Noak Bridge Parish Council

Meeting of: Extraordinary Meeting of Noak Bridge Parish Council

Date: Monday 4th August 2025

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

16th July 2025

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 meeting Parish Council meeting held on the 2823rd July 2025, Minutes 69/2025 to 81/2025 inclusive (attached).

4. Planning

4.1 Judicial Review of Planning Application 24/00075/FUL and 24/00076/FUL Change of Use from sheltered accommodation to general housing. 1-23 and 39-69 Fore Street, Noak Bridge.

To consider a quote for legal advice and discuss the merits, feasibility and cost implications of submitting a judicial review.

5. Correspondence

To note correspondence received.

6. Date of Next Meeting

To next Parish Council meeting will take place at 7pm on the 24th September 2025.

Noak Bridge Parish Council

Minutes

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

Wednesday the 23rd July 2025 @ 7.00pm

Present

Chairman:	Cllr Mark Cottrell
Councillors:	Cllr Cristopher Bateman, Cllr Jacqui Dowton, Cllr Peter Hawkins and Lynn Gilliam.
In attendance:	Cllr Malcolm Buckley (Essex County Council), Cllr Tony Ball (Essex County Councillor), Lynda Townend (Clerk) and 2 members of the public.

The Chairman welcomed everyone to the meeting.

69/2025 Apologies for Absence

Apologies were received from Cllr Paul Daft and Cllr Terri Sargent.

70/2025 Declarations of Interest

To receive any declarations of disclosable pecuniary interests, other pecuniary interests or nonpecuniary interests by Members relating to any agenda items.

Cllr Hawkins declared an 'Other Registerable Interest' in agenda item 12 as a member of the Pétanque Club.

Resolved: No other declarations of interest were received.

71/2025 Minutes

Members reviewed the minutes from the Parish Council meeting held on the 28th May 2025, Minutes 48/2025 to 68/2025 inclusive.

The following amendments were requested and agreed:

1. Minute reference 54/2025 to remove the resolution that Cllr Sargent will contact the relevant officer at Basildon Borough Council to investigate the request.
2. Minute reference 55/2025 the first bullet point to read 'The training included a discussion around recent government legislation affecting Green Belt land. The introduction of the 3 'Golden Rules' affect the Green Belt five primary purposes: preventing urban sprawl, stopping towns from merging, protecting the countryside from encroachment, preserving the setting of historic towns and aiding urban regeneration. Green Belt can now be reassessed as Grey Belt. i.e. if it was pre-developed land.

Resolved: that, with the above amendments, the Minutes of the meeting held on 28th May 2025 be approved and signed by the Chairman as a true record.

72/2025 Public Participation Session

A member of the public advised two lights had been vandalised in the underpass and that the underpass was currently in a poor condition.

A member of the public advised fly tipping of builder's materials is regularly occurring at the rear of the gardens of New Waverly Road.

Resolved: that the Clerk will investigate with Basildon Borough Council if CCTV, either temporary or permanent, could be installed in the area.

A member of the public raised concerns regarding Basildon Borough Council's approval of planning applications 24/00075/FUL and 24/00076/FUL, relating to the change of use from sheltered housing to general needs housing at 1–23 and 39–69 Fore Street, Noak Bridge. They expressed the view that the decision contravened both local and national planning policies and suggested the Parish Council write to Basildon's Planning Department, the relevant Government Minister, and the Secretary of State to highlight these concerns.

Cllrs Buckley and Ball explained that once a planning decision had been made, the only route to challenge it is via a Judicial Review, which must be initiated within six weeks of the decision being issued by the Planning Authority.

Both Cllrs Ball and Buckley confirmed they would be willing to support or sign a joint letter to Basildon Borough Council's Planning Department expressing the Parish Council's concerns about the handling of the application.

The member of the public agreed to share his notes with the Clerk.

The Chair thanked the member of the public for their well-informed contribution and advised that the matter was scheduled for formal discussion later in the meeting.

A member of the public thanked the council for installing the hanging baskets in Coppice Lane and for the regular updates on the council's Facebook page.

73/2025 Borough and County Councillor Reports

Cllr Buckley provided an update on County Council matters, including the following:

- **Community Safety Fund**: Funding remains available for community safety projects and must be utilised by September 2025. Cllr Buckley advised that this fund could be used to install a CCTV camera at a known fly-tipping hotspot; however, associated monitoring costs would not be covered. Cllr Ball recommended contacting the local enforcement team to explore the use of temporary and moveable cameras.
- **Locality Fund:** Funding is still available for projects that enhance the local community or environment. Applications must be submitted by December 2025.
- **Local Government Reorganisation:** While the current proposals will not directly affect parish councils, there may be future implications, including the potential devolution of local assets and services.
- **Unitary Authority Proposals:** Discussions are ongoing regarding the reconfiguration of the 15 Essex local authorities into unitary authorities. Proposals must be submitted to central Government by 26th September 2025. Essex County Council is due to consider the various options at its meeting on 18th September 2025. The Secretary of State will make the final determination based on the financial viability and sustainability of the proposed unitary models.
- **Essex Combined Authority:** The election for the Mayor of the Essex Combined Authority is scheduled to take place in May 2026.

Resolved: that the Parish Council will submit funding requests to both the Locality Fund and the Community Safety Fund to finance the installation of protective safety covers on the underpass lighting.

Cllr Dowton left meeting at 19.52

Cllr Dowton returned to the meeting at 19.54

74/2025 Neighbourhood Plan Update

Cllr Cottrell advised clarification questions had been received from the Neighbourhood Plan's Examiner. These have been forwarded to Bluestone Planning who will respond on behalf of the Parish Council, within the required timescale.

75/2025 Finance

75/2025/01 Accounts for Payment

The Council received and approved the following accounts for payment:

Date	*Supplier*	*Item*	*Net*	*VAT*	*Total*
04/06/2025	Zurich Insurance	2025/26 Insurance	931.19	-	931.19
05/06/2025	Noak Bridge Community Association	Grant for heating project	13,594.44	-	13,594.44
10/06/2025	Rhino Security	Post lock repair	339.00	67.80	406.80
25/06/2025	Lynda Townend	June salary and expenses	740.75	-	740.75
25/06/2025	HMRC tax and NI	June PAYE	239.20	-	239.20
25/06/2025	Nest Pension	June payment	25.62	-	25.62
30/06/2025	P Thomas Landscapes	Tommy statue installation	250.00	50.00	300.00
TBC	WindowFlowers	Hanging baskets	1,920.00	384.00	2,304.00
23/07/2025	Noak Bridge Community Association	July hall hire	50.00	-	50.00
25/07/2025	Lynda Townend	July salary and expenses	702.11	-	702.11
25/07/2025	HMRC tax and NI	July PAYE	237.13	-	237.13
25/07/2025	Nest Pension ER contributions	July payment	25.62	-	25.62
25/07/2025	Nest Pension EE contributions	May, June and July	102.45	-	102.45
		TOTAL:			**£19,659.31**

Resolved: That the accounts for payment for June and July be approved.

75/2025/02 Bank Reconciliation

The council received and noted the bank reconciliation report to the to the 30th June 2025.

75/2025/03 Monthly Budget Sheet

The Council received and noted the budget comparison to the 30th June 2025. It was highlighted the council had spent £16,238 to date representing 17% of the annual expenditure budget.

76/2025 Planning

The Council considered the following planning applications:

76/2025/01/01 - 25/00798/TPOBAS Oak (T1) of TPO/12/99 – Tree to be felled at 11 Saling Green, Noak Bridge.

Resolved: that the council objects to this application and the Clerk will submit the Council's objection response to the Planning Authority.

76/2025/01/02 - 25/00744/TPO/09/98 (G1) – Coppicing and pollarding of 5 oak trees, to be reduced by at least 50% at 1 Handleys Chase, Noak Bridge.

Resolved: that the council have no objection to this application.

76/2025/01/03 – Judicial Review of Planning Application 24/00075/FUL and 24/00076/FUL – Change of use from sheltered accommodation to general housing. 1-23 and 39-69 Fore Street, Noak Bridge.

Members received a report in response to a request from a member of the public for the Parish Council to consider legal action in opposition to Basildon Borough Council's decision to approve the above planning applications.

Following a discussion in which several potential courses of action were explored, Members recognised the limited timeframe available for submitting a Judicial Review. It was therefore agreed that, as an initial step, advice would be sought from the Planning Advisory Service regarding the merits and viability of pursuing such a course of action.

In addition, the Parish Council will draft a letter to Basildon Borough Council outlining its concerns with the planning process and requesting that the decision be reconsidered in light of the evidence presented.

Resolved:

1. That the Parish Council will seek expert advice from the Planning Advisory Service on the potential for a Judicial Review, particularly in relation to perceived flaws in the planning process.
2. That a letter will be sent to the Rt Hon Richard Holden MP, seeking his support in raising the Parish Council's concerns with Basildon Borough Council.
3. That the Parish Council, jointly with the County Councillors, will write to Basildon Borough Council to formally express concern at the decision, citing failure to follow relevant national and local planning policies and guidance in the approval of the application.

A member of the public left the meeting at 20.22.

76/2025/02 To note planning decisions made by Basildon Borough Council:

76/2025/02/01 – 25/00295/FUL proposed new front gates and boundary walls at Daniels Farm House Wash Road, Noak Bridge. **GRANTED.**

76/2025/02/02 - 25/00654/TPO/05/99 T1 – Oak- reduce lateral branches by up to 2m overall and up to 2.5m on the heavier southwest side at 14 Littlehurst Lane Noak Bridge. **APPLICATION PERMITTED.**

77/2025 Environment

77/2025/01 Bollard Service Agreement

Members discussed and considered a report and quote to provide an annual service agreement on the bollards at Wash Road.

Resolved: that the council agreed to contract Rhino Security at a cost of £500/pa to service the two bollards at Wash Road, for an initial period of two years. The council will review the contract at the end of this time.

Cllr Ball left meeting at 20.23

Cllr Ball returned to the meeting at 20.28

77/2025/02 Proposed Allotment Site on the Croudace Estate

Members received a report detailing a request made by Croudace Homes enquiring if the parish council would be interested in managing the proposed allotment site on the new development at Wash Road.

Resolved: that the council confirmed it was not prepared to manage the proposed new allotment site and the clerk will inform Croudace accordingly.

77/2025/03 Playground Inspections

Members received a report regarding the need to conduct annual and monthly playground inspection on council owned playground equipment at Coppice Lane.

Councillors questioned if all the equipment was owned by the Parish Council.

Resolved: that the Clerk will contact Basildon Borough Council to confirm the ownership of the playground equipment.

Resolved: that the Parish Council agreed to contract Nordic to conduct an annual playground inspection at a cost of £250 and that Cllr Bateman will conduct monthly visual checks on the equipment.

77/2025/04 Christmas 2025

Members discussed plans to decorate the village for the 2025 Christmas period. Proposals included extending the existing Christmas light displays, planting a live Christmas tree in the village hub on Coppice Lane, and hosting a festive community event.

Members agreed that, due to limited time, it would not be feasible to organise a large-scale event involving a road closure this year. However, a Christmas lights switch-on event was considered appropriate for 2025, with preliminary investigations to begin now for a larger event to be held in 2026.

Resolved:

1. That Cllr Bateman will gather information on organising a larger Christmas event for 2026 and report back at the next meeting.
2. That the Parish Council will approach the Community Association to seek permission to plant a live Christmas tree on the verge outside the village hall.
3. That Cllr Dowton will contact the existing Christmas lighting provider to request proposals for extending the current light displays.
4. That, once a lighting plan is agreed, the Clerk will submit the necessary application to Essex County Council for permission to install lights on the streetlight columns.

Cllrs Ball and Buckley left the meeting at 20.56

77/2025/05 Village Maintenance Tasks

Members received a report and considered quotations for the provision of a handyman to undertake ad hoc maintenance tasks within the village.

Cllr Gilliam left the meeting at 21.04.

Resolved:

1. That the Parish Council will engage the services of Pete Thomas to carry out maintenance tasks at a rate of £40 per hour.
2. That the Clerk will arrange a meeting with Basildon Borough Council's Pride Team to explore the potential for a Service Level Agreement with the Parish Council. Cllrs Cottrell and Bateman will attend the meeting on behalf of the Council.

Cllr Gilliam returned to the meeting at 21.07

78/2025 Policy and Procedures

78/2025/01 IT Policy

Members received a report recommending the council adopt an IT policy.

Resolved: that the council agreed to adopt the IT policy and that this would be reviewed on an annual basis.

78/2025/02 Freedom of Information Publication Scheme

Members reviewed an updated version of the Freedom of Information policy and publication policy.

Resolved: that the council agreed to adopt the Freedom of Information Publication Scheme to replace the current Freedom of Information and Publication Policies and agreed to review the policy on an annual basis.

78/2025 Pétanque Court

Cllr Hawkins had declared an 'Other Registerable Interest' in agenda item 12 as a member of the Pétanque Club.

Members considered transferring its asset of the Pétanque Court to the Noak Bridge Community Association.

Resolved: that the council agreed to write to the Noak Bridge Community Association offering to transfer the asset to them provided they accept full responsibility for the ongoing ownership, maintenance, liability, and insurance of the pétanque court and associated structures.

79/2025 Parish Council Website

Members received a report regarding the parish council's websites and agreed to decommission the old website and redirect all internet traffic to the new website.

Resolved: that the council confirmed the new website was the sole official website for the council and agreed the former website could be decommissioned.

80/2025 Correspondence Received

The Clerk provided the council with a letter from Essex Highways advising the pedestrian crossing on Noak Hill Road was due to be upgraded.

81/2025 Date of Next Meeting

The next parish council meeting will take place at 7pm on the 24th September 2025, in the village hall.

The Chairman declared the meeting closed at 21.13.

Signed:_____ Date:_____

Cllr Mark Cottrell