



**MINUTES OF NOAK BRIDGE PARISH COUNCIL MEETING
HELD AT NOAK BRIDGE VILLAGE HALL, COPPICE LANE, BASILDON, ESSEX, SS15 4JS
ON TUESDAY 20th JUNE 2017 @ 7.30PM**

CHAIRMAN: Cllr. Terri Sargent

PRESENT: Cllr. Vicki Jarvis Cllr. Mark Cottrell

ALSO PRESENT: Cllr. Malcolm Buckley, Cllr. Tony Ball and 6 Members of the Public.

17/223 APOLOGIES FOR ABSENCE:

Cllr. Jane Bunting.

17/224 DECLARATIONS OF INTEREST:

None Declared.

17/225 MINUTES OF THE PREVIOUS MEETING:

The minutes of the Parish Council Tuesday 16th May 2017 were received and approved Proposed by Cllr. Cottrell, seconded by Cllr. Jarvis - **Agreed**

17/226 COMMUNITY PROJECT – PETANQUE:

The Parish Council received an updated specification from the chairman of NBVRA which increased the cost of the project. The Parish Council considered increasing the budget to meet the new specification cost and considered three contractor quotations from, (i) CR Swift, (ii) P Thomas and (iii) Just Fencing. The Parish Council decided to accept the quotation from P. Thomas and increase the budget to £11,684 plus VAT to meet the quotation cost. The Parish Council accepted the request from the NBVRA chairman to help the Parish Council oversee the project once Basildon Council had agreed permission to site the project on Community Association leased land. It was anticipated to commence work on the project during the summer holidays.
Proposed Cllr. Cottrell, seconded Cllr. Jarvis - **Agreed**

17/227 COUNCILLOR TRAINING:

To note attendance by Cllr. Sargent to a training session run by Joy Derby, Essex Association Local Councils which included Roles & Responsibilities and Powers & Duties.

17/228 NOAK BRIDGE PARISH COUNCIL AUDIT 2014/15 – UNPAID AUDIT FEE:

The Parish Council considered a letter from the Public Sector Audit Appointments regarding the unpaid 2014/15 audit fee of £1,816.02. The letter was received following a telephone conversation from the PSAA to Cllr. Sargent. The Parish Council had

previously agreed to defer payment until the outcome of a Police investigation. It transpired the Parish Council external auditor, PKF Littlejohn, had referred the unpaid bill to the PSAA. However, the PSAA representative had taken a rather hard line of conversation and suggested the fee was paid forthwith before any further costs were incurred which could be in the region of £1000.00. Cllr Sargent reported that throughout the past year the Parish Council had incurred persistent added costs and additional work since taking over from the previous Parish Council and although this Parish Council felt under pressure to pay, did not wish to burden the taxpayer any further with increased penalties and felt it best to make payment.
Proposed Cllr. Cottrell, seconded Cllr. Jarvis - **Agreed**

17/229

BANK DETAILS / FINANCE:

The Parish Council considered the following:

- (i) Business Savings Account: £613.28. to 2nd June 2017
- Business Account: £87,676.15. to 2nd June 2017

To note statement income: £818.81 VAT Reclaim 2014/15, £3,500.00 CIF Grant Reclaim ECC, Tudor Style Bus Shelter.

To note statement deductions: £856.11 Came & Company Annual Insurance, three year agreement, BT Quarterly BT Bill £216.72

To agree the following payments:

- (ii) Unpaid Audit Fee, PKF Littlejohn LLP - £1,816.02 Incl VAT
- (iii) Installation of Petanque Court and Associated Works - £11,684.00 plus VAT
- (iv) Lynhurst Press Limited, Newsletter - £175.50
- (v) Lynhurst Press Limited Summer Event Banners - £93.00
- (vi) Private Ambulance Service Limited Summer Event - £395.00
- (vii) Portable Toilets, Summer Event, Euroloos Limited - £552.00
- (viii) Facepainting, Summer Event, Brush Strokez - £100.00
- (ix) Pet Prize, Summer Event, Kristie Lee Photography - £75.00

Proposed Cllr. Cottrell, seconded Cllr. Jarvis - **Agreed**

17/230

INTERNAL AUDIT - ANNUAL RETURN:

The chairman deferred the Annual Audit to the next meeting.

The Annual Governance Statement 2016/17:

- (i) The Parish Council considered and completed The Annual Governance Statement 2016/17 and 'as the Council's wish the chairman of the Council sign the Annual Governance Statement and Cllr. Jarvis be permitted to counter sign in the absence of a clerk'. Submission date for the Annual Governance Statement, 26th June 2017.

Proposed Cllr Cottrell, seconded Cllr Jarvis – **Agreed**

The Accounting Statement 2016/17:

- (ii) The Parish Council considered the Accounting Statement 2016/17 and 'as the Council's wish the chairman of the Council sign the Accounting Statement and Cllr. Jarvis be permitted to counter sign in the absence of a clerk'. Submission date for the Accounting Statement 26th June 2017.

Proposed Cllr Cottrell, seconded Cllr Jarvis - **Agreed**

- (iii) The Annual Governance Statement, Accounting Statement and Notice of Public Rights and Publication of Unaudited Annual Return Accounts for the Year Ended 31st march 2017 were published on the Parish Council Website and Notice Boards on Friday 23rd June 2017

- 17/231 SUMMER EVENT SARURDAY 1ST JULY WASH ROAD PLAYING FIELD:**
The Parish Council considered and confirmed the details of the Summer Event, Site Application form, Site Plan, Public Liability Insurance, Health & Safety etc. The chairman requested to vary Financial Regulation 6.4/5 in order for cash to be taken at the event. Proposed Cllr. Jarvis, seconded Cllr. Cottrell - **Agreed**
- 17/233 PLANNING APPLICATIONS:**
The chairman agreed to bring forward item 17/233 to allow 17/232 to be dealt along with Public Participation.
Application: 17/00659/S211 to reduce trees and hedges from the highest point in the interest of good maintenance. Location 30 Durban Lane, Noak Bridge. No Objection
Application: 17/00686/FULL Proposed loft conversion with a flat roof rear dormer. Location 9 Eastfield Road, Noak Bridge. No Objection
- 17/234 PARISH CLERK:**
The chairman reported three applicants had replied to the Clerk advertisement. The closing date is 28th July and interviews would take place in August.
- 17/232 CONSULTATION WASH ROAD (WEST) NOAK HILL ROAD – PROPOSED PROHIBITION OF RIGHT TURN:**
The chairman opened the item for public comments:
 1. The no right turn will put pressure on other roads in the area, Willowfields, Hornbeam Way, the mini roundabout by the Police garage and the A176 roundabout
 2. Cars would turn right by the fork at the ironmongers, also a dangerous junction
 3. It was agreed the Wash Road/Noak Hill junction is dangerous the installation of a mini roundabout would be more suitable than the no right turn
 4. Cllr Buckley reported the scheme had been planned for a long time a roundabout considered by Highway Officers to be unsuitable because Noak Hill is a Major Road
 5. A large roundabout would be too costly to install
 6. Residents were encouraged to respond to the consultation but the proposal was already planned to be trialled for 18 months.
- 17/235 PUBLIC PARTICIPATION:**
Residents raised the following items:
 1. Cllr Ball responded to a resident request to cut back the height of trees in the school grounds that are overshadowing gardens in Bramble Tye
 2. A resident reported the poor performance of the doctor surgery, plans were proposed to improve performance and lower appointment waiting times
 3. There had been an incursion of five caravans on the Wash Road Playing Field. The Essex Traveller Unit were aware and dealing with the matter. Residents were concerned and suggested barriers were installed as a preventative measure. The Parish Council would write to Basildon Council to discuss preventative measures.
- 17/236 BOROUGH / COUNTY COUNCILLORS' REPORT**
See above
- 17/237 ESSEX COUNTY COUNCIL 2017/18 WINTER SALT BAG PARTICIPATION SCHEME**
The Parish Council considered participating in the scheme and decided against if they could be liable for accidents and for assuring the salt was used solely for community use

17/188 **TO NOTE CORRESPONDENCE:**
The correspondence was duly noted.

17/189 **DATE OF NEXT MEETING:**
The date of the next meeting, **July 18th 2017 @ 7.30pm**

The meeting ended at 9.20pm

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Signed by the Chairman

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Dated