



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 TUESDAY 6<sup>TH</sup> SEPTEMBER, 2016**

**CHAIRMAN:** Cllr. T. Sargent

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

**ALSO PRESENT:** Temporary Clerk to Noak Bridge – Mrs. Georgina Bassett  
7 Members of the public

**16/049 APOLOGIES FOR ABSENCE:**

Apologies for absence received and accepted from Cllr. A. Schrader and Cllr. S. Allen  
– Ward Councillor.

**16/050 MINUTES OF PREVIOUS MEETINGS:**

The minutes of the Meeting of Noak Bridge Parish Council on Thursday 4<sup>th</sup> August,  
2016 were received and approved. Proposed by Cllr. Bunting and seconded by  
Cllr. Downes – **agreed**.

**16/051 DECLARATIONS OF MEMBERS' INTERESTS:**

Declarations of interest received by Cllr. Sargent declaring an interest in item 16/056  
as a Basildon Borough Councillor and 16/052 Chairman of Noak Bridge Community  
Association.

Cllr. Pisanis declared an interest in 16/052 as Treasurer of Noak Bridge Community  
Association.

Cllr. Downes as Chairman of Noak Bridge Residents' Association.

**16/052 BANK DETAILS/FINANCE:**

The Parish Council considered the following:

(i) Receipt of bank statements up to end of July/August 2016.

(ii) It was proposed by Cllr. Pisanis and seconded by Cllr. Jarvis to approve the bank  
statement reconciliation up to 31<sup>st</sup> July 2016 (as the August statement had not  
been received) and to note the bank statements to date.

Business Savings Account; £611.87 and Business Account; £49,190.04.

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

G. Bassett – Temporary Clerk - £356.15

Association of Basildon Local Councils - £ 20.00

Noak Bridge Community Association Hall Hire - £ 96.00

Payments on the following were considered:  
 Information Commissioner (Registration data protection) - £35.00  
 NBCA Noak Bridge Community Association for Village Hall Hire - £24.00  
 6<sup>th</sup> September, 2016  
 FR 6.9 invoked on all the above.  
 The above were proposed for payment by Cllr. Downes and seconded by  
 Cllr. Jarvis – **agreed**.

Temporary Clerk:  
 August - SCP 23 hours and expenses - £871.34  
 HMRC – tax and N.I. payments May – August 2016 - £703.64  
 The above were proposed for payment by Cllr. Downes and seconded by  
 Cllr. Cottrell – **agreed**.

**16/053 STANDING ORDERS/PROCEDURES:**

Re-typed documentation for various policies and procedures were reviewed for adoption:

- (i) Financial Regulations have been uploaded to the website.
- (ii) Standing Orders have been uploaded onto the website.
- (iii) Risk Assessment/Health and Safety Policies – Cllr. Jarvis reviewing.  
 (a) Health and Safety Public Meetings, (b) Health and Safety General  
 (c) Employee’s Health and Safety/Risk Assessment Policy,  
 (d) Clerk - Home Risk.  
 Cllr. Jarvis reviewing.
- (iv) Chairmanship Standing Orders – Cllr. Sargent reviewing.
- (v) Parish Council’s Complaints Procedure – Cllr. Cottrell reviewing.
- (vi) Freedom of Information Act 2000 and Data Protection Act 1998 –  
 Cllr. Bunting reviewing.
- (vii) Data Retention – Cllr. Bunting reviewing.
- (viii) Council’s policy for dealing with the press – Cllr. Downes reviewing.
- (ix) Publication Policy – Cllr. Downes reviewing.
- (x) No other policies/procedures were considered for review.

**16/054 NEWSLETTER:**

Councillors considered articles for the newsletter and information items. It was proposed to have a working party to bring to the next available meeting – **agreed**.

**16/055 TRAINING AT NOAK BRIDGE:**

- (i) It was noted that a tailored training session for Parish Councillors has been arranged for Tuesday 11<sup>th</sup> October, 2016.
- (ii) Councillors confirmed their attendance at the EALC/AGM on 22<sup>nd</sup> September.
- (iii) A planning training session has been scheduled via Basildon for members to attend on 5<sup>th</sup> October, 2016.
- (iv) It was noted that a Code of Conduct training session is scheduled via Basildon for members attendance.  
 First Aider training – Cllr. Jarvis and Cllr. Pisanis to attend. Proposed by Cllr. Cottrell and seconded by Cllr. Bunting – **agreed**.  
 Cllr. Bunting and Temporary Clerk currently hold First Aid Certificates.

16/056

**PLANNING 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.

**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.

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

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

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

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

**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 above applications have been decided by Basildon Planning Department.

**Application No: 16/01104/FULL.** Two storey side extension, front porch extension, demolish garage and erect a single side extension, various external envelope amendments including new render, windows and doors.

**Location:** 11 Saling Green, Noak Bridge, Basildon, Essex.

The Parish Council commented that attention drawn to the difficulty to parking and access to heavy lorries and damage to this area and if any works permitted recommendation that the council makes a condition that only vehicles of a certain size to be involved in that work. It is not in keeping with the conservation requirements and believes over development of the site and significant effect on the properties.

Interest as in item 16/050 above declared by Cllr. Sargent as Borough Councillor that the roundabout in the area has been improved with an inner edging and outer path with funding from the Borough Council and the Parish Council. Concern that vehicles could break up the outer kerb and request protection for the roundabout.

**Application No: 16/01127/FULL.** Single storey extension to rear of property.

Single storey extension to rear of property.

**Location:** 51 Bridge Street, Noak Bridge, Basildon, Essex.

The Parish Council commented the rear has no impact on anyone and no objection.

**Application No: 16/00004/S211.** S211 Notice to undertake work to an oak tree in the front garden, namely crown reduce by 2.5 metres in height and laterals.

**Location:** 137 Coppice Lane, Noak Bridge, Basildon, Essex.

The Parish Council understands this should be complied in accordance with the notice S211.

**Application No: 16/01159/BAS.** 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:** The Noak Bridge, 45 Wash Road, Basildon, Essex.  
The Parish Council has no concerns with regard to these signs.

**Decided:**

**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. **Granted.**

**16/057 CCTV – COMMUNICATEUK:**

- (i) The invoice from CommunicateUK for the purchase of the updated recording equipment was considered. Cllr. Downes confirmed that his report is not conclusive for a renegotiation agreement at a lower amount and update the system subject to cost when BT provides the information.
- (ii) The BT payments, including the back up support were considered and it was proposed by Cllr. Downes and **agreed** that as it is an expensive static line that the Parish Council review the BT account and consider a cheaper provision in the near future. The review of the support equipment and whether this has been cancelled for the IT equipment within the set terms of the contract is awaited from BT. It understands there is a £288.00 cost to cancel and 28 days' notice. The agreement expires in May 2018 according to verbal communication. An update if possible for the next meeting.

**16/058 HMRC:**

It was noted that some access to HMRC had been available but more is required as an ongoing review and the Parish Council should have a report on this for the October meeting. Cllr. Pisanis will assist the RFO/Clerk in an effort to enable online detailed access by the RFO, if this is not possible a third party option will be considered by the Council. Additionally, a working party to be arranged with other councillors to review in more detail prior to the October meeting.

**16/059 WEBSITE:**

It was proposed by Cllr. Bunting and seconded by Cllr. Jarvis that the Clerk and Councillors Downes and Cottrell and Pisanis if possible, have relevant website training with the Clerk to assist with performance of the Parish Council website. It was **agreed** to resolve the current position of the website due to inability of the Parish Council to upload all information and access webpages.

**16/060 ITINERARY ASSETS/ASSETS:**

- (i) It was noted that an ongoing review of fixed assets following two walkabouts is being updated. Further are being reconciled and thanks are given to residents for the help and information that they have provided. The list has yet to be reviewed in further detail with another walkabout scheduled.

(ii) The previous four year Noak Bridge Parish Council's minutes to be reviewed on decisions and for projects going forward and updates. It was **agreed** to review via a Working Parking prior to the October meeting.

(a) Consideration of a heritage assets list.

"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: minute 15/018 29<sup>th</sup> June, 2015.

Tudor Style bus shelter

Fore Street Green – (government ownership)

Handleys Chase Pond

Swan Sign

Wash Road Playing Field

Noak Bridge Nature Reserve

Noak Bridge Playground and Pond

Village green

Basildon Council confirmed they do not fit the heritage list but there is a possibility of an asset value to consider if they wish to pursue the list with Basildon Council.

It was Proposed by Cllr. Downes and seconded by Cllr. Bunting to have a Working Party review and report findings at the October meeting.

(b) It was proposed by Cllr. Bunting and seconded by Cllr. Downes to develop a council draft process and procedure for dealing with future projects – **agreed**.

**16/061 INSURANCE ACT – EFFECTIVE 12<sup>TH</sup> AUGUST, 2016:**

The Parish Council is aware that an updated act was effective 12<sup>th</sup> August and to consider the effect it may have on the current policy and/or the renewal next year. Copies of the Act were distributed to councillors. These to be resent to councillors and considered for the October meeting.

**16/062 BUDGET/PRECEPT – THREE YEAR PLAN 2017/18:**

Cllr. Pisanis will review the existing budget and the 2017/18 precept with the consideration of formulating a three year plan prior to the October Council Meeting followed by input from all members and a Full Council decision for the setting of the precept/budget to be considered in detail at the October meeting – **agreed**.

**16/063 MINUTES BOOK:**

It was proposed by Cllr. Downes and seconded by Cllr. Bunting to order a minutes book. The Clerk will provide the costings for review at the October meeting.

**16/064 LOGO – NOAK BRIDGE PARISH COUNCIL:**

Cllr. Downes provided an update on the adoption of a new logo and statement for Noak Bridge Parish Council. It was proposed by Cllr. Jarvis and seconded by Cllr. Bunting that the Council adopts the logo at a later date, subject to an agreed new statement – **agreed.**

**16/065 BOROUGH/COUNTY COUNCILLORS' REPORT:**

No updates received from Basildon Borough and Essex County Councillors.

**16/066 PUBLIC PARTICIPATION – 20 MINUTES MAXIMUM:**

- (i) Request for the new logo to be made larger if possible and retain the font type.
- (ii) Loose barriers underneath the underpass from a previous meeting and concern regarding the grill removed from the drain. Cllr. Sargent confirmed that this council has asked Essex County Council Highways to resolve this area via communication and photographs. Cllr. Sargent will contact E.C.C. for another update.
- (iii) Enquiry of a resident if the Apple Mac Computer information retrieved has been reviewed. The public were advised that all information has been handed over to the Police.

**16/067 TO NOTE CORRESPONDENCE:**

It was confirmed that correspondence has been received and hard copies circulated to members.

**16/068 DATE OF NEXT MEETING:**

The next Parish Council meeting will be on Tuesday 4<sup>th</sup> October, 2016 at 7.30 p.m.

The public were thanked for their attendance and the session for the press and public's attendance was closed.

**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 resolved to go into private session – **agreed.**

**16/069 YEAR END – AUDIT 2015/16:**

- (i) No additional correspondence/legal advice received in relation to the above.
- (ii) It was proposed by Cllr. Bunting and seconded by Cllr. Downes to query the invoice in a letter to the external auditor in relation to the inherited state of affairs of PKF Littlejohn external auditors' invoice for these hours of £2,176.02.

Cllr. Pisanis gave her apologies and left the meeting at 21.05 p.m.

**16/070 CCTV – COMMUNICATEUK:**

Cllr. Downes gave an update on the imaging of the current package and will report back on the additional estimates awaited and information from BT.

The Parish Council Meeting ended at 21.20 p.m.

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Chairman Parish Council

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Dated

YET TO BE APPROVED BY THE PARISH COUNCIL