Noak Bridge Parish Council

Minutes

Held at Noak Bridge Village Hall, Coppice Lane, Noak Bridge SS15 4JS on Wednesday 21 October 2026 at 7:00pm

Present

Chairman:	Cllr M Cottrell
Councillors:	Cllr C Bateman, Cllr P Daft, Cllr J Dowton and Cllr T Sargent
In attendance:	Cllr A Meyers, Basildon Borough Council, Lynda Townend (Clerk) and four members of the public.

The Vice-Chairman, Cllr Daft, opened the meeting.

111/2026 Apologies for Absence
Apologies were received from Cllrs L Gilliam and P Hawkins.

Cllr Hockton had advised that she was unable to attend the meeting.

112/2026 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.

Cllr Sargent declared an interest as a Borough Councillor.

113/2026 Minutes
The minutes of the meeting held on 16 September 2026 (Minutes 98/2026 to 110/2026 inclusive) were considered.

Cllr Sargent requested that her arrival time be recorded. Councillors agreed her arrival time was 19.15.

Resolved: That the minutes of the meeting held on 16 September 2026 be approved as a correct record and signed by the Vice-Chairman, with the above amendment.

114/2026 Public Participation Session

A member of the public advised that a grant application may be forthcoming to fund the installation of new benches in the Nature Reserve.

A member of the public raised concerns regarding the location of a new dog waste bin installed outside the school on Oakley Path, requesting that it be relocated as the current position was considered inappropriate.

Cllr Sargent advised that the matter fell within the remit of Basildon Borough Council and undertook to refer it to the Borough Council for consideration.

The Vice-Chairman thanked the members of the public for their contributions.

115/2026 Borough and County Councillor Reports

Cllr Meyers provided a verbal response to the Council's letter regarding the closure of sheltered housing at Fore Street and the West Gate development. He advised that the Borough considered there to be a surplus of sheltered housing, with approximately 70 places proposed to be reallocated. West Gate would provide specialist accommodation for adults with social care plans, including support for hospital care. A written response would follow. In response to Cllr Daft's concerns regarding previous advice that sheltered housing was at capacity, Cllr Meyers undertook to obtain the supporting data.

Cllr Meyers advised that additional waste bins were being installed across the Borough, with further provision proposed along Oakley Path towards Miles Gray Road, where littering remained a persistent issue. Funding was available. Cllr Dowton highlighted that the bin on Miles Gray Road was frequently full. A member of the public also requested a litter bin near the A127 entrance to the Nature Reserve.

Cllr Meyers confirmed that the Christmas Sleigh Run would visit Noak Bridge on Friday 11 December 2026, the proposed date of the Christmas lights switch-on. He also reported that the Jobs and Skills Fair had attracted 490 residents, including 62 from Noak Bridge.

Cllr Sargent, speaking in her capacity as a Borough Councillor, advised that an Extraordinary Meeting of Basildon Borough Council would consider withdrawing the Local Plan. She also outlined forthcoming planning reforms, under which more planning decisions would be delegated to officers, with major applications continuing to be considered by planning committees. The Borough was reviewing how the new Gateway Test would operate.

Cllr Sargent reported that Noak Bridge Medical Centre wished to work more closely with the Parish Council to improve communication with residents, particularly those experiencing difficulties with digital appointment booking. The practice was collaborating with Ballards Walk Practice. It was suggested that a short article about the Medical Centre could be included in the Parish Council's newsletter.

Cllr Sargent reported that ten household refuse bins, previously left along the Lower Street pathway, had been removed. Their presence had caused obstructions for pedestrians, including those using buggies and scooters.

Cllr Cottrell joined the meeting at 19:14.

116/2026 Banking and Finance

116/2026/01 Accounts for Payment

The Council approved the following accounts for payment:

OCTOBER	Ref	Desc 2	Type	Total	VAT	Net
22/10/2026	NBCA	Hall hire 2026 – 21 Oct inv. 63	Hall hire	**£50.00**	£0.00	£50.00
25/10/2026	Lynda Townend	October salary	Salaries	**£715.20**	£0.00	£715.20
25/10/2026	Lynda Townend	October expenses	Staff homeworking allowance and travel expenses	**£33.57**	£0.00	£33.57
25/10/2026	Nest Pensions	October submission	Pension	**£65.87**	£0.00	£65.87
25/10/2026	HMRC	October costs	Tax & NI	**£188.00**	£0.00	£188.00
31/10/2026	Unity Trust Bank	September service charge	Bank charges	**£7.00**	£0.00	£7.00
OCT TOTAL			**TOTAL**	**£1,059.64**	**£0.00**	**£1,059.64**

Resolved: That the payments listed above be approved.

116/2026/02 Monthly Bank Reconciliation

The Council **received and noted** the bank reconciliation to the 30 September 2026.

116/2026/03 Budget Comparison

The Council **received and noted** the budget comparison to 30 September 2026, noting expenditure totalled £17,398.14, representing 13% of the budget and 42% of the precept.

116/2026/04 Budget Considerations for 2027/28

The Chairman invited Members and members of the public to identify any matters for consideration as part of the 2027/28 budget-setting process.

Members agreed that budget considerations would be discussed at the Council's informal budgeting meeting.

117/2026 Policies and Procedures

117/2026/01 Biodiversity Policy

The Council considered the draft Biodiversity Policy. Cllr Sargent expressed the view that the Council was taking on responsibilities that did not require a separate policy.

A recorded vote was requested: For – 4; Against – 1.
Resolved: That the Biodiversity Policy be adopted to support the Council in meeting its statutory obligations and be reviewed annually.

Cllr Meyers left the meeting at 19.48

117/2026/02 Complaints Procedure
The Council reviewed the existing Complaints Procedure.

Resolved: That the Complaints Procedure be re-adopted without amendment.

118/2026 Planning

118/2026/01 Planning Applications
118/2026/01/01 - 26/01087/FUL- Raise ridge height, replacement roof to form second storey. Two storey front extension and first floor rear extension at Braeside 14 Wash Road Laindon.

Resolved: That the Parish Council has no objection to this application.

118/2026/02 - 26/00296/OUT - Outline planning application for: up to 1,100 residential dwellings (Class C2 and C3), business, retail, leisure and sports uses (Class E); primary school (Class F1); community uses (Class F2); hot food takeaway (Sui Generis), open space; vehicular accesses; associated infrastructure, groundworks and engineering operations; with all matters reserved except for access to the site at land North And South Of, Dunton Road, Laindon.

Resolved: That the Parish Council submit an objection to this application.

118/2026/03 Planning Decisions
The Council noted the following planning decisions made by Basildon Borough Council:

There were no Borough Council decisions to note.

119/2026 Environment

119/2026/01 Handyman Tasks
The Council discussed areas around the village requiring maintenance and improvement, including trimming back the hedge along the left-hand side of Lower Coppice Lane when walking towards the Village Hall, to clear the footpath.

Resolved: That a quotation be sought for the hedge-trimming works.

Resolved: That the Clerk contact P Thomas Landscapes to request a timescale for completion of the new bridge.

In response to a question about funding contributions towards the new bridge, Cllr Sargent reported that contributions had been agreed by the local shopkeeper and Noak Bridge Community Association. Cllr Sargent agreed to contact the relevant parties following completion of the bridge replacement works.

120/2026 Christmas

120/2026/01 Lighting - Electrical Supply

The Council considered a report on electricity suppliers for the Christmas lights.

Resolved: That Npower be appointed as the electricity supplier for the Christmas lights.

120/2026/02 Christmas Lights Switch-on

The Council confirmed arrangements for the Christmas Lights Switch-on event, to be held outside the Village Hall on Friday 11 December 2026 at 6.30pm. The Christmas Sleigh Run would visit the village at 6.30pm.

Cllr Daft undertook to liaise with the school regarding a choir performance.

The Council would provide mince pies and mulled wine, and Cllr Cottrell agreed to dress as an elf.

Cllr Sargent would prepare a newsletter for publication on 23 November, with delivery planned for 5–6 December 2026.

121/2026 Correspondence

The Clerk reported receipt of two items of correspondence:

Nature Reserve Encampments: Cllr Sargent had shared the correspondence with Basildon Borough Council, as landowner. Members of the public suggested contacting St Mungo's and expressed concerns regarding the limited support received from the Borough Council, particularly where tents remained occupied. Cllr Sargent confirmed she would continue to pursue the matter with Basildon Borough Council.

Noak Bridge Medical Centre: The correspondence regarding potential collaboration with the Parish Council had been covered earlier in the meeting.

122/2026 Items to be Included on the Next Agenda

The following item was identified for inclusion on the agenda of the next meeting:

- Armed Forces Day – 27 June 2027.

123/2026 Date of Next Meeting

The next meeting will be held on Wednesday 18 November 2026.

124/2026 Closure of the Meeting

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

Signed:_____ Date:_____
Chairman