



## **Noak Bridge Parish Council**

Meeting of: Noak Bridge Parish Council

Date: Wednesday 23<sup>rd</sup> July 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

16<sup>th</sup> July 2025

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## **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 28<sup>th</sup> May 2025, Minutes 48/2025 to 68/2025 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 update from District and Borough Councillors.

### **6. Neighbourhood Plan Update**

To receive an update from Cllr Sargent.

### **7. ABLC AGM**

To receive an update from the ABLC AGM held on the 17<sup>th</sup> July 2025.

### **8. Finance**

#### **8.1 Accounts for Payment**

To approve the accounts for payment (attached), to be made from the 1<sup>st</sup> June 2025 to the 31<sup>st</sup> July 2025. Attached.

#### **8.2 Bank Reconciliation**

To receive and note the bank reconciliation to the 30<sup>th</sup> June 2025. [Attached.](#)

#### **8.3 Budget Comparison**

To receive and note the budget comparison to the 30<sup>th</sup> June 2025. [Attached.](#)

### **9. Planning**

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

**9.1.1 25/00798/TPOBAS** Oak (T1) of TPO/12/99 - Tree to be felled at 11 Saling Green Noak Bridge. Planning application can be viewed [here](#).

**9.1.2 25/00744/TPOBAS** TPO/09/98 (G1) - Coppicing and pollarding of 5 oak trees, to be reduced by at least 50% at 1 Handleys Chase, Noak Bridge. Planning application can be viewed [here](#).

**9.1.3 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 request from a member of the public for the Parish Council to investigate possible legal action to oppose Basildon Borough Council's decision to grant planning permissions, and to discuss whether to seek an initial legal opinion on the feasibility and cost implications of a Judicial Review. [Report attached.](#)

**9.2** To note planning decisions made by Basildon Borough Council

**9.2.1 25/00295/FULL** proposed new front gates and boundary walls at Daniels Farm House Wash Road Noak Bridge. **GRANTED**

**9.2.2 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.**

## **10. Environment**

### **10.1 Bollard Service Agreement**

To consider an annual service agreement for the bollards at Wash Road. [Report attached.](#)

### **10.2 Proposed Allotment Site on the Croudace Estate – Wash Road**

To consider Croudace's offer to Noak Bridge Parish Council to manage the proposed allotment site. [Report attached.](#)

### **10.3 Playground Inspections**

To consider and agree arrangements for the inspection and ongoing monitoring of the Council's playground equipment. [Report Attached](#)

### **10.4 Christmas 2025**

To discuss and agree arrangements for Christmas 2025, including the Christmas light display and the possibility of planting an additional living Christmas tree by Coppice Lane pond.

### **10.5 Village Maintenance Tasks**

To agree next steps regarding the employment of a handyman or seeking information about entering into a Service Level Agreement with Basildon Borough Council's Pride Team for local maintenance tasks. [Report attached.](#)

**11. Policies and Procedures**

**11.1** To review and adopt an IT policy. [Report and draft policy attached.](#)

**11.2 Freedom of Information Publication Scheme**

To adopt a Freedom of Information Publication Scheme replacing the existing Freedom of Information and Publication Policies. [Draft policy attached.](#)

**12. Pétanque Court**

To consider gifting the pétanque court to the Noak Bridge Community Association. [Report attached.](#)

**13. Parish Council Website**

To confirm new website as sole official site and agree closure of old website. [Report attached.](#)

**14. Correspondence**

To note correspondence received.

**15. Date of Next Meeting**

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



## **Noak Bridge Parish Council**

### **Minutes**

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

**Wednesday the 28<sup>th</sup> May 2025 @ 7.00pm**

**Present**

**Chairman:** Cllr Mark Cottrell

**Councillors:** Cllr Cristopher Bateman, Cllr Jacqui Dowton, Cllr Lynn Gilliam, Cllr Peter Hawkins and Cllr Terri Sargent,

**In attendance:** Lynda Townend (Clerk) and 4 members of the public

The Chairman welcomed everyone to the meeting.

#### **48/2025 Election of Chairman**

Cllr Cottrell called for nominations for the position of Chairman for the Civic Year 2025-26.

Cllr Dowton nominated Cllr Cottrell. The nomination was seconded by Cllr Gilliam. There were no other nominations. 6 Councillors voted in favour of Cllr Cottrell for the position of Chairman, casting a majority vote.

**Resolved:** that Cllr Cottrell be elected as Chairman for the 2025-26 Civic Year.

#### **49/2025 Declaration of Acceptance of Office**

Cllr Cottrell signed the Declaration of the Acceptance of office in the presence of the Clerk.

#### **50/2025 Apologies for Absence**

Apologies were received from Cllrs Alex Myers and Stuart Allen.

**Resolved:** the apologies were noted.

#### **51/2025 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 Sargent declared an Other Registrable Interest for matters relating to the Noak Bridge Community Association as Chairman of the Association.

**Resolved:** that Cllr Sargent declared an Other Registerable interest for agenda item 11 for matters relating to the Noak Bridge Community Association due to her role as Chairman of Noak Bridge Community Association.

#### **52/2025      Minutes**

Members reviewed the minutes from the Parish Council meeting held on the 26<sup>th</sup> March 2025 covering Minutes 33/2025 to 47/2025 inclusive.

**Resolved:** that the minutes of the meeting held on 26th March were received as a true record and signed by the Chairman.

#### **53/2025      Appointment of Vice Chairman**

The Chairman called for nominations for the position of Vice Chairman for the Civic Year 2025-26.

Cllr Downton nominated Cllr Daft. The nomination was seconded by Cllr Gilliam.

There

were no other nominations. 6 Councillors voted in favour of Cllr Daft for the position of Vice Chairman, casting a majority vote.

**Resolved:** that Cllr Daft be elected as Vice Chairman for the 2025-26 Civic Year.

#### **54/2025      Public Participation Session**

A member of the public voiced concern regarding the impending road works. It was noted leaflets has been delivered to affected properties.

**Resolved:** that Cllr Sargent will write to Cllr Buckley to confirm the restrictions which will be in place.

A member of the public noted the Perspex in the little libraries has been broken.

**Resolved:** that Cllr Downton will liaise with the handyman who previously repaired the libraries to obtain a quote for repair.

Cllr Gilliam noted a vintage phone booth would provide a secure area for the library to be housed and agreed to investigate the cost.

A member of the public asked if the bins, located near the recycling bins near the village hall, could be replaced with a larger bin or emptied more frequently.

**Resolved:** that Cllr Sargent will contact the relevant officer at Basildon Borough Council to investigate the request.

## **55/2025      Borough and County Councillor Reports**

Cllr Sargent provided the council with an update from Basildon Borough Council, including the following points:

- She recently attended informative planning training, which is mandatory for councillors wishing to sit on the Borough's Planning Committee. The training included discussion around current national legislation affecting Green Belt land. Changes by central government have overridden two of the five 'Golden Rules' of Green Belt designation, effectively reclassifying some areas as "grey belt." The Benson's Farm application was referenced in this context which is expected to be considered by the Planning Committee in early autumn.
- Planning decisions can only be based on existing policy, which may make it more difficult to justify refusal in the future.
- A planning exhibition regarding a proposed development of 1,100 homes at Dunton Road is scheduled to take place in two weeks' time.
- Basildon Borough Council currently does not have a five-year housing land supply. While developers are obtaining permissions, many are not proceeding with construction. This raises concerns about how the council can resist speculative applications going forward.
- Updates were provided on deferred applications at Felmores and Wash Road, both of which relate to sheltered housing schemes. There is currently no confirmation on when these applications will return to committee for a decision.

## **56/2025      Update from Councillors from the ABLC**

Cllr Daft attended the recent ABLC meeting and provided with Council with the following updates:

- The meeting covered standard business, including the appointment of a new Treasurer. There was discussion on how to strengthen engagement with Basildon Borough Council.
- Recent beacon lighting events across the district were noted as successful.
- General planning matters were discussed.
- A briefing was provided on the Essex Association of Local Councils (EALC), highlighting the organisation's loss of Essex County Council funding and its forthcoming move from its current premises.
- Cllr Jim Devlin from Billericay Town Council gave a presentation on the topic of local government devolution. A recording of the session will be made available.
- The next ABLC meeting will be the AGM and will include guest speakers.

- Further discussion took place regarding items for the next Borough Liaison Meeting.

Cllr Sargent enquired whether any items had been submitted for discussion and Cllr Daft confirmed that none were raised. It was noted that discussions at the meeting had been largely inconclusive.

Cllr Sargent requested copies of the ABLC agenda and minutes; these will be circulated once received.

**Resolved:** That the update be noted.

### **57/2025      Neighbourhood Plan Update**

Cllr Sargent advised that the examination of the Neighbourhood Plan is progressing and the Council is currently awaiting the final examiner's report.

To date no questions have been received by the Examiner and there are no further updates to report at this stage.

### **58/2025      Community Projects**

Cllr Sargent had declared an Other Registerable interest on this agenda item due to her role as Chairman of the Noak Bridge Community Association.

#### **58/2025/1      Noak Bridge Community Association Heating Project – Grant Administration**

A member of the public provided an update on the heating project at the Noak Bridge Community Hall. Works commenced on Monday the 26<sup>th</sup> May 2026. The existing gas boiler has been removed which will be replaced with an electric boiler compatible with the building's new solar panels. Old radiators have been taken out, and new ones were delivered on Wednesday the 28<sup>th</sup> May 2025. Low-temperature grille covers are due to follow. Electrical work is scheduled to begin on Monday the 2<sup>nd</sup> June 2025. It was noted the existing three-phase power supply was beneficial to enable the connection of the new heating system.

The Council was provided with a report detailing legal guidance received from the EALC concerning the requirements should the Council wish to purchase goods directly for the project in order to reclaim VAT.

**Resolved:** that the Council agreed to make the agreed grant payment of £13,594.44 to the Noak Bridge Community Association in support of the heating project.

### **59/2025      Banking and Finance**

#### **59/2025/1      Confirmation of Banking Arrangements**



The council confirmed their banking arrangements for 2025/26 will remain with the Metro Bank, Santander and Unity Trust Bank.

#### **59/2025/2 Confirmation of Signatories**

Signatories to the council's bank accounts will remain as follows:

**Metro Bank** – Cllrs Cottrell and Daft

**Santander** - Cllrs Cottrell and Sargent

**Unity Trust Bank** – Cllrs Bateman, Dowton and Gilliam

#### **59/2025/3 Financial Risk Assessment**

The Council received and reviewed the updated Financial Risk Assessment for 2025/26, along with accompanying notes outlining the changes made.

Cllr Sargent proposed that references to the Essex Association of Local Councils (EALC) be amended to “professional bodies”, in order to reflect a broader range of expertise and acknowledge the current uncertainty surrounding the EALC's future operations.

**Resolved:** That the Financial Risk Assessment for 2025/26 be approved, subject to the above amendment.

#### **59/2025/4 Fixed Asset Register**

The council reviewed and approved the Fixed Asset Register for 2025/26.

**Resolved:** that the Fixed Asset Register for 2025/26 be approved.

#### **59/2025/5 Statement of Internal Control**

The council reviewed and approved the Statement of Internal Control for 2025/26.

**Resolved:** that the Statement of Internal Control for 2025/26 be approved.

#### **59/2025/6 Deposits**

The council were advised the following deposits had been received since the beginning of the financial year:

1. VAT reclaim for 2024/25 for the amount of £3,491.06 was deposited into the Santander account on the 25<sup>th</sup> April 2025.
2. Santander Business Savings account interest of £1,060.97 was deposited into the account on the 1<sup>st</sup> April 2025.
3. Metro Bank interest of £59.53 was deposited into the account on the 30<sup>th</sup> April 2025.
4. The half year precept of £20,638.27 was deposited into the Santander Current account on the 1<sup>st</sup> April 2025.

Cllr Sargent raised a concern that the interest earned on the Metro Bank Account is causing the total balance to exceed the £85,000 Financial Services Compensation Scheme (FSCS) protection limit.

**Resolved:** that the Council approve a transfer of £1,000 from the Metro Bank Account to the Santander Business Savings Account to ensure the Metro Bank balance remains within FSCS protection limits.

The update on deposits was duly noted.

### **59/2025/7 Regular Payments**

In accordance with Financial Regulation 6.6 the council reviewed and approved a list of regular payments and direct debits which will be made outside of meeting schedules, if required.

**Resolved:** that the Council approved the following payments which will be made outside of meeting schedules, if required:

1. Clerks salary and expenses
2. Nest Payment
3. HMRC payments
4. Information Commissioners Office payment
5. Mobile phone cost
6. Noak Bridge Community Association for hall hire

### **59/2025/8 Accounts for Payment**

The Council received and approved the following accounts for payment:

<b>Date</b>	<b>Supplier</b>	<b>Item</b>	<b>Total</b>
03/04/2025	Ward Arboriculture Limited	Supply and plant Christmas tree	588.00
03/04/2025	VCS Websites	Invoice 1430 website training costs	120.00
24/04/2025	Bluestone Planning	Objection letter to planning app. 25/00171/OUT	1,149.00
24/04/2025	L Townend	April salary	736.34
24/04/2025	Royal British Legion	VE Day Statue	650.00
24/04/2025	PPL PRS	Music Licence	139.76
24/04/2025	DM Payroll Services	Administration of payroll 2025/26	84.00
24/04/2025	Noak Bridge Community Association	Hall hire 23/04/2025 - Inv 164 NBPC	50.00
25/04/2025	HMRC	Q4 2024/25 HMRC costs (Feb & Mar)	436.51
25/04/2025	HMRC	April HMRC Costs (to be paid by Direct Debit on the 22 June 2025)	238.17
	EALC	NALC and EALC affiliation fees	682.60
10/05/2025	Zoom Communications	Subscription to 22 April 2026	155.88
	Amazon	Bunting for VE Day	90.39

	Matts Generators	Provision of generator and lights for VE Day event	175.00
	Essex Community First Aid Events Volunteers	First Aid provision VE Day	150.00
	Epping Forest Pipe Band	Musician Services for VE Day	250.00
25/05/2025	L Townend	May salary	681.61
25/05/2025	Nest Pension	May pension costs	25.62
25/05/2025	HMRC	May HMRC Costs (to be paid by Direct Debit on the 22 June 2025)	237.33
28/05/2025	Noak Bridge Community Association	Hall hire 28/05/2025	50.00
29/05/2025	John Watson	Internal Audit Fee	180.00
TBC	Basildon Borough Council	Recharge for beacon servicing	TBC
		<b>Total</b>	<b>£ 6,870.21</b>

**Resolved:** that the accounts for payment for April and May be approved.

#### **59/2025/9 Bank Reconciliation**

The Council received and **noted** the Bank Reconciliations to the 30<sup>th</sup> April 2025.

#### **59/2025/10 Budget Comparison**

The Council received and **noted** the budget comparison to the end of April 2025 and noting the council had spent £4,031.61, 3% of the 2025/26 budget.

#### **59/2025/11 Unity Trust Term Deposit**

The Council received a report and recommendations following advice the Unity Trust Term Deposit account required a minimum deposit of £85,000.

**Resolved:** that the council would increase the deposit to £85,000 in a 12 month term deposit account held with Unity Trust Bank.

#### **60/2025 Internal Auditor for the 2025/26 Financial Year**

The council considered three quotes from separate auditors to conduct the 2025/26 internal audit.

**Resolved:** that John Watson be appointed to conduct the internal audit in 2025/26 at a cost of £187.50.

**Resolved:** that the Council further agreed to change the internal auditor for 2026/27 in line with best practice.

#### **61/2025 Parish Council Insurance**

The council considered quotes from three insurance providers.

**Resolved:** That the council appoint/approve the quote from Zurich for a three year term to insure the council's assets for 2025/26 at a premium of £931.19.

## **62/2025      Memberships and Subscriptions**

The council reviewed and approved the memberships and subscriptions for 2025/26 agreeing to continue membership with:

1. Association of Basildon Local Councils
2. Essex Association of Local Councils
3. Information Commissioners Office
4. National Association of Local Councils
5. Parish Online Mapping Software
6. Society of Local Council Clerks
7. Zoom Communications

**Resolved:** That the council will maintain membership of the above bodies in 2025/26.

## **63/2025      Annual Return for the Year Ending 2024/25**

### **63/2025/1      Internal Audit Report 2024/25**

The council received and approved the the Internal Audit Report 2024/25 and the report from the Internal Auditor which was conducted on the 21<sup>st</sup> May 2025.

**Resolved:** that the council receive the Internal Audit report for 2024/25 and the report from the Internal Auditor.

### **63/2025/2      Internal Audit Recommendations**

The Council received the Internal Auditor's report along with the Clerk's proposed action plan addressing the recommendations made.

Councillors discussed a discrepancy between the Internal Auditor's report and the Action Plan regarding the frequency of inspections for the playground and Pétanque Court. The Internal Auditor's report referenced the need for regular inspections, while the Action Plan specified monthly inspections.

**Resolved:** that the Council consider transferring ownership of the Pétanque Court to the Noak Bridge Community Association, with this proposal to be discussed further at the next meeting.

**Resolved:** that the Clerk investigate accredited playground inspection companies and present options at the next meeting for the Council's consideration.

**Resolved:** that the Council approve the action plan of corrective measures in response to the Internal Auditor's findings, subject to the deferment of item 4.1 regarding inspection frequency.

Three members of the public left the meeting at 20.20.

**63/2025/3 Section 1 Annual Governance Statement of the Annual Governance and Accountability Return (AGAR) for the Year Ended 31<sup>st</sup> March 2025.**

The Chairman read to the Council the statements contained in Section 1 of the Annual Return and the Council agreed that each statement has been complied with.

The Council approved the signing of the Annual Governance Statement of the year ended 31<sup>st</sup> March 2025 by the Chairman and the Clerk.

**Resolved:** that the Council approve Section 1 of the Annual Governance Statement of the Annual Governance and Accountability Return (AGAR) for 2024/25 and the Chairman and Clerk duly signed.

**63/2025/4 Section 2 – Accounting Statements of the Annual Governance and Accountability Return (AGAR) for the Year Ended 31<sup>st</sup> March 2025.**

The council noted and agreed the financial data in Section 2 of the Annual Return and approved the signing of the Accounting Statement for the year ended 31<sup>st</sup> March 2025.

**Resolved:** that the Council approve Section 2, the Accounting Statements, of the Annual Governance and Accountability Return (AGAR) for 2024/25 and the Chairman duly signed.

**63/2025/5 Dates for the Period of Public Rights and Publication of Annual Return.**

The Council noted the Dates for the Period for the Exercise of Public Rights will commence on Tuesday 3<sup>rd</sup> June 2025 and end on Monday 14<sup>th</sup> July 2025.

**Resolved:** that the period of public rights was noted as commencing on Tuesday 3<sup>rd</sup> June 2025 and end on Monday 14<sup>th</sup> July 2025.

**64/2025 Policies and Procedures**

**64/2025/1 Standing Orders**

The Council reviewed the updated Standing Orders which are based on the NALC model document.

Cllr Sargent requested the wording for clause 25 a) on page 26 be amended to read 'Unless approved by the Council no councillor shall :'

**Resolved:** that the council adopt the 2025 version of the NALC model Standing Orders with the above amendment.

**64/2025/2 Financial Regulations**

The Council reviewed the updated Financial Regulations which are based on the NALC model document.

**Resolved:** that the council adopt the 2025 version of the NALC model Financial Regulations.

#### **64/2025/3 Policy and Procedure Review**

The Council was asked to review a number of policies and procedures; however, it was felt that the volume of documents was too great to consider effectively within a single meeting.

**Resolved:** that this agenda item be deferred, and the Council agreed to review three to four policies per month on a rolling basis throughout the year.

#### **64/2025/4 Review the Terms of Reference for Committees**

The council reviewed the Terms of Reference for the Personnel and Neighbourhood Plan Committees.

**Resolved:** that the council re-adopt the Terms of Reference for the Personnel and Neighbourhood Plan Committees without amendment.

#### **64/2025/5 Appointment of Members to Serve on Committees and Outside Bodies.**

The council discussed the appointment of Members to serve on the council's Appeal, Personal and Neighbourhood Planning Committees.

**Resolved:** that Cllrs Cottrell, Dowton and Sargent be appointed to serve on the Personnel Committee.

**Resolved:** that Cllrs Bateman, Daft and Gilliam be appointed to serve on the Appeal Committee.

**Resolved:** that all councillors be appointed to serve on the Neighbourhood Plan Committee.

#### **64/2025/6 Appointment of Members to Serve on Outside Bodies.**

The council discussed the appointment of Members to serve on the Association of Basildon Local Councils (ABLC) and the LCLG.

**Resolved:** that Cllrs Cottrell and Daft be appointed to represent the Council at the ABLC meetings.

**Resolved:** that Cllrs Cottrell, Sargent and the Clerk be appointed to represent the Council at the LCLG meetings.

#### **64/2025/7 Roles and Responsibilities**

The Council agreed the following Member's roles and responsibilities for 2025/26:-

Finance – Cllr Cottrell

Planning – Cllr Hawkins

Freedom of Information – Cllr Cottrell

Neighbourhood Plan – Cllr Sargent

Audit – Cllr Sargent

Newsletter – Cllr Sargent

Website - Cllr Sargent

Policy – Cllr Terri Sargent

GDPR - Cllr Sargent

Defibrillators – Cllr Daft

Fixed Assets - Cllr Daft

PRoW - Cllr Daft

CCTV - Cllr Daft

Projects – Cllr Dowton

Health & Safety – Cllr Bateman

#### **64/2025/8 Register of Member's Interests**

Members were reminded to always keep their Register of Interests and memberships up to date with Basildon Borough Council.

Cllr Daft left the meeting at 20.42.

Cllr Daft returned to the meeting at 20.44.

#### **65/2025 Planning**

**65/2025/1** The Council considered the following planning application published by Basildon Borough Council and the publication of the agenda for this meeting:

**65/2025/1/2 25/00451/FULL** Replacement of all UPVC windows, front, back and side doors with new composite units at 33 Durban Lane.

**Resolved:** that the Council has no objection to the planning application, but requests that the proposed replacement door be installed in a colour that closely matches the existing door, rather than the suggested 'Chartwell Green', in order to maintain visual consistency with the surrounding properties.

**65/2025/1/3 25/00560/FULL** Renewal of planning permission CC/BAS/87/10 for the existing temporary classroom. Noak Bridge Primary School.

**Resolved:** That the Council had no objection to the application.

**65/2025/2** The Council noted the planning decisions made by Basildon Borough Council on the following planning applications:

**65/2025/2/1 25/00272/TPOBAS** 2 metre reduction on an oak tree. 5 Handleys Chase. **Application Permitted.**

**65/2025/2/2 25/00311/S211** various tree works at 1-73 Kenilworth Place. **Closed.**

**65/2025/3 Delegated Authority to Respond to Planning Applications**

The Council considered whether to delegate authority to the Clerk to respond to planning applications received outside the scheduled meeting cycle, following consultation with councillors via email, in cases where calling an additional meeting is not deemed necessary.

**Resolved:** That the Council does not delegate authority to the Clerk to respond to planning applications outside the meeting schedule. Instead, the Clerk is instructed to request an extension to the response deadline from Basildon Planning Department, when required, to allow consideration at the next scheduled meeting.

**66/2025 VAT Charged for Projects**

Councillors discussed the administration of grant funding and the council's ability to reclaim VAT, under Section 33 of the VAT Act 1994 provided special conditions are met and when/ if this approach should be considered.

**Resolved:** that this matter be deferred until an updated grant awarding policy is considered by the council.

**67/2025 Correspondence**

No correspondence was received.

**68/2025 Date of Next Meeting**

The next meeting will take place on the 23 July 2025 commencing at 7.00pm, in the village hall.

There being no further business, the Chairman closed the meeting at 21.14

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Cllr Mark Cottrell  
Chairman



**Accounts for Payment****For authorisation on 23rd July 2025**

<b><i>Date</i></b>	<b><i>Supplier</i></b>	<b><i>Item</i></b>	<b><i>Net</i></b>	<b><i>VAT</i></b>	<b><i>Total</i></b>
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	July payment	£ 25.62	£ -	£ 25.62
25/07/2025	Nest Pension – EE contributions	May, June & July payments	£ 102.45	£ -	£ 102.45
<b>TOTAL:</b>			<b>£19,157.51</b>	<b>£501.80</b>	<b>£19,659.31</b>

# Noak Bridge Parish Council Bank Reconciliation Jun-25

<b>Santander Business Account Bank Balance at</b>	<b>31/05/2025</b>	<b>£ 33,167.12</b>
	Plus income	£ -
	Less expenditure	£ 2,378.74
<b>Santander Business Account Bank Balance at 30/06/2025</b>	<b>Balance carried forward</b>	<b>£ 30,788.38</b>
<b>Santander Business Savings Account Balance at</b>	<b>31/05/2025</b>	<b>£ 103,001.16</b>
	Plus income	£ -
	Less expenditure	£ 85,000.00
<b>Santander Business Savings Account Balance at 30/06/2025</b>	<b>Balance carried forward</b>	<b>£ 18,001.16</b>
<b>Metro Account Bank Balance at</b>	<b>31/05/2025</b>	<b>£ 85,327.12</b>
	Plus income	£ 46.03
	Less expenditure	£ 13,594.44
<b>Metro Account Balance at 30/06/2025</b>	<b>Balance carried forward</b>	<b>£ 71,778.71</b>
<b>Unity Trust Bank – Term Deposit Account</b>	<b>31/05/2025</b>	<b>£ -</b>
	Plus income	£ 85,000.00
	Less expenditure	£ -
<b>Santander Business Savings Account Balance at 30/06/2025</b>	<b>Balance carried forward</b>	<b>£ 85,000.00</b>
<b>Total Cash Holding</b>		<b>£ 205,568.25</b>

NOAK BRIDGE PARISH COUNCIL	MONTHLY BUDGET REPORT
Month	Jun-25

INCOME	Budget	Actual (to date)	Variance (+/-)
Precept	£41,320.00	£20,638.27	-£20,681.73
LCTS Grant	£0.00	£0.00	£0.00
CIF Grant	£0.00	£0.00	£0.00
Interest	£0.00	£1,228.08	£1,228.08
Event Income	£0.00	£0.00	£0.00
Miscellaneous	£0.00	£0.00	£0.00
- VAT reclaim 08/04/2024	£3,511.00	£3,491.06	-£19.94
- VAT reclaim	£0.00	£0.00	£0.00
- VAT reclaim		£0.00	
<b>INCOME TOTALS</b>	<b>£44,831.00</b>	<b>£25,357.41</b>	<b>-£19,473.59</b>

\* First tranche received 01/04/25

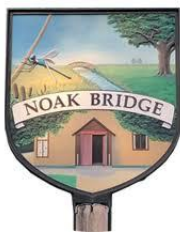
EXPENDITURE	Budget	Total spent to 30/06/25	Variance (+/-)	Percentage spent	Expenditure in month
<b>Staff Costs</b>					
Salaries	£10,215.00	£2,158.70	£8,056.30	21%	£740.75
Tax & Employer NI	£1,970.00	£1,151.21	£818.79	58%	£239.20
Pension	£500.00	£51.24	£448.76	10%	£25.62
Payroll	£300.00	£84.00	£216.00	28%	£0.00
Home allowance, Travel & Costs	£500.00	£0.00	£500.00	0%	£0.00
Training inc. travel	£2,000.00	£120.00	£1,880.00	6%	£0.00
Office equip & stationery	£1,000.00	£129.90	£870.10	13%	£0.00
<b>General Costs</b>					
Computer & Other Digital Equipment	£500.00	£0.00	£500.00	0%	£0.00
Fixed asset maintenance	£2,000.00	£339.00	£1,661.00	17%	£339.00
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	£194.47	£1,805.53	10%	£0.00
Hall Hire	£1,000.00	£100.00	£900.00	10%	£0.00
Insurance	£1,200.00	£931.19	£268.81	78%	£931.19
Subscriptions	£1,000.00	£682.60	£317.40	68%	£0.00
Councillor Training	£1,500.00	£0.00	£1,500.00	0%	£0.00
Audit Fees	£750.00	£180.00	£570.00	24%	£0.00
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		£580.70	-£580.70	#DIV/0!	£117.80

### Community Support

Community Events Support	£1,500.00	£1,195.76	<b>£304.24</b>	<b>80%</b>	£0.00
Kings Meni Bridge	£500.00	£0.00	<b>£500.00</b>	<b>0%</b>	£0.00
Kings Coronation	£500.00	£0.00	<b>£500.00</b>	<b>0%</b>	£0.00
Community Grants Awards (small)	£2,000.00	£0.00	<b>£2,000.00</b>	<b>0%</b>	£0.00
Community Lights Project	£4,700.00	£0.00	<b>£4,700.00</b>	<b>0%</b>	£0.00
Support Grants	£100.00	£0.00	<b>£100.00</b>	<b>0%</b>	£0.00

### Projects

Parish Plan	£5,000.00	£0.00	<b>£5,000.00</b>	<b>0%</b>	£0.00
D Day (from reserves) VE Day	£5,000.00	£250.00	<b>£4,750.00</b>	<b>5%</b>	£250.00
Contingency earmarked (from reserves)	£10,000.00	£0.00	<b>£10,000.00</b>	<b>0%</b>	£0.00
Community Projects earmarked (from reserves)	£30,000.00	£14,084.44	<b>£15,915.56</b>	<b>47%</b>	£13,594.44
Community Projects Play Area earmarked (from reserves)	£25,000.00	£0.00	<b>£25,000.00</b>	<b>0%</b>	£0.00
Environmental Maintenance (From Reserves)	£10,000.00	£0.00	<b>£10,000.00</b>	<b>0%</b>	£0.00
Neighbourhood Plan (funded from reserves)	£10,000.00	£957.50	<b>£9,042.50</b>	<b>10%</b>	£0.00
<b>EXPENDITURE TOTALS</b>	<b>£136,235.00</b>	<b>£23,190.71</b>	<b>£113,044.29</b>	<b>17%</b>	<b>£16,238.00</b>



## AGENDA REPORT ITEM 9.1.3

# Request to Consider Appointing a Barrister to Oppose Planning Permissions 24/00075/FULL and 24/00076/FULL

### Background information

At its recent meeting, Basildon Borough Council granted planning permission for the following applications:

- 24/00075/FULL: Change of use of 1–23 Fore Street, Noak Bridge from sheltered housing to general needs housing.
- 24/00076/FULL: Change of use of 39–69 Fore Street, Noak Bridge from sheltered housing to general needs housing.

Cllr Daft has advised that this decision has caused significant concern among residents, particularly regarding the loss of sheltered housing provision, the perceived lack of consultation, and possible breaches of planning process.

A resident has asked the Parish Council to consider appointing a barrister to lead an appeal against Basildon Borough Council's decision, on the grounds that "many planning protocols appear to have been disregarded".

### Summary

Under planning law, once planning permission is granted, there is no right of appeal for third parties such as Parish Councils or local residents. Only the applicant can appeal if permission is refused.

The only legal route to challenge a granted permission is to apply for a Judicial Review in the High Court. A Judicial Review does not re-examine the planning merits but instead looks at whether the decision was made lawfully. For example, if Basildon Borough Council failed to follow correct procedures, acted beyond its powers, or made an unreasonable decision in law.

Key points for Council to note:

- A Judicial Review must be lodged within 6 weeks of the decision.

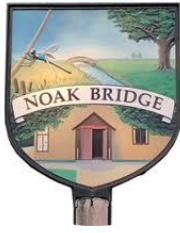
- Judicial Review is a specialist legal action requiring clear grounds and robust evidence.
- Costs for legal representation can be significant and are not usually recoverable.
- If unsuccessful, the Parish Council could be liable for its own legal costs and some costs of the other side.

The Council has a duty to ensure that any expenditure of public money is lawful, proportionate and supported by clear evidence that it is in the public interest.

## Recommendation

It is recommended that the Council:

1. Notes the strength of local feeling about this decision and the request received.
2. Considers whether it wishes to seek an initial written legal opinion on whether there are any grounds for Judicial Review, what the realistic chances of success are, and what the likely costs would be.
3. Considers whether to invite affected residents to explore independent or joint action if they wish to challenge the decision privately.
4. Notes that any further decision to instruct a barrister or proceed with legal action should be made at a future meeting, once professional advice has been obtained and costs are fully understood.



## AGENDA REPORT ITEM 10.1

### Service Agreement for Bollards

#### Background information

Noak Bridge Parish Council owns two telescopic bollards located at the Wash Road open space, intended to restrict unauthorised vehicular access to the land. Historically, there has been no formal maintenance or service agreement in place for the bollards.

Ahead of the community beacon lighting event held on the 8<sup>th</sup> May 2025, councillors carried out a check of the bollards and were unable to secure one of them due to a mechanical issue. This posed a potential security risk by allowing unauthorised access to the open space.

Rhino Security was contacted and subsequently carried out the necessary repairs at a cost of £339.00 (excluding VAT).

#### Summary

Following the repair, Rhino Security was invited to provide a quotation for an annual service agreement to prevent future issues and extend the lifespan of the equipment.

They have proposed a contract at a cost of £500.00 per annum (plus VAT) for the maintenance of the two bollards. The agreement includes:

- **Two scheduled service visits per year**
  - Full disassembly of each bollard
  - Wet vacuum removal of water/silt
  - Greasing and lubrication of moving parts
  - Replacement of standard wearing parts
- **Discounted rates for additional work between service visits**
  - 20% off replacement of non-standard parts
  - 20% off call-out charges for accident or vandalism-related repairs
  - Priority attention for urgent issues

Rhino Security notes that regular servicing generally reduces long-term repair costs and limits downtime due to minor mechanical failures.

A budget of £2,000 is available under the Fixed Asset Maintenance heading for the 2025/26 financial year.

## **Recommendation**

That the Council approve the quotation of £500 + VAT (attached) from Rhino Security for an annual service agreement covering the two telescopic bollards at Wash Road.

It is further recommended that the service visits be scheduled in November 2025 and May 2026, creating an evenly spaced maintenance cycle. This timing will ensure the bollards are inspected ahead of winter and again before the summer period, reducing the risk of malfunction and ensuring ongoing security of the open space.





Unit 5, Page Road,  
Sweet Briar Ind. Est.  
Norwich, NR3 2BX

Tel: 01603 484999

Fax: 01603 484599

[www.rhinosecurity.co.uk](http://www.rhinosecurity.co.uk)

## **RHINO SECURITY POSTS & BARRIERS - SERVICE AGREEMENT**

**Ref: Noak Bridge Parish Council, Wash Road, SS15 4BP**  
**What3Words reference ///skins.bench.spirit**

This agreement to service **TWO** Rhino posts & barriers at the above site (*the premises*)

is made between **Noak Bridge Parish Council** (*the subscriber*) and **Rhino Security** (*the company*).

This agreement will cover the following and is to take effect from TBC.....  
(date).

1. The *subscriber* undertakes to allow the *company* access to the *premises* in order to service the posts and barriers in line with this agreement.
2. The *company* undertakes to service the posts and barriers at approximately six monthly intervals (not to exceed seven months between visits). For service schedule see appendix A.
3. The *company* undertakes to notify the *subscriber*, in writing, of any faults not covered by the service schedule and to seek further instructions as to repair or replacement of the same.
4. The *company* undertakes to provide a working week emergency call-out service (8am – 5pm Mon - Fri) with every effort made to attend site within 48 hours. Current ‘**call-out**’ charge is **£144.00 per visit** including first half hour labour (this represents a 20% discount). Subsequent hourly labour rate of £48 per hour.
5. This is an annual service agreement automatically renewed unless and until terminated in accordance with item 6 (six) below.
6. This agreement can be terminated by either party giving written notice to the other of intended termination at least one month in advance of the annual renewal date.
7. The service charge shall be fixed for the first 2 (two) years and thereafter shall be subject to annual review. The maximum increase for the third and subsequent years shall not exceed 10% of the previous years charge. Any increase in charges shall be notified to the *subscriber* at least 2 months in advance of being implemented. The service charge to be paid by one annual payment starting in month one of the agreement.
8. The service charge, (see appendix ‘B’) to be **£500.00 per annum plus VAT** is inclusive of call out and labour charge. The service charge does not cover additional parts that may be required (see appendix ‘C’) or damage through any act of vandalism, abuse or misuse.

I agree to the above terms and authorise the **company** to service and maintain the Rhino security posts and barriers at the above mentioned premises.

Subscriber's Signature:..... Position:..... Date:  
.....

Company's Signature:..... Date:  
.....

Ref: .....

### **Appendix 'A', 'B' and 'C' ...**

#### **A. Schedule of service:-**

##### **Telescopic Security Post . . . .**

- Strip down post and remove sliding section and inner tang bar.
- Inspect shock absorbers for wear and replace if necessary. Replace handles if necessary.
- Hoover out silt built up in outer casing (excludes excessive water due to incorrect installation).
- Strip down, clean and lubricate twist black top, handle and lock. Report if parts need replacing.
- Clean out and lubricate lid and hinges. Report on any damage.
- Re-assemble sliding unit and test operation of post.
- Leave written report on outstanding repair / replacement not covered by service.

##### **Lift-out Tubular Barrier . . . .**

- Remove barrier from sockets. Inspect for damage and report.
- Hoover out silt build up in sockets (excludes excessive water due to incorrect installation).
- Strip down, clean and lubricate locking mechanism. Report if parts need replacing.
- Clean out and lubricate lid and hinges on both sockets. Report if parts need replacing.
- Re-assemble and replace barrier in sockets to ensure good fit. Test operation of barrier.
- Leave written report on outstanding repair / replacement not covered by service.

#### **B. Schedule of charges for two service visits per annum:-**

1 – 4 posts / barriers = £500.00 per annum (minimum service charge)

5+ = £50.00 per post / barrier per annum

#### ***PLEASE NOTE:***

***Additional £10 per post for RT/SU5 Sunderland or RT R14 telescopic bollards.***

***It is no longer possible to service Lowe & Fletcher and RAM posts***

**C. Schedule of charges for replacement parts (represents 20% discount):-**

Lock	= £ 26.00
Key	= £ 8.00
Twist Black Top	= £ 41.00
Lid & Hinges (Standard)	= £ 31.00
Lid & Hinges (Jumbo)	= £ 36.00
Black top complete	= £ 80.00
Jumbo top complete	= £ 88.00

**ALL PRICES EXCLUDE VAT**

**Important Note:**

**Any item subject to unauthorised interference, act of vandalism or general misuse is not covered under this agreement. \*\* These prices are valid till 01.06.2025 \*\***



## AGENDA REPORT ITEM 10.2

# Management of Proposed Allotment Site at Wash Road

### Background information

Croudace Homes has approached Noak Bridge Parish Council to ask whether the Council would be interested in taking on the management of the proposed new allotment site at Wash Road, which forms part of the recently approved housing development.

Parish Councils have the legal power to provide land for allotments and to enter into allotment tenancies in or outside the Council's area, by the [Small Holdings and Allotments Act 1908, ss. 23, 25.](#)

At present, the exact size and final design of the allotment site is yet to be confirmed, but Croudace has indicated flexibility in management structure and plot layout.

### Summary

Taking on the management of the site could bring benefits but also responsibilities that need to be carefully considered.

#### **Potential Advantages:**

- Local control: The Parish Council would ensure the allotments are managed in the best interests of Noak Bridge residents, especially once Basildon Borough Council ceases to exist from May 2028 under devolution plans.
- Community asset: Allotments can help promote health, wellbeing and social connections within the community.
- Income: Rental income from tenants could offset maintenance and running costs.

- Support: The National Allotment Society (NAS) provides guidance, templates for tenancy agreements, and best practice support for councils managing allotments.

### **Potential Disadvantages and Considerations:**

- Maintenance: The Parish Council would be responsible for ongoing maintenance, including gates, fencing, locks, paths, noticeboards, sheds, and communal areas.
- Water supply: The cost of ongoing water bills and plumbing issues will need to be budgeted for and managed.
- Grounds maintenance: Hedge cutting, path repairs and mowing any communal areas will need to be managed and budgeted for.
- Site management: The site will need regular monitoring to ensure tenants comply with cultivation requirements and tenancy rules, which will take time and resource. This role can be undertaken by the clerk with the support of a councillor.
- Health and safety: The Council would be responsible for ensuring the site is safe for use, by conducting regular risk assessments.
- Set-up costs: The Council would need to negotiate robust conditions with the developer to ensure the site is fit for purpose from day one.

### **Suggested Minimum Conditions for Developer:**

If the Council agrees to manage the site, it is recommended that the following conditions are required from Croudace:

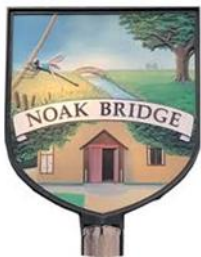
1. Each plot must be clearly marked and measured.
2. Plumbing must be installed for water tanks and taps.
3. A noticeboard must be provided for site information and rules.
4. The site must be fully fenced, with secure pedestrian and vehicle access gates.
5. A communal or individual sheds should be provided for plot holders.
6. Any amenity areas within the site must be properly landscaped.
7. Soil must be tested to confirm it is safe for cultivation and free of contaminants.

8. The site must be transferred in a clean and ready-to-let condition with all infrastructure complete.

## Recommendation

Councillors are asked to:

1. Consider whether the Parish Council should express an interest in managing the allotment site, subject to robust conditions being agreed with the developer.
2. Note that if agreed, the Council would seek support and templates from the National Allotment Society (NAS) to ensure best practice management.



## AGENDA REPORT ITEM 10.3

### Playground Inspections

#### Background information

The Parish Council is responsible for ensuring the safety of all play equipment and recreational areas under its ownership. As part of its duty of care, it is essential that appropriate arrangements are in place to identify and manage potential health and safety risks.

The Royal Society for the Prevention of Accidents (RoSPA) recommends that playgrounds are subject to an annual inspection by an independent, qualified inspector. This inspection is designed to assess the long-term safety and structural integrity of the play equipment, surfacing, and the surrounding environment. In addition, RoSPA advises that routine operational inspections are conducted on a monthly basis, and visual inspections more frequently if possible, particularly during periods of heavy use.

These inspections are aligned with guidance from the Health and Safety Executive (HSE) and the British and European Standard BS EN 1176, and they are recognised as key evidence of effective risk management during internal audits.

#### Summary

To support the Council in meeting its responsibilities, I have contacted three specialist providers to obtain quotes for carrying out an annual independent inspection of the playground equipment. These providers are the Nordic Playground Institute, The Playground Inspection Company and Sportsafe UK.

Quotes have been received from the Nordic Playground Institute and the Playground Inspection Company.

The inspections provided will contain:

1. A full assessment of the condition and safety of each item of equipment

2. Compliance checks against relevant safety standards
3. A written report with risk ratings and recommended actions
4. Photographic evidence where applicable

The inspection report can then be used to inform maintenance plans and demonstrate compliance during the annual internal audit.

A comparison of the quotes received is shown below.

Company	Cost	Comments
Nordic Playground Institute	£250	Includes full report, photographs and 12 month remote support
The Playground Inspection Company	£185 £275	12-16 week lead time 4 week lead time Sample report and inspection scope sent separately
Sportsafe UK	-	Quote requested but not received

## Recommendation

Councillors are asked to:

1. Note the advice provided by RoSPA and the HSE regarding the importance of annual independent inspections of playground equipment.
2. Agree to initiate an annual inspection programme, beginning this year, and agree a quote ([see below](#)) for the works.
3. Nominate a Councillor to take responsibility for conducting and recording monthly routine checks of the playground equipment, as part of ongoing operational monitoring. An example of the type of check required is shown [below](#).

This action will ensure that the Council continues to fulfil its health and safety obligations and will strengthen its risk management processes ahead of future audits.



## EXAMPLE MONTHLY PLAYGROUND INSPECTION

Item	Comments/Observations	Rate 1-3 by priority Action 1 = Immediate action required 2 = Non urgent action required 3 = No action required		
		1	2	3
Gates				
1m High Post & Rail Fencing with Safety Mesh Fill				
Signage				
Litter Bins x3				
Picnic Tables x3				
1.8m Bench (3-Seater)				
Eco-Mulch Surfacing				
Robinia 2.4m Double Bay Swing with Nest & Flat Seats				
Robinia Two Seat See Saw				
Robinia 'Pottage Towers' Multi Play Unit with Slide, Bridge, Climbing Wall, Access Net, Firemans Pole & Ramp + Rope				
DDA Accessible Roundabout				
Robinia 1.8m Cradle Swings (x2 Seats)				
X2 Springers (Horse & Duck)				
Toddle Play Tractor (from Active Garden)				
Robinia Sensory Play Station				
Basketball Post & Hoop				

## MONTHLY OUTDOOR FITNESS EQUIPMENT INSPECTION

Date of Inspection: \_\_\_\_\_

Name of Inspector: \_\_\_\_\_

Signed: \_\_\_\_\_

Please send completed monthly inspection checklists to the Parish Clerk at [clerk@noakbridgeparishcouncil.gov.uk](mailto:clerk@noakbridgeparishcouncil.gov.uk) for filing.

## **Quote 1 Nordic Playground Institute**

From: Ray Morrison <ray.morrison@npgi.eu>

Sent: 24 April 2025 08:00

To: clerk@noakbridgeparishcouncil.gov.uk

Subject: Playground Enquiry

Good Morning Lynda,

It was a pleasure to talk to you yesterday.

As discussed, we are as far as we know the only independently certified and accredited inspection company in the UK. Many of the inspectors carrying out inspections in the UK are not correctly certified to carry out inspections let alone have any form of internationally recognised ISO 9001 quality certification.

The standard says this:

"To adhere to the standard relating to playgrounds (BS/EN 1176-7:2020) annual inspections must be carried out by an independent person, i.e. a competent person who was not directly involved in the installation and is not responsible for possible correction works or expenses (see CEN/TR17207:2018 code of conduct)."

To Inspect your play area we would charge £250 inc vat, this includes a full report with photos and 12months remote support should the need arise.

As I said I welcome the opportunity to work with you but even if we don't do business remember advice is always free.

Kind regards,

Ray

## Quote 2 - Playground Inspection Company

Quotation for Annual Outdoor Inspection - Noak Bridge Village Green- Noak Bridge Parish Council (CRM 125916)

Dear Lynda

Thank you for your enquiry. The price to provide an Annual Inspection at your outdoor play area will be:-

Product	Quantity	Unit Price	Net Total
---------	----------	------------	-----------

Outdoor Annual Inspection			
---------------------------	--	--	--

(12-16 weeks standard lead time)	1		£185.00
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Outdoor Annual - Urgent Inspection			
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(0-4 weeks lead time)	1		£275.00
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Please note that all prices are exclusive of VAT.

Our terms and conditions and RPII inspection policy are attached.

NOTE: Please can you press 'reply to all' to respond to this message. Please do not press 'reply' or email [crm@mg.inspectonline.co.uk](mailto:crm@mg.inspectonline.co.uk) directly as this is an unmonitored email address and we cannot guarantee receipt. Cancellations must be submitted in writing and confirmed with a follow-up phone call. If you do not receive confirmation of the cancellation, it will not be considered valid.

A sample report is attached for your perusal. If you would like to proceed with this, please respond to this email to confirm which lead time you would like to proceed with or raise a Purchase Order if applicable. Once this has been received we will process your order for planning.

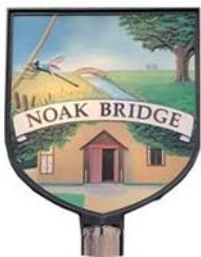
If you have any questions, please do not hesitate to contact us.

Best Regards

Eloise Young

Administrative Assistant

the Play Inspection Company



## AGENDA REPORT ITEM 10.5

### Village Maintenance Tasks

#### Background information

At its meeting held on 26th March 2025 (Minute Ref. 45/2025), the Council resolved:

1. To contact the handyman who recently repaired the Little Libraries to enquire if he would have capacity for additional work within the parish.
2. To seek quotes from other interested parties, including Wickford Town Council, to ascertain if their handyman would have capacity for additional work.

Following the meeting Cllr Dowton obtained quotes from two providers:

1. Billericay Handyman - £50/hour (confirmation required is waste disposal is included in the price).
2. Pete Thomas - £40/hours including waste disposal

The Clerk also contacted Wickford Town Council, who confirmed that they do not directly employ a handyman but instead were planning to work with Basildon Borough Council (BBC) under a Service Level Agreement (SLA). BBC has confirmed it is planning to enter into an SLA with Wickford Town Council once a new member of its Pride Team is appointed. BBC has also offered this arrangement to Noak Bridge Parish Council but requires further information on the type of tasks to be completed and the amount of time required to complete the said tasks.

Before this can be progressed, it is recommended an initial meeting with representatives from the Parish Council and BBC is held to discuss how an SLA would work in practice and to ensure all parties are clear on the scope of tasks that could be undertaken.

#### Summary

The Council now has two potential options to arrange for local tasks and maintenance work to be carried out:

**Option 1:** Engage the services of a known handyman, on an hoc basis at an hourly rate of £40 or £50 per hour.

**Option 2:** Enter into a Service Level Agreement with Basildon Borough Council's Pride Team, which could provide a dedicated resource to undertake tasks on behalf of the Parish Council.

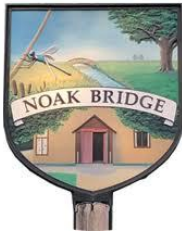
In order to move forward, the Council needs to:

1. Consider what types of tasks they would like carried out under either arrangement.
2. Decide whether the work should be carried out on an ad hoc basis or for a set number of hours per week or month.
3. Nominate Councillors who are willing to attend an initial meeting with BBC to discuss the potential SLA in more detail.

## Recommendation

Councillors are asked to:

1. Consider and agree the types of tasks they wish to be included in any arrangement.
2. Agree whether the preference is for ad hoc work as required or for a set number of hours per week/month.
3. Nominate which Councillors will attend the initial meeting with Basildon Borough Council to discuss the proposed Service Level Agreement.
4. Engage the services of Pete Thomas, on an ad hoc basis, until the service level agreement, cost and any restrictions of using Basildon Borough Council's Place Service Team is known.



Agenda item: 11.1

## AGENDA REPORT

### Information Technology Policy

#### Background

As part of changes to the Annual Governance and Accountability Return (AGAR) for the 2025/26 financial year, a new assertion, Assertion 10: Digital and Data Compliance will be introduced. This assertion has been added to provide greater clarity and focus around digital governance, replacing elements previously covered under Assertion 3.

To warrant a positive response to Assertion 10, local councils must meet specific requirements relating to digital compliance, email and website management, data protection, and IT governance.

Key compliance requirements include:

- The use of a generic council email account hosted on an authority-owned domain (e.g. clerk@yourtowncouncil.gov.uk). Noak Bridge Parish Council conforms to this requirement.
- Ensuring the council website complies with the Web Content Accessibility Guidelines (WCAG 2.2 AA) and the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018. Noak Bridge Parish Council's website conforms to this requirement.
- Publication of key documents in line with the Freedom of Information Act 2000 and the Transparency Code for Smaller Authorities. These policies will be checked to ensure they conform with the latest legislation/guidance.
- Compliance with the General Data Protection Regulation (GDPR) 2016 and the Data
- Adoption of an IT Policy, applicable to both council-owned and personal devices used to conduct council business. Noak Bridge Parish Council currently **does not** conform to this requirement.

## **Summary**

In line with these requirements, the Council has already taken steps to transition to a .gov.uk domain for official email accounts. This ensures secure and professional communication and aligns with the expectations of the new governance framework.

To fully meet the conditions of Assertion 10, it is now necessary for the Council to adopt a formal IT Policy. This policy sets out how all members and staff are expected to use IT resources securely and legally, covering topics such as device use, password management, email security, data storage, and responsibilities under data protection law.

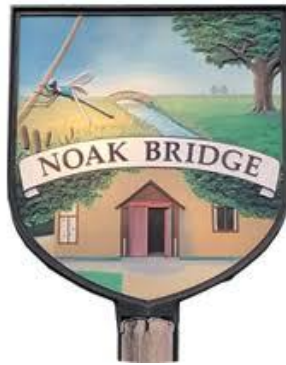
A draft IT Policy has been prepared using the template issued by the National Association of Local Councils (NALC) and adapted to reflect the needs of this Council. It covers the use of both Council-owned and personal equipment when conducting Council business.

## **Recommendations**

It is recommended that:

1. Councillors note the introduction of Assertion 10 to the AGAR for 2025/26 and the associated compliance requirements.
2. The Council formally adopts the draft IT Policy as circulated, to ensure compliance with national standards and demonstrate good governance in digital operations.





Noak Bridge Parish Council

# Information Technology Policy

Version	Date Adopted	Minute Reference	Review Date

# Information Technology Policy

## 1. Introduction

Noak Bridge Parish Council recognises the importance of effective and secure information technology (IT) and email usage in supporting its business, operations, and communications.

This policy outlines the guidelines and responsibilities for the appropriate use of IT resources and email by council members, employees, volunteers, and contractors.

## 2. Scope

This policy applies to all individuals who use Noak Bridge Parish Council's IT resources, including computers, networks, software, devices, data, and email accounts.

## 3. Acceptable use of IT resources and email

Noak Bridge Parish Council IT resources and email accounts are to be used for official council-related activities and tasks. Limited personal use is permitted, provided it does not interfere with work responsibilities or violate any part of this policy. All users must adhere to ethical standards, respect copyright and intellectual property rights, and avoid accessing inappropriate or offensive content.

## 4. Device and software usage

Where possible, authorised devices, software, and applications will be provided by Noak Bridge Parish Council for work-related tasks.

Unauthorised installation of software on authorised devices, including personal software, is strictly prohibited due to security concerns.

## 5. Data management and security

All sensitive and confidential Noak Bridge Parish Council data should be stored and transmitted securely using approved methods. Regular data backups should be performed to prevent data loss, and secure data destruction methods should be used when necessary.

## 6. Network and internet usage

Noak Bridge Parish Council's network and internet connections should be used responsibly and efficiently for official purposes. Downloading and sharing copyrighted material without proper authorisation is prohibited.

## **7. Email communication**

Email accounts provided by Noak Bridge Parish Council are for official communication only. Emails should be professional and respectful in tone. Confidential or sensitive information must not be sent via email unless it is encrypted.

Be cautious with attachments and links to avoid phishing and malware. Verify the source before opening any attachments or clicking on links.

## **8. Password and account security**

Noak Bridge Parish Council users are responsible for maintaining the security of their accounts and passwords. Passwords should be strong and not shared with others. Regular password changes are encouraged to enhance security.

## **9. Mobile devices and remote Work**

Mobile devices provided by Noak Bridge Parish Council should be secured with passcodes and/or biometric authentication. When working remotely, users should follow the same security practices as if they were in the office.

## **10. Email monitoring**

Noak Bridge Parish Council reserves the right to monitor email communications to ensure compliance with this policy and relevant laws. Monitoring will be conducted in accordance with the Data Protection Act and GDPR.

## **11. Retention and archiving**

Emails should be retained and archived in accordance with legal and regulatory requirements. Regularly review and delete unnecessary emails to maintain an organised inbox.

## **12. Reporting security incidents**

All suspected security breaches or incidents should be reported immediately to the designated IT point of contact for investigation and resolution. Report any email-related security incidents or breaches to the IT administrator immediately.

## **13 Training and awareness**

Noak Bridge Parish Council will provide regular training and resources to educate users about IT security best practices, privacy concerns, and technology updates. All

employees and councillors will receive regular training on email security and best practices.

#### 14. Compliance and consequences

Breach of this IT and Email Policy may result in the suspension of IT privileges and further consequences as deemed appropriate.

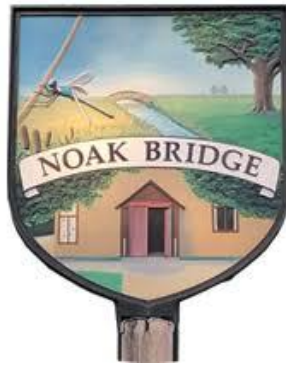
#### 15. Policy review

This policy will be reviewed annually to ensure its relevance and effectiveness. Updates may be made to address emerging technology trends and security measures.

#### 16. Contacts

For IT-related enquiries or assistance, users can contact the parish clerk at [clerk@noakbridgeparishcouncil.gov.uk](mailto:clerk@noakbridgeparishcouncil.gov.uk).

All staff and councillors are responsible for the safety and security of Noak Bridge Parish Council's IT and email systems. By adhering to this IT and Email Policy, Noak Bridge Parish Council aims to create a secure and efficient IT environment that supports its mission and goals.



Noak Bridge Parish Council

# Freedom of Information Publication Scheme

Version	Date Adopted	Minute Reference	Review Date

## Contents

Introduction.....	3
Classes of Information.....	4
The method by which information published under this scheme will be made available.....	4
Charges which may be made for Information published under this scheme.....	5
Exemptions .....	5
Environmental Information regulations.....	5
Further Help.....	6
Complaints.....	6
Review.....	6
Classes of Information.....	7

## Introduction

This publication scheme has been prepared and approved by the Information Commissioner.

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the authority that has been requested and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic format that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19.

The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

## Classes of Information

- Who we are and what we do
- What we spend and how we spend it
- What our priorities are and how we are doing
- How we make decisions
- Our policies and procedures
- Lists and registers
- The services we offer

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

The method by which information published under this scheme will be made available Parish Council web site [www.noakbridgeparishcouncil.gov.uk](http://www.noakbridgeparishcouncil.gov.uk)

The website holds the type of information which the Council routinely publishes e.g. minutes and agendas. The information may already be included in the publication.

Information available from Noak Bridge Parish Council, under the Publication Scheme is detailed in Appendix 1.

## Written Requests

For documents not available on the website, the Clerk should be contacted either by email to [clerk@noakbridgeparishcouncil.gov.uk](mailto:clerk@noakbridgeparishcouncil.gov.uk) by telephone 07852 810 406 or in writing. Written requests should be made to:

The Parish Clerk, Rosewood The Furze Main Road Mundon Essex CM9 6PU.

Your request must include your name, address for correspondence, and a description of the information you require. The Council will respond within 20 working days of receipt of your written request and

- confirm to you whether or not it holds the information
- advise you if a fee will be charged
- provide you with the information (after any relevant fee has been paid) unless an exemption applies (see 'Exemptions' paragraph below).

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.



Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

## Charges which may be made for Information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

The Act only allows the Council to charge for answering Freedom of Information requests when estimated staff costs involved in locating and or compiling the information exceeds £450. Under these circumstances, the Council can refuse the request on the grounds of cost, or charge the applicant £20 per hour, plus disbursements for the estimated work. In the unlikely event that this happens, the Council will work with the enquirer to find a way of getting the cost down to an acceptable level by refining the request.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

The following charges will apply for photocopying:

A4 copies 10p per page

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

## Exemptions

Some information may not be provided by the Council as there are several exemptions in the Freedom of Information Act; for example, personal data about individuals which is protected by the Data Protection Act 2018, or commercially confidential information.

## Environmental Information regulations.

The Environmental Information Regulations make provision for the public to have access to information about environmental effects and plans for environmental usage. The rules concerning disclosure are similar to those of the Freedom of Information Act, but there are less exemptions, and a greater emphasis on making the information accessible.

## Further Help

Contact the Parish Clerk (address as before) for further assistance accessing information from the Council under the Freedom of Information Act. Detailed guidance can be found on the website of the Information Commissioner.

## Complaints

Complaints about the Council's response to a request can be made in writing to the Clerk at the address above. Should this not provide a satisfactory response, the complaint may be directed to the Information Commissioner at:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire SK9 5AF

Tel: 01625 545700 Email: [mail@ico.gov.uk](mailto:mail@ico.gov.uk)

## Review

This Policy and these Procedures will be regularly monitored and reviewed in accordance with legislation, following any issues or concerns and at least every two years.

## Appendix 1

Information to be published	How the information can be obtained	Cost
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts) Current information only	<b>Website and/or Hard Copy</b>	
List of Council members and their responsibilities as well a list of Council Committees	Website Hard copy from the clerk	Free 10p/A4 sheet
Details of any representation on local public bodies	Website Hard copy from the clerk	Free 10p/A4 sheet
Postal and email address	Website Hard copy from the clerk	Free Free
Contact details for Parish Clerk and Council members including telephone number and email address.	Website Hard copy from the clerk	Free Free
Location of main accessibility details	Website Hard copy from the clerk	Free Free
Staffing structure	Website Hard copy from the clerk	Free 10p/A4 sheet
<b>Class 2 – What we spend and how we spend it</b> (Financial information about projected and actual income and expenditure, procurement, contracts and financial audit)  Current and previous financial year as a minimum	<b>Website and/or Hard Copy</b>   Website Hard copy from the clerk	   Free 10p/A4 sheet

Statement of accounts and internal audit report in the format included in the Annual Return form	Website Hard copy from the clerk	Free 10p/A4 sheet
Finalised budget	Website Hard copy from the clerk	Free 10p/A4 sheet
Precept	Website Hard copy from the clerk	Free 10p/A4 sheet
All items of expenditure above £100	Website Hard copy from the clerk	Free 10p/A4 sheet
Financial Standing Orders and Regulations	Website Hard copy from the clerk	Free 10p/A4 sheet
Grants given and received	Website Hard copy from the clerk	Free 10p/A4 sheet
List of current contracts awarded and value of contract	Website Hard copy from the clerk	Free 10p/A4 sheet
Members' allowances and expenses	Website Hard copy from the clerk	Free 10p/A4 sheet
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	<b>Website and/or Hard Copy</b>	
Current and previous year as a minimum		
Annual governance statement in format included in the Annual Return form	Website Hard copy from the clerk	Free 10p/A4 sheet
Parish Plan	Website Hard copy from the clerk	Free 10p/A4 sheet
Annual Report to Parish	Website Hard copy from the clerk	Free 10p/A4 sheet
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Website Hard copy from the clerk	Free 10p/A4 sheet

<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous council year as a minimum	<b>Website and/or Hard Copy</b>	
Timetable of meetings (Council, any committee meetings and annual parish meetings)	Website Hard copy from the clerk	Free 10p/A4 sheet
Agendas of meetings (as above)	Website Hard copy from the clerk	Free 10p/A4 sheet
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Website Hard copy from the clerk	Free 10p/A4 sheet
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Website Hard copy from the clerk	Free 10p/A4 sheet
Responses to consultation papers	Website Hard copy from the clerk	Free 10p/A4 sheet
Responses to planning applications	Website Hard copy from the clerk	Free 10p/A4 sheet
Bye-laws	Website Hard copy from the clerk	Free 10p/A4 sheet
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	(hard copy or website)	
Policies and procedures for the conduct of Council business:	Website Hard copy from the clerk	Free 10p/A4 sheet

<ul style="list-style-type: none"> <li>• Procedural standing orders</li> <li>• Committee and sub-committee terms of reference</li> <li>• Delegated authority in respect of officers</li> <li>• Code of Conduct</li> <li>• Policy statements</li> </ul>		
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> <li>• Internal instructions to staff and policies relating to the delivery of services</li> <li>• Equality and diversity policy</li> <li>• Health and safety policy</li> <li>• Recruitment policies and details of current vacancies</li> <li>• Policies and procedures for handling requests for information</li> <li>• Complaints procedures (including those covering requests for information and operating the publication scheme)</li> </ul>	<p>Website Hard copy from the clerk</p>	<p>Free 10p/A4 sheet</p>
<p>Records management, personal data and access to information policies</p> <p>Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies</p>	<p>Website Hard copy from the clerk</p>	<p>Free 10p/A4 sheet</p>
<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only.</p>	<p><b>Website and/or Hard Copy</b></p>	
<p>Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)</p>	<p>Website Hard copy from the clerk</p>	<p>Free 10p/A4 sheet</p>

Assets register, including details of public land and building assets	Website Hard copy from the clerk	Free 10p/A4 sheet
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	Website Hard copy from the clerk	Free 10p/A4 sheet
Register of members' interests	Website Hard copy from the clerk	Free 10p/A4 sheet
Register of gifts and hospitality	Website Hard copy from the clerk	Free 10p/A4 sheet
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)  Current information only	<b>Website and/or Hard Copy</b>	
Playground	Website Hard copy from the clerk	Free 10p/A4 sheet
Seating, litter bins, teen shelter	Website Hard copy from the clerk	Free 10p/A4 sheet
Bus shelters	Website Hard copy from the clerk	Free 10p/A4 sheet
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	Website Hard copy from the clerk	Free 10p/A4 sheet

## Contact Details

Website Address: <https://www.noakbridgeparishcouncil.gov.uk>

Requests for hard copies of documents to be made to: The Parish Clerk, Noak Bridge Parish Council, Rosewood The Furze Main Road Mundon Essex CM9 6PU.

Telephone Number: 07852 810 406  
[clerk@noakbridgeparishcouncil.gov.uk](mailto:clerk@noakbridgeparishcouncil.gov.uk)

Email:

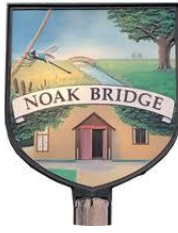
## Schedule of Charges

Where a charge is applied for the provision of information, these will be reviewed on an annual basis.

Applicants should contact the Parish Clerk for current costs.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 10p per A4 black and white sheet of paper	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> Class
Freedom of Information Act	For information which costs the Parish Council less than £450 to collate there will be no charge in addition to the disbursements referred to above.	





## AGENDA REPORT ITEM 12

### Pétanque Court

#### Background information

In 2017, the Noak Bridge Community Association (NBCA) was awarded a grant by the Parish Council to fund the installation of a pétanque court, including associated fencing and gates. The project was successfully completed, and since then, the pétanque court has been listed as an asset on the Council's Fixed Asset Register at a value of £14,020.

As the asset is recorded on the Council's register, the Parish Council has a duty to insure it and to carry out regular inspections to ensure its safety and maintenance.

Despite this formal responsibility, the NBCA has independently maintained both the court and the fencing since its installation. At a meeting held on 28th May 2025, the Chairman of the NBCA advised the Council that the NBCA would not approach the Council in the event of any issues with the court or fencing, reaffirming their continued role in its upkeep.

#### Summary

The Council retains ownership of the pétanque court and is, therefore, responsible for its insurance and inspection obligations. However, in practice, the NBCA has managed the area without support from the Council since 2017. The Chairman's recent statement reinforces that the NBCA considers the facility to be under their stewardship.

In light of this, and to remove the ongoing burden of insurance and inspection from the Council, while aligning legal ownership with practical responsibility, Members are asked to consider formally gifting the pétanque court, fencing, and gates to the NBCA.

This action would clarify liability, reduce administrative obligations for the Council, and acknowledge the NBCA's ongoing maintenance of the facility.

#### Recommendation

That the Parish Council resolve to gift the pétanque court, including the fencing and gates, to the Noak Bridge Community Association (NBCA), using its power under

Section 111 of the Local Government Act 1972 (to do anything conducive or incidental to the discharge of its functions), subject to the following conditions:

1. That the Council considers the gifting of the asset to be in the interests of the local community and conducive to the proper discharge of its functions.
2. That written confirmation is obtained from the NBCA accepting full responsibility for the ongoing ownership, maintenance, liability, and insurance of the pétanque court and associated structures. See below draft Letter of Transfer and Confirmation of Acceptance.
3. That the asset is formally removed from the Council's Fixed Asset Register and insurance schedule following completion of the transfer.



Noak Bridge  
Parish Council

Date

The Chairman  
Noak Bridge Community Association  
Address  
Address  
Postcode

Dear Chairman,

**Re: Transfer of Ownership – Pétanque Court and Associated Structures**

Following a resolution passed by Noak Bridge Parish Council at its meeting held on the 23<sup>rd</sup> July 2025, I am writing to formally confirm the Council's decision to gift the pétanque court, including all associated fencing and gates, located at the village hall, Coppice Lane Noak Bridge to the Noak Bridge Community Association (NBCA).

This transfer is made under the Council's power as set out in Section 111 of the Local Government Act 1972, which enables the Council to undertake actions incidental to the discharge of its functions and in the interests of the community.

The asset has been listed on the Council's Fixed Asset Register with a recorded value of £14,020, and the Council has historically insured and inspected the site. However, as NBCA has independently maintained and managed the facility since its installation, the Council has resolved to formalise the transfer of responsibility and ownership.

The transfer is subject to the following conditions:

1. NBCA accepts full responsibility for the ongoing ownership, maintenance, liability, and insurance of the pétanque court and associated fencing and gates.
2. NBCA confirms in writing its acceptance of these responsibilities.
3. The Council will remove the asset from its Fixed Asset Register and insurance policy once the signed confirmation is received.

Please complete and return the enclosed Confirmation of Acceptance to formalise the transfer.

Should you require any clarification, please do not hesitate to contact me.

Yours sincerely,

Lynda Townend  
Clerk to Noak Bridge Parish Council

### **Confirmation of Acceptance – Pétanque Court Transfer**

We, the Noak Bridge Community Association, hereby confirm that we accept the transfer of ownership of the pétanque court, including the associated fencing and gates, from Noak Bridge Parish Council.

We acknowledge and agree that we will assume full responsibility for:

1. The ownership of the asset;
2. All ongoing maintenance and repairs;
3. Liability relating to its use and condition;
4. Appropriate insurance cover for the asset.

Signed:

Name: .....

Position: .....

On behalf of: Noak Bridge Community Association

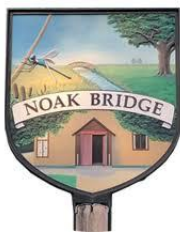
Date: .....

Please return the signed form to:

The Clerk, Noak Bridge Parish Council

By post: Rosewood The Furze Main Road Mundon Essex CM9 6PU

Or by email: [clerk@noakbridgeparishcouncil.gov.uk](mailto:clerk@noakbridgeparishcouncil.gov.uk)



## AGENDA REPORT ITEM 13

### Parish Council Website

#### Background information

In March 2025, Noak Bridge Parish Council launched a new website to improve accessibility, ensure compliance with current legislation, and provide residents with a clearer and more modern platform for Council information.

The new website is now fully operational, contains all current Council documents and contact details, and is updated regularly.

However, the previous website is still accessible online and continues to appear in search engine results. This dual presence is likely to cause confusion among residents, particularly as the older site is no longer maintained or up to date.

#### Current Situation

The Council's new website is fully compliant with the relevant transparency and accessibility regulations. It has become the main source of up-to-date Council documents, including agendas, minutes, and policies.

The old website is now redundant and risks:

- Confusing residents seeking current Council information.
- Presenting outdated or inaccurate content.
- Undermining public confidence in the Council's communications.
- Creating unnecessary administrative burden and reputational risk.

The Council's current website provider, VCS, has expressed concern that the continued operation of the former site could interfere with the visibility of the new one in search engines. The provider has offered technical support to redirect or decommission the old site, should the Council decide to proceed.

#### Recommendation

It is recommended that Noak Bridge Parish Council:

1. Formally confirms the new website as the sole official website of the Council
2. Agrees that the former website should be decommissioned and/or redirected

If the Council approves this, the Clerk will liaise with the website provider to ensure the necessary technical steps are taken.