



**MINUTES OF NOAK BRIDGE PARISH COUNCIL MEETING  
HELD AT NOAK BRIDGE VILLAGE HALL, COPPICE LANE, BASILDON, ESSEX, SS15 4JS  
ON TUESDAY 20<sup>th</sup> FEBRUARY 2018 @ 7.35PM**

**CHAIRMAN:** Cllr Terri Sargent.  
**CLLRS PRESENT:** Cllr Jane Bunting and Cllr Mark Cottrell.  
**ALSO PRESENT:** Parish Clerk Anna Bain and 3 Members of the Public (rising to 4 from 8:10pm).

**18/337 APOLOGIES FOR ABSENCE:**

Cllr Vicki Jarvis, Borough Cllr Stuart Allen, Essex County Council (ECC) Cllr Tony Ball and ECC Cllr Malcolm Buckley had all given their apologies.  
Members noted the apologies for absence.

**18/338 DECLARATIONS OF INTEREST:**

Cllr Terri Sargent declared a non-pecuniary interest in relation to Agenda item 340 and 341 (Minutes 18/340 and 18/341) which was noted by Members.

**18/339 MINUTES OF THE PREVIOUS MEETING:**

Members noted that previous meeting Minutes had been displayed in the notice boards and online within a short time-frame. The Clerk advised Members, Minutes need to be available to the public within a month from when the meeting had taken place. It was further noted that it was the responsibility of Members to check and approve the Minutes. Members agreed to publish approved Minutes within one month of the meeting taking place.

The minutes of the Parish Council Tuesday 23<sup>rd</sup> January 2018 were received by Members. Cllr Bunting proposed the minutes be accepted and **approved** which was seconded by Cllr Cottrell, with all Members in agreement.

**18/340 FEEDBACK LOCAL COUNCIL LIASON MEETING:**

Cllr Cottrell gave a verbal update to Members, noting that the consultation period for the Local Plan would run from May to June 2018. Cllr Sargent had also attended the meeting in her capacity as Borough Cllr and she had raised concerns about the number of proposed houses in the Parish, noting the potential strains on the local infrastructure. It was further noted by Members that the proposed number of houses in Noak Bridge had doubled from the original plan with 460 more houses on land east of Noak Bridge (h12) and 250 on Bensons Farm. Cllr Sargent informed Members she would be speaking at the Basildon Council Infrastructure Committee Meeting which was planned for the 18<sup>th</sup> March 2018.

Members were also informed that there had been an increase in illegal encampments

and that travellers had been moved from Crays Hill. Members were reminded that South Wash Road Playing Field did not have an injunction, and this posed a problem when it came to the legality of having the Police serve Section 61 Notices and the period of time it would take to remove unauthorised encampments. Cllr Cottrell also updated Members that there had been an interim injunction by Basildon Festival Leisure Park and other areas in Basildon which was being trialled and if it proved to be successful there could be options to add similar injunctions to the surrounding areas.

Cllr Sargent also noted that the LCTS Grant had been officially withdrawn from Parish Councils and Members were very disappointed as it meant some Parish Councils had no choice but to raise their precepts following the shortfall in funds.

Members also noted that the question had been raised if the Basildon Council GDPR officer could act as the Official General Data Protection Officer for Parish Councils in response to General Data Protection Regulations (GDPR) which would come into force on the 25<sup>th</sup> May 2018. Members had learned that the Clerk would not be able to carry out the necessary requirements given that they would be the Data Controller in almost all instances. The ABLC had written an official letter to obtain further clarity around the Regulations and the need for a Data Protection Officer and Members noted that there was still a large amount of uncertainty around the regulations.

**18/341**

**SOUTH WASH ROAD PLAYING FIELD PREVENTATIVE MEASURES:**

**a) To seek approval for emergency installation**

Members had received information about nearby encampments and residents' concerns about South Wash Playing field being a possible targeted area. Cllr Bunting moved that the previously proposed preventative measures be installed as a matter of priority given the potential risk of unauthorised encampment in the area. This was seconded by Cllr Cottrell with all Members in agreement.

**b) To accept proposed costs for materials and installation and agree contractors:**

Cllr Cottrell moved that Members accept the proposed costs of materials and installation (no more than £7k in total), which was seconded by Cllr Bunting with all Members in agreement.

**c) To seek approval for budget virement from 2017-18 budget; £7k from salaries budget (currently underspent due to unforeseen circumstances with no Clerk in post for large duration of year) to 'Other Maintenance and Repairs' to cover costs:**

Members noted there was not a Reserve provision to pay for the proposed works, but that given almost all the year had presented them without a Clerk, it was advisable to make a budget virement from the salaries budget to the other maintenance and repairs budget to cover costs. This was moved by Cllr Bunting, seconded by Cllr Cottrell with all Members in agreement.

**d) To note future need for Virement Policy**

Members agreed it was necessary to look at the need for a Virement Policy and agreed to defer the item to the next Full Council meeting.

**18/342**

**BUDGET 2018-19:**

**a) To agree and approve 2018-19 budget**

Chairman Sargent explained she felt the proposed budget was balanced, fair and worthy of the Parish Council, noting the historic difficulties Noak Bridge Parish Council had faced when setting a budget. Members were reminded that Reserves had increased and despite spending approx. £12k on the Pentanque Court, Reserves were still very high and therefore had agreed more funds needed to be sourced from the Reserves. Members noted the £30k budget to be funded from Reserves for structured community projects.

Cllr Bunting proposed an overall budget of £73,650k (£30k of which will be funded from Reserves) for 2018-19 be approved, which was seconded by Cllr Cottrell with all Members in agreement.

**b) To note General and Earmarked Reserves for 2018-19.**

Members noted the General and Earmark Reserves which had been estimated to be around £43k for 2018-19.

**18/343**

**PRECEPT 2018-19:**

**a) To note withdrawal of LCTS grant**

Members noted the withdrawal of the LCTS grant.

**b) To agree and approve Precept**

Members discussed the short time frame to prepare the budget, noting a Clerk had not been in post for a considerable part of the year. Members also noted that a more prudent budget had been set and plans to spend a proportion of the Reserves was in the best interests of residents. It was further noted that the LCTS Grant had been withdrawn. Members noted that this represented a precept 0.42% lower than 2017-18 and that the average Band D equivalent would be £42.32, £0.08p lower than 2017-18.

Cllr Cottrell proposed a precept of £43,548.55 for 2018-19 which was seconded by Cllr Bunting with all Members in agreement.

**c) To authorise Clerk to notify Basildon Borough Council of Precept demand**

Cllr Bunting proposed that the Clerk be authorised to notify Basildon Borough Council of the 2018-19 precept which was seconded by Cllr Cottrell with all Members in agreement. The Clerk informed Members that she would notify Basildon Borough Council the next day.

**18/344**

**BANK DETAILS/FINANCE:**

**a) Members to note new fixed agenda item – banking reconciliation reports; Chairman to sign reports**

The Clerk had prepared banking reconciliation reports on a monthly basis for 2017-18 which were all reconciled without discrepancies arising. Chairman Sargent signed each report; Members noted that the new reports would be beneficial to an improved audit for 2017-18 and would be available for review each month.

**b) Financial report; new fixed agenda item for inclusion each month**

Members noted the new Financial Report which had been prepared by the Clerk which would inform Members of the current spending levels and cost centres for Members to review each month, accordingly.

**c) Members to note current spending levels in relation to 2017-18 budget**

Members noted the current spending levels in relation to the budget.

**d) Members to consider any outstanding payments due before the financial year end and notify Clerk**

Members noted the request made by the Clerk. Chairman Sargent informed the Clerk that payments were up to date, with no outstanding payments.

**e) Payments**

Cllr Cottrell proposed that the following payments be made which was seconded by Cllr Bunting with all Members in agreement. Cllrs Bunting and Chairman Sargent co-signed all cheques along with the cheque authorisation form.

Payee - Paid	Amount
Clerk salary (Dec - Jan)	£409.31
Clerk expenses (Nov - Dec)	£10.00
HMRC - In relation to Clerk salary (Dec - Jan)	£99.80
Clerk salary (Jan - Feb)	£308.07
Clerk expenses (Jan - Feb)	£10.00
HMRC - In relation to Clerk salary (Jan-Feb)	£74.60
Laptop ASUS VivoBook E12 ( <i>Reimburse Clerk</i> )	£199.99
Microsoft Office 365 for IMac ( <i>Reimburse Clerk</i> )	£59.99
ASAP Payroll (Jan-Feb)	£29.99
British Telecommunications (Internet for CCTV)	£199.56
CED Ltd (Gabbro boulders re Wash Road project)	£2,722.26
Peter Thomas (Ground works re Wash Road project)	£468.00
Peter Thomas (Re outdoor gym removal works)	£732.00
Marshalls Plc (Telescopic bollards ((2)) re Wash Rd)	£672.00

18/345

**PLANNING APPLICATIONS:**

**(i) 18/00074/FULL. Location: 32 Cavendish Way, Noak Mead, Laindon**

Application: Two storey side extension and single storey rear extension

Members objected to this application on the grounds that the two-storey side extension was over-bearing and formed a habitable room close to the neighboring property.

Members made a further objection that there was also insufficient off-street parking to compensate for the loss of the garage considering the proposed change was from a two-bedroomed to a three-bedroomed property.

**18/00070/FULL. Location: The Falls, Goodview Road**

Application: Replace two front box dormers with one larger front box dormer, remove damaged entrance canopy and columns and demolish and make good a stone arch/waterfall feature

Members had no objections to this application.

**17/01735/ABAS. Location: DGT International, Wash Road**

Application: To display an internally illuminated freestanding sign (two faces) to be north east corner of the site (4m high x 1m wide x 1m deep).

Members objected to this application on the grounds that it would be hazardous on a busy junction, potentially being a distraction to motorists.

Members noted the following planning application decisions:

Reference	Location	Status
17/01223/FULL	14 Lower Street, Noak Bridge	Granted

18/346

**NEWSLETTER:**

Members considered items for the next newsletter and agreed to include articles on: the budget and precept; preventative access measures for Wash Road; Public Rights of Way (PRoW) update regarding Cllr Jarvis' meeting with the Essex County Council (ECC) PRoW Officer; Basildon Local Plan; the Outdoor Gym, removal of the equipment and information on the fencing for the Dog Agility Course.

Chairman Sargent also updated Members that in her capacity as Borough Councillor she

had requested a dog bin from Basildon Council for footpath 62 following on from Cllr Jarvis' visit with the ECC ProW but that request had been declined. Additionally, Members noted that the matter regarding the hedgerow which had been cut down at the corner of Bridge Street and Wash Road was being dealt with by Basildon Council. Cllr Sargent had sought permission on behalf of the Parish Council for the planting of new hedges/shrubbery, but Basildon Council had informed her that there was no need to plant anything additional as the hedge would grow back within five years. Members agreed the newsletter should be ready for publication by March/April.

**18/347**

**PUBLIC PARTICIPATION:**

**(i)** A resident asked if the teen shelter could be removed due to congregations of youths who were creating a large amount of noise, dealing and smoking drugs, and setting rubbish and trees alight, often until the early hours of the morning. The resident also reported that fires had been started up against residents' fences. The resident was informed that the Parish Council had installed the shelter but that there had been two consultations, one in 2014, to consult on the relocation. That consultation received a serious back-lash from a large number of residents. Cllr Bunting enquired if any youths had been seen to use the shelter responsibly, but the resident reported the shelter was only ever used at night when all the issues occurred. It was noted that four residents present agreed the shelter was a concern and requested it be removed or relocated. Members briefly discussed other areas where the shelter could be located, but agreed the matter required more thought, consultation and work. Members were particularly concerned about the alleged fires and agreed to review the situation for discussion and/or decision at future meetings.

**(ii)** A resident asked if anything could be done about the number of apples that were falling from a tree on the corner near the school. The resident reported that children had taken to throwing the apples at passing cars. Members were disappointed to learn this and suggested the resident contact ECC Cllr Malcolm Buckley.

**(iii)** A resident asked if the leaves by the underpass could be cleared, noting an abundance of dog faeces within the leaf piles. Chairman Sargent informed the resident that the matter needed to be reported to Basildon Council.

**(iv)** A resident reported that the light in the subway he had reported as being inoperative had been fixed by ECC within 24 hours of reporting the issue.

**(v)** A resident enquired if the tree he had previously reported as blocking the light by the subway had been dealt with. He noted work had been undertaken on nearby trees, but the tree in question was still covering the light. Members hoped that the work was still in progress and the larger tree would be pruned in due course.

**(vi)** A resident reported that a bus stop was missing. Members advised the resident to consult ECC. The resident also reported that the timetables at various bus stops were out-of-date and he had reported that accordingly.

**(vii)** A resident noted that a number of supermarket trolleys were being abandoned and that he had personally collected some and returned them to the supermarket. Chairman Sargent informed him that Trolleywise would collect abandoned trolleys and return them to the supermarket.

**18/348 BOROUGH/COUNTY COUNCILLORS' REPORT:**  
There were no Borough or County Councillors present.

**18/349 TO NOTE CORRESPONDENCE:**  
Members noted the correspondence received.

**18/350 DATE OF NEXT MEETING:**  
Members noted the date of the next meeting **20<sup>th</sup> March 2018 @ 7.30pm.**  
Members further noted the 2017-18 meeting dates which would be held from 7:30pm:  
- **17th April 2018**

The Chairman closed the meeting at 8:53pm

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Signed by the Chairman

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Date