Noak Bridge Parish Council

Meeting of: Noak Bridge Parish Council

Date: Wednesday 18th November 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

11th November 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 21st October 2026, Minutes 111/2026 to 124/2026 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. Local Council Liaison Group and Association of Basildon Local Councils Meeting Updates

To receive a verbal update from Members who attended the Local Council Liaison Group and Association of Basildon Local Councils Meetings.

7. Banking and Finance

7.1 Accounts for Payment

To agree the accounts for payment for the period 1st November to the 30th November 2026. To follow.

7.2 Monthly Bank Reconciliation

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

7.3 Budget Comparison

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

7.4 Appointment of Internal Auditor 2026/27

To approve a quotation and confirm the Parish Council's internal auditor for the financial year ending 31st March 2027. Report attached.

7.5 Review of Council Reserves, Banking and Investment Arrangements

To consider the recommendations arising from the informal meeting and agree the Council's reserves, banking and investment arrangements. Report to follow.

7.6 Clerk's Mileage Allowance

To consider the revised HMRC mileage rates for 2026/27 and approve amendments to the mileage arrangements in the Clerk's contract. 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.

8.1.1 26/01075/FULL - Replacement of windows with UPVC casement windows at 10 Gate Lodge Square, Noak Bridge. View planning application.

8.1.2 26/01148/LDCP - To establish the lawfulness of proposed hip to gable loft conversion with rear dormer at 19 Handleys Chase Noak Bridge Basildon Essex SS15 4JB. View planning application.

8.1.3 26/01179/FUL – Construction of a single-storey rear extension, loft conversion with rear and front dormers, and a new open porch to the existing bungalow. Demolition of the existing detached garage and construction of a replacement detached garage at 13 Royston Avenue, Noak Bridge. View planning application**.**

8.1.4 26/01176/TPOBAS - Ash trees x 2 health check - Trees/bush along Alley overhanging cut back one metre (height reduction limited to trees/bushes along my fence line only) at 53 Crouch Street Noak Bridge Basildon Essex. View planning application.

8.1.5 26/01209/FUL - Demolition of conservatory and erection of single-storey rear extension at 7 Crouch Street Noak Bridge. View planning application.

8.2 To note planning decisions made by Basildon Borough Council

8.2.1 26/01148/LDCP - To establish the lawfulness of proposed hip to gable loft conversion with rear dormer at 19 Handley's Chase, Noak Bridge. **REFUSED.**

9. Environment

9.1 Handyman Tasks

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

9.2 Little Libraries

10. Christmas

10.1 Christmas Lights Switch-on

To discuss the current plans to switch on the Christmas lights, scheduled to take place on Friday the 11 December 2026.

11. Remembrance Display 2027 – Project Development.

To consider a proposal to develop a community Remembrance display and agree the proposed approach and next steps. Report attached.

12 Correspondence

To note correspondence received.

13 Items to be Included on the Next Agenda

14 Date of Next Meeting

The next Parish Council meeting will be held on the 20 January 2026

15 Chairman to Close the Meeting

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

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Accounts for Payment November 2026 – to follow

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	30.09.2026
Metro Bank	£ 72,228.35	£ 72,274.36	£ 40,801.97	£ 40,827.96	£ 40,853.97	£ 40,879.15
Santander Business Saving Account	£ 18,288.26	£ 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	£ 22,011.44
Unity Trust Fixed Term Account/Savings	£ 85,000.00	£ 85,000.00	£ -	£120,000.00	£120,000.00	£120,000.00
Unity Trust Savings Account	£ -	£ -	£ 88,574.82	£ 89.82	£ 89.82	£ 164.57
Total:	**£ 214,694.77**	**£ 211,621.09**	**£ 182,718.41**	**£ 209,930.57**	**£ 207,921.19**	**£ 201,343.42**
Less Unpresented cheques						
HMRC payment						
Total of unpresented /Rec. Receipts	£ -	£ -	£ -	£ -	£ -	£ -
Net Bank Balances as at	**£ 214,694.77**	**£ 211,621.09**	**£ 182,718.41**	**£ 209,930.57**	**£207,921.19**	**£ 201,343.42**
CASH BOOK						
Balance as at 01.04.26	£ 191,904.25	£ 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	£ 210.30
Plus Receipts Bus. Saving account	£ 287.10	£ 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	£ 24,709.08
Plus Receipts Unity Trust Saving account	£ -	£ -	£ 3,574.82	£ 3,574.82	£ 3,574.82	£ 3,649.57
Plus Receipts Unity Fixed Term Account	£ -		£ -			
Total	**£ 216,944.93**	**£ 216,990.94**	**£ 220,608.37**	**£ 220,634.36**	**£ 220,660.37**	**£ 220,760.30**
Less Payments	£ 2,250.16	£ 5,369.85	£ 6,374.96	£ 10,703.79	£ 12,739.18	£ 19,416.88
Grand Total	**£ 214,694.77**	**£ 211,621.09**	**£ 214,233.41**	**£ 209,930.57**	**£207,921.19**	**£ 201,343.42**
Difference	**£ 0.00**	**£ -**	**-£ 31,515.00**	**£ 0.00**	**£ -**	**£ 0.00**
	Actual	Actual	Actual	Actual	Actual	Estimate
Bank Balance as at	**29.10.2026**	**30.11.2026**	**31.12.2026**	**31.01.2027**	**29.02.2027**	**31.03.2027**
Metro Bank	£ 40,905.19					
Santander Business Saving Account	£ 18,288.26					
Unity Trust Current Account	£ 40,891.33					
Unity Trust Fixed Term Account/Savings	£120,000.00					
Unity Trust Savings Account	£ 164.57					
Total	**£ 220,249.35**	**£ -**	**£ -**	**£ -**	**£ -**	**£ -**
Less Unpresented cheques						
HMRC Costs						
Nest pension						
Total of unpresented cheques	£ -	£ -	£ -	£ -	£ -	£ -
Net Bank Balances as at	**£ 220,249.35**	**£ -**	**£ -**	**£ -**	**£ -**	**£ -**
CASH BOOK						
Balance	£ 191,904.25	£ 191,904.25	£ 191,904.25	£ 191,904.25	£ 191,904.25	£ 191,904.25
Plus Receipts Metro account	£ 236.34					
Plus Receipts Bus. Saving account	£ 287.10					
Plus Receipts Unity Trust Bank	£ 45,351.81					
Plus Receipts Unity Trust Saving account	£ 3,649.57					
Plus Receipts Unity Fixed Term Account	£ -					
Total	**£ 241,429.07**	**£ 191,904.25**	**£ 191,904.25**	**£ 191,904.25**	**£ 191,904.25**	**£ 191,904.25**
Less Payments	£ 21,179.72	£ 21,372.59	£ 21,372.59	£ 21,372.59	£ 21,372.59	£ 21,372.59
Grand Total	**£ 220,249.35**	**£ 170,531.66**	**£ 170,531.66**	**£ 170,531.66**	**£170,531.66**	**£ 170,531.66**
Difference	**£ -**	**-£ 170,531.66**	**-£ 170,531.66**	**-£ 170,531.66**	**-£170,531.66**	**-£ 170,531.66**

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NOAK BRIDGE PARISH COUNCIL

Bank Reconciliation

Month		31 October 2026

Balance per bank statements		
Metro Bank Account	(Cashbook 1)	£40,905.19
Santander Business Savings	(Cashbook 2)	£18,288.26
Unity Current Account	(Cashbook 3)	£40,891.33
Unity Trust Bank Savings Account	(Cashbook 4)	£164.57
Unity Trust Bank 12 Month Deposit Account	(Cashbook 5)	£120,000.00
	TOTAL IN BANK	**£220,249.35**

Monthly activity	Metro Bank Account
Opening Balance brought forward September 2026	£40,879.15
Less Payments for October	£0.00
Plus Receipts for October	£26.04
	£40,905.19
	Santander Business Savings Account (Cashbook 2)
Opening Balance brought forward September 2026	£18,288.26
Less Payments for October	£0.00
Plus Receipts for October	£0.00
	£18,288.26
	Unity Trust Bank Account
Opening Balance brought forward September 2026	£22,011.44
Less Payments for October	£1,762.84
Plus Receipts for October	£20,642.73
	£40,891.33
	Unity Trust Bank Savings Account
Opening Balance brought forward September 2026	£164.57

Less Payments for October	£0.00
Plus Receipts for October	£0.00
	£164.57
	Unity Trust Bank Fixed Term Deposit
Opening Balance brought forward September 2026	£120,000.00
Less Payments for October	£0.00
Plus Receipts for October	£0.00
	£120,000.00
CLOSING BALANCE	**£220,249.35**
Difference	£0.00

Member/Person	Signature	Date
Clerk / RFO		
Cllr Hawkins		

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Budget Report

NOAK BRIDGE PARISH COUNCIL	MONTHLY BUDGET REPORT
Month	October 2026

INCOME	Budget	Actual (to date)	Variance (+/-)	Income in month
Precept	£41,235.00	£41,285.47	£50.47	£20,642.73
LCTS Grant	£0.00	£0.00	£0.00	£0.00
CIF Grant	£0.00	£0.00	£0.00	£0.00
Interest	£0.00	£4,147.02	£46.01	£26.04
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**	**£49,498.83**	**£4,752.83**	£20,668.77

EXPENDITURE	Budget	Total spent to 31/10/26	Variance (+/-)	Percentage spent	Expenditure in month
Staff Costs					
Salaries	£10,215.00	£4,995.33	£5,219.67	49%	£715.20
Tax & Employer NI	£1,970.00	£2,367.73	-£397.73	120%	£857.07
Pension	£500.00	£395.22	£104.78	79%	£0.00
Payroll	£300.00	£120.00	£180.00	40%	£0.00
Home allowance, Travel & Costs	£500.00	£275.26	£224.74	55%	£33.57
Training inc. travel	£2,000.00	£0.00	£2,000.00	0%	£0.00
Office equip & stationery	£1,000.00	£207.15	£792.85	21%	£0.00
General Costs					
Computer & Other Digital Equipment	£500.00	£124.99	£375.01	25%	£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	£250.00	£350.00	42%	£50.00
Insurance	£1,000.00	£754.26	£245.74	75%	£0.00
Subscriptions	£1,219.00	£52.00	£1,167.00	4%	£0.00
Councillor Training	£1,500.00	£35.00	£1,465.00	2%	£0.00
Audit Fees	£515.00	£565.50	-£50.50	110%	£0.00
Bank Charges	£204.00	£42.00	£162.00	21%	£0.00
Publications/newsletters	£1,500.00	£7.00	£1,493.00	0%	£7.00
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	£3,575.00	£1,125.00	76%	£100.00
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 reserves)	£25,000.00	£0.00	£25,000.00	0%	£0.00
Environmental Maintenance (From Reserves)	£10,000.00	£2,285.00	£7,715.00	23%	£0.00
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**	**£19,169.15**	£116,653.85	**14%**	**£1,762.84**
PRECEPT TOTALS	**£41,276.54**	**£19,169.15**		**46%**	

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AGENDA REPORT ITEM 7.4

Appointment of Internal Auditor 2026/27

Background Information

Regulation 5(1) of the Accounts and Audit Regulations 2015 requires the Council to undertake an annual internal audit to review the effectiveness of its financial controls, risk management and governance arrangements.

The audit must be conducted in accordance with the Smaller Authorities Proper Practices Panel (SAPPP) Practitioners' Guide 2026/27, which requires councils to review the independence and effectiveness of their internal audit arrangements annually.

There is no requirement for councils to change their internal auditor after three to five years. An auditor may be retained provided they remain independent of the Council's operations and decision-making processes and continue to provide an effective service.

At its meeting in May 2026, the Council deferred the appointment of an internal auditor to allow further quotations to be obtained.

Summary

Four prospective auditors were approached, including the Council's existing auditor, John Watson. Three quotations were received for the 2026/27 financial year:

Internal Auditor	Quotation
John Watson (existing auditor)	£193
Jan Stobart	£290
Heelis and Lodge	£285
Ann Wood	No quotation received and time of publication

The required scope of work is:

1. A full internal audit of the Council's financial and governance controls.
2. Checks of compliance with the relevant requirements of the SAPPP Practitioners' Guide 2026/27.

The Council should consider the quotations and satisfy itself that the appointed auditor is independent, suitably competent and able to undertake the required work effectively.

Recommendation

It is recommended that the Council:

1. Consider the quotations received and appoint an internal auditor for 2026/27.
2. Confirm that the appointed auditor is independent and that the Council's internal audit arrangements remain adequate and effective, in accordance with the Practitioners' Guide.

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Review of Council Reserves, Banking and Investment Arrangements – To Follow

AGENDA REPORT ITEM 7.6

Clerk's Mileage Allowance

Background

The Clerk's contract currently provides for mileage payments under the NJC essential and casual car user arrangements. As a casual car user the rate currently paid is 52.2p/mile.

Casual users

	451–999cc	**1,000–1,199cc**	**1,200–1,450cc**
First 8,500 miles	46.9p	52.2p	65.0p
After 8,500 miles	13.7p	14.4p	16.4p

Summary

NALC issued an updated Advice Note on 8 June 2026[1] following HMRC's revision of its Approved Mileage Allowance Payment (AMAP) rates for the 2026/27 tax year. This is the first change to the rates since 2011.

The revised rates for cars and vans, effective from 6 April 2026, are:

- 55p per business mile for the first 10,000 miles in the tax year.
- 25p per business mile thereafter.

NALC advises that where an employment contract specifies fixed NJC mileage rates, rather than referring to HMRC rates, the contractual arrangements must be amended through the usual process.

It is therefore proposed that the Council replaces the existing mileage rates in the Clerk's contract with the revised HMRC rates.

Given that the Clerk works primarily from home and uses her private vehicle when required to attend Council meetings and undertake other Council business, casual car user status is considered appropriate.

[1] NALC Advice Note: Travel — mileage and fuel rates and allowances

Retrospective Mileage Adjustment

If Council approves the revised rate of 55p per mile with effect from 6 April 2026, the Clerk's mileage claims for May to November 2026 will require adjustment.

Based on a total of 361.8 business miles, the amount paid to date is £186.29. At the proposed rate of 55p per mile, the total would be £198.99, resulting in a retrospective adjustment of £12.70 to be paid to the Clerk in December 2026.

Recommendation

That Council:

1. Notes and accepts the NALC Advice Note dated 8 June 2026 regarding revised HMRC mileage rates for the 2026/27 tax year.

2. Agrees to adopt the revised HMRC mileage rates of 55p per mile for the first 10,000 business miles per tax year and 25p thereafter, in place of the existing NJC mileage rates for the Clerk's casual car usage.

3. Agrees that the revised rates will take effect from 6 April 2026 and approves the retrospective mileage adjustment of £12.70 for May to November 2026.

4. Authorises the Clerk to update her contractual mileage arrangements and payroll records accordingly.

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AGENDA REPORT ITEM 11

Remembrance Day Display – Project Development

Background

At its meeting held on 5 August 2026, the Council resolved under minute 93/2026/02 to create a Remembrance display featuring photographs of local residents who have served, or are currently serving, in the Armed Forces. The project is intended to be developed for Remembrance Day 2027.

The purpose of the project is to recognise the contribution of local residents who have served in the Armed Forces and provide an opportunity for the community to share and preserve photographs and family memories.

Summary

It is proposed that the Council develops a photographic display entitled 'Noak Bridge Remembers', to be presented in November 2027.

Residents would be invited to submit photographs of family members, friends and loved ones who have served, or are currently serving, in the Armed Forces. Photographs could be accompanied by the person's name, branch of service, period of service and an optional short family tribute.

A consistent photographic template would be developed to ensure that all submissions can be presented in a uniform format. Digital photographs would be preferred, although original photographs could be scanned and returned to their owners.

The proposed display could be added to the village notice boards.

The project would require the following arrangements:

Eligibility: Agree the criteria for inclusion, including what constitutes a connection to Noak Bridge.

Submissions: Introduce a simple submission form to collect photographs and accompanying information.

Permissions and data protection: Obtain appropriate permissions for the use of photographs, particularly where living individuals are featured, and prepare a project-specific privacy notice.

Promotion: Publicise the appeal through the Council's website, Facebook page, notice boards and parish newsletter.

Display: Develop a standard photographic template and establish the requirements and costs for printing and installation.

A proposed project timescale is set out below:

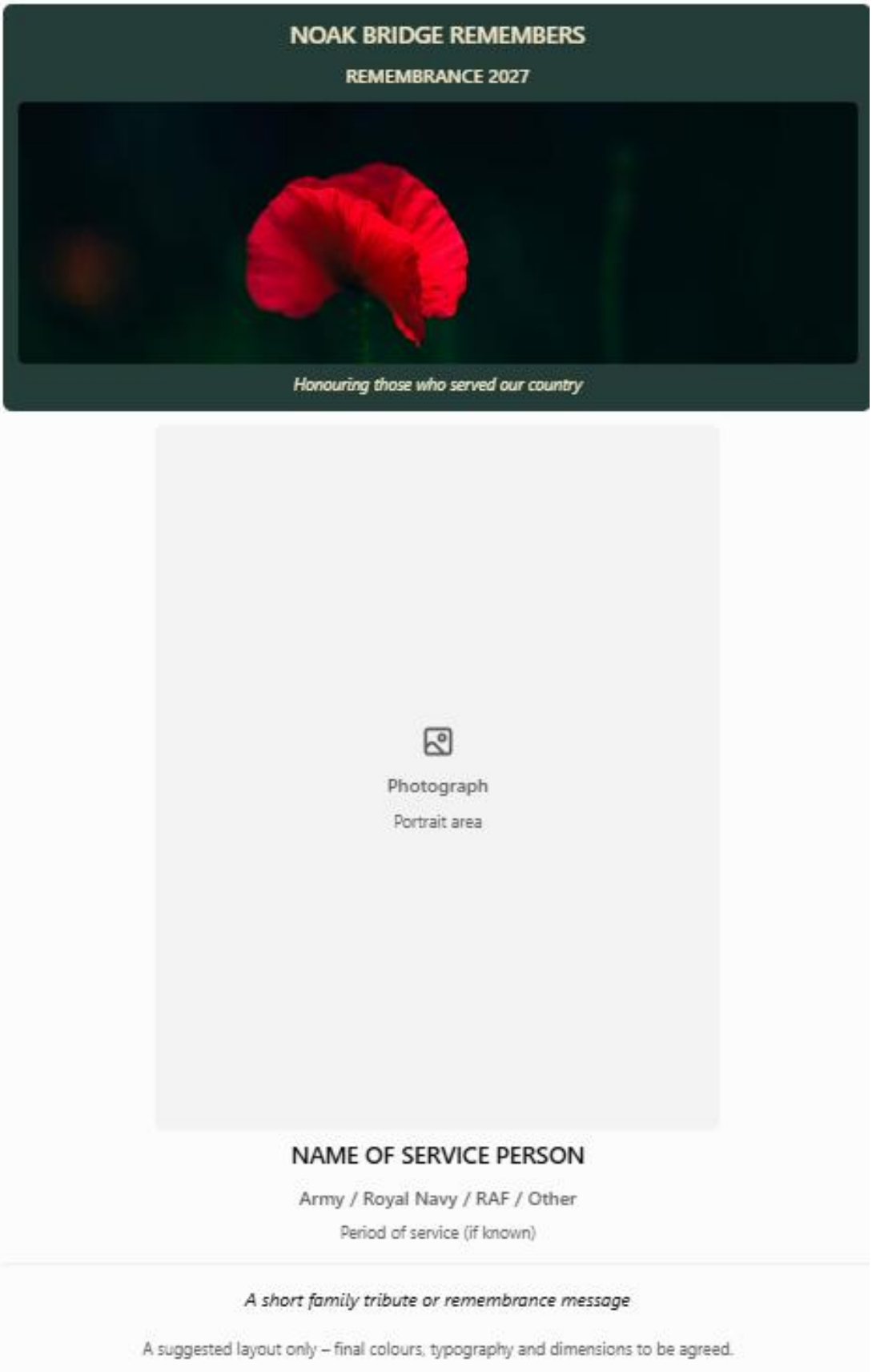
Timing	**Action**
November 2026	Initial project proposal presented to Council.
December 2026	Preliminary research and preparation.
January 2027	Council agrees detailed project arrangements and budget
February 2027	Prepare submission documentation and promotional material.
March 2027	Launch public appeal.
31 July 2027	Closing date for submissions.
August–October 2027	Collate, prepare and produce display.
November 2027	Display launched for Remembrance.

Recommendation

That the Council:

1. Agrees in principle to develop the 'Noak Bridge Remembers' photographic display for November 2027.

2. Agrees that a more detailed project proposal, including the proposed photographic template, submission form and associated costs, is presented to the Council at the January 2027 meeting for consideration and approval.



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