



**MINUTES OF NOAK BRIDGE PARISH COUNCIL MEETING
HELD AT NOAK BRIDGE VILLAGE HALL, COPPICE LANE, BASILDON, ESSEX, SS15 4JS
ON TUESDAY 23rd JANUARY 2018 @ 7.30PM**

CHAIRMAN: Cllr. Terri Sargent.

CLLRS PRESENT: Cllr. Jane Bunting, Cllr. Vicki Jarvis.

ALSO PRESENT: Parish Clerk Anna Bain, Essex County Council (ECC) Cllr. Malcolm Buckley (from 19:40) and 7 Members of the Public.

18/321 APOLOGIES FOR ABSENCE:

Cllr. Mark Cottrell had given apologies, along with Borough Cllr. Stuart Allen. Members noted the apologies for absence.

18/322 DECLARATIONS OF INTEREST:

Cllr. Terri Sargent declared a non-pecuniary interest in relation to Agenda item 18/330 (Minute 18/330) which was noted by Members.

18/323 MINUTES OF THE PREVIOUS MEETING:

The minutes of the Parish Council Tuesday 28th November 2017 were received by Members. Cllr Bunting proposed the minutes be accepted and **approved** which was seconded by Cllr Jarvis, with all Members in agreement.

18/324 CCGs PUBLIC CONSULTATION:

Members noted the Five Clinical Commissioning Groups (CCGs) launch of a public consultation regarding outline plans for the future of health and care services had become available online from the 1st December 2017. (www.nhsmidandsouthessex.co.uk) Members further noted the deadline for feedback submissions was on the 9th March 2018 and highlighted the importance of giving feedback and encouraged both residents and Councillors to go online.

18/325 PUBLIC RIGHTS OF WAY:

Cllr. Jarvis gave a verbal report following a site visit with the Essex County Council Public Rights of Way (PROW) officer. She explained she had walked Footpath (FP) 60 with the PROW Officer. She had noticed on the first part of the walk that where FP60 crossed a field it was poorly marked and that it appeared walkers had been travelling a route to the left of the official PROW. The PROW Officer informed Cllr Jarvis that the landowner would be contacted to insure the route be either clearly defined, or an order to move the right of way would be applied for. A new way marker would also be installed at the far end of that section. The PROW Officer also informed Cllr Jarvis that a request for a replacement for the small bridge leading into Great Burstead would be made as the bridge was currently in a poor state. Cllr Jarvis noted that the path was easily accessible where FP60 turned right along the field edge and where it crossed a small bridge which

re-approached the back of the football fields. At the point where FP60 heads towards Barleylands, a new surface had been laid which had been investigated by the PRow. He felt the aesthetics would improve over time and, as it did not impede pedestrian access, did not break any PRow regulations. However, signs to warn vehicles of possible pedestrians had been requested by the PRow Officer. Furthermore, the PRow Officer had contacted the landowner alongside Bensons Farm on FP62 to reinstate the cross-field path and the landowner had 14 days to reinstate it. Cllr Jarvis further reported that the length of path to Wash Road was clearly marked and accessible, but that there was an abundance of bags of dog faeces suspended from the trees. Chairman Sargent agreed she would request a dog waste disposal bin for the area.

Members felt that areas would benefit from a light clearance. Cllr Jarvis volunteered to organise a Working Party in spring to help keep the paths clear and requested any interested parties contact the Council. It was also noted that the Council may consider starting a Parish Paths Partnership Scheme (P3) for the area subject to a suitable level of interest. Chairman Sargent suggested an article be placed in the newsletter which was **agreed** by Members.

18/326

INSTALLATION OF PREVENTATIVE MEASURES ON SOUTH WASH ROAD PLAYING FIELD:

A progress report was given by Mr P Downes who explained he and Chairman Sargent had met with Basildon Council Officers and a Surveyor to look at the vulnerability of the land being illegally occupied. Their proposed preventative measure was to install (i) a post and rail fence. The proposal for the Parish Council was to install more robust preventative measures consisting of (ii) nine one-tonne boulders, along with two bollards that allowed maintenance access. Chairman Sargent had visited a stone quarry with Mr Downes to assess the boulders and felt that they were a suitable deterrent and were also aesthetically pleasing. She informed Members that it had been proposed that the costs of the boulders, bollards and installation, along with insurance be funded by the Parish Council. Basildon Council were considering maintenance of the proposal and a Memorandum of Understanding being signed by both parties, to be agreed. Chairman Sargent moved from the Chair that Option (ii) the placement of nine one-tonne boulders, along with two bollards that allowed suitable maintenance access be installed. This was seconded by Cllr V Jarvis with all Members in **agreement**. The Clerk explained that the budget for Projects was currently overspent and that the project would need to be undertaken in the 2018-19 financial year. Members **agreed** to add the costs (est.£6k) to the 2018-19 budget, funded from the Reserves, with the aim to have the works commence in March with payment in April.

18/327

PURCHASE OF LAPTOP PC AND COMPUTER SOFTWARE FOR IMAC PC:

Members noted that the iMac PC was working, but had no Microsoft Office software installed. The Clerk had suggested Office 365 be purchased annually at a cost of £59.99. It was also noted that there was no laptop available which would enable the Clerk to take the meeting minutes. Chairman Sargent moved from the Chair that Office 365 be purchased, along with a laptop within a budget not exceeding £260.00, which was seconded by Cllr Bunting and with all Members in **agreement**.

18/328

APPOINT ASAP TO PROVIDE PAYROLL SERVICE:

Members noted the work undertaken by ASAP in relation to HMRC arrears and internal audit work and felt it would be prudent to employ them as a payroll provider. Chairman Sargent moved from the chair that ASAP be employed as the Parish Council's payroll provider which was seconded by Cllr Jarvis with all Members in **agreement**.

18/329

CCTV EQUIPMENT:

Members discussed the need for suitable monitoring equipment and training and **agreed** it was necessary to arrange a meeting with their current provider, Clearview Communications.

18/330

BUDGET/PRECEPT 2018-19:

Chairman Sargent reminded Members that Council had been in a difficult position during the 2017-18 budgeting process, but were now more assured following the recent appointment of a Clerk and RFO. It was noted that the Clerk had only just received the tax base figures and had contacted Basildon Council to let them know the proposed timetable of submitting the precept request, making them aware work was delayed but underway to agree the financial records. Chairman Sargent proposed that the budget and precept for 2018-19 be deferred for approval at the February meeting which was seconded by Cllr Jarvis with all Members in **agreement**.

18/331

BANK DETAILS / FINANCE:

(i) The Parish Council noted the following bank statements:

Account	Balances	
	02/12/17	02/02/18
Business Savings Account	£613.28	£613.28
Business Account	£85,783.88	£84,784.20

- (ii) Members noted that the Clerk had set up a monthly cheque authorisation form which Members would need to sign and agree before signing cheques. Chairman Sargent moved from the Chair that the new form be implemented which was seconded by Cllr Jarvis will all Members in **agreement**. Members also reviewed and signed all records from March 2017.
- (iii) The Parish Council offered a pension provision to the Clerk which she **declined** subject to it being reviewed again in a year's time. Members **agreed** to ask the Clerk again in one year.
- (iv) Members noted the following statement payments:

Payee	Amount
British Telecommunications (Quarterly bill)	£214.68
PKF Littlejohn LLP (Audits)	£720.00
Pronto Training (First Aid Training – Cllr Jarvis)	£65.00

- (v) Members noted that a duplication had been made on the Agenda item in relation to Clearview CCTV Maintenance and that only one payment was due. ECC Cllr Buckley also suggested that Members consider laser printing as he had found it cheaper than purchasing ink, which was noted.
- Representatives from the Noak Bridge Pre-School gave a brief summary about their garden project and informed Members a garden canopy was scheduled to be installed during Easter. Chairman Sargent presented them with a cheque which was received with thanks.
- Cllr Jarvis proposed that Members approved the following payments which was seconded by Cllr Bunting with all Members in **agreement**:

Payee	Amount
Clearview Communications - CCTV Maintenance.	£298.80
Clerk salary (Nov – Dec)	£288.48
Clerk expenses (Nov – Dec)	£10.00
HMRC - In relation to Clerk salary (Nov-Dec)	£70.00
Clerk salary (Dec – Jan)	Finalised on 28 th month
Clerk expenses (Dec – Jan)	£10.00
HMRC - In relation to Clerk salary (Dec –Jan)	Finalised on 28 th month
Paper & ink cartridges allowance	£200.00
ASAP – Payroll for Nov-Dec	£24.99
Noak Bridge Pre-School – small grant (Minute 17/244)	£500.00
Noak Bridge Community Association- Annual Rent/storage	£464.00

18/322

PLANNING APPLICATIONS:

(i) 17/01223/FULL: 14 Lower Street, Noak Bridge.

Application: Replace existing wooden-framed single glazed windows with UPVC glazing.
Members had no objections to the application.

(ii) 17/01602/FULL: 49 Bridgecote Lane, Noak Bridge.

Application: Conversion of projecting bay window to new main entrance with new front door to match door in adjacent property together with wheelchair accessible ramp.
Members had no objections to the application.

(iii) 17/01721/FULL: Abbeyfield Octagon House, 41 Bridge Street, Noak Bridge.

Application: Internal alterations to create three additional bedrooms on 1st floor, installation of enlarged porch to front elevation and replacement front door.
Members supported the application.

PLANNING APPLICATIONS DECIDED:

Members noted the following decisions and aired their disappointment at the approval of 17/01286/FULL, reiterating their concerns about the impact on the highways.

Reference	Location	Status
17/01286/FULL	Bensons Farm, Wash Road, Goal Academy.	Granted
17/01555/S211	Noak Bridge Primary School, Coppice Lane.	Closed
17/01607/TPOBAS	100 Wash Road, Laindon	Permitted
17/01608/TPOBAS	37 Durban Lane, Noak Bridge	Permitted
17/01041/FULL	Whites Farm, Barleylands	Granted

18/333

PUBLIC PARTICIPATION:

(i) A resident reported that a light by the subway which he had previously reported as it was obscured by a tree had not been dealt with. Chairman Sargent informed the resident she would revisit the location to ascertain which light was obscured.

(ii) A resident reported that a light in the subway was not working and he would email ECC Cllr Buckley with the location.

(iii) The matter of the hedgerow at the corner of Bridge Street and Wash Road which had been cut down was discussed. Chairman Sargent noted that Basildon Council were aware of the matter. Chairman Sargent moved from the Chair that the Parish Council purchase replacement plants/hedges subject to permission from Basildon Council, which was seconded by Cllr Jarvis with all in **agreement**.

Members also **agreed** to add an item in the next newsletter and to explore the type of plant/hedge required.

(iv) A resident enquired about the Local Plan in relation to the land at the East of Noak Bridge, H12 in the Local Plan, and raised concerns about the decision to build more properties and also on Bensons Farm.

(v) Mr P Downes informed Members that Clearview Communications had his details on file as the main contact and he had since given them Chairman Sargent's details.

(vi) A resident enquired about the status of the iMac. Chairman Sargent explained that the computer was now fully functional, but had no software installed.

(vii) A resident enquired about the payment of rent/storage to the Noak Bridge Community Association and Chairman Sargent gave them a detailed breakdown of costs for both the meetings and storage.

18/334 BOROUGH/COUNTY COUNCILLORS' REPORT:

ECC Cllr Buckley informed Members that Essex County Council were in the process of drafting the budget and discussed the concerns regarding an increase in Social Care, noting there were steps in place to try and control the increases and demands. ECC Cllr Buckley also informed Members there were plans to increase the Highways budget by £3m, specifically to deal with footpaths. Members raised their concerns about certain potholes in the district and were displeased with the general provision and service from Essex County Council (ECC) Highways. Cllr Buckley informed Members he had learned that the reporting system from ECC was due to be improved which would allow those who had reported problems and issues to be given relevant updates.

Members also discussed the mobile Library service provisions and ECC Cllr Buckley explained that the service was only being cut due to the usage levels, noting that general library use was declining.

18/335 TO NOTE CORRESPONDENCE:

Members noted the correspondence received.

18/336 DATE OF NEXT MEETING:

Members noted the date of the next meeting **20th February 2018 @ 7.30pm**. Members further noted the 2017-18 meeting dates which would be held from 7:30pm:

- **20th March 2018**
- **17th April 2018**

The Chairman closed the meeting at 9:15pm

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Signed by the Chairman

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Date