



FOR THE COMMON GOOD OF THE COMMUNITY

**MINUTES OF NOAK BRIDGE PARISH COUNCIL MEETING HELD AT  
NOAK BRIDGE VILLAGE HALL, COPPICE LANE, BASILDON, ESSEX, SS15 4JS  
ON THURSDAY 4<sup>TH</sup> AUGUST, 2016**

**CHAIRMAN:** Cllr. T. Sargent

**PRESENT:** Cllr. J. Bunting, Cllr. P. Downes, Cllr. M. Cottrell, Cllr. V. Jarvis and  
Cllr. P. Pisanis

**ALSO PRESENT:** Temporary Clerk to Noak Bridge – Mrs. Georgina Bassett  
Cllr. M. Buckley – Essex County Councillor  
13 members of the public

**16/025 DECLARATIONS OF ACCEPTANCE OF OFFICE:**

It was noted that the councillors received delivery of acceptance of office documentation and duly signed this and have returned to the Clerk.

**16/026 BASILDON APPOINTED COUNCILLORS:**

The Parish Council wishes to record its thanks to Basildon Borough Council, in particular to Ward Cllr. Stuart Allen and Cllr. Andrew Schrader for their assistance to Noak Bridge during this difficult period.

**16/027 DECLARATIONS OF MEMBERS' INTERESTS:**

Declarations of interest by members in accordance with the Parish Councils (Model Code of Conduct) Order 2007 forms have been given to councillors and documentation to be received within 28 days of taking office.

Cllr. Sargent declared an interest in item 16/039 as a Basildon Borough Councillor and Chairman of Noak Bridge Community Association.

Cllr. Sargent and Cllr. Pisanis declared an interest in 16/032 (iv) in relation to payments to the Village Hall.

**16/028 APOLOGIES FOR ABSENCE:**

Apologies for absence received from Borough Councillors Allen and Schrader.

**16/029 ELECTION OF THE VICE-CHAIRMAN:**

It was proposed by Cllr. Downes and seconded by Cllr. Cottrell to elect Cllr. Pisanis as Vice-Chairman – **agreed.**

**16/030 MINUTES OF PREVIOUS MEETINGS:**

It was noted via verbal communication from a member of the previous Parish Council

that no minutes of the Meeting of Noak Bridge Parish Council of 27<sup>th</sup> April 2016 were taken as a record and therefore would not be available.

The minutes of the Parish Council Meeting of Thursday 16<sup>th</sup> June, 2016 were reviewed and it was proposed by Cllr. Sargent that they be signed as a true and accurate record – **agreed**.

**16/031 YEAR END 2015/16 - AUDIT:**

- (i) The report from the internal auditor following the review and any recommendations to assist with future audits were noted. Proposed by Cllr. Pisanis to ear mark £3,000.00 for legal advice which may assist if necessary when considered in the private session, to be reviewed in September meeting. Seconded by Cllr. Bunting – **agreed**.
- (ii) The Fixed Assets Register was reviewed and retyped using a copy of the March 2015 assets register. It was appreciated that this would in due course be reviewed against obtainable documentation for the ongoing accounts of this Parish Council. It was proposed by Cllr. Pisanis and seconded by Cllr. Jarvis to accept and review in the near future – **agreed**.
- (iii) The Parish Council reviewed for completion and signature by the Chairman and the Clerk/Responsible Financial Officer Section 1 of the Annual Governance statement 2015/16. It was proposed by Cllr. Downes and seconded by Cllr. Pisanis for this to be signed and completed – **agreed**.  
The Parish Council commented that it is a pity that the Annual Governance Statement indicates that a number of issues and the time it has taken for this Parish Council to rectify the situation from the previous council.
- (iv) The Parish Council reviewed for completion and signature by the Chairman and the Clerk/Responsible Financial Officer Section 2 of the Accounting Statements 2015/16. It was proposed by Cllr. Bunting and seconded by Cllr. Jarvis to sign and complete the form - **agreed**.
- (v) The additional documentations as per the request by the internal auditor was reviewed and it was proposed by Cllr. Bunting and seconded by Cllr. Jarvis to send to the external auditor.  
Bank Reconciliation, Income Expenditure, Year End – 2016 March, Income Ledger, Variances, Expenditure under Headings, Budget Versus Actuals and Fixed Asset Register – **agreed**.

It was noted that effective 8<sup>th</sup> August until 19<sup>th</sup> September, 2016 the right to inspect the accounting records for the year ending 31<sup>st</sup> March 2016 would be available on reasonable notice to the Parish Clerk/RFO.

**16/032 BANK DETAILS/FINANCE:**

The Parish Council considered the following:

- (i) Receipt of bank statements up to end of 30<sup>th</sup> June 2016 these were reviewed as an accurate record. Proposed by Cllr. Pisanis and seconded by Cllr. Cottrell – **agreed**.
- (ii) Cllr. Sargent and the Temporary Clerk are appointed signatories with Santander in addition to Cllr. Andrew Schrader. It was resolved to retain Cllr. Schrader a Borough Councillor as a signatory during the transition period – **agreed**.
- (iii) The Parish Council considered the 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 31<sup>st</sup> March, 2015. It was proposed by Cllr. Pisanis and seconded by Cllr. Downes to review under 16/048 – **agreed**.

(iv) The following payments on the bank account statements were noted:

11.05.16 - 000752 - £451.80 - Barleylands  
11.05.16 - 000753 - £59.06 - Viking stationery  
11.05.16 - 000754 - £200.00 - Maintenance  
13.05.16 - 000755 - £200.00 - Barleylands  
26.05.16 - Mandate 47 - £881.05 - Came & Co Insurance  
26.05.16 - Mandate 54 - £100.00 - Barleylands  
26.05.16 - Mandate 53 - £ 90.00 - K. Hawkes final salary  
27.05.16 - Mandate 01 - £525.36 - BT

The payments of the following were considered:

ICO (Information Commission Office) **agreed** to defer to September - £ 35.00  
Community Hall Hire – 2<sup>nd</sup> June, 16<sup>th</sup> June and 4<sup>th</sup> August - £ 96.00  
Proposed by Cllr. Cottrell and Cllr. Bunting – **agreed**  
ABLC 2015 payment - £ 20.00  
Proposed by Cllr. Downes and seconded by Cllr. Cottrell - **agreed**  
Whitebarn – retrieval of documentation - £306.00  
Proposed by Cllr. Jarvis and seconded by Cllr. Downes – **agreed**.  
ASAP Office Services - £598.52  
Proposed by Cllr. Bunting and seconded by Cllr. Pisanis – **agreed**.  
Thanks were given to the internal auditor for all her assistance.  
Temporary Clerk:  
July - SCP 23 hours and expenses - £356.15  
It was proposed by Cllr. Bunting and seconded by Cllr. Pisanis to pay the Clerk – **agreed**.

Payments previously issued were noted:

EALC 2016/17 Affiliation fees – full payment - £542.12  
Salary – May 2016 Temporary Clerk - £147.38  
Salary and Travel expenses – June 2016 Temporary Clerk - £782.05

The bank statements up to end of 31<sup>st</sup> July, 2016 could not be reconciled as the bank statement had not been received.

It was noted that the Business Savings Account = £611.87 and Business Account on the statement were recorded as £51,426.39 up to 2<sup>nd</sup> July, 2016.

(v) Additional signatories to the bank account were considered. It was minuted that Cllr. Paul Downes would be added to the signatories, proposed by Cllr. Bunting and seconded by Cllr. Jarvis to be added to the signatories. This was minuted on the documentation and signed by the Chairman.

### 16/033 **STANDING ORDERS/PROCEDURES:**

The following were reviewed for adoption re-typed documentation for various standing orders and procedures with responsibility to review and report to Full Council for a decision:

- (i) Financial Regulations. Review - Cllr. Pisanis.
  - (ii) Standing Orders. Review - Cllr. Pisanis.  
Items (i) and (ii) above were researched by Cllr. Pisanis. It was proposed by Cllr. Downes and seconded by Cllr. Bunting that they are to be adopted and will be considered under an ongoing review. – **agreed**.
  - (iii) Chairmanship. Review – Cllr. Sargent.
  - (iv) Risk Assessment, Health and Safety and Public Meetings Policy, Health and Safety General, Clerk - Home Risk/Employees of the Council and Health and Safety. Review - Cllr. Jarvis.
  - (v) It was **agreed** to receive signed electronic agenda with summons for acceptance for attendance at meetings from councillors.
  - (vi) Parish Council's Complaints Procedure, Freedom of Information Act 2000 and Data Protection Act 1998 and Data Retention. Review – Cllr. Bunting.
  - (vii) Communication, CCTV, Press and Publication Policies. Review – Cllr. Downes.
  - (viii) Complaints Procedure. Review – Cllr. Cottrell.
  - (ix) No other policies/procedures to be considered for review at this time.
- The above items were proposed by Cllr. Cottrell and seconded by Cllr. Downes to accept - **agreed**.

**16/034 RECEIVE NOMINATIONS TO REPRESENTATIVES/POLICY AREAS:**

**Representatives:**

- (i) It was proposed by Cllr. Bunting and seconded by Cllr. Cottrell that Cllr. Downes be the Essex County Council Parish Transport Representative - **agreed**.
- (ii) It was proposed by Cllr. Downes and seconded by Cllr. Jarvis that Cllr. Cottrell is the ABLC representative and will attend the Liaison Meetings – **agreed**.
- (iii) No other representatives decided at this time to represent the Parish Council.

**16/035 TEMPORARY CLERK TO NOAK BRIDGE PARISH COUNCIL:**

- (i) It was proposed by Cllr. Jarvis and seconded by Cllr. Bunting to continue with the current position of the Temporary Clerk and to consider a permanent appointment of a Clerk in the future – **agreed**.
- (ii) It was proposed by Cllr. Downes and seconded by Cllr. Pisanis to continue to review the hours submitted on a weekly basis and not limited to a fixed weekly hour to support this Parish Council at the present time - **agreed**.

**16/036 WEBSITE:**

It was noted that the Noak Bridge website has been updated with current details, including minutes from 16<sup>th</sup> June, 2016 and after consideration no additional information to be reviewed at this present time.

**16/037 NEWSLETTER:**

Consideration for a newsletter to be sent to residents of the parish to advise of the new councillors and information. It was **agreed** to review this at the September meeting for the number of newsletters in the year for the Winter period.

**16/038 TAILORED TRAINING AT NOAK BRIDGE:**

- (i) A convenient evening to have a tailored training session for the Parish Council via EALC at Noak Bridge would be a Tuesday in October, 2016. It was **agreed** for the

- Clerk to request with EALC.
- (ii) It was **agreed** that members consider attendance at EALC/AGM on 22<sup>nd</sup> September and advise the Clerk of their availability.
  - (iii) It was noted that Code of Conduct training is shortly to be arranged at Basildon for members to attend. Members were asked if they were interested in attending any additional training sessions at Basildon including Planning. Clerk to enquire further.

**16/039 PLANNING APPLICATIONS:**

**Applications:**

**Application No: 16/00715/FULL.** Replace the current wooden single glazed sash windows with identical white UPVC double glazed sash windows.

**Location:** 34 Durban Lane, Noak Bridge, Laindon, Essex.

No objection from the Parish Council.

**Application No: 16/00878/FULL.** Erection of single storey side extension (revision to 16/00543/FULL).

**Location:** 72 New Waverley Road, Noak Bridge, Basildon, Essex.

No objection from the Parish Council.

**Application No: 16/00751/FULL.** Replace existing timber framed windows with white UPVC double glazed windows.

**Location:** 148 Coppice Lane, Noak Bridge, Basildon, Essex.

No objection from the Parish Council.

**Application No: 16/00923/FULL.** Single store rear extension.

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

No objection from the Parish Council.

**Application No: 16/00946/FULL.** Single storey rear and side extension, new pitched roofs over existing first floor dormers, new porch, external alterations to existing house and alterations to front boundary enclose.

**Location:** Avonmore, Wash Road, Noak Bridge, Essex.

The Parish Council **agreed** not to comment as more complicated than the Parish Council.

**Application No: 15/01051/OUT.** Proposed demolition of existing chalet bungalow, rear greenhouses/cold frames and all associated buildings and redevelop site in the form of one detached 4 bedroom house and two detached 3 bedroom bungalows with garages together with internal access drive and combined vehicular access onto Noak Hill Road.

**Location:** 302 Noak Hill Road, Laindon, Basildon, Essex.

The Parish Council **agreed** not to comment as more complicated than the Parish Council.

**Decided:**

**Application No: 16/00543/FULL.** Erection on of single storey side extension.

**Location:** 72 New Waverley Road, Noak Bridge, Basildon, Essex. **Refused.**

**Application No: 16/00565/FULL.** Single storey and first floor rear extensions.  
**Location:** 118 Wash Road, Laindon, Noak Bridge, Essex. **Granted.**

**Consultation:**

Review of Essex Development Management Policies 2016. Draft to review until 14.08.16 consultation on review of development management policies or e-mail [engagement@essex.gov.uk](mailto:engagement@essex.gov.uk)

It was **agreed** to forward any comments to the Clerk for collation and response.

**16/040 CCTV – COMMUNICATEUK:**

Consideration on the meeting with Cllr. Downes and the Clerk with this company and the future for access to data for the Police and the way forward with CCTV.

It was proposed by Cllr. Downes and seconded by Cllr. Pisanis to review a report at the September meeting – **agreed.**

**16/041 APPLE MAC COMPUTER – BACK UP DISKS:**

It was noted that the Apple Mac had now been returned to the Parish Council and that it was understood some documentation and one of the back-up disks had managed to be retrieved, one of the drives had no information due to damage beyond repair. The Parish Council has now been invoiced for £306.00 for the cost of retrieval. The retrieved documentation will be reviewed in due course.

**16/042 ITINERARY ASSETS:**

The list of 2<sup>nd</sup> June has now been updated, members noted the changes to this and that the HP scanner has been put into the Village Hall to assist with any copies required in the future. The old telephone, calculator and plastic drawer file have been given to Charity.

**16/043 BOROUGH COUNCILLORS:**

The Parish Council is grateful to Borough Councillors Stuart Allen and Andrew Schrader for their attendance at two Parish Council meetings in June to ensure the meetings were quorate and the business of the Council could continue prior to the Noak Bridge Parish Council's election. A thank you letter to be sent to the Returning Officer of Basildon Borough Council for this and for the appointment of the Temporary Clerk, an Officer from Basildon.

Cllr. Schrader has kindly confirmed that he will remain as a signatory for the bank and that as there is one unfilled place on the Parish Council, he will be asked to remain as a councillor on the Parish Council until it has co-opted – **agreed.**

**16/044 BOROUGH/COUNTY COUNCILLORS' REPORT:**

Cllr. M. Buckley of Essex County Council provided an oral update:

There is pressure to reduce the budget, in direct touch with the government and in anticipation of a difficult budget. The elderly and young social care costs have continued to spiral.

The Parish Council will receive notice regarding bus consultation for subsidising bus routes. The needs primarily in rural areas are commercial and social. A maximum subsidy of £5.00 per fare journey is currently paid and routes in the future are likely to be subsidised from £5.00 to £4.00.

**16/045 PUBLIC PARTICIPATION – 20 MINUTES MAXIMUM:**

The public raised questions on:

- (i) Will there be a co-option of a Parish Councillor shortly?  
Cllr. Schrader as signatory as appointed as the council to be retained as a temporary period. Likely within the next couple of months.
- (ii) Damaged finger post signs will they be replaced?  
The Parish Council will review these and if under its ownership will look to replace.
- (iii) Parish Map for the boundaries available to residents and on the Notice Board?  
These can be provided.
- (iv) Has this council received documentation from the previous Parish Council?  
No up to date policies/procedures received.
- (v) Residents advised that for 6 days flooding in the underpass without action. A barrier was installed, but why is it still there and when will the Parish Council arranged for this to be removed?  
Advised that Basildon officers and Cllr. Sargent as Ward Councillor communicated with ECC who assisted to resolve this situation. The Parish Council is not responsible and Cllr. Buckley Essex County Councillor was asked to kindly report this and advise if ECC or the Anglian Water Board's responsibility and to relay the issues regarding the subway into Bridge Street.
- (vi) The Clerk to please notify the ABLC Secretary of Cllr. Cottrell's details as the Parish Council's representative.
- (vii) A resident observed a lot of silt at the time of flooding and also the area under Bridge Street and with only a small drain at each side.
- (viii) ECC Cllr. Buckley confirmed there is a programme in place to clear drains in the area and flood defences, although not all drains are Essex County Council's responsibility. It has been noted that some of the bores in the area are small and do require regular cleaning.
- (ix) Should there have been a legal obligation to provide the minutes of the 27<sup>th</sup> April, 2016 meeting?  
This will be reviewed in the private session.
- (x) Signs at Wash Road appearing around the area advertising businesses in the area, is this permitted? Can enforcements be put in place?  
These question to be asked of Basildon Borough Council.
- (xi) Was the employee paid for the meeting where the minutes are not available?  
This will be reviewed in the private session of this meeting.

**16/046 TO NOTE CORRESPONDENCE:**

Correspondence received for circulation was noted.

**16/047 DATE OF NEXT MEETING:**

The following dates are scheduled for the remainder of 2016 to be held in the Noak Bridge Village Hall. Commencement time to be confirmed.

Tuesday 6<sup>th</sup> September, Tuesday 4<sup>th</sup> October, Tuesday 1<sup>st</sup> November and Tuesday 6<sup>th</sup> December 2016.

The Chairman thanked residents and the public for attending.

Pursuant to section 1 of the Public Bodies (Admission to Meetings) Act 1960 the meeting was not open to the public and press for these items of business they were instructed to withdraw.

- 16/048** Decisions were made on the way forward in relation to the inherited state of affairs:
- (i) Finances and 31<sup>st</sup> March 2016 year end were noted.
  - (ii) The auditor's report prior to 31<sup>st</sup> March, 2016 and comments that may affect the current Parish Council were considered and it was proposed by Cllr. Bunting and seconded by Cllr. Downes to request legal advice – **agreed.**
  - (iii) Lack of documentation/apple mac computer and computer back-up or documentation access were considered and noted and legal advice will be requested.
  - (iv) Telephone and broadband services were reviewed and it was proposed that subject to the report available from Cllr. Downes this will be considered further at the September meeting.
  - (v) The contents of the insurance policy will be reviewed at a working party – **agreed.**
  - (vi) The PKF Littlejohn LLP – external auditors' communication was considered – **agreed** to review at the Working Party.
  - (vii) PKF Littlejohn external auditors' invoice request and hours and provided documentation for these hours for £2,176.02 was reviewed. It was proposed by Cllr. Bunting and seconded by Cllr. Jarvis to seek legal advice on this payment.

The Parish Council Meeting ended at 9.50 p.m.

.....  
Chairman Parish Council

.....  
Dated

YET TO BE APPROVED BY THE PARISH COUNCIL