



**MINUTES OF NOAK BRIDGE PARISH COUNCIL MEETING
HELD AT NOAK BRIDGE VILLAGE HALL, COPPICE LANE, BASILDON, ESSEX, SS15 4JS
ON TUESDAY 17th APRIL 2018 @ 8:00PM**

CHAIRMAN: Cllr Terri Sargent.
CLLRS PRESENT: Cllr Jane Bunting, Cllr Vicki Jarvis and Cllr Mark Cottrell.
ALSO PRESENT: Parish Clerk Anna Bain, Essex County Cllrs (ECC) Tony Ball & Malcolm Buckley and 9 Members of the Public.

18/365 APOLOGIES FOR ABSENCE:
Borough Cllr Stuart Allen had given apologies.
Members received the apologies tendered.

18/366 DECLARATIONS OF INTEREST:
No declarations were made by Members.

18/367 MINUTES OF THE PREVIOUS MEETING:
The minutes of the Parish Council held on Tuesday 20th March 2018 were received by Members.
Cllr Jarvis proposed the minutes be accepted and **approved** which was seconded by Cllr Cottrell with all Members in agreement.

18/368 POWERS FOR DEALING WITH THE UNAUTHORISED DEVELOPMENT AND ENCAMPMENT MINISTRY OF HOUSING CONSULTATION – COMMUNITIES AND LOCAL GOVERNMENT:
Chairman Sargent informed Members the government was seeking views on the effectiveness of powers for dealing with unauthorised development and encampments, including: local authority and police powers; court processes; trespass; planning enforcement; the provision of authorised sites and the impacts on the travelling community. The consultation would be open from 5th April and would close on the 15th June 2018 (Link: www.gov.uk/government/consultations/powers-for-dealing-with-unauthorised-development-and-encampments)
Members noted the consultation and felt the boulders which had been installed at Wash Road had been installed at a pivotal time where many areas were suffering from unauthorised encampments. Chairman Sargent informed Members that Basildon Council were considering the Irish Law option which meant unauthorised development could be a criminal offence. The Parish Council would respond to the consultation.

- 18/369 ASSET REGISTER:**
The asset register had been reviewed by all Members and it was noted that some adjustment may be required following consultation with the Clerk.
- 18/370 TO APPOINT AN INTERNAL AUDITOR:**
a) Members to consider appointing ASAP as internal auditor for 2017-18
Members noted ASAP had carried out historic audits and were pleased with their service. Cllr Bunting proposed that ASAP be appointed for the internal 2017-18 audit which was seconded by Cllr Jarvis with all Members in agreement.
b) Members to consider an extension regarding Annual Governance and Accountability Return (AGAR)
Members noted that the deadline set by PKF Littlejohn for the AGAR return was 11th June and this fell before the Parish Council's meeting on the 12th June. At the advice of the Clerk, Cllr Cottrell proposed that an extension be requested in order for Council to review and approve the AGAR at its June meeting. This was seconded by Cllr Jarvis with all Members in agreement. The Clerk would contact PKF the next day to request an extension.
- 18/371 GENERAL DATA PROTECTION REGULATION:**
Members noted that the Clerk had advised Members look at their current Data Protection and that policies and procedures be updated accordingly. It was noted that Shotgate Parish Council had appointed a DPO and advice and information from them about it may be beneficial.
- 18/372 LOCAL PLAN WORKING PARTY UPDATE:**
Members noted that a meeting of the Local Plan Working Party had taken place and a number of issues had been raised. It was the Working Party's recommendation that a Consultant be appointed in order to assist them with a suitable response. Chairman Sargent proposed that Consultant be appointed which was seconded by Cllr Bunting with all Members in agreement.
- 18/373 EALC/NALC SUBSCRIPTION FOR 2018/19:**
Cllr Cottrell proposed that the EALC/NALC subscription of £568.76 be approved which was seconded by Cllr Bunting with all Members in agreement.
- 18/374 BANK DETAILS / FINANCE**
a) Year End Financial Report:
The Chairman requested thanks be noted for the Clerk's work in preparing the financial reports and budgets. Members noted that 55% of the total budget for 2017-18 had been spent and this had largely been due to Council not having a Clerk in position for a large part of the year. Cllr Jarvis proposed that Members approve the Year End report which was seconded by Cllr Bunting with all Members in agreement.
b) Monthly Budget Financial report:
Members noted that at month one of the new financial year, Council was 19% spent.
c) Acknowledgement of first tranche of Precept for 2018-19:
Members noted that the first tranche of £21,774.28 of the Precept had been received.
c) Update on VAT claims 2015-16, 2016-17 and 2017-18
Members noted the Clerk had sent off claims for 2015-16 and 2016-17. 2017-18 would be sent in due course following the agreement of accounts that evening.

d) Payments

Cllr Bunting proposed that the following payments be made which was seconded by Cllr Cottrell with all Members in agreement.

Payee - Paid	Amount
Clerk Wages & Expenses (Apr)	£322.02
HMRC re Clerk's Wages and Expenses (Feb – Mar)	£76.40
ASAP Office Services Payroll Jan-Feb	£29.99
Viking – printer cartridges and paper for Cllrs, 2 nd class stamps	£58.24
EALC – NALC & EALC Affiliation fees for 2018-19	£568.76
P Thomas Landscapes – Ground works fencing & gates installation for Dog Agility Course)	£7,242.24

18/375

PLANNING APPLICATIONS:

(i) Members noted the following planning application decisions:

Reference	Location	Status
17/01602/FULL	49 Bridgecote Lane, Noak Bridge	Granted

18/376

CLERK'S ANNUAL APPRAISAL

Members agreed to schedule the Clerk's annual appraisal for the 28th November 2018.

18/377

COUNTY COUNCILLORS' REPORT:

ECC Cllr Malcolm Buckley reported that a proposed weight restriction at Gardners Lane North had been taken to the Local Highways Panel (LHP) and the cost of implementation had come out at £40k. Cllr Buckley had been astounded by the costs and he reported they had until the end of the week to see if the proposal should go to Cabinet Member or if the proposal should be declined. Cllr Buckley relayed that around 20 lorries were reported to use the road for accessing existing businesses but that the restriction would still allow those lorries access. Cllr Jarvis raised concerns about how the restriction, if implemented, would be policed and it was agreed enforcement of restrictions were rare. Members led on to the state of the roads and noted that heavy goods vehicles such as lorries added to the pothole issues. ECC Cllr Tony Ball informed Members that there currently were 30 teams being used across county to try and deal with the pothole problems. Members raised concerns about the quality of repairs being made and both Cllr Buckley and Ball explained the first stage of repair was often mistaken as being the final fix when in fact there were several stages to repair the potholes.

Cllr Buckley also informed Members that the 'no right turn' at Wash Road would be looked at again following objections. It was noted there had been 10-12 accidents at the junction, along with one fatality. Members discussed the implementation of a roundabout but noted the high costs involved. It was agreed that the Parish Council would need to respond following further consultation on the issue.

Cllr Ball also updated Members on the school intake figures which were largely positive, noting that only 1.7% of parents did not get their preference for the first to third choice of primary school. It was further noted there had been an intake of 30 children in Noak Bridge. Members discussed the impact on schools in the area following implementation of the Local Plan and agreed it was a major concern.

Cllr Ball also read out a written response in relation to a street lighting issue in New Waverly Road. It was noted the lights had not been fixed for over 10 weeks and this was largely because the power lines ran under the private householders' gardens; the private

network was not a standard issue and posed problems with regard to access. ECC Cllrs also addressed a member of the public in relation to a mistake on marking a roundabout in Coppice Lane as being in Wickford and street lighting issues, noting that some of the reported broken/inoperative lights were still not working in the subway. Chairman Sargent enquired about the ownership of the bus shelter on South Wash Road, noting that it appeared to have been replaced and now had Essex County Council on it. It was explained that the shelter had been swapped three years previously following instruction from the Clerk who was in post at that time. ECC Cllrs were also requested to let Cllr Jarvis know who the new ProW officer was.

18/378 TO NOTE CORRESPONDENCE:
Members noted the correspondence received.

18/379 DATE OF NEXT MEETING:
Members noted the date of the next meeting **AGM 15th May 2018 @ 7.30pm.**

The Chairman closed the meeting at 9:10pm

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Signed by the Chairman

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Date