 Members of the public

16/001 ELECTION OF THE CHAIRMAN:

It was proposed by Cllr. Schrader and seconded by Cllr. Allen to elect Cllr. Sargent as Chairman to the Parish Council. The Chairman signed the acceptance of office, witnessed by the Clerk.

16/002 APPOINTMENT OF A TEMPORARY CLERK:

The council reviewed the appointment of a Temporary Clerk on an agreed SCP scale of 24 to be paid a minimal 8 weekly hours per week and for the Temporary Clerk to keep a timesheet record of these or any additional hours for transparency purposes. It was agreed for flexibility that the Clerk in consultation with the Chairman's agreement would work any additional hours to assist the council and this timesheet to be available at the Parish Council meetings for review. Proposed by Cllr. Schrader and seconded by Cllr. Allen – **agreed.**

16/003 APOLOGIES FOR ABSENCE:

Apologies for absence received from Cllr. Nigel Le Gresley – Essex County Council.

16/004 MINUTES OF PREVIOUS MEETINGS:

Unfortunately the Parish Council was unable to approve the minutes of the Meeting of Noak Bridge Parish Council on Wednesday 27th April, 2016 as these have not yet been provided from the resigned Clerk. The Temporary Clerk will make further enquiries to request these.

16/005 DECLARATIONS OF MEMBERS' INTERESTS:

- (i) No declarations of interest received by members in accordance with the Parish Councils (Model Code of Conduct) Order 2007.
- (ii) It was noted that declarations of interest and code of conduct documentation were received from Cllr. Sargent and that councillors Allen and Schrader being appointed from the Borough Council did not necessitate an additional signed declaration as they were covered under those previously submitted through Basildon Borough Council regulations.

16/006 YEAR-END 2015/16:

- (i) It was proposed by Cllr. Allen and seconded by Cllr. Schrader to appoint A.S.A.P. Office Services as the internal auditor to review finances to date as the finances from the previous council were not prepared and made available for the internal audit year end 31st March 2016 – **agreed**.
- (ii) The deadline for the year-end audit, understood to be 30th June 2016 was reviewed and as it is not ready from the previous council it was proposed by Cllr. Schrader and seconded by Cllr. Allen to request an extension by a minimum 2 month period if possible, for completion to the external auditor PKF Little John, to assist with minimalizing incurrence of financial penalties from the previous council due to late return – **agreed**.

16/007 WEBSITE:

It was **agreed** to delegate responsibility to the Temporary Clerk to update contacts and other documentation as soon as possible onto the website.

The Temporary Clerk provided residents with her telephone number 01702 584158 and the e-mail address nbridgegbpc@outlook.com that she can be contacted on these details along with the Parish Councillors should shortly be available on the website.

16/008 INSURANCE REVIEW:

It was proposed by Cllr. Schrader and **agreed** by all, to give delegated responsibility to the Temporary Clerk to liaise with Came and Co, the insurance company on any issues that are required to be reviewed and policy issues, including payment.

16/009 STANDING ORDERS:

Members noted that no up to date versions are available either on the computer/back up documents or via hard copies from the previous employee of the Parish Council and it needs to consider the review of the documents (i) to (iv) prior to the decision of signing and acceptance of the year-end following an internal audit.

It was noted that these should be reviewed at the next meeting. It was proposed by Cllr. Allen and **agreed** by all to accept Basildon Borough Council's offer to review the Parish Computer and the two back up hard drives in order to try to obtain documentation to assist the Parish Council in its forward progress. It was appreciated that there may be a cost required to be met by the Parish Council for this support – **agreed**.

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

16/010 BANK DETAILS:

It was proposed by Cllr. Allen for the Council to appoint councillors Sargent and Schrader as bank signatories and the Temporary Clerk to have authority to liaise with Santander – **agreed**.

As per the understood communication with Santander and the resigned Clerk of the Parish Council, it was also **agreed** to request Basildon Borough Council to send a letter confirming delegated responsibility to the Temporary Clerk (Georgina Bassett) enabling her to liaise as an authorised person with Santander, to assist the elected and appointed councillors and to enable them to authorise payments as signatories and remove previous authorised persons as signatories with this minute as authority to the bank to make these changes.

Payments Considered:

- (i) Came & Co Insurance long term renewal agreement to June 2016 – 31st May, 2017.
It is understood the resigned Clerk was authorised by Basildon Borough Council to pay

£881.05 prior to 1st June, 2016 when the policy would have expired. The Parish Council **agreed** for the Temporary Clerk to liaise with the insurance company in relation to any issues.

- (ii) Communicate UK (Annual Maintenance) CCTV – £270.00 2016/17 Annual Fees due 16.06.16. This item was considered and it was **agreed** that the Temporary Clerk would write to the company requesting further details on maintenance etc. and that the newly elected Parish Council would review when in situ – **agreed**.
- (iii) EALC annual subscription - £542.12 - 2016/17 Annual Fees due 01.06.16. After deliberation it was proposed by Cllr. Allen and seconded by Cllr. Schrader to request continuance of the subscription if possible for six months and for the newly elected Parish Council to then review – **agreed**.
- (iv) Hall Hire – March/April at Barleylands. It was understood that May/June 2016 hall hire for £200.00 that was not required has additionally been paid. It was **agreed** for the Temporary Clerk to contact HR Philpot & Sons to request should these payments have been made for £200.00 to be reimbursed for non- use of hall hire and to cancel any future bookings made via the previous Parish Council.
- (v) PKF Littlejohn LLP – annual return for year-end 31st March 2015 - £2,176.02. The Parish Council noted that an invoiced was received for the period 2014/15 for this amount and has requested the external auditor provide a breakdown of these figures to be available for review at the next meeting.
The Parish Council received copies of the audit, year ending 31st March 2015 signed off by the external auditor in May 2016 and a copy will be placed on the notice board.
- (vi) Cllr. Sargent declared a non-prejudicial interest in relation to Noak Bridge Community Association Village Hall. Cllr. Sargent confirmed that the cost of the hall per hour is £16.00 and kindly confirmed that the meeting arranged for last week that was inquorate would not be charged and that given the situation of the bank at present if the Parish Council decided to meet in the future in the hall, then an invoice would be raised three monthly. It was proposed by Cllr. Schrader to meet at Noak Bridge Village Hall in the future – **agreed**.

The following were noted from the previous Parish Council and it was appreciated the accountant needs to review prior to confirmation of these payments.

Other payments understood to have been made after 31st March, 2016:

11.04.16	SLCC – K. Hawkes membership	£ 187.00
14.04.16	K. Hawkes – transfer	£ 2,004.95
26.04.16	Gloucester – mandate	£ 435.00
28.04.16	K. Hawkes – final salary	£ 3,066.87

Other payments understood to have been made after the 27th April, 2016 meeting:

chq. 000752	Essex County Council – Legal Advice	£ 451.80
chq. 000753	Viking - Stationery	£ 59.06
chq. 000754	Dennis Jones – Maintenance Works	£ 200.00
chq. 000755	HR Philpot & Sons - Hall Hire (May/June)	£ 200.00

Received payments:

Bank Statement Santander Business Account	31.03.16	£31,283.90
Bank Statement Santander Business Savings	31.03.16	£ 609.22
Sub Total	31.03.16	<u>£31,893.12</u>
Basildon Borough Council – Precept		£28,343.58
Sub Total	01.04.16	<u>£60,236.70</u>
Less known deductions to be debited	31.05.16	£ 6,604.68
Sub Total	31.05.16	<u>£53,632.02</u>

Less possible deductions to be debited.

Skittleman – Christmas Party	£ 240.00
K. Hawkes cash reimbursement (payment to Skittleman)	£ 90.00

The unconfirmed bank statements and precept received to date were noted as above.

A list of itinerary assets prepared by the Temporary Clerk, were provided to the Parish Council and it was confirmed that three boxes of childrens' gifts had been handed over to the Chairman to retain in the village hall prior to a decision by the Parish Council on future donation.

The BACS payments/and any standing orders were considered and Cllr. Schrader proposed and it was **agreed** that as far as possible the Parish Council will stop direct debits, including the resigned Clerk's telephone line and claw back public monies wherever possible. It was proposed by Cllr. Sargent that for the moment, at least until the newly elected parish council is operating, it will stop BACS payments and revert to using cheques.

It was **agreed** that the Temporary Clerk to write to Essex County Council Legal Advice to request a breakdown of the service it provided.

Payment to the maintenance person appointed by the previous council was considered. It was proposed by Cllr. Schrader and seconded by Cllr. Allen not to discontinue the agreement to pay via the previous council, but it was **agreed** there would be an open and transparent method for this and other payments made by the Parish Council with receipts and non-payment of cash and payments made via cheques.

16/011 BYE-ELECTION:

It was noted that the bye-election is scheduled for Thursday 14th July, this date may cause an issue with the signing of acceptance of office, Corinna Bramley has agreed to make enquiries at Basildon Borough Council to ensure those newly appointed councillors will be able to sign and have witnessed the relevant documentation for submission.

It was proposed by Cllr. Allen and seconded by Cllr. Sargent for the Parish Council to send out an update for the residents regarding the bye-election and for these to be displayed in the Parish. This subject to Purdah regulations of an election given the short time frame. The Parish Council **agreed** not to request poll cards should there be an election to reduce costs.

Basildon Borough Council confirmed nomination papers can be accepted by hand to Basildon Borough Council offices between 9.00 a.m. from Friday 10th to 4.00 p.m. to Friday 17th June, 2016 inclusive.

16/012 APPOINTMENT OF MEMBERS TO REPRESENT THE PARISH COUNCIL:

It was **agreed** to defer appointments for members to represent the Parish Council until the appointment of new councillors.

16/013 DATE FUTURE MEETING:

The councillors discussed a viable date for the next meeting. As a suitable date was proving difficult for availability during the week a Saturday is to be considered. The Temporary Clerk will enquire if this has any legal implications and inform members accordingly.

16/014 PUBLIC TO BE HEARD - 20 MINUTES MAXIMUM:

Questions from the public relating to items on the agenda were received which were deferred as an earlier item by the Chairman

- (i) Question raised and answered on any legal obligation by the previous Clerk to provide all documentation appertaining to Noak Bridge Parish Council.
- (ii) Concerns that previous enquiries to the previous Parish Council and other bodies/organisations were not followed through.
- (iii) Issue raised why 6 councillors chose not to sign for acceptance of office.
- (iv) Request for a newsletter to be printed on the back of this Parish Council Meeting – answered in 16/011 above.
- (v) Concerns that in the past there have been communication issues.

The Chairman thanked residents for their patience in this difficult time, for the public attending and the two Borough Councillors, the officer of Basildon and the Temporary Clerk and she confirmed that the Parish Council will keep residents appraised as far as possible.

The Parish Council Meeting ended at 9.20 p.m.

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Chairman Parish Council

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Dated

YET TO BE APPROVED BY THE PARISH COUNCIL