Noak Bridge Parish Council

Minutes

Held at Noak Bridge Village Hall, Coppice Lane, Noak Bridge SS15 4JS on Wednesday 16 September 2026 at 7:00pm

Present

Chairman:	Cllr M Cottrell
Councillors:	Cllr C Bateman, Cllr P Daft, Cllr P Hawkins and Cllr T Sargent
In attendance:	Annie Carol, Basildon Borough Council, Cllr Z Hockton, Essex County Council, Lynda Townend (Clerk) and 2 members of the public.

The Chairman welcomed everyone to the meeting.

98/2026 Apologies for Absence

Apologies were received from Cllrs J Dowton and L Gilliam.

Cllr T Sargent advised that she would arrive late due to a prior engagement.

It was noted that Borough Cllr Alex Meyers had asked Annie Carol to attend the meeting and provide an update on Borough matters in his absence.

99/2026 Declarations of Interest

To receive any Declarations or Disclosable Pecuniary Interests, Other Pecuniary Interests or Non-pecuniary Interests by Members relating to any agenda items.

No declarations were received.

100/2026 Minutes

The minutes of the meeting held on 5 August 2026 (Minutes 84/2026 to 97/2026 inclusive) were considered.

Resolved: That the minutes of the meeting held on 5 August 2026 be approved as a correct record and signed by the Chair.

101/2026 Public Participation Session

A member of the public raised a query regarding the removal of the sheltered housing designation at Kenilworth Lane and asked whether clarification could be provided regarding the type of housing proposed as part of the Westgate Park development.
Annie Carol advised that she would pass the query to Borough Cllr Alex Meyers for a response.

The Chairman thanked the member of the public for their input.

Cllr Sargent arrived at the meeting at pm.

102/2026 Borough and County Councillor Reports

Annie Carol provided an update on Borough matters in the absence of Borough Cllr Alex Meyers. She advised that a new dog waste bin had been installed on Oakley Path in addition to the existing bin to provide additional capacity.

It was also noted that the deadline for responses to Basildon Borough Council's Regulation 19 Consultation on the emerging Local Plan was 22 September 2026.

103/2026 Banking and Finance

103/2026/01 Accounts for Payment

The Council approved the following accounts for payment:

SEPTEMBER	Reference	Description	Total	VAT	Net
03/09/2026	At Last Events	50% deposit for Christmas lights	**£4,170.00**	£695.00	£3,475.00
05/09/2026	ICO	Annual registration	**£52.00**	£0.00	£52.00
15/09/2026	P Thomas Landscapes	Agreed works	**£1,182.00**	£197.00	£985.00
16/09/2026	NALC	Community Planning webinar	**£42.00**	£7.00	£35.00
16/09/2026	NBCA	Hall hire 16 Sept 2026 - inv 60	**£50.00**	£0.00	£50.00
25/09/2026	Lynda Townend	*September salary	**£844.42**	£0.00	£844.42
25/09/2026	Lynda Townend	*September expenses	**£54.46**	£0.00	£54.46
25/09/2026	Lynda Townend	*September expenses	**£104.99**	£0.00	£104.99
25/09/2026	Nest Pensions	*September submission	**£84.79**	£0.00	£84.79
25/09/2026	HMRC	*September costs	**£242.00**	£0.00	£242.00
30/09/2026	Unity Trust Bank	August service charge	**£7.00**	£0.00	£7.00
TOTAL			**£6,833.66**	**£899.00**	**£5,934.66**

Resolved: That the above payments be approved for payment noting that payments marked with an asterisk are estimated costs which will be confirmed at the next meeting.

103/2026/02 Monthly Bank Reconciliation

The Council **received and noted** the bank reconciliation to the 31 August 2026.

103/2026/03 Budget Comparison

The Council **received and noted** the budget comparison to 31 August 2026, noting that the Council had spent £11,376.58, representing 8% of the budget and 28% of the precept.

103/2026/04 Conclusion of Audit

The Council received a copy of the External Audit's Report and Certificate for 2025/26, noting the comment that the response to Section 2, Box 11 (Trust transactions), was incorrect. This was rectified and a response was submitted to the External Auditor.

Resolved: That the Council received and noted Section 3 – External Auditor's Report and Certificate for 2025/26.

103/2026/05 2026 NJC Pay Award – Clerk's Salary Adjustment

The Council noted the 2026 National Joint Council (NJC) pay award of 3.30% and the Clerk's contractual progression from SCP 21 to SCP 22 with effect from 1 April 2026.

Resolved: That the Council authorise the Clerk's progression to SCP 22 with effect from 1 April 2026 and approve payment of the resulting arrears of £270.48 gross for the period 1 April to 30 September 2026.

The Chairman advised the Council that the Clerk's annual appraisal is due and that the Personnel Committee will convene to undertake the appraisal.

104/2026 Policies and Procedures

104/2026/01 Document Retention and Disposal Policy

The Council reviewed the existing Document Retention and Disposal Policy and agreed to re-adopt the policy without amendment.

Resolved: That the Council agreed to re-adopt the Document Retention and Disposal Policy without amendment.

105/2026 Planning

105/2026/01 Planning Applications

There were no planning applications for the Council to consider.

105/2026/02 Planning Decisions

The Council noted the following planning decisions made by Basildon Borough Council:

> **105/2026/02/01 - 26/00669/FUL -** Two-storey extension and replacement of front balustrade at Norfolk House, Wash Road, Laindon, Essex, SS15 4AZ – **Granted**

105/2026/03 Basildon Borough Local Plan – Regulation 19 Consultation

The Council discussed submitting a response to Basildon Borough Council's Regulation 19 Consultation on the developing Local Plan.

Resolved: That the Council submit a written response to the Basildon Borough Local Plan Regulation 19 Consultation.

106/2026 Environment

106/2026/01 Handyman Tasks

The Council received and reviewed quotations provided by P Thomas Landscapes to complete the following improvement works:

Area of Concern	Works Required	Price Quoted (net)	Comments
Fencing at Tudor bus stop	Repair fencing/posts – dig out and replace 15 posts and reinstall metal handrail	£1,495	Requires approval from Basildon Council
Coppice Lane pond bench	Option 1 Repair timbers and repaint	£155	
Coppice Lane pond bench	Option 2 Repair timbers	£110	
Coppice Lane bridge	Replacement bridge	£4,260	Further quotations to be sought by Basildon Borough Council

The Council discussed the proposed works, including the need to obtain comparison quotes for the replacement bridge and potential contributions towards the cost from a local business and the Noak Bridge Community Association. It was noted that the bridge works would be progressed via Basildon Borough Council.

Resolved: That the Council approve expenditure of £1,650 excluding VAT to P Thomas Landscapes for the fencing works at the Tudor bus stop and Option 1 for the Coppice Lane pond bench.

Resolved: That the Council agree in principle to fund the replacement of the Coppice Lane Bridge up to a maximum cost of £4,260 excluding VAT, subject to further quotations being obtained and contributions being sought from a local business and the Noak Bridge Community Association.

Resolved: That the Clerk inform Basildon Borough Council of the agreed works and seek its approval, as landowner/asset owner, before the works proceed.

106/2026/02 Durban Lane Pond
The Council discussed the quote provided by Basildon Borough Council to cut back the reeds and clear areas around the perimeter of the pond.

Resolved: That the Council approve the quotation of £1,470 to undertake improvements to the Durban Lane pond.

The Council discussed the future maintenance of the pond and whether provision could be made within future budgets.

County Cllr Hockton offered to fund the cost of the Durban Lane pond maintenance from her locality fund. The Council welcomed the offer.

Resolved: That the Clerk formally request funding from County Cllr Hockton's locality fund to cover the cost of the improvement works required at Durban Lane pond**.**

Cllr P Daft left the meeting at 20:10 and returned at 20:12.

106/2026/03 Village Green Status
Resolved: That the Council agree in principle to support the Friends of Noak Bridge application to obtain Village Green Status for the village green.

County Councillor Update
Cllr Hockton provided an update on changes to the Highways reporting system, advising that Category 3 issues reported through the system will be completed within 90 days. She commented that the current reporting system is outdated and requires significant improvement.

Cllr Hockton left the meeting at 20:20.

106/2026/04 Village Green Improvement Project
Cllr Hawkins explained the strategy document he had circulated, which sets out a proposed approach for managing future projects relating to the Village Green.

Resolved: That the Council hold a separate Zoom meeting to review the strategy document and that the matter be added to a future meeting agenda.

It was noted that quotations for the proposed Village Green improvement works are still awaited from Mark Aldridge at Basildon Borough Council.

106/2026/05 Woodland Walk Brass Rubbing Post
Members reviewed a report and quotation for the installation of six brass rubbing posts on the Village Green.

Resolved: That the Council request that the brass rubbing post project be included within the proposed Village Green improvement project.

Resolved: That the Clerk forward the project information to Mark Aldridge at Basildon Borough Council and request that the project be considered for funding from the available S106 allocation.

Borough Councillor Update

Cllr Sargent provided a brief update in her capacity as a Basildon Borough Councillor. She advised that Local Government Reorganisation (LGR) is currently under review by the Government and highlighted the importance of residents responding to Basildon Borough Council's Regulation 19 Consultation on the emerging Local Plan.

107/2026 Correspondence

The Clerk advised that an email had been received from a resident regarding dog fouling outside their property, which Cllr Sargent had dealt with in her capacity as a Borough Councillor.

The Council discussed the proposed letter to Basildon Borough Council's Planning Department regarding the Westgate development.

Resolved: That the Clerk send the letter to Basildon Borough Council's Planning Department seeking clarification regarding the Westgate development.

108/2026 Items to be Included on the Next Agenda

The following items were identified for inclusion on the agenda of the next meeting:

- Budget considerations in preparation for the 2027/28 budget and precept.
- Village Green Improvement Strategy.
- Christmas Lights Switch-On, including the Salvation Army band, sleigh date and school choir.

109/2026 Date of Next Meeting – 21 October 2026.

110/2026 Chairman to Close the Meeting

There being no further business, the meeting closed at 20:54.

Signed:_____ Date:_____
Chairman