



**MINUTES OF NOAK BRIDGE PARISH COUNCIL MEETING HELD AT
NOAK BRIDGE VILLAGE HALL, COPPICE LANE, BASILDON, ESSEX, SS15 4JS
ON TUESDAY 4TH OCTOBER, 2016**

CHAIRMAN: Cllr. T. Sargent

PRESENT: Cllr. J. Bunting, Cllr. M. Cottrell and Cllr. V. Jarvis

ALSO PRESENT: Temporary Clerk to Noak Bridge – Mrs. Georgina Bassett
Cllr. M. Buckley – Essex County Council
3 Members of the public

16/071 APOLOGIES FOR ABSENCE:

Apologies for absence received from Cllr. Downes and Cllr. Pisanis and Borough Cllr. Schrader and Cllr Allen - Borough. Proposed by Cllr. Bunting and seconded by Cllr. Jarvis to accept apologies – **agreed**.

16/072 MINUTES OF PREVIOUS MEETINGS:

It was proposed by Cllr. Cottrell and seconded by Cllr. Jarvis to accept the minutes of the Meeting of Noak Bridge Parish Council on Tuesday 6th September, 2016 – **agreed**.

16/073 DECLARATIONS OF MEMBERS' INTERESTS:

Declaration of non-pecuniary interest received from Cllr. Sargent as a Borough Councillor for planning issues and the Chairman of Noak Bridge Community Association.

16/074 BANK DETAILS/FINANCE:

The Parish Council considered the following:

- (i) It was noted the September 2016 bank statement had not been received.
- (ii) The August 2016 bank figures were noted: Business Savings Account; £611.87 and Business Account; £48,578.00.

(iii) Payments of the following:

Temporary Clerk: September - SCP 23 hours and expenses	- £578.01
Noak Bridge Community Association Hall Hire 06.10.16, 01.11.16 and 06.12.16.	- £ 96.00

It was proposed by Cllr. Bunting and seconded by Cllr. Cottrell to agree items (ii) and (iii) above and to pay the above two cheques – **agreed**.
Financial Regulations 6.9 invoked on the above two payments.

16/075 STANDING ORDERS/PROCEDURES:

The following reviewed policies and procedures be adopted and published on the Council's website:

- (i) Risk Assessment/Health and Safety Policies:
 - (a) Health and Safety Policy – General.
 - (b) Health and Safety Meeting Venues Checklist – Risk Assessment.
 - (c) Employee's Health and Safety/Risk Assessment Policy - deferred.
 - (d) Clerk - Home Risk.

It was proposed by Cllr. Cottrell and seconded by Cllr. Bunting to accept items (a), (b) and (d) – **agreed**.

- (ii) Chairmanship Standing Orders to be deferred.
- (iii) Parish Council's Complaints Procedure – proposed by Cllr. Jarvis and seconded by Cllr. Bunting – **agreed**.
- (iv) Freedom of Information Policy.
- (v) Data Retention Policy – proposed by Cllr. Cottrell and Cllr. Jarvis for items (iv) and (v).
- (vi) Council's policy for dealing with the press.
- (vii) Publication Policy.
- (vi) and (vii) Cllr. Bunting and Cllr. Cottrell seconded – **agreed**.
- (viii) Any other policies/procedures to be considered for review.
It was **agreed** the Planning Policy will be reviewed by Cllr. Cottrell.

16/076 COMMITTEES:

- (i) The setting up of a Personnel Committee with terms of reference and consideration for Cllr. Sargent as Chairman along with Cllr. Bunting and Cllr. Downes to be on this committee.
- (ii) The setting up of a Grievance Committee with terms of reference and consideration for Cllr. Pisanis as chairman along with Cllr. Cottrell and Cllr. Jarvis to be on this committee.
- (iii) The advertisement of the post of Parish Clerk/RFO for Noak Bridge Parish Council.

It was proposed by Cllr. Jarvis and seconded by Cllr. Bunting for the above resolutions and for both committees and the advertisement to be ready for January 2017 – **agreed**.

16/077 NEWSLETTER:

Articles following on from the Working Party for the forthcoming newsletter and set approximate date for publication, printing and distribution were considered and it was proposed by Cllr. Bunting and seconded by Cllr. Jarvis to formulate this in October for distribution at the end of November/beginning December – **agreed**.

16/078 TRAINING AT NOAK BRIDGE:

- (i) It was noted that a tailored training session for Parish Councillors has been arranged for Tuesday 11th October, 2016 at £275.00 plus mileage.
Planning training at Basildon Council on 5th October and Code of Conduct training at Basildon Council on 16th or 23rd November, 2016.
- (ii) Request by councillors on relevant training was considered for First Aid and this will be investigated by the Clerk.

- (iii) Additional training requested for HR Employment for all councillors via Basildon Borough Council to be investigated by the Clerk.

Items (ii) and (iii) were proposed by Cllr. Bunting and seconded by Cllr. Jarvis with a proviso for reasonable costings for all councillors to attend item (iii) – **agreed**.

- (iv) Website training arranged for October for the Clerk and then to all councillors at a later date from ECC and for the officer involved to be thanked for their support.

16/079 PLANNING APPLICATIONS:

Application: 16/01335/FULL. Two storey rear extension.

Location: Cavendish Way, Noak Bridge, Laindon, Essex.

No objection, fits in with the guidelines with a proviso no development traffic to upset residents.

Application: 16/01275/FULL. Erection of a single storey rear/side extension.

Location: 46 Wash Road, Noak Bridge, Laindon, Essex.

No objection.

Application No: 16/01159/ABAS. To display 1 no. externally illuminated fascia sign; 1 no. externally illuminated double sided post sign; 1 non illuminated car park sign board; and 9 no. non-illuminated signs.

Location: 45 Wash Road, Noak Bridge, Laindon, Essex.

No objection.

Decided:

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

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

Application No: 16/00923/FULL. Single storey rear extension.

Location: 11 Eastfield Road, Noak Bridge, Wickford, Essex. **Granted.**

Application No: 16/00946/FULL. Single storey rear and side extension.

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

16/080 LOCAL GOVERNMENT FINANCE SETTLEMENT TECHNICAL CONSULTATION:

A response to this consultation for the deadline on 28th October, 2016 on government plans to bring in new rules forcing local councils to hold local referendums over increases to the parish precepts was considered.

It was proposed by Cllr. Bunting and seconded by Cllr. Jarvis to **agree** in principle that the Parish Council is not adverse to some of the capping.

16/081 CCTV – COMMUNICATEUK:

- (i) The invoice from CommunicateUK for the purchase of the updated recording equipment at a cost of £320.00 excluding VAT to be reviewed. The report and suppliers details for either retaining or entering into another contract with a different supplier were received from Cllr. Downes for consideration.

(ii) It was noted that the Parish Council cancelled the previous five year contract with BT, effective from 4th October, 2016 and the cancellation fee was waived.
A new two year verbal contract was agreed with BT via direct debit for £95.00 per quarter plus paper bills.
It will be noted in the assets list that during March 2018 the Parish Council/RFO to negotiate another two year contract.

(iii) To consider training for off-site review and responsibility for any future access to data to assist the Police and reduction of crime in the area via the use of the CCTV.

It was proposed by Cllr. Bunting and seconded by Cllr. Cottrell to defer items (i) and (iii) to the November meeting – **agreed**.

16/082 REPORTS FROM MEETINGS ATTENDED:

Cllr. Cottrell ABLC and Liaison Representative provided an update on the training that is available for free from Basildon that the councillors are attending. Cllr. Cottrell confirmed representatives for committees and CIF funding for projects in the future and the newly appointed new Police Commissioner's update on the appointment of specials in the area of Basildon.

Cllr. Bunting provided an update on her attendance at the EALC AGM in September.

16/083 MINUTES BOOK:

Three suppliers were contacted for costings for the purchase of a new minute book and book colour and lettering colours. It was proposed by Cllr. Bunting and seconded by Cllr. Jarvis for the Clerk to contact Hipwell Bookbinders to purchase one book at the cost of £58.00 in the colour green with gold foil blocking on the spine – **agreed**.

16/084 LOGO – NOAK BRIDGE PARISH COUNCIL:

The adoption of the new Parish Council logo was considered. It was proposed by Cllr. Cottrell and seconded by Cllr. Jarvis to adopt without a strap line – **agreed**.

16/085 LEAF COLLECTOR IN NOAK BRIDGE:

It was proposed by Cllr. Bunting and seconded by Cllr. Cottrell for the Clerk to investigate the viability of purchasing a leaf collector for the Parish, to include costings, storage and suitability and operational detail, training and capacity of collection taking into consideration insurance issues and risk assessment – **agreed**.

16/086 BOROUGH/COUNTY COUNCILLORS' REPORT:

Cllr. Buckley – Essex County Councillor provided an update on the situation near the playing field with the missing drain cover. He confirmed the statistics are yet to return on the precise location of the utilities before the problem can be resolved.
The investigation may take several weeks before the work can be carried out.
Contact number: 0345 603 763 for immediate action if the safety barrier at this location is removed.

ECC are attempting a 0% increase in the general fund budget for 2017/18.
The social care budget is anticipated to increase by 2%.

Roadworks in Nevendon are causing increased traffic in Wash Road, the works are due to finish soon. However, another project on the A130 at Fairglen is due to commence in 2018 after public consultation and is likely to be a two year project. Management measures will need to be considered for the area.

16/087 PUBLIC PARTICIPATION – 20 MINUTES MAXIMUM:

A resident requested that Fore Street be considered for traffic calming and asked for a “hump” to be placed in the road to reduce speeding traffic. Cllr. Buckley has noted this request and will put forward for a speed reduction scheme to the Highways Panel for an initial viability check in December/January.

16/088 TO NOTE CORRESPONDENCE:

Correspondence received in hard copy has been circulated and noted.

16/089 DATE OF NEXT MEETING:

It was noted that the dates and times for the remainder of the 2016 Parish Council meetings are scheduled for Tuesday 1st November and Tuesday 6th December 2016 at 7.30 p.m.

PRIVATE SESSION

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

It was proposed by Cllr. Jarvis and seconded by Cllr. Bunting for the following items to be considered in a private session – **agreed.**

16/090 AUDIT:

The response (re minutes 6th September, 2016 16/069(ii)) External Auditor PKF Littlejohn was considered.

It was proposed by Cllr. Bunting and seconded by Cllr. Cottrell to respond to the latest communication – **agreed.**

16/091 HMRC REPORTS:

The Parish Council agreed to ask ASAP accountants to consult with HMRC for the tax year April 2015 – May 2016. Proposed by Cllr. Jarvis and seconded by Cllr. Cottrell – **agreed.**

16/092 STAFFING MATTER:

(i) Communication received was reviewed from third party regarding a staffing matter.

(ii) Consideration was given to consider legal advice.

It was proposed by Cllr. Jarvis and seconded by Cllr. Cottrell for the Clerk to be authorised to consult legal advice on items (i) and (ii) on behalf of the Parish Council - **agreed.**

The meeting ended at 9.30 p.m.

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Signed by the Chairman of the Parish Council

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Dated

TO BE APPROVED BY THE PARISH COUNCIL