



**MINUTES OF NOAK BRIDGE PARISH COUNCIL MEETING  
HELD AT NOAK BRIDGE VILLAGE HALL, COPPICE LANE, BASILDON, ESSEX, SS15 4JS  
ON TUESDAY 22<sup>nd</sup> MAY 2018 @ 7:30PM**

**CHAIRMAN:** Cllr Terri Sargent.  
**CLLRS PRESENT:** Cllr Jane Bunting & Cllr Vicki Jarvis.  
**ALSO PRESENT:** Parish Clerk Anna Bain, Essex County Cllrs (ECC) Tony Ball & Malcolm Buckley, Borough Cllr Stuart Allen and 7 Members of the Public.

**18/380 ELECTION OF CHAIRMAN FOR THE CIVIC YEAR 2018-19**

Cllr Bunting nominated Cllr Sargent be Chairman for the Civic Year 2018-19. which was seconded by Cllr Jarvis. There were no further nominations and the motion was carried by majority with all Members in agreement. Cllr Sargent signed the Declaration of Acceptance of Office, witnessed by the Clerk.

**18/381 ELECTION OF VICE CHAIRMAN FOR CIVIC YEAR 2018-19:**

Cllr Sargent nominated that Cllr Bunting be Vice Chairman for the Civic Year 2018-19 which was seconded by Cllr Jarvis. There were no further nominations and the motion was carried by majority with all Members in agreement. Cllr Bunting signed the Declaration of Acceptance of Office, witnessed by the Clerk.

**18/382 APOLOGIES FOR ABSENCE:**

Cllr Mark Cottrell had given apologies.  
Members received the apologies tendered.

**18/383 UPDATE ON MEMBERS' GENERAL NOTICE OF REGISTERABLE INTERESTS:**

All Members filled out a General Notice of Registrable Interests which was countersigned by the Clerk. It was noted Cllr Cottrell, who was not present, would have to fill out the form in due course.

**18/384 DECLARATIONS OF INTEREST/ GENERAL NOTICE OF REGISTRABLE INTERESTS:**

Cllr Bunting declared an 'other pecuniary interest' relating to item 18/395 (Application 18/00461/FULL) given the property was her direct neighbour.  
Cllr Sargent made a declaration in her capacity as Borough Councillor.

**18/385 MINUTES OF THE PREVIOUS MEETING:**

The minutes of the Parish Council held on Tuesday 17<sup>th</sup> April 2018 were received by Members.

Cllr Jarvis proposed the minutes be accepted and **approved** which was seconded by Cllr Bunting with all Members in agreement.

- 18/386 REVIEW AND ADOPT STANDING ORDERS AND RATIFICATION OF FINANCIAL REGULATIONS:**
- a) **New NALC Model Standing Orders for 2018 - Noak Bridge Parish Council's Standing Orders updated to incorporate the changes** – Cllr Bunting proposed that the new updated Standing Orders be adopted which was seconded by Cllr Jarvis with all Members in agreement.
  - b) **Financial Regulations - no changes to those adopted in March 2018** – Members agreed that no further changes were necessary and agreed to ratify the Financial Regulations as set out.
- 18/387 TO ACCEPT RECORD OF ATTENDANCE FOR PRECEDING YEAR:**  
Members noted the record of attendance for 2017-18.
- 18/388 MEMBER REPRESENTATION AND RESPONSIBILITY:**  
Members discussed Member representation for the ABLC and noted there was an ongoing issue of an outstanding payment to ABLC for £20 where payment had not been made due to Council not officially being in office for that year. Members agreed to defer the item given that Cllr Cottrell was not present and he had been the Representative for that body. Members also agreed Cllr Cottrell should remain as the Representative for the Local Council Liaison Committee and noted that Cllr Sargent was a Representative in her capacity as Borough Councillor  
Members also agreed to the following responsibilities:  
Cllr Sargent – Finance, Audit, Newsletters, Projects  
Cllr Bunting – Data Protection (to include GDPR), CCTV, Freedom of Information  
Cllr Cottrell – Planning, Complaints  
Cllr Jarvis –First Aid, Public Rights of Way (PRoW), Health & Safety.
- 18/389 FENCING INSTALLATION AROUND DOG AGILITY COURSE:**  
Chairman Sargent informed Members the work had been completed and noted that some comments had been received that the fencing was not high enough. Cllr Bunting who had trained as a dog behaviourist, assured Members that the height of the fence was sufficient to act as a good deterrent for dogs to exit the agility course, noting that certain dogs were able to scale fences 6ft high if they were able to gain a sufficient purchase on the fencing material. It was further noted the metal railings of the fencing acted as a better deterrent to stop dogs scaling the fence. Members also discussed the issue of erecting a fence noting that the installation was the result of listening to residents and carrying out a public consultation.  
Chairman Sargent re-confirmed the total cost of the fencing which was £7,242.24 (with £1,2017.04 VAT able to be reclaimed; therefore an actual cost of £6,035.20 to Council.)  
Members also discussed the possibility of arranging an official opening of the course to involve either the Mayor or Deputy Mayor and agreed that was an idea worth pursuing.
- 18/390 GENERAL DATA PROTECTION REGULATION:**
- a) **Members to note changes to the Government Bill in relation to Parish Councils and the appointment of a Data Protection Officer (DPO):** Members noted the Government had relaxed rules on Parish Councils having to employ a DPO and noted consideration would be given in future. Members also noted that consideration of sharing a DPO with other local Parish Councils could be a cost effective option.
  - b) **Members to receive a copy of the NALC Toolkit** – Members noted the Clerk had sent them a copy of the NALC GDPR Toolkit and that it should be used to guide them.

**18/391**

**RESIGNATION OF CLERK AND ADVERTISE APPOINTMENT OF NEW CLERK:**

Members noted and accepted the resignation of the Clerk on the 25th April 2018. Chairman Sargent commended the Clerk and expressed Members' sadness at her departure noting that in the six months she had been in post Council had been put in order, with everything up straight. Particular focus had been on the financial records and ensuring compliance to obtain a good audit which had been achieved. It was further noted that Council had tried to manage the financial and administrative functions without a Clerk for half of the year and had done well all things considered. Chairman Sargent thanked the Clerk for all her hard work and wished her all the best for the future.

Members also approved the new job advertisement, noting the end date for applicants would be set at Friday 6<sup>th</sup> July 2018.

**18/392**

**INTERNAL AUDIT REPORT FOR 2017-18:**

It was noted the internal audit had been carried out by ASAP Office Services and Members were in receipt of the report. Members noted that half of year had been on a 'best endeavours' basis given there had been no Clerk in post. For the remainder of year all financial records and reporting had been put in place following the appointment of the Clerk and Members agreed to abide by the procedures for the forthcoming year. Chairman Sargent reminded Members that the AGAR would need to be agreed and be published in due course.

Cllr Bunting proposed that Members accept the internal audit report for 2017-18 which was seconded by Cllr Jarvis with all Members in agreement.

**18/393**

**LOCAL PLAN WORKING PARTY UPDATE:**

Chairman Sargent updated Members that the Local Plan Working Party (LPWP) had met a few weeks ago and had included all Parish Councillors. Members of the LPWP had been unable to secure an expert Planning Consultant, noting that most did not want to be put forward as they did not want to be part of contentious issues and aimed to receive positive feedback for the work they carried out. It was the LPWP's intention to meet again. Borough Cllr Allen informed Members that since the election, the Conservatives had taken control of Basildon Council. Since the Local Plan had been passed on the 22<sup>nd</sup> March, the Conservatives had a number of amendments to the Local Plan overruled and were now in the process of seeing what could be legally implemented. Cllr Allen also made reference to Cllr Sargent in her capacity as Borough Cllr, noting she had put in amendments to Noak Bridge Policies H10 and H11

**18/394**

**BANK DETAILS/FINANCE:**

**a) Monthly Budget Financial Report:**

Members noted the Monthly Budget Report and that at month two Council was 24% spent. Chairman Sargent informed Members that the report would need to continue to be produced on a monthly basis in order to be able to effectively manage the budget.

**b) Update on VAT Claims for 2015-16; 2016-17 and 2017-18:**

The Clerk confirmed that claims for 2015-16 and 2016-17 had been successfully submitted and that the money had been received. Reference was made to the Monthly Budget Financial Report which showed the income from the VAT. The Clerk also confirmed the VAT reclaim for 2017-18 had been submitted and she expected the money to reach the Parish bank accounts imminently. Cllr Bunting proposed that Members accept the outstanding VAT claims were now fully received which was seconded by Cllr Jarvis with all Members in agreement.

c) 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 (May)	£698.54
Clerk's Travel (Apr-May)	£21.06
HMRC re Clerk's Wages and Expenses (Apr-May)	£224.65
ASAP Office Services Payroll & P45 (May)	£36.59
British Telecommunications (Phone line for CCTV)	£198.48
Came & Company (Annual insurance)	£918.52
ASAP Internal Audit 2017-18	£162.77

18/395

**PLANNING APPLICATIONS:**

**18/00461/FULL. Location 11 Sailing Green, Noak Bridge.**

Application: Proposed retention of loft extension incorporating a rear dormer

Cllr Bunting declared her interest in this item as a direct neighbour to the property and an affected resident. Chairman Sargent allowed Cllr Bunting to comment on the application and it was noted the application posed many issues, specifically it did not tie in with the Conservation Area regulations. She further noted it was incongruous to the existing street scene.

Chairman Sargent requested public participation in order to understand residents' views on the application, noting that there had been many objections across the Parish about the work which was ongoing at the property and that a petition was underway with 58 signatories against the works carried out. A number of public participants were distressed by the retrospective application, noting that previous applications differed from the works going on at the property citing an example of placement of the extension in relation to its boundary. However, it was explained should the planning application be considered to grant permission Ward Councillors would ask for the application go to Committee with residents able to attend a public meeting for the decision to be made. A stop on the works and had been issued By Basildon Council which permitted the applicants to carry on with interior works but no exterior works.

Members noted Article 4 in relation to the application and noted that it referred to the front of the property and not the rear, where the extension had taken place. However, it was noted that the property did not comply to 'Good Design' requirements, with the flat roof and way in which the dormers grossly overlooked neighbouring properties.

Chairman Sargent closed the comments noting that it was imperative the Conservation Area rules and regulations with regard to planning applications were not breached as it would have a huge negative impact Noak Bridge's history and character. It was agreed Conservation Area Working Party be set up, to include residents, so the issues could be dealt with accordingly.

**18/00461/FULL. Location 11 Saling Green, Noak Bridge**

**Proposed retention of loft extension incorporating a rear dormer.**

Members objected to this application on the grounds it breaches The Local Plan Policy HE2 Conservation Areas and Saved Local Plan policy relevant to Noak Bridge BE12, supported by the National Planning Policy Framework, and The National Planning Practice Guidance, along with other the Saved Policies of the Basildon Local Plan. Additionally, Members noted the application was incongruous to the street scene. Members further noted that they had received a substantial amount of objections from residents both neighbouring the property and from further afield.

**18/00487/FULL. Location: 15 Gate Lodgeway, Noak Bridge**

**Application: Demolition of existing conservatory and construction of a single storey rear extension.**

Members had no objections to this application.

**Members noted the following decisions on application:**

Reference	Location	Status
18/01613/FULL	80 Lower Street, Noak Bridge	Refused

**18/396 POWERS OF DEALING WITH UNAUTHORISED DEVELOPMENT AND ENCAMPMENT  
MINISTRY OF HOUSING CONSULTATION – COMMUNITIES AND LOCAL GOVERNMENT.**  
Members agreed they would need to add a response.

*\* Cllr Jarvis gave apologies and left the meeting at 9:00pm which were received by Members.*

**18/397 PUBLIC PARTICIPATION:**

A resident enquired about the leaving date of the Clerk and it was explained her resignation had been received on the 25<sup>th</sup> April 2018 and that she would officially be leaving post on the 25<sup>th</sup> May 2018. The resident thanked the Clerk for her work which the Clerk received with gratitude.

A resident also enquired when the press release of the Local Plan would be and he was informed it would be on Thursday 24<sup>th</sup> May 2018.

The same resident also relayed that the issue he had brought up at past meetings about the bus timetables being out of date at the bus stops was the responsibility of the First Bus controller, not Essex County Council.

A resident noted that the issue of the 'No right turn' had been in the local paper and enquired if there was any formal way the Parish Council could comment. It was explained that the Leader of the Essex County Council had received a call-in to challenge the motion and had agreed the 'no right turn' implementation be looked at in six months opposed to the initial agreed 18 months period to see if it was proving to be a success. One resident requested clarification around communication, noting that Facebook had proved to be an unsuccessful way of trying to communicate with the Clerk and Council. The Clerk explained that Council needed to adopt a Social Media Policy before using social media as a form of communicating with Parishioners. Members agreed it was important to make the channel of communication clear and that they should consider closing the Facebook page which had remained inactive for some time.

One resident asked for notices to be placed on the playground fence to deter dogs, noting that there had been an issue of people entering the play area with dogs. He informed Members he was recording the meeting after a heated exchange, which Members felt included accusatory and defamatory statements. Members explained the matter did not fall under the Parish Council's remit and requested the resident to not personalise his issues. They informed him Basildon Council were dealing with the matter. The resident further questioned why pieces of the adult gym had been removed and Chairman Sargent explained the pieces had been removed following a consultation with residents and due to the general poor state of the equipment because of a lack of usage and a maintenance program. She reminded the resident all the information was minuted accordingly and refuted his accusations that lies were being told about the removal. She further pointed out the consultation and information on the removal of the three pieces of equipment had been published in the autumn 2017 and spring 2018 newsletters.

**18/398**

**BOROUGH/COUNTY COUNCILLORS' REPORT:**

Borough Cllr Allen informed Members that following recent elections, the Conservatives had won the majority votes at Basildon Council. ECC Cllr Buckley informed Members that County Council had its AGM and there had been resulting changes in the cabinet. Kevin Bentley, Deputy Leader of the ECC had become Cabinet Member for Highways and Infrastructure. He noted that an extra £2.5m had been allocated towards footways and potholes, with £7m all told in that budget. He reiterated that 30 teams were out trying to fix the many potholes around the County. He briefly informed Members of a traffic light system of making the holes, where red indicated the most severe of potholes and ones that needed urgent attention. He also noted that some of the money allocated had been redirected to deal with residential roads, not just public main highways but he was yet to see the program of works in relation to that.

ECC Cllr Ball informed Members there had been a new Chairman at Essex County Council; John Jowers had become Chairman and would serve two years while Eddie Johnson was Deputy Chairman. He also informed Members there had been £1m devolution allocation in order to deliver services at the appropriate level. He noted £200k had been allocated to keep verges tidy. Additionally, £1.2m had been added to the Local Highways Panel budget which was an allocation that would require match funding by District. Members briefly touched on the 'no right turn' issue and suggested it would be better dealt with by adding a roundabout but agreed the costs would be out of their reach. Members discussed a Working Party should be established to review the LHP match funding ideas around road safety in the area

**18/399**

**TO NOTE CORRESPONDENCE: To note correspondence received.**

Members noted the correspondence received

**18/400**

**DATE OF NEXT MEETING:**

Members noted the date of the next meeting which would be held on Tuesday 19th June 2018 at 7.30pm.

The Chairman once again thanked the Clerk for her work and wished her the best before closing the meeting at 9.30pm.

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Signed by the Chairman

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Date