



FOR THE COMMON GOOD OF THE COMMUNITY

Minutes of the of the Noak Bridge Parish Council meeting, held in Function Room 3, Barleylands Farm on Monday 29th June 2015 at 7.00pm.

Present

Councillors:

Peter Steggles

Les Sharrard

Jason Rajack

Valerie Bayley

15/013 Apologies for absence

Apologies received from Councillor Tyler and Councillor Dobby.

15/014 Declarations of Interest

No declaration of interest received

15/015 Minutes.

Minutes of the 22nd January and 27th May approved and signed as a true record of the meeting.

15/016 Public Participation for the length of time determined by the Chair

Rubbish at the bus shelter in Bridge Street outside Abbeyfields	Correspondence received from Gary Edwards stating that the request had been added to the work programme and a bin installed in the near future. Councillor Steggles raised concerns regarding the over flowing bin on the opposite side of the road.
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Trouble exiting Barleylands main gate at the last Parish Council meeting	Parish Council now have the number to exit and this will not be a problem in the future
Resident requested whether the clock tower on the Bridgecote Lane Sheltered Accommodation could be added as a heritage asset. Agenda item 15/018	One side of the clock currently does not work, Parish Council to research as to whether this is something that they could assist funding towards.
Nature Reserve as a heritage asset	Treasurer of the nature reserve will forward supporting

15/017 Planning

Paint front windows in cream colour and install replacement wooden front door painted soft grey with wooden door canopy over (amended description) – no objections

22 Littlehurst Lane Noak Bridge Basildon Essex SS15 4JT

Ref. No: 15/00695/FULL

15/018 Basildon Borough Council, Local List of Heritage Assets

Invitation from Basildon Council to nominate local assets which if agreed will form part of the material consideration in the planning process. Non-designated heritage assets are defined as

‘buildings, monuments, sites, places, areas or landscapes identified as having a degree of significance meriting consideration in planning decisions but which are not formally designated heritage assets’.

The following assets were agreed:

Tudor Style bus shelter

Fore Street Green

Handleys Chase Pond

Swan Sign

Wash Road Playing Field

Noak Bridge Nature Reserve

Noak Bridge Playground and Pond

Clerk to contact Basildon Council with nominations.

15/019 Finance

a/ Receipts and Payments Account for the year-end 31st March 2015 approved and the annual return signed

b/ Annual governance statement agreed and signed

c/ Heelis and Lodge internal audit carried out on Friday 26th June, audit report forwarded to all councillors, no area of concerns raised. Financial regulations, standing orders to be reviewed and agreed.

d/ Council reviewed its effectiveness of internal audit – Council agree to add Councillor Rajack and Councillor Steggles as cheque signatories on the account.

Payments

Payee	Description	Amount
Wallaker Shopfitters and Building Co 000740	Maintenance of the Swan sign	£360.00
EALC 000739	Affiliation fees	£511.88
British Telecom BACS	Phone and Broadband	£570.01
Communicate UK	Annual Maintenance	Invoice not received but will not exceed £300.00
Barleylands 000741	2 meetings May and June	£200.00
Viking 0007412	Stationery	£368.86

15/020 Post Box in Cavendish Way

Concerns rose by a resident regarding the early collections from the Post Box in Cavendish Way, Councillors recognise that there would be a necessity for some post boxes to be collected earlier than others. Clerk to contact the Post Office to see whether any amendments could be made to the early collection.

15/021 Resident concerns raised regarding removal of Speed Signs in Wash Road

Clerk has emailed Councillor Le Gresley regarding this and is awaiting correspondence.

15/022 Insurance Policy

Insurance renewal received, no alterations made. Long-term agreement signed last year.

Cost £ 834.19, Parish Council signed into a long-term agreement in 2014 with Came and Company, expires 2017.

15/023 Bus shelter in South Wash Road

Clerk to obtain prices for steam cleaning of the bus shelter.

15/024 Footpath barrier request in Coppice Lane

Highways report received following Councillor Tylers request for barriers in Coppice Lane. Unfortunately barriers cannot be installed for the following reasons:

Placing a barrier on the footway immediately in front of the footpath would make the dropped crossing unusable and prevent access to those with pushchairs and the disabled.

At 1.8 metres the footpath itself is not wide enough to house staggered barriers (requirement minimum of 2 metres).

15/025 Damaged fingerposts within the Parish

The following communication received from Councillor Allen regarding damaged fingerposts:

"The signs on the Noak Bridge estate are funded from the General Fund and as such are not Housings responsibility to maintain. Due to this, any issues in regards to their repair or replacement should be addressed by the Corporate Property team. I can confirm that your enquiry has been forwarded on to the Corporate Property team, who will contact you directly on this matter."

15/026 Meeting Calendar

Meeting to be booked for the remainder of the year, Councillors to forward availability to clerk.

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

15/027 Clerks Salary

Pay increment agreed due to passing Community Engagement and Governance Foundation Degree in accordance with adopted NALC employment contract.

15/028 University

Councillors' forwarded report for consideration in regard to future costs, clerk will need to attend Cheltenham every Friday for the final two years. Clerk will apply for a grant to assist with student fees although if the grant is means tested the clerk will not qualify. Minute ref agreeing degree 12th August 2011.

11/066 Clerk training needs.

Proposal: Clerk to complete the University of Gloucestershire Community Engagement and Governance Honours Degree at the University of Gloucestershire. Parish Council will fund course fees, residentials, tutorials, books and half of clerks study time. Clerks contracted hours will be 25 hours a week. Council requested whether clerk wanted Council to fund all study time; clerk stated that she felt half was acceptable as all fees and expenses relating to the course would be funded by the Council.

Proposed: Seconded: Vote:

Councillor Dobby Councillor Bayley

all in favour

15/029 Close of meeting

Meeting closed 8:07pm