Noak Bridge Parish Council

Notice of Annual Parish Meeting for Noak Bridge

Notice is hereby given that the Annual Parish Meeting for Noak Bridge will take place on Wednesday the 15th April 2026 at 7pm in the Noak Bridge Village Hall

Local Government electors for the parish will be entitled to vote at the meeting which will be open to the public.

All Residents are Welcome

Cllr Mark Cottrell
Chairman
9th April 2026

AGENDA

The business to be transacted at the meeting will be as follows:-

1. **Acceptance of the minutes of the Annual Parish Meeting held on the 23rd April 2025.**
2. **To Receive the Chairman's report for 2025/26**
3. **Planning Reform**
4. **Parish Council Grant Applications**
5. **Parish Question Time**

Noak Bridge Parish Council

Annual Parish Meeting

Minutes

Held at Noak Bridge Village Hall, Coppice Lane, Noak Bridge SS15 4JS on

Wednesday the 23rd April 2025 @ 7.00pm

Present

Chairman:	Cllr Mark Cottrell
Councillors:	Cllr Cristopher Bateman, Cllr Paul Daft, Cllr Jacqui Dowton, Cllr Lynn Gilliam, Cllr Peter Hawkins and Cllr Terri Sargent,
In attendance:	Lynda Townend (Clerk) and 3 members of the public

The Chairman welcomed everyone to the meeting.

1 Welcome by the Chairman

The Chairman welcomed all residents and fellow councillors to the meeting.

2 Acceptance of the notes of the Annual Parish Meeting held on the 16th April 2024.

Members were asked to review the minutes from the Parish Council meeting held on the 16th April 2024.

Resolved: that the notes from the Annual Parish Meeting were agreed by Members.

3 Chairman's Report for 2024/25

The Chairman, Cllr Mark Cottrell read out the Chairman's report detailing the Council's activities in 2024/25.

4 Neighbourhood Plan Update

Cllr Sargent provided the meeting with an update on the progress of the Neighbourhood plan which included:

- A Zoom meeting was held between Jeremy (Bluestone), Basildon Borough Council (BBC), and others to select the examiner for the Neighbourhood Plan. Andrew Ashcroft, recommended by Bluestone, was chosen due to his experience with parish councils and neighbourhood planning. His appointment is expected to be confirmed by Stephanie Kober, and he will assess whether the plan is sound.

- The examiner will ask clarification questions, particularly on policy and the design code. Jeremy from Bluestone can assist in responding to these (for a fee).

- If the process runs smoothly, a referendum could be held in approximately six months. The plan needs two-thirds approval from voters to be adopted. A six-week canvassing period is expected before the vote.

- Cllr Sargent noted that since Regulation 16, the plan holds minimal material weight, but its importance will grow as it progresses.

- Until the Neighbourhood Plan is formally adopted, the Planning Committee must begin considering the plan's contents when reviewing applications.

Cllr Cottrell thanked Terri for her ongoing work on the Neighbourhood Plan.

5 VE Day – 8th May 2025

Cllr Cottrell updated the council with the planning and logistics for the VE Day 80 event which will be held on the Wash Road Open Space from 7.30pm on the 8th May 2025. Details included:

- The District Scouts have agreed to attend the event.
- Singer and music – Cllr Bateman will follow up with pub landlord, who had agreed to hire a singer. The pub has also confirmed they are agreeable to residents using their toilet facilities on the night.
- The Clerk will chase the generator provider and Basildon Council for confirmation they have agreed the council's risk assessment for the event.
- Background music – Cllr Gilliam will download a suitable playlist for the event.
- The Clerk confirmed she will provide a PA system capable of connecting a telephone via Bluetooth.
- The Piper has confirmed he will attend the event. Cllrs discussed a suitable donation and agreed to pay the piper a fee of £250.
- The Tribute will be read by a veteran or Cllr Sargent as a village's Borough Councillor.
- Bunting, flags and lamppost badges have been ordered and delivered and will be installed on Sunday the 4th May 2025.
- Cllr Cottell will install the gazebo for St Johns Ambulance.
- The catering vans have confirmed their attendance.
- A meeting has taken place with Basildon Council to agree a location for the bench.

- It was agreed the Tommy statue should be installed near Noak Bridge Sign and the Community Events Association agreed to dress the trees with poppies. The Clerk will place the order, arranging for it to be delivered to Cllr Gilliam's home.
- The Council agreed to order the 6' Tommy statue for the event. Cllr Sargent will liaise with Basildon Borough Council to obtain the relevant permissions.
- Cllr Daft and a resident agreed to contact residents to confirm they were happy for the bench to be installed.
- Cllr Cottrell will continue to try contacting the Billericay Cadets to see if they would be able to attend.
- The Noak Bridge Litter Pickers agreed to conduct a litter pick of the area after the event.
- Cllr Sargent confirmed she holds the keys to the bollards and Cllr Cottrell agreed to test these a week before the event.

Cllr Cottrell advised a budget for the event had been agreed at £2,870 without the purchase of the bench or statute which will be funded from community reserves.

Resolved: that the council agreed to vire £1,500 from Community reserves to cover the shortfall in the VE Day budget.

6 Parish Plan

Cllr Cottrell provided the council with a draft plan. The Council discussed this noting it is a template that can be used and to monitor progress. A separate tab will contain dates so updates can be provided to the council.

Cllr Sargent suggested meeting with councillors and residents to plan the direction the council will take.

Councillors will provide the Clerk with the necessary information to populate the document.

Resolved: that the council agreed to put the Parish Project Plan in place.

7 Parish Question Time

A member of the public commented on the VE Poster which did not make clear refreshments would need to be purchased.

Resolved: that the Clerk would amend the poster, by size, content and the position of the wording.

A member of the public suggested the Parish Council should set up a second Facebook profile to enable it to reach the eight thousand residents on the Noak Bridge Discussion page.

Resolved: that Cllr Cowton will look into setting this up.

20.15 Cllr Daft left meeting

20.17 Cllr Daft returned to the meeting

A member of the public congratulated the Council on the comprehensive Neighbourhood Plan and suggested that, ahead of the referendum, it would be important to engage with residents and provide a summary document to aid understanding.

Resolved: That the Council recognises the importance of community engagement and is committed to actively promoting meaningful engagement with residents.

A member of the public enquired if the Parish Council could contribute to the cost of repairing the Tudor bus shelter. Cllr Sargent advised this was the responsibility of Basildon Council.

Resolved: Cllr Sargent will contact officers at Basildon Council to enquire when these repairs will be completed.

A member of the public advised fly tipping is becoming a problem near the unlocked bins.

Resolved: that the council will review this in one months' time to see if the new weekly rubbish collections alleviate the problem.

The next Parish Council meeting is scheduled for Wednesday the 21st May 2025 at 7.30pm.

No further questions were raised so the Chairman closed the meeting at 20.30

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