



**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> MARCH 2018 @ 7.30PM**

**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 6 Members of the Public.

**18/351 APOLOGIES FOR ABSENCE:**  
No apologies were received; all Members were present.

**18/352 DECLARATIONS OF INTEREST:**  
Cllr Terri Sargent declared a non-pecuniary interest in relation to Agenda item 354 and 355 as Borough Cllr (Minutes 18/354 and 18/355) which was noted by Members.

**18/353 MINUTES OF THE PREVIOUS MEETING:**  
The minutes of the Parish Council held on Tuesday 20<sup>th</sup> February 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.

**18/354 BASILDON COUNCIL COMMUNITY GOVERNANCE REVIEW:**  
Chairman Sargent informed Members there had been a Basildon Council Policy & Resource meeting in February which had included an item on the Basildon Council Community Governance Review. She explained to Members that Basildon Council intended to carry out a review on local councils, noting that there would be three areas for review: 1) local councils' annual elections to bring them into kilter as some local councils had their annual elections in 2018, 2019 or 2020; 2) local council's size as it had been noted many Parish Councils didn't have a full complement of Members; and 3) councils being divided into wards. Chairman Sargent informed Members she did not support the review as it could only bring the annual elections into kilter and felt it was a waste of time and money but noted that Basildon Council had a duty to carry out the review if only to review the annual elections.

**18/355 BASILDON COUNCIL LOCAL PLAN:**  
Chairman Sargent informed Members the original Local Plan meeting had been reconvened to a larger venue (sporting village) and had finally taken place on the 19<sup>th</sup> March 2018 where the matters of H10 and H11 had been discussed. Members were reminded site H10 related to the Eastfield Road area which was on the Green Belt and

that the original proposal had been for low-density housing to specifically serve the elderly community. Members were therefore shocked to learn that numbers had been increased to include a total of 400 houses and site H11, Bensons Farm - arable farmland, around the Martindale Avenue area had now been included in the Local Plan with a with a proposal for 350 houses. Members discussed the developments, noting they were both high-density proposals and raised considerable concerns about pressures on the local infrastructure. Members also discussed the issue of the school. Chairman Sargent expressed her disapproval at the lack of publicity about the Local Plan to local residents. Members agreed it would be prudent to set up a Working Party to consider how the Parish Council would respond to the Local Plan proposals for Noak Bridge and present a case with sound justification to include information on the viability of the process which would eventually be passed to the Inspector for the Local Plan. Members agreed it was important to work with residents in this regard and urged members of the public to contact them.

Chairman Sargent also noted that two neighbouring parishes were undertaking Neighbourhood Plans but that the feedback had not been overly positive. It was agreed that option would be reviewed on the outcome of the existing Neighbourhood plans.

**18/356**

**POLICY REVIEW:**

**a) To approve and adopt Virement Policy**

Members were reminded of the recent virement in relation to the installation of the preventative measures at Wash Road and agreed a Virement Policy was necessary following the advice of the Clerk. Cllr Cottrell proposed that the Virement Policy be adopted which was seconded by Cllr Jarvis with all Members in agreement.

**b) To approve and adopt update on Financial Regulations**

Members noted that the Financial Regulations had to be updated following advice from the Clerk and that the Regulations were in line with those recommended by NALC (National Association of Local Councils). Members fully reviewed the updates, Cllr Cottrell proposed that Members adopt the reviewed Financial Regulations to include the updates which was seconded by Cllr Jarvis with all Members in agreement.

**c) Review and approve Annual Risk Assessment (ARA)**

It was noted that due to the difficulties the Parish Council had faced over the previous two years, an ARA had not been in place. The Clerk had prepared an Annual Risk Assessment which had been reviewed by Members accordingly. Chairman Sargent noted that all risks were considered low, with two medium risks which had a suitable level of control in place. Cllr Cottrell proposed that the Annual Risk Assessment be approved which was seconded by Cllr Jarvis with all Members in agreement. Members further approved that the ARA be published online.

**18/357**

**DOG AGILITY COURSE FENCING & GATES – SOUTH WASH PLAYING FIELD:**

Members noted the quotes which had been received from three local contractors and agreed the quote from P Thomas was most suitable. It was further agreed that the work be undertaken in the new financial year and noted that a budget had already been set for the work for 2018-19.

Cllr Bunting proposed that P Thomas carry out the work to construct the fencing around the new Dog Agility Course, to include two gates, one which would be for maintenance purposes, which was seconded by Cllr Jarvis with all Members in agreement.

18/358

### CLERK'S APPOINTMENT

Members were reminded that the Clerk had been appointed on the 28<sup>th</sup> November 2018 and had since gone past the 13-week probationary period outlined in her contract. It was noted that the Clerk had prepared and worked with Members to get a budget agreed, the precept submitted to Basildon Council, policies adopted, the ARA in place, along with all the necessary work for audit purposes. Members confirmed they were happy with the Clerk. Cllr Jarvis proposed that the Clerk be appointed as a permanent member of staff, which was seconded by Cllr Bunting with all Members in agreement.

18/359

### BANK DETAILS/FINANCE:

#### a) Clerk's contract – Members to approve pay increase per contract

Cllr Bunting proposed that the Clerk be awarded a pay increase as outlined in the terms of the contract following the successful probationary period, which was seconded by Cllr Cottrell with all Members in agreement.

#### b) Monthly Budget Financial report; new fixed agenda item for inclusion each month

Members noted the new Financial Report and that the budget was 55% spent. Members realised the figure was below expectation but noted that they had experienced a difficult time regarding budgeting due to the absence of a Clerk. Members were positive the new budget for 2018-19 would be better managed with Members able to see the month-by-month expenditure and income.

#### c) Update on VAT claims 2015-16, 2016-17 and 2017-18

The Chairman reminded Members that historic VAT reclaims were outstanding, noting that the money had not been reclaimed for 2015-16 and 2016-17. The Clerk had been through the records and accounts and was able to submit a full claim for 2016-17. However, for 2015-16 the Clerk confirmed that only a partial claim of £957.76 could be made as the accountancy records were incomplete. Cllr Cottrell proposed that the Clerk go ahead and submit the claims which was seconded by Cllr Jarvis with all Members in agreement. Members also noted that the records were complete for 2017-18 and the Clerk would be submitting that claim following the year-end closedown of accounts.

#### d) Payments

The Chairman explained that Clearview would be undertaking additional work in order to upgrade the CCTV system and to provide access via the PCSO's device along with access on the Clerk's iMac. It was also noted that Clearview had claimed the cheque for the maintenance work which had been sent to them in February had been lost in the post. The Clerk had requested the Chairman contact Santander to cancel the cheque, which she had done. A new cheque was therefore required. Cllr Bunting proposed that the following payments be made which was seconded by Cllr Jarvis with all Members in agreement.

Payee - Paid	Amount
Clerk Wages & Expenses (Feb -Mar)	£441.23
HMRC re Clerk's Wages and Expenses (Feb – Mar)	£107.80
ASAP Office Services Payroll Jan-Feb	£29.99
Post Office (Reimburse Clerk) – Stamps 2 <sup>nd</sup> class	£6.72
Clerk's travel expenses (Nov – Mar)	£63.09
Cllr V Jarvis Rochford District Council parking re training	£5.50
Viking – printer cartridges and paper for Cllrs	£36.89
Argos (Reimburse Clerk) Ink for Canon printer	£49.99

Lynhurst Press Ltd – Spring newsletter	£278.00
Clearview Communications – CCTV Upgrade	£528.00
Clearview Communications – Annual maintenance (Reissued cheque. 000821 cancelled following loss in post.)	£298.80

18/360

**PLANNING APPLICATIONS:**

**(i) 18/00163/FULL. Location: 80 Lower Street, Noak Bridge**

Application: Install replacement UPVC Windows.

Members supported the application and had no objections to this application.

**(ii)** Members noted the following planning application decisions:

Reference	Location	Status
18/00070/FULL	The Falls, Goodview Road	Granted
17/01735/ABAS	DGT International, Wash Road	Refused
17/01717/FULL	Abbeyfield Octagon House, 41 Bridge Street	Granted
17/01550/FULL	302 Noak Hill Road, Laindon	Granted

18/361

**PUBLIC PARTICIPATION:**

- (i)** A resident noted that it was important to set up a community action group regarding the Local Plan but raised concerns about involving the Parish Council and, in particular, it being led by the Parish Council. The resident felt the Parish Council was constrained by its Code of Conduct and had very little power. The Chairman explained that it was not the intention of the Parish Council to lead any form of Action Group, but instead just find a way to involve the community and get the right information to the Inspector regarding the Local Plan. The resident raised further concerns about the political implications, noting the Chairman's other position as a Borough Councillor. The Chairman reiterated that the Working Group would not be political and would be driven by residents' views.
- (ii)** A resident felt that the Parish Council had not been supportive deterring local development, noting that there had already been a number of houses proposed for development prior to the Local Plan which had not been actively opposed by the Parish Council. The Chairman explained that the previous proposal was for low density housing, but the resident felt nobody had been fighting their cause.
- (iii)** A resident noted that the infrastructure was already suffering in the Parish, with Coppice Lane suffering from traffic congestion and illegal parking during the school runs. They further noted that the doctors were also under pressure.
- (iv)** A resident enquired about how many Traveller pitches were included in the Local Plan within H10. Members were unsure of the amount.
- (v)** A resident enquired about the timetable in relation to submitting a response to the Inspector. Members agreed to get that information and publish it accordingly on the website, notice boards and in the next newsletter.

18/362

**BOROUGH/COUNTY COUNCILLORS' REPORT:**

ECC Cllr Tony Ball pointed out to Members that once the Local Plan Section 19 consultation was issued the Education Department would give information on the number of schools and that the statutory authorities had not yet had the necessary input into the Local Plan. The Community Infrastructure Levy fund (CIL) was discussed, noting its purpose for infrastructure but Members questioned how the money would be used in relation to the Local Plan and what figures it would actually achieve.

ECC Cllr Malcolm Buckley informed Members that the project to obtain statistics regarding the 'no right turn' proposal was on hold. Members were disappointed and noted that there had been no end of objections regarding the turning as it posed a hazard.

**18/363 TO NOTE CORRESPONDENCE:**  
Members noted the correspondence received.

**18/364 DATE OF NEXT MEETING:**  
Members noted the date of the next meeting **17<sup>th</sup> April 2018 @ 7.30pm.**

The Chairman closed the meeting at 9:00pm

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Signed by the Chairman

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Date