Noak Bridge Parish Council

Meeting of: Noak Bridge Parish Council

Date: Wednesday 16th September 2026

Time: 7.00pm

Place: Noak Bridge Village Hall, Coppice Lane, Noak Bridge

Members are hereby summoned to attend the above meeting to transact the following business. Members are respectfully reminded that each item on the Agenda should be carefully examined. If you have any interest, it must be duly declared.

Councillors to be present: M. Cottrell (Chairman), P. Daft (Vice-Chairman) C. Bateman, J. Dowton, L. Gilliam, P. Hawkins and T. Sargent

L Townend
Parish Clerk

9th September 2026

AGENDA

1. Apologies for Absence

To receive, consider and approve any apologies for absence.

2. Declarations of Interest

Members are reminded that they are required to disclose the existence and nature of any Disclosable Pecuniary Interests, Other Registerable Interests and Non-Registerable Interests relating to items of business on the agenda having regard to paragraph 9 and Appendix B of the Code of Conduct for Members. Members are reminded that they are also required to disclose any such interests as soon as they become aware should the need arise throughout the meeting.

3. Minutes

To receive, approve and sign the Minutes of the Annual Parish Council meeting held on the 5 August 2026, Minutes 84/2026 to 97/2026 inclusive (attached).

4. Public Participation Session

With respect to items on the Agenda and other matters of mutual interest.

5. Borough and County Councillor Reports

To receive updates from Borough and County Councillors, if in attendance.

6. Banking and Finance

6.1 Accounts for Payment

To agree the accounts for payment for the period 1st August to the 30th September 2026. Payment schedule attached.

6.2 Monthly Bank Reconciliation

To receive and note the bank reconciliation to the 31st August 2026. Attached.

6.3 Budget Comparison

To receive and note the budget comparison to the 31st August 2026. Attached.

6.4 Conclusion of Audit

To note the conclusion of the External Audit for 2025/26. Attached.

6.5 2026 NJC Pay Award – Clerk's Salary Adjustment

To note the 2026 NJC pay award and the Clerk's contractual progression from SCP 21 to SCP 22 with effect from 1 April 2026, and to authorise the implementation of the revised salary and payment of arrears due. Report attached.

7. Policies and Procedures

7.1 Document Retention and Disposal Policy

To review and re-adopt the Document Retention and Disposal Policy without any recommended changes. Report attached.

8. Planning

8.1 To consider planning applications detailed below and any planning applications published by Basildon Borough Council between the circulation of this agenda and the meeting.

8.2 To note planning decisions made by Basildon Borough Council

8.2.1 26/00669/FUL - Two-storey extension and replacement of front balustrade at Norfolk House Wash Road Laindon Essex SS15 4AZ**. Granted**

8.3 Basildon Borough Local Plan – Regulation 19 Consultation

To consider the Proposed Submission Local Plan and determine whether the Parish Council wishes to submit any comments or representations as part of the Regulation 19 consultation. Report attached.

9. Environment

9.1 Handyman Taks

To consider areas within the village which require improvement and to approve any quotes obtained for areas requiring improvement in the village.

9.2 Durban Lane Pond

To consider a request from Basildon Council to contribute toward the cost of maintenance works at Durban Lane pond. Report attached.

9.3 Village Green Status

To confirm the Council's decision regarding the request by the Friends of Noak Bridge to apply for Village Green Status for the village green. Report attached.

9.4 Village Green Improvement Project

To consider the next steps to source funding offered by Basildon Council for improvement to the village green. Report attached.

9.5 Woodland Walk Brass Rubbing Posts

To consider the installation of brass rubbing posts. Report attached.

10. Correspondence

To note correspondence received.

11. Items to be Included on the Next Agenda

12. Date of Next Meeting

The next Parish Council meeting will be held on the 21st October 2026

13. Chairman to Close the Meeting

Noak Bridge Parish Council

Minutes

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

Wednesday 5th August 2026 at 7:00pm

Present

Chairman: Cllr M Cottrell

Councillors: Cllr C Bateman, Cllr J Dowton, Cllr P Hawkins and Cllr T Sargent

In attendance: Lynda Townend (Clerk) and 3 members of the public.

The Chairman welcomed everyone to the meeting.

84/2026 Apologies for Absence

Apologies were received from Cllr Daft.

Basildon Borough Councillor Myers and County Cllr Hockton were unable to attend the meeting attending

85/2026 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 in her capacity as a Borough Councillor.

86/2026 Minutes

Members reviewed the minutes from the Parish Council meeting held on the 24th June 2026, Minutes 70/2026 to 82/2026 inclusive and the minutes from the Parish Council meeting held on the 15th July 2026, Minute 83/2026.

Cllr Sargent raised an objection in relation to the minutes from the meeting held on the 15th July 2026 noting the meeting was not held in the village hall.

The Chairman advised both he and the Clerk attended the meeting as this is required when a meeting has been convened, and the Minutes reflected the meeting was 'convened at the village hall'.

Resolved: That the Minutes of the meetings held on 24th June and the 15th July 2026 be approved, with the above amendment, and signed by the Chairman as a true record.

87/2026 Public Participation Session

A member of the public raised three matters:

1. Westgate Park sheltered housing

The member of the public referred to plans by Basildon Borough Council to demolish part of Westgate Park and replace it with assisted living accommodation for residents aged over 55. She considered this contradictory given the previous loss of sheltered housing provision in Noak Bridge and asked whether the Parish Council could raise the matter with the Borough.

Cllr Sargent advised that the Parish Council has no power over Basildon's planning decisions but could write to BBC to raise its concerns and seek clarification.

It was further confirmed that approximately 25 sheltered housing tenants in Noak Bridge had previously lost their accommodation when the properties were transferred to general housing stock, with tenants being offered incentives to move. The question was asked whether Basildon Council would consider reinstating housing provision for residents aged over 55.

Resolved: That the Parish Council write to Basildon Borough Council seeking clarification on the proposals and raising the concerns discussed.

2. Repairs

Pat reported that the post and rail fencing at the Tudor Bus Stop was broken and that the supports for the bench at Coppice Lane Pond were also damaged and required repair.

Resolved: That the Parish Council will seek quotes to repair these items.

3. Village Green Status

The member of the public, on behalf of Friends of Noak Bridge (FONB), reported that members had recently attended an event, hosted by Basildon Borough Council, at Watt Tyler County Park. The member of the public advised that the FONB would like to apply for Village Green status for the area and asked whether the Parish Council would support the application for Noak Bridge village green, encompassing the area bounded by Lower Street, Coppice Lane and Bridge Street.

The potential benefits discussed included:

- Permanent protection of the land;
- Reduced risk of development;
- Increased opportunities for funding and grants; and
- Promoting residents' pride in and care for the area.
- Raise the profile of the area

Cllr Sargent advised that the process would take time and would require further investigation

Cllr Gilliam asked whether there were any disadvantages to Village Green status. The member of the pubic advised that she had contacted four other Village Greens to establish what benefits they had experienced.

Resolved: That the Parish Council arrange an informal meeting to discuss the advantages and disadvantages of applying for Village Green status.

Resolved: That a follow-up site visit be arranged with officers from Basildon Borough Council which would include representatives of all relevant voluntary groups, including the Leisure Group, Litter Pickers and Friends of Noak Bridge.

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

88/2026 Borough and County Councillor Reports

Cllr Sargent, in her capacity as a Borough Councillor, advised that the Council was currently in recess, although work was continuing.

Cllr Sargent also advised that she would be attending a community event hosted by Hashtag Football Club.

The Chairman thanked Cllr Sargent for her update.

89/2026 Banking and Finance

89/2026/01 Accounts for Payment

The Council approved the following accounts for payment:

Supplier	Description	Minute Reference	Total	VAT	Net
Windowflowers	2026 hanging baskets	37/2026/02	**£1,569.46**	£261.58	£1,307.88
Lynda Townend	July salary	155/2024	**£680.72**	£0.00	£680.72
Lynda Townend	July expenses	155/2024	**£32.15**	£0.00	£32.15
Lynda Townend	July expenses	155/2024	**£1.56**	£0.00	£1.56
Nest Pensions	July submission	21/2025/05	**£62.72**	£0.00	£62.72
HMRC	Q1 PAYE costs	155/2024	**£251.01**	£0.00	£251.01
Rhino Security	Service contract visit	77/2025	**£160.80**	£26.80	£134.00
Unity Trust Bank	June service charge	121/2025	**£7.00**	£0.00	£7.00

Windowflowers	2026 hanging baskets	37/2026/02	**£1,063.13**	£177.19	£885.94
NBCA	Hall hire – August 2026		**50.00**	0.00	50.00
Peter Thomas Landscapes	Handyman tasks - June and July	79/2026/01	**696.00**	116.00	580.00
		Totals	**£4,574.55**	**£581.57**	**£3,992.98**

Resolved: That the above payments be approved for payment.

89/2026/02 Monthly Bank Reconciliation

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

89/2026/03 Budget Comparison

The Council **received and noted** the budget comparison to 31st May 2026, noting that the Council had spent £9,090.38 representing 7% of the budget and 22% of the precept.

89/2026/04 Grant Application

The Council considered a grant application from BASICS Essex towards the purchase of a replacement video laryngoscope.

Resolved: That the Parish Council decline to support the grant application.

89/2026/05 DM Payroll Services

The Council was advised that the fee charged by DM Payroll Services would increase to £146 for 2027/28, together with other charges as notified.

Resolved: That the Parish Council note the increase and agree to continue using the services of DM Payroll Services.

89/2026/06 Unity Trust Bank Account Additional Signatory

The Council was asked to appoint an additional signatory to the Unity Trust Bank accounts to provide greater flexibility when approving transactions.

Resolved: That Cllr Daft be appointed as an additional signatory to the Unity Trust Bank accounts.

90/2026 Policies and Procedures

90/2026/01 Biodiversity Policy

The Council reviewed a draft Biodiversity Policy.

Cllr Sargent noted that the policy was a Government requirement but expressed concerns regarding the proposed Action Plan. It was agreed that the policy should be reviewed against the relevant provisions of the Neighbourhood Plan.

Resolved: That the draft Biodiversity Policy be reviewed against the Neighbourhood Plan and brought back to a future meeting for further consideration.

91/2026 Planning

91/2026/01 Planning Applications

There were no planning applications for the Council to consider.

91/2026/02 Planning Decisions

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

91/2026/02/01 26/0171/Full – Single storey side extension (amended) at 95 Crouch Street, Noak Bridge. **Granted.**

92/2026 Christmas 2026

The Council discussed arrangements for Christmas 2026. The following were considered:

- Christmas lights to be installed as in previous years. This will be the final year of the existing three-year contract.
- A Christmas tree to be installed on the mound.
- Contact to be made with the Round Table regarding a possible sleigh visit. The Council may consider providing a grant to the organisation. Mark will contact Stuart to discuss this further.

Resolved: That the above arrangements be progressed.

93/2026 Environment

93/2026/01 Handyman Tasks

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

Area of Concern	**Works Required**	**Price Quoted (net)**	**Comments**
Bridgecote Lane near entrance to sheltered housing	Replace 5 x bollards and repair verge	£445	Requires approval from Essex Highways
Bridge St Sign	Tidy overgrowth	£180	
Durban Lane	Treat bollards	£360	
12 Bridgecote Lane	Replace 6 x bollards	£390	Requires approval from Essex Highways
		£1,375	

Resolved: That the Council agreed expenditure totalling £1,375 excluding VAT to P. Thomas Landscapes to complete the above works.

Resolved: That the Clerk inform Basildon Borough Council of the Parish Council's intention to complete these works and apply for a licence from Essex Highways regarding the bollards.

93/2026/02 Remembrance Display

Cllr Dowton suggested that the Council consider creating a Remembrance display featuring photographs of local residents who have served or are currently serving in the Armed Forces. It was suggested that the notice board could be used to display the photographs and that a template could be created for the display.

It was proposed that work on the project commence after Christmas, with residents invited to submit photographs of relatives who have served or are currently serving.

The Council noted that appropriate consent would be required for photographs of living individuals.

Resolved: That the Council aim to develop the Remembrance Project for 2027.

93/2026/03 Community Poppy and Wildflower Planting Initiative

Cllr Dowton suggested that the Council establish a poppy and wildflower planting initiative to enhance the village and support Remembrance Sunday commemorations.

The Friends of Noak Bridge are currently working on a project to create wildflower areas and undertake guerrilla bulb planting. It was noted that wildflower areas need to be allowed to grow and set seed, which may appear less tidy but is necessary to support the initiative. The area at the corner of Bridge Street and Bridgecote was suggested as a suitable location, provided that the BT green box is not obstructed.

Resolved: That the Council allocate £300 to the Friends of Noak Bridge towards the project, which will include the cost of seeds and include the provision of a suitable wooden sign.

94/2026 Correspondence

No correspondence was presented.

95/2026 Items to be Included on the Next Agenda

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

- Coppice Lane Pond bridge
- Village Green status

96/2026 Date of Next Meeting – 16th September 2026.

97/2026 Chairman to Close the Meeting

There being no further business, the meeting closed at 8:47pm.

Signed:_____ Date:_____
Chairman

Return to agenda

Accounts for Payment

SEPTEMBER	Ref	Desc 2	Minute	Total	VAT	Net
03/09/2026	At Last Events	50% deposit for Christmas lights	92/2026	**£4,170.00**	£695.00	£3,475.00
10/09/2026	NALC	Community Planning webinar	08/2026/06	**£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	155/2024	**£844.42**	£0.00	£844.42
25/09/2026	Lynda Townend	*September expenses	155/2024	**£54.46**	£0.00	£54.46
25/09/2026	Lynda Townend	*September expenses	155/2024	**£104.99**	£0.00	£104.99
25/09/2026	Nest Pensions	*September submission	21/2025/05	**£84.79**	£0.00	£84.79
25/09/2026	HMRC	*September costs	155/2024	**£242.00**	£0.00	£242.00
30/09/2026	Unity Trust Bank	August service charge	121/2025	**£7.00**	£0.00	£7.00
SEP TOTAL				**£5,599.66**	**£702.00**	**£4,897.66**

* Estimated as payslip not received

Return to agenda

Bank Reconciliation

BANK RECONCILIATION - Financial year ending 31.03.2027					
Bank Balance as at	**30.04.2026**	**31.05.2026**	**30.06.2026**	**31.07.2026**	**31.08.2026**
Metro Bank	£ 72,228.35	£ 72,274.36	£ 40,801.97	£ 40,827.96	£ 40,853.97
Santander Business Saving Account	£ 18,288.26	£ 18,288.26	£ 18,288.26	£ 18,288.26	£ 18,288.26
Unity Trust Current Account	£ 39,178.16	£ 36,058.47	£ 35,053.36	£ 30,724.53	£ 28,689.14
Unity Trust Fixed Term Account/Savings	£ 85,000.00	£ 85,000.00		£ 120,000.00	£ 120,000.00
Unity Trust Savings Account	£ -	£ -	£ 88,574.82	£ 89.82	£ 89.82
Total:	**£ 214,694.77**	**£ 211,621.09**	**£ 182,718.41**	**£ 209,930.57**	**£ 207,921.19**
Less Unpresented cheques					
August HMRC payment					£ 250.81
Total of unpresented /Rec. Receipts	£ -	£ -	£ -	£ -	£ 250.81
Net Bank Balances as at	**£ 214,694.77**	**£ 211,621.09**	**£ 182,718.41**	**£ 209,930.57**	**£ 207,670.38**
CASH BOOK					
Balance as at 01.04.26	£ 191,904.25	£ 191,904.25	£ 191,904.25	£ 191,904.25	£ 191,904.25
Plus Receipts Metro account	£ 44.50	£ 90.51	£ 133.12	£ 159.11	£ 185.12
Plus Receipts Bus. Saving account	£ 287.10	£ 287.10	£ 287.10	£ 287.10	£ 287.10
Plus Receipts Unity Trust Bank	£ 24,709.08	£ 24,709.08	£ 24,709.08	£ 24,709.08	£ 24,709.08
Plus Receipts Unity Trust Saving account	£ -	£ -	£ 3,574.82	£ 3,574.82	£ 3,574.82
Plus Receipts Unity Fixed Term Account	£ -		£ -		
Total	**£ 216,944.93**	**£ 216,990.94**	**£ 220,608.37**	**£ 220,634.36**	**£ 220,660.37**
Less Payments	£ 2,250.16	£ 5,369.85	£ 6,374.96	£ 10,703.79	£ 12,989.99
Grand Total	**£ 214,694.77**	**£ 211,621.09**	**£ 214,233.41**	**£ 209,930.57**	**£ 207,670.38**
Difference	**£ 0.00**	**£ -**	**-£ 31,515.00**	**£ 0.00**	**£ -**

Return to agenda

NOAK BRIDGE PARISH COUNCIL

Bank Reconciliation

Month		31 August 2026

Balance per bank statements

Metro Bank Account	(Cashbook 1)	£40,853.97
Santander Business Savings	(Cashbook 2)	£18,288.26
Unity Current Account	(Cashbook 3)	£28,689.14
Unity Trust Bank Savings Account	(Cashbook 4)	£89.82
Unity Trust Bank 12 Month Deposit Account	(Cashbook 5)	£120,000.00
	TOTAL IN BANK	**£207,921.19**

Monthly activity	**Metro Bank Account**
Opening Balance brought forward Jul 2026	£40,827.96
Less Payments for August	£0.00
Plus Receipts for August	£26.01
Un-presented/unreconciled cheques	£0.00
	£40,853.97
	Santander Business Savings Account (Cashbook 2)
Opening Balance brought forward Jul 2026	£18,288.26
Less Payments for August	£0.00
Plus Receipts for August	£0.00
Un-presented/unreconciled cheques	£0.00
	£18,288.26
	Unity Trust Current Account
Opening Balance brought forward Jul 2026	£30,724.53
Less Payments for August	£2,035.39
Plus Receipts for August	£0.00
Un-presented/unreconciled cheques	£0.00
	£28,689.14

	Unity Trust Savings Account
Opening Balance brought forward Jul 2026	£89.82
Less Payments for August	£0.00
Plus Receipts for August	£0.00
Un-presented/unreconciled cheques	£0.00
	£89.82

	Unity Trust Fixed Rate Deposit Account
Opening Balance brought forward Jul 2026	£120,000.00
Less Payments for August	£0.00
Plus Receipts for August	£0.00
Un-presented/unreconciled cheques	£0.00
	£120,000.00

CLOSING BALANCE	**£207,921.19**
Difference	£0.00

Return to agenda

Budget Comparison

NOAK BRIDGE PARISH COUNCIL	MONTHLY BUDGET REPORT
Month	August 2026

INCOME	Budget	Actual (to date)	Variance (+/-)	Income in month
Precept	£41,235.00	£20,642.74	-£20,592.26	£0.00
LCTS Grant	£0.00	£0.00	£0.00	£0.00
CIF Grant	£0.00	£0.00	£0.00	£0.00
Interest	£0.00	£4,021.05	£46.01	£26.01
Event Income	£0.00	£0.00	£0.00	£0.00
Miscellaneous	£0.00	£0.00	£0.00	£0.00
- VAT reclaim 08/04/2024	£3,511.00	£4,066.34	£555.34	£0.00
INCOME TOTALS	**£44,746.00**	**£28,730.13**	**-£16,015.87**	£26.01

EXPENDITURE	Budget	Total spent to 31/08/26	Variance (+/-)	Percentage spent	Expenditure in month
Staff Costs					
Salaries	£10,215.00	£3,403.40	£6,811.60	33%	£680.92
Tax & Employer NI	£1,970.00	£1,259.63	£710.37	64%	£250.81
Pension	£500.00	£313.58	£186.42	63%	£62.72
Payroll	£300.00	£120.00	£180.00	40%	£0.00
Home allowance, Travel & Costs	£500.00	£187.05	£312.95	37%	£54.46
Training inc. travel	£2,000.00	£0.00	£2,000.00	0%	£0.00
Office equip & stationery	£1,000.00	£170.45	£829.55	17%	£106.29
General Costs					
Computer & Other Digital Equipment	£500.00	£0.00	£500.00	0%	£0.00
Fixed asset maintenance	£2,000.00	£250.99	£1,749.01	13%	£0.00
Telephone & Internet	£0.00	£0.00	£0.00	#DIV/0!	£0.00
Elections/By-election	£2,500.00	£0.00	£2,500.00	0%	£0.00
Professional fees	£2,000.00	£795.93	£1,204.07	40%	£0.00
Hall Hire	£600.00	£150.00	£450.00	25%	£50.00
Insurance	£1,000.00	£754.26	£245.74	75%	£0.00
Subscriptions	£1,219.00	£0.00	£1,219.00	0%	£0.00
Councillor Training	£1,500.00	£0.00	£1,500.00	0%	£0.00
Audit Fees	£515.00	£565.50	-£50.50	110%	£378.00
Bank Charges	£204.00	£35.00	£169.00	17%	£7.00
Publications/newsletters	£1,500.00	£0.00	£1,500.00	0%	£0.00
CCTV & Security	£1,500.00	£0.00	£1,500.00	0%	£0.00
VAT		£195.00	-£195.00	#DIV/0!	£0.00
Community Support					
Community Events Support	£1,500.00	£306.33	£1,193.67	20%	£0.00
Kings Meni Bridge	£500.00	£0.00	£500.00	0%	£0.00
Kings Coronation	£500.00	£0.00	£500.00	0%	£0.00
Community Grants Awards (small)	£2,000.00	£0.00	£2,000.00	0%	£0.00
Community Lights Project	£4,700.00	£0.00	£4,700.00	0%	£0.00
Support Grants	£100.00	£0.00	£100.00	0%	£0.00
Projects					
Parish Plan	£5,000.00	£0.00	£5,000.00	0%	£0.00
D Day (from reserves) VE Day	£5,000.00	£0.00	£5,000.00	0%	£0.00
Contingency earmarked (from reserves)	£10,000.00	£0.00	£10,000.00	0%	£0.00
Community Projects earmarked (from reserves)	£30,000.00	£1,569.46	£28,430.54	5%	£0.00
Community Projects Play Area earmarked (from r	£25,000.00	£0.00	£25,000.00	0%	£0.00
Environmental Maintenance (From Reserves)	£10,000.00	£1,300.00	£8,700.00	13%	£696.00
Neighbourhood Plan (funded from reserves)	£10,000.00	£0.00	£10,000.00	0%	£0.00
Noak Bridge Pond	£5,000.00				
Nature Reserve/Gates	£5,000.00				
Duck Trail	£3,000.00				
Gym equipment	£10,000.00				
Phone Kiosk/Little Libraries	£6,000.00				
EXPENDITURE TOTALS	**£135,823.00**	**£11,376.58**	£124,446.42	**8%**	**£2,286.20**
PRECEPT TOTALS	**£41,276.54**	**£11,376.58**		**28%**	

Notice of Conclusion of External Audit

Section 3 – External Auditor's Report and Certificate 2025/26

In respect of Noak Bridge Parish Council – EX0186

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2026; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2025/26

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The AGAR was not accurately completed before submission for review.

- The smaller authority has confirmed that the response to Section 2, Box 11 is incorrect and should be 'yes'.

Other matters not affecting our opinion which we draw to the attention of the authority:

None.

3 External auditor certificate 2025/26

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2026.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature  Date 04/08/2026

NOAK BRIDGE PARISH COUNCIL

Notice Of Conclusion of Audit

Annual Governance & Accountability Return for the Year Ended 31 March 2026

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Section 16 of the Accounts and Audit Regulations 2015 (SI 2015/234)

1. The audit of accounts for **Noak Bridge Parish Council** for the year ended 31 March 2026 has been completed and the accounts have been published.

2. The Annual Governance & Accountability Return including the auditor's certificate and opinion is available for inspection and copying by any local government elector of the area of **Noak Bridge Parish Council** on application to:

The Parish Clerk, Lynda Townend
By post to: Rosewood The Furze Main Road Mundon Essex CM9 6PU
By email to: clerk@noakbridgeparishcouncil.gov.uk

During the hours 9.00 to 16.00, Monday to Friday

3. Copies will be provided to any local government elector of the area on payment of £0.20 for each copy of the Annual Governance & Accountability Return.

This announcement is made by: Lynda Townend, Parish Clerk and RFO

Date of Announcement: 12th August 2026

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AGENDA REPORT ITEM 6.5

2026 NJC Pay Award – Clerk's Salary Adjustment

Background information

On the 25th August 2026, the National Joint Council for Local Government Services (NJC) announced the agreed 2026 pay award for employees covered by the National Agreement on Salaries and Conditions of Service of Local Council Clerks in England.

The Clerk's contract of employment is aligned with the NJC salary scale LC1 (points 18–23). The contract provides for automatic progression through the salary range, with the first increment payable following successful completion of the six-month probationary period and subsequent increments payable on 1 April each year until the maximum of the scale is reached.

The Clerk successfully completed the six-month probationary period in July 2025 and consequently progressed from salary point 20 to salary point 21.

In accordance with the terms of the contract, the next annual increment became payable from 1 April 2026, increasing the Clerk's salary from SCP 21 to SCP 22.

DM Payroll Services has confirmed that pay awards and contractual incremental increases are only applied following written authority from the Council.

Summary

The 2026 NJC pay scales provide a salary of £34,811 per annum at SCP 22 for a full-time employee.

Based on the Clerk's contracted hours of 12 hours per week, the payroll provider has confirmed that the corresponding pro-rata salary at SCP 22 is:

- £11,290.05 per annum
- £940.84 per month

The Clerk has continued to be paid at SCP 21, at a monthly salary of £895.76, pending Council authorisation for the contractual increment to be implemented.

The monthly difference between SCP 21 and SCP 22 is therefore £45.08.

As the contractual increment is effective from 1 April 2026, arrears are due from that date.

If the September 2026 salary is paid at SCP 21, the arrears due for the period 1 April to 30 September 2026 will be:

£45.08 × 6 months = £270.48 gross

The payroll provider has confirmed that, following the Council's written instruction, the Clerk's salary will be increased to £940.84 per month at SCP 22, with the £270.48 gross back pay shown as a separate line on the payslip.

Recommendation

That the Council:

1. note the 2026 NJC pay award and the revised salary rates applicable from 1 April 2026;
2. note the Clerk's contractual progression from SCP 21 to SCP 22 with effect from 1 April 2026;
3. authorise the payroll provider to increase the Clerk's salary to SCP 22, resulting in a pro-rata annual salary of £11,290.05 and a monthly salary of £940.84; and
4. authorise payment of gross arrears of £270.48, representing the difference between SCP 21 and SCP 22 for the period 1 April to 30 September 2026.

Advice notes 25 Aug 2026

LOCAL GOVERNMENT SERVICES PAY AGREEMENT 2026/27

This advice note was last updated on 25 August 2026.

The National Joint Council for Local Government Services (NJC) has reached an agreement on rates of pay applicable from 1 April 2026 to 31 March 2027. We encourage employers to implement this pay award as soon as possible.

Backpay for employees who have left employment since 1 April 2026. If an ex-employee requests it, we recommend that employers pay any monies due to that employee from 1 April 2026 to the employee's last day of employment. The table below lists the new pay scales for clerks and other employees employed under the terms of the model contract, including SCPs 50 and above. These should be retrospectively applied from 1 April 2026.

Hourly rates have been calculated using the NJC-agreed formula: annual salary divided by 52.143 weeks (which is 365 days divided by 7) divided by 37 hours (the standard working week).

These hourly rates do not now differ from those published by NJC for principal authorities as the calculation bases are in agreement. The NJC resolved to delete SCP 1 with effect from 1 April 2023, and the NJC has resolved to delete SCP 2 with effect from 1 April 2026.

* Hourly rate

	1 April 2025		1 April 2026		Scale ranges
SCP	**£ per annum**	*** £ per hour**	**£ per annum**	*** £ per hour**	**Based on SCP**
21	£33,143	£17.18	£34,237	£17.75	LC2 (below substantive range)
22	£33,699	£17.47	£34,811	£18.04	LC2 (below substantive range)

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AGENDA REPORT ITEM 7.1

Document Retention and Disposal Policy Annual Review

Background

The Council's Document Retention and Disposal Policy was adopted on 24 September 2025, under Minute Reference 25/2025/02.

The Council is required to review its policies on a regular basis, and the Document Retention and Disposal Policy is scheduled for its annual review in September 2026.

Summary

The Policy has been reviewed in preparation for the annual review. No changes are recommended to the current policy.

There have been no relevant changes or updated guidance identified by NALC, EALC or SLCC that would require amendments to the Policy.

Members are therefore asked to review the existing Policy and, if satisfied that it remains appropriate and fit for purpose, formally re-adopt the unamended Policy for a further 12-month period.

Recommendation

Members are recommended to:

1. Review the Document Retention and Disposal Policy; and
2. Re-adopt the Policy without amendment for a further 12 months, with the next annual review scheduled for September 2027.

Noak Bridge Parish Council

Document Retention and Disposal Policy

Version	Date Adopted	Minute Reference	Review Date
1	24 September 2025	25/2025/02	September 2026

1. Introduction

1.1 The Council accumulates a vast amount of information and data during the course of its everyday activities. This includes data generated internally in addition to information obtained from individuals and external organisations. This information is recorded in various different types of document.

1.2 Records created and maintained by the Council are an important asset and as such measures need to be undertaken to safeguard this information. Properly managed records provide authentic and reliable evidence of the Council's transactions and are necessary to ensure it can demonstrate accountability.

1.3 Documents may be retained in either 'hard' paper form or in electronic forms. For the purpose of this policy, 'document' and 'record' refers to both hard copy and electronic records.

1.4 It is imperative that documents are retained for an adequate period of time. If documents are destroyed prematurely the Council and individual officers concerned could face prosecution for not complying with legislation and it could cause operational difficulties, reputational damage and difficulty in defending any claim brought against the Council.

1.5 In contrast to the above the Council should not retain documents longer than is necessary. Timely disposal should be undertaken to ensure compliance with the General Data Protection Regulations so that personal information is not retained longer than necessary. This will also ensure the most efficient use of limited storage space.

2. Scope and Objectives of the Policy

2.1 The aim of this document is to provide a working framework to determine which documents are:

- Retained – and for how long; or
- Disposed of – and if so by what method.

2.2 There are some records that do not need to be kept at all or that are routinely destroyed in the course of business. This usually applies to information that is duplicated, unimportant or only of a short-term value. Unimportant records of information include:

- 'With compliments' slips.
- Catalogues and trade journals.
- Non-acceptance of invitations.
- Trivial electronic mail messages that are not related to Council business.
- Requests for information such as maps, plans or advertising material.
- Out of date distribution lists.

2.3 Duplicated and superseded material such as stationery, manuals, drafts, forms, address books and reference copies of annual reports may be destroyed.

2.4 Records should not be destroyed if the information can be used as evidence to prove that something has happened. If destroyed the disposal needs to be disposed of under the General Data Protection Regulations

3. Roles and Responsibilities for Document Retention and Disposal

3.1 Councils are responsible for determining whether to retain or dispose of documents and should undertake a review of documentation at least on an annual basis to ensure that any unnecessary documentation being held is disposed of under the General Data Protection Regulations.

3.2 Councils should ensure that all employees are aware of the retention/disposal schedule.

4. Document Retention Protocol

4.1 Councils should have in place an adequate system for documenting the activities of their service. This system should take into account the legislative and regulatory environments to which they work.

4.2 Records of each activity should be complete and accurate enough to allow employees and their successors to undertake appropriate actions in the context of their responsibilities to:

- Facilitate an audit or examination of the business by anyone so authorised.
- Protect the legal and other rights of the Council, its clients and any other persons affected by its actions.
- Verify individual consent to record, manage and record disposal of their personal data.
- Provide authenticity of the records so that the evidence derived from them is shown to be credible and authoritative.

4.3 To facilitate this the following principles should be adopted:

- Records created and maintained should be arranged in a record-keeping system that will enable quick and easy retrieval of information under the General Data Protection Regulations
- Documents that are no longer required for operational purposes but need retaining should be placed at the records office.

4.4 The retention schedules in Appendix A: List of Documents for Retention or Disposal provide guidance on the recommended minimum retention periods for specific classes of documents and records. These schedules have been compiled from recommended best practice from the Public Records Office, the Records Management Society of Great Britain and in accordance with relevant legislation.

4.5 Whenever there is a possibility of litigation, the records and information that are likely to be affected should not be amended or disposed of until the threat of litigation has been removed.

5. Document Disposal Protocol

5.1 Documents should only be disposed of if reviewed in accordance with the following:

- Is retention required to fulfil statutory or other regulatory requirements?
- Is retention required to meet the operational needs of the service?
- Is retention required to evidence events in the case of dispute?
- Is retention required because the document or record is of historic interest or intrinsic value?

5.2 When documents are scheduled for disposal the method of disposal should be appropriate to the nature and sensitivity of the documents concerned. A record of the disposal will be kept to comply with the General Data Protection Regulations.

5.3 Documents can be disposed of by any of the following methods:

- Non-confidential records: place in waste paper bin for disposal.
- Confidential records or records giving personal information: shred documents.
- Deletion of computer records.
- Transmission of records to an external body such as the County Records Office.

5.4 The following principles should be followed when disposing of records:

- All records containing personal or confidential information should be destroyed at the end of the retention period. Failure to do so could lead to the Council being prosecuted under the General Data Protection Regulations, the Freedom of Information Act or cause reputational damage.
- Where computer records are deleted steps should be taken to ensure that data is 'virtually impossible to retrieve' as advised by the Information Commissioner.
- Where documents are of historical interest it may be appropriate that they are transmitted to the Essex Records office.
- Back-up copies of documents should also be destroyed (including electronic or photographed documents unless specific provisions exist for their disposal).

5.5 Records should be maintained of appropriate disposals. These records should contain the following information:

- The name of the document destroyed.
- The date the document was destroyed.
- The method of disposal.

6. Data Protection Act 1998 – Obligation to Dispose of Certain Data

6.1 The Data Protection Act 1998 ('Fifth Principle') requires that personal information must not be retained longer than is necessary for the purpose for which it was originally obtained. Section 1 of the Data Protection Act defines personal information as:

Data that relates to a living individual who can be identified:

a) from the data, or
b) from those data and other information which is in the possession of, or is likely to come into the possession of the data controller.

It includes any expression of opinion about the individual and any indication of the intentions of the Council or other person in respect of the individual.

6.2 The Data Protection Act provides an exemption for information about identifiable living individuals that is held for research, statistical or historical purposes to be held indefinitely provided that the specific requirements are met.

6.3 Councils are responsible for ensuring that they comply with the principles of the under the General Data Protection Regulations namely:

- Personal data is processed fairly and lawfully and, in particular, shall not be processed unless specific conditions are met.
- Personal data shall only be obtained for specific purposes and processed in a compatible manner.
- Personal data shall be adequate, relevant, but not excessive.
- Personal data shall be accurate and up to date.
- Personal data shall not be kept for longer than is necessary.
- Personal data shall be processed in accordance with the rights of the data subject.
- Personal data shall be kept secure.

6.4 External storage providers or archivists that are holding Council documents must also comply with the above principles of the General Data Protection Regulations.

7. Scanning of Documents

7.1 In general once a document has been scanned on to a document image system the original becomes redundant. There is no specific legislation covering the format for which local government records are retained following electronic storage, except for those prescribed by HM Revenue and Customs.

7.2 As a general rule hard copies of scanned documents should be retained for three months after scanning.

7.3 Original documents required for VAT and tax purposes should be retained for six years unless a shorter period has been agreed with HM Revenue and Customs.

8. Review of Document Retention

8.1 It is planned to review, update and where appropriate amend this document on a regular basis (at least every three years in accordance with the *Code of Practice on the Management of Records* issued by the Lord Chancellor).

8.2 This document has been compiled from various sources of recommended best practice and with reference to the following documents and publications:

- *Local Council Administration*, Charles Arnold-Baker, 13th edition, Chapter 11
- Local Government Act 1972, sections 225 – 229, section 234
- SLCC Advice Note 316 Retaining Important Documents
- SLCC Clerks' Manual: Storing Books and Documents
- *Lord Chancellor's Code of Practice on the Management of Records* issued under Section 46 of the *Freedom of Information Act 2000*

9. List of Documents

9.1 The full list of the Council's documents and the procedures for retention or disposal can be found in Appendix A: List of Documents for Retention and Disposal. This is updated regularly in accordance with any changes to legal requirements.

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Appendix A: List of Documents for Retention or Disposal

Document	Minimum Retention Period	Reason	Location Retained	Disposal
Minutes	Indefinite	Archive	Clerk's office	Original signed paper copies of Council minutes of meetings must be kept indefinitely in safe storage. At regular intervals of not more than 5 years they must be archived and deposited with the Higher Authority
Meeting Recordings	Approximately 4 weeks after the meeting and once approval of minutes was confirmed by Full Council.	Potential queries	Clerk's Office	Delete recording electronically.
Agendas	5 years	Management	Clerk's	Bin (shred confidential waste)
Accident/incident reports	20 years	Potential claims	Clerk's Office	Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Scales of fees and charges	6 years	Management	Clerk's Office	Bin
Receipt and payment accounts	Indefinite	Archive	Clerk's Office	N/A
Receipt books of all kinds	6 years	VAT	Clerk's Office	Bin

Document	Minimum Retention Period	Reason	Location Retained	Disposal
Bank statements including deposit/savings accounts	Last completed audit year	Audit	Clerk's Office	Confidential waste
Bank paying-in books	Last completed audit year	Audit	Clerk's Office	Confidential waste
Cheque book stubs	Last completed audit year	Audit	Clerk's Office	Confidential waste
Quotations and tenders	6 years	Limitation Act 1980 (as amended)	Clerk's Office	Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Paid invoices	6 years	VAT	Clerk's Office	Confidential waste
Paid cheques	6 years	Limitation Act 1980 (as amended)	Clerk's Office	Confidential waste
VAT records	6 years generally but 20 years for VAT on rents	VAT	Clerk's Office	Confidential waste
Petty cash, postage and telephone books	6 years	Tax, VAT, Limitation Act 1980 (as amended)	Clerk's Office	Confidential waste
Timesheets	Last completed audit year 3 years	Audit (requirement) Personal injury (best practice)	Clerk's Office	Bin
Wages books/payroll	7 years	Superannuation	Clerk's Office	Confidential waste
Insurance policies	While valid (but see next two items below)	Management	Clerk's Office	Bin
Insurance company names and policy numbers	Indefinite	Management	Clerk's Office	N/A

Document	Minimum Retention Period	Reason	Location Retained	Disposal
Certificates for insurance against liability for employees	40 years from date on which insurance commenced or was renewed	The Employers' Liability (Compulsory Insurance) Regulations 1998 (SI 2753) Management	Clerk's Office	Bin
Playground equipment inspection reports	7 years		Clerk's Office	
Investments	Indefinite	Audit, Management	Clerk's Office	N/A
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management	Clerk's Office	N/A
Members' allowances register	6 years	Tax, Limitation Act 1980 (as amended)	Clerk's Office	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Information from other bodies e.g. circulars from county associations, NALC, principal authorities	Retained for as long as it is useful and relevant		Clerk's Office	Bin
Local/historical information	Indefinite – to be securely kept for benefit of the Parish	Councils may acquire records of local interest and accept gifts or records of general and local interest in order to promote the use for such records (defined as materials in written or	Clerk's Office	N/A

Document	Minimum Retention Period	Reason	Location Retained	Disposal
		other form setting out facts or events or otherwise recording information).	Clerk's Office	
Magazines and journals	Council may wish to keep its own publications For others retain for as long as they are useful and relevant.	The Legal Deposit Libraries Act 2003 (the 2003 Act) requires a local Council which after 1st February 2004 has published works in print (this includes a pamphlet, magazine or newspaper, a map, plan, chart or table) to deliver, at its own expense, a copy of them to the British Library Board (which manages and controls the British Library). Printed works as defined by the 2003 Act published by a local Council therefore constitute materials which the British Library holds.	Clerk's Office	Bin if applicable
Record-keeping				
To ensure records are easily accessible it is	The electronic files will be backed up periodically on a portable	Management	Clerk's Office	Documentation no longer required will be disposed of, ensuring

Document	Minimum Retention Period	Reason	Location Retained	Disposal
necessary to comply with the following: • A list of files stored in cabinets will be kept • Electronic files will be saved using relevant file names	hard drive and also in the cloud-based program supplied by the Council's IT company.			any confidential documents are destroyed as confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
General correspondence	Unless it relates to specific categories outlined in the policy, correspondence, both paper and electronic, should be kept. Records should be kept for as long as they are needed for reference or accountability purposes, to comply with regulatory requirements or to protect legal and other rights and interests.	Management	Clerk's Office	Bin (shred confidential waste) A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Correspondence relating to staff	If related to Audit, see relevant sections above. Should be kept securely and personal data in relation to staff should not be kept for longer than is necessary for the purpose it was held.	After an employment relationship has ended, a Council may need to retain and access staff records for former staff for the purpose of giving references, payment of tax, national insurance	Clerk's Office	Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.

Document	Minimum Retention Period	Reason	Location Retained	Disposal
	Likely time limits for tribunal claims between 3–6 months Recommend this period be for 3 years	contributions and pensions, and in respect of any related legal claims made against the Council.		
Documents from legal matters, negligence and other torts Most legal proceedings are governed by the Limitation Act 1980 (as amended). The 1980 Act provides that legal claims may not be commenced after a specified period. Where the limitation periods are longer than other periods specified the documentation should be kept for the longer period specified. Some types of legal proceedings may fall within two or more categories. If in doubt, keep for the longest of the three limitation periods.				
Negligence	6 years		Clerk's Office	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Defamation	1 year		Clerk's Office	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.

Document	Minimum Retention Period	Reason	Location Retained	Disposal
Contract	6 years		Clerk's Office	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Leases	7 years		Clerk's Office	Confidential waste.
Sums recoverable by statute	6 years		Clerk's Office	Confidential waste.
Personal injury	3 years		Clerk's Office	Confidential waste.
To recover land	7 years		Clerk's Office	Confidential waste.
Rent	6 years		Clerk's Office	Confidential waste.
Breach of trust	None		Clerk's Office	Confidential waste.
Trust deeds	Indefinite		Clerk's Office	N/A
Planning Papers				
Trees	1 year	Management	Clerk's Office	Bin

Document	**Minimum Retention Period**	**Reason**	**Location Retained**	**Disposal**
Local Development Plans	Retained as long as in force	Reference	Clerk's Office	Bin
Local Plans	Retained as long as in force	Reference	Clerk's Office	Bin
Town/Neighbourhood Plans	Indefinite – final adopted plans	Historical purposes	Clerk's Office	N/A

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AGENDA REPORT ITEM 8.3

Basildon Borough Local Plan – Regulation 19 Consultation

Background

Basildon Borough Council has commenced the Regulation 19 consultation on its Proposed Submission Local Plan. The consultation period runs from **10 August 2026 until 11:59pm on 22 September 2026**.

The Regulation 19 stage provides an opportunity for interested parties, including Parish Councils, to make representations on whether the Plan meets the legal requirements and the tests of soundness set out in national planning policy. Any representations received will be provided to the Planning Inspector as part of the subsequent independent examination.

The consultation documents and response facility are available through Basildon Borough Council's Local Plan Consultation Portal

Summary

Members are asked to consider the Proposed Submission Local Plan and determine whether the Parish Council wishes to submit a formal representation during the consultation period.

The Council may wish to consider the potential implications of the Proposed Submission Local Plan for Noak Bridge and the surrounding area, including any proposed development allocations, infrastructure requirements and policies that may affect the Parish, when determining whether to submit representations.

If Members wish to make a representation, it will need to be agreed and submitted before the consultation closes on **22 September 2026**.

Recommendation

That Members consider the Proposed Submission Local Plan, including its potential implications for Noak Bridge and the surrounding area, and determine whether the Parish Council wishes to submit any representations to Basildon Borough Council.

AGENDA REPORT ITEM 9.2

Durban Lane Pond – Request for Parish Council Contribution

Background

A resident recently contacted the Parish Council raising concerns regarding the condition, maintenance and safety of Durban Lane Pond. The Clerk forwarded the concerns to Basildon Borough Council (BBC), as the owner of the pond.

Following discussions between Cllr Sargent, Ian King, Mark Aldridge (BBC) and a local resident, it was agreed that some cutting back of the reeds and clearance around the perimeter of the pond would be beneficial.

BBC has obtained a quotation from Peter Thomas for the following works:

- Cut and remove pond reeds approximately 3 metres in from the bank edge.
- Cut and lift bushes around the pond edge.
- Supply and spread approximately 15 tonnes of topsoil around the pond.
- Fill holes and trip hazards and grass-seed affected areas.

The quotation received is **£1,470 + VAT (£1,764 including VAT)**.

BBC has advised that its budgets are very limited and has asked whether the Parish Council would be able to fund or contribute towards the cost of the works.

Summary

Members are asked to consider the request from BBC and determine whether the Parish Council wishes to contribute towards the proposed maintenance works at Durban Lane Pond.

Members should note that the pond is owned by Basildon Borough Council and the request is therefore for a voluntary Parish Council contribution towards works being undertaken by the landowner.

Recommendation

That Members consider the request from Basildon Borough Council and determine whether the Parish Council wishes to:

1. **Fund the full cost** of the works (£1,470 + VAT); or
2. **Make a contribution towards the cost**, with the amount to be determined by Members; or
3. **Decline the request for funding**.

If Members agree to make a contribution, authority is delegated to the Clerk to liaise with Basildon Borough Council regarding the arrangements for the works and payment of the agreed contribution.

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AGENDA REPORT ITEM 9.3
Village Green Status

Background

Following the Council's informal meeting, councillors are asked to confirm whether they wish to support the **Friends of Noak Bridge (FONB)** proposal to seek Village Green status for the open space bounded by Lower Street, Coppice Lane and Bridge Street.

The proposal remains at an early stage. FONB is undertaking further research and evidence gathering to establish whether the statutory requirements under **section 15 of the Commons Act 2006** can be met and is preparing a Vision Statement for the proposed village green.

The land is owned by **Basildon Borough Council**. Any application would be considered by **Essex County Council as the Commons Registration Authority**. FONB has confirmed that residents intend to meet the associated costs of preparing an application.

Recommendation

That the Council confirms its decision on whether to support the FONB proposal to seek Village Green status for the area.

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AGENDA REPORT ITEM 9.4
Village Green Improvement Project

Background

At a meeting on 2 September 2026 with Mark Aldridge and Ian King from Basildon Borough Council (BBC) Parks Team, it was confirmed that approximately £18,000 of S106 funding is available for improvements to the Noak Bridge village green, from Coppice Lane Pond to Lower Street and Bridge Street.

The purpose of the funding is to tidy and improve the appearance of the area. A range of possible improvements was discussed, including a woodland educational trail, replacement bridges, bins and benches, playground surfacing and seating, picnic tables, planters, signage and improved signposting.

Mark has agreed to obtain quotations for the suggested improvements for the Parish Council to consider.

BBC remains responsible for routine maintenance of the area. However, due to limited resources, hedge cutting is currently undertaken approximately once a year. The Parish Council could consider whether it wishes to contribute additional funding towards more frequent maintenance.

Members may also wish to consider whether residents should be consulted on the proposed improvements, although any consultation would need to focus on realistic options within the available funding.

Summary

The Parish Council needs to consider the proposed improvements and, if available, the quotations provided by BBC, taking into account cost, available funding, ongoing maintenance, benefit to residents, practical considerations and any necessary permissions.

The Council should also consider whether it wishes to contribute additional funding towards the project and/or maintenance, and whether resident consultation should be undertaken

Recommendation

That Members:

1. consider the proposed improvements and, if available, the quotations provided by BBC;
2. agree the next steps for progressing the project;
3. consider whether the Parish Council wishes to contribute additional funding towards the project and/or ongoing maintenance; and
4. consider whether resident consultation should be undertaken before the final allocation of the S106 funding is agreed.

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AGENDA REPORT ITEM 9.5

Woodland Walk Brass Rubbing Posts

Background

During the recent walk around the village green, a resident, representing the Friends of Noak Bridge, suggested installing six brass rubbing posts as an additional project to complement the proposed village green improvements.

A quotation has been obtained from Nature Sign Design for six FSC-certified solid oak posts with brass rubbing plaques:

- Posts and plaques: £1,470
- Delivery: £135
- VAT: £321
- Total: £1,926

Peter Thomas has also provided a quotation of £345 + VAT (£414 including VAT) for installation.

The total estimated cost is therefore £2,340 including VAT.

Basildon Borough Council, as landowner, would need to approve the proposed locations before installation.

Funding

Funding would need to be taken from the council's reserves. The 2026/27 budget includes a £3,000 reserve allocation for the Duck Trail and an additional £10,000 contingency reserve.

Recommendation

Members are asked to consider whether to proceed with the installation of six brass rubbing posts at a maximum cost of £2,340 including VAT, and, if approved, whether the funding should be taken from:

- the £3,000 Duck Trail reserve, leaving approximately £660; or
- the £10,000 contingency reserve, leaving approximately £7,660.

Members would also need to agree the nature designs to use on the posts which have been sent separately.

From: Nature Sign Design <info@naturesigndesign.co.uk>
Sent: 07 September 2026 10:46
To: clerk@noakbridgeparishcouncil.gov.uk
Subject: Re: Quote for Posts and Brass Rubbing Plaques

Good morning Lynda

Thank you for your valued enquiry.

To confirm the prices are as follows:

6 x FSC certified solid oak post with kiln dried top, fixing of rubbing plaque within a routed recess @ £245 each - £1470

Delivery - £135

Subtotal - £1605

Plus VAT @ 20% - £321

TOTAL - £1926

Lead time 4 - 6 weeks.

If you are happy to proceed please confirm the species for the plaques and I will send a layout for your approval before production. If there is something you require and do not see in the catalogue I will create the artwork free of charge.

Kind regards
Matthew Michaelides

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