Noak Bridge Parish Council

Meeting of: Noak Bridge Parish Council

Date: Wednesday 24th June 2026

Time: 7.00pm

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

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

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

L Townend

Parish Clerk

14th June 2026

AGENDA

1. Apologies for Absence

To receive, consider and approve any apologies for absence.

2. Declarations of Interest

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

3. Minutes

To receive, approve and sign the Minutes of the Annual Parish Council meeting held on the 20th May 2026, Minutes 48/2026 to 69/2026 inclusive (attached).

4. Public Participation Session

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

5. Borough and County Councillor Reports

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

6. Banking and Finance

6.1 Accounts for Payment

To agree the accounts for payment for the period 1st May and the 30th June 2026. Payment schedule attached.

6.2 Monthly Bank Reconciliation

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

6.3 Budget Comparison

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

6.4 Fixed Term Investment Account

To consider investing in a 12 month fixed term account. Report attached.

7. General Power of Competence

To resolve that Noak Bridge Parish Council meets the criteria specified in paragraph 2 of the Parish Council's (General Power of Competence) (Prescribed Conditions) Order and resolves, in accordance with Section 1 to adopt the Power. Report attached.

8. Policies and Procedures

8.1 Information Technology Policy

To review and adopt the amended Information Technology Policy. Report 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 26/00342/OUT Outline planning application for improvements to existing sports provision, including a new up to 1,900m² pavilion, visitor car and coach parking, up to 7,200m² of commercial development and associated parking (class E(g)(i)), pedestrian and cycle route landscaping

and drainage, with all matters reserved except for access View planning application details.

9.1.2 26/00171/FULL Single storey side extension (Amended) at 95 Crouch Street, Noak Bridge. View planning application details.

9.2 To note planning decisions made by Basildon Borough Council

9.2.1 26/00404//VAR T1 oak crown reduction by 3-4m. Reduce east side crown by 3m, other side crown by 3m at 69 Bridgecote Lane. **Application permitted.**

9.2.2 25/00171/OUT – Hybrid application for a phased development of up to 300 dwellings at Land At Wash Road Junction With Bridge Street Wash Road. **Granted**

9.2.3 25/01096 - Part retrospective change of use for six football pitches with ancillary facilities and parking and part full planning permission for the siting of a further three football pitches, additional parking and access road at Toby Football Club Barleylands Road Billericay Essex. **Granted.**

10. Environment

10.1 Handyman Taks

To agree and approve quotes obtained for areas requiring improvement in the village.

10.2 Essex County Council Salt Bag Partnership

To consider subscribing to the partnership. Report attached.

10.3 Achievement Through Football (ATF) – Youth Engagement Initiative

To consider information received from ATF and determine any further action. Report attached.

11. Correspondence

To note correspondence received.

12. Date of Next Meeting

The next Parish Council meeting will be held on the 15th July 2026.

13. Chairman to Close the Meeting

Noak Bridge Parish Council

Minutes

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

Wednesday 20th May 2026 at 7:00pm

Present

Chairman:	Cllr M Cottrell
Councillors:	Cllr C Bateman, Cllr P Daft, Cllr L Gilliam, Cllr P Hawkins and Cllr T Sargent
In attendance:	Cllr Zoe Hockton (ECC), Lynda Townend (Clerk) and 5 members of the public.

The Chairman welcomed everyone to the meeting.

48/2026 Election of Chairman

The Chairman called for nominations for the position of Chairman for the civic year 2026/27.

Cllr Sargent nominated Cllr Cottrell. The nomination was seconded by Cllr Bateman. There were no other nominations. All councillors voted in favour of Cllr Cottrell for the position of Chairman.

Resolved: That Cllr Cottrell be duly elected as Chairman for the 2026/27 civic year.

49/2026 Apologies for Absence

Apologies were received from Cllr Dowton.

Basildon Borough Councillor Meyers was unable to attend the meeting.

50/2026 Declarations of Interest

To receive any Declarations or Disclosable Pecuniary Interests, Other Pecuniary Interests or Non-pecuniary Interests by Members relating to any agenda items.

No other Declarations of Interest were made.

51/2026 Minutes

Members reviewed the minutes from the Parish Council meeting held on the 15th April 2026, Minutes 40/2026 to 47/2026 inclusive.

Resolved: That the Minutes of the meeting held on 15th April 2026 be approved and signed by the Chairman as a true record.

52/2026 Appointment of Vice Chairman

The Chairman called for nominations for the position of Vice-Chairman for the 2026/27 civic year.

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

Resolved: That Cllr Daft be duly elected as Vice Chairman for the 2026/27 civic year.

53/2026 Public Participation Session

A member of the public reported that only 4 of the 13 lights within the underpass were operational due to vandalism. Concerns were also raised regarding broken glass and soil having been dumped in the underpass.

Cllr Sargent offered to show Zoe Hockton the underpass to assist with progressing the matter with Essex Highways.

A member of the public advised that the national Love Your Park Week 2026 campaign, promoted by Keep Britain Tidy, will take place from 24 July to 2 August 2026.

The Friends of Noak Bridge intend to hold a low-key picnic in the park at the conclusion of the event to celebrate the village's parks and requested the Council's assistance in publicising the event.

It was also noted that the Noak Bridge Litter Pickers will be undertaking a litter pick within the area during this period.

Cllr Bateman left the meeting at 19:05 and returned at 19:06.

A member of the public thanked the Council for its recent donation in support of the Noak Bridge Litter Pickers. The invoice will be sent to the Council.

A discussion took place regarding works to be undertaken by the handyman.

54/2026 Borough and County Councillor Reports

The Chairman welcomed Zoe Hockton to the meeting.

Cllr Hockton, recently elected to both Basildon Borough Council and Essex County Council for the Castledon and Crouch division, advised that she is currently undertaking induction training and is keen to assist with and help escalate local issues where appropriate. She stated that she intends to be active within all communities and would welcome the opportunity to tour the village to gain a better understanding of the concerns of residents and the Parish Council.

Cllr Sargent offered to accompany Cllr Hockton on a tour of the village.

Cllr Hockton advised that, once the new Borough Council administration has been confirmed, she would be in a better position to provide updates on both Borough and County matters.

Cllr Sargent, acting in her capacity as a Borough Councillor, advised that following the recent elections Basildon Borough Council was due to form a new administration on 21 May 2026. It was noted that no political party currently held overall control of the Council.

Cllr Sargent further advised that discussions were ongoing regarding the formation of the administration and that Borough finances would be reviewed once the new administration had been established, with future decisions being made in accordance with available funding.

Councillors discussed how any changes to the Borough Council administration may affect future planning decisions.

Cllr Daft suggested that letters of thanks be sent to former Councillors Tony Ball and Malcolm Buckley in recognition of their long-standing support for the village.

Resolved: That the Clerk draft letters to former Councillors Ball and Buckley thanking them for their service and support to Noak Bridge.

55/2026 General Power of Competence

Members noted that Noak Bridge Parish Council met the eligibility criteria set out in paragraph 2 of the Parish Councils (General Power of Competence) (Prescribed Conditions) Order.

Following discussion, Members agreed to defer consideration of the matter until the next meeting.

Resolved: That consideration of the adoption of the General Power of Competence be deferred to the meeting scheduled for 17 June 2026.

56/2026 Council Memberships and Subscriptions

The Council reviewed memberships and subscriptions for the 2026/27 financial year and agreed to continue membership with the following organisations:

1. Association of Basildon Councils
2. Essex Association of Local Councils
3. Information Commissioner's Office
4. National Association of Local Councils
5. Society of Local Council Clerks

The Council further agreed that subscriptions to Parish Online Mapping and Zoom Communications would not be renewed upon expiry of the current subscription periods.
Resolved: That the subscriptions to Parish Online Mapping and Zoom Communications are not renewed once the existing subscription periods expire.

57/2026 Banking and Finance

57/2026/01 Confirmation of Banking Arrangements

The Council confirmed its banking arrangements for 2026/27 will remain with Unity Trust Bank, Metro Bank and Santander Bank, noting a review of the savings accounts will be completed in the first quarter.

57/2026/02 Confirmation of Signatories

Signatories on the Council's bank accounts will remain as follows:
Metro Bank – Cllrs Cottrell and Daft
Santander Bank – Cllrs Cottrell and Sargent
Unity Trust Bank – Cllrs Bateman, Dowton and Gilliam

57/2026/03 Appointment of a Member to Verify Bank Statements

Resolved: That Cllr Hawkins be appointed to verify the monthly bank statements.

57/2026/04 Financial Risk Assessment

The Council reviewed the Financial Risk Assessment for 2026/27.

Cllr Sargent requested that the reference relating to membership of the Essex Association of Local Councils be amended to read "with the EALC or similar body".

Resolved: That the Financial Risk Assessment for 2026/27 be approved subject to the above amendment.

57/2026/05 Statement of Internal Control

The Council reviewed and approved the Statement of Internal Control.

Resolved: That the Statement of Internal Control for 2026/27 be approved.

57/2026/06 Deposits Received

The Council noted the deposits received since the 1st April 2026, including:

1. VAT Reclaim of £4,066.34
2. Santander interest payment of £287.10

3. Metro Bank interest payment of £44.50
4. First precept payment of £20,642.74

Cllr Daft left the meeting at 20:02

Two members of the public left the meeting at 20:02

57/2026/07 Regular Payments

In accordance with Financial Regulation 6.6 the Council reviewed and approved a list of regular payments and direct debits.

Resolved: That the Council approve the following payments which will be made outside of meeting schedules, if required:

1. Clerks salary and expenses
2. Nest pension contributions
3. HMRC payments
4. Information Commissioners Office payment
5. Noak Bridge Community Association Hall hire payment
6. Peter Thomas Landscaping – approved works only
7. Unity Trust Bank charges

57/2026/08 Accounts for Payment

The Council received and approved the following accounts for payment:

Supplier	Item	Total	VAT	Net
Zurich Municipal	2026/27 insurance	**£754.26**	£0.00	£754.26
SLCC	2026/27 membership	**£98.54**	£0.00	£98.54
Lynda Townend	May salary	**£680.12**	£0.00	£680.12
Lynda Townend	May expenses	**£20.98**	£0.00	£20.98
Lynda Townend	May expenses	**£11.40**	£0.00	£11.40
HMRC	May PAYE costs	**£252.05**	£0.00	£252.05
Nest Pensions	May submission	**£62.70**	£0.00	£62.70
Unity Trust Bank	April service charge	**£7.00**	£0.00	£7.00
EALC	2026/27 membership	**£697.39**	£0.00	£697.39
Peter Thomas	Handyman works completed April 2026	**£724.80**	£120.80	£604.00
NBCA	Hall Hire 20 May 2026 - Inv 45	**£50.00**	£0.00	£50.00
		£3,359.24	**£120.80**	**£3,238.44**

57/2026/09 Year End Bank Reconciliation

The Council **received and noted** the year end bank reconciliation to the 31st March 2026.

57/2026/10 Monthly Bank Reconciliation

The Council **received and noted** the bank reconciliation to the 30th April 2026.

57/2026/11 Budget Comparison
The Council **received and noted** the budget comparison to the 30th April 2026 and noting the Council had spent £2,200.16, 1% of budget and 5% of the precept.

57/2026/12 Investment Report
The Council **received and noted** the 2025/26 Investment Report.

58/2026 Internal Auditor for 2026/27
The Council considered two quotations received for the provision of internal audit services for the 2026/27 financial year.

Resolved: That consideration of the appointment of an Internal Auditor for 2026/27 be deferred until the meeting scheduled for 17 June 2026, to allow additional quotations to be obtained.

59/2026 Parish Council Insurance 2026/27
Having entered into a three year agreement with Zurich Municipal in 2025, the Council received the renewal documents for the 2026/27 insurance through Zurich Municipal at a cost of £754.26.

Resolved: That the Council approve the renewal cost supplied by Zurich Municipal to insure the Council's assets for 2026/27 at a cost of £754.26.

60/2026 Internal Auditor's Report
The Council received the Internal Auditor's Report together with the Clerk's action plan summarising the auditor's recommendations arising from the audit.

Resolved: That the Internal Auditor's Report be received and noted.

Resolved: That the Council agree to adopt all recommendations made by the auditor, with the exception of maintaining separate cash books for each bank account. The Council agreed that a single combined spreadsheet would continue to be used, noting that separate bank reconciliations are completed monthly for each account.

61/2026 Annual Governance and Accountability Return (AGAR) for the Year Ending 31st March 2026

61/2026/01 Annual Audit Report 2025/26
The Council received and noted the Annual Audit Report 2025/26.

61/2026/02 Section 1 Annual Governance Statement 2025/26
The Chairman read to the Council the statements contained in Section 1 of the Annual Return and the Council agreed that each statement had been complied with.

Resolved: That the Council approve Section 1 of the Annual Governance Statement of the Annual Governance and Accountability Return (AGAR) for 2025/26 and that it be duly signed by the Chairman and Clerk.

61/2026/03 Section 2 Accounting Statement 2025/26

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 31st March 2026.

Resolved: That the Council approve Section 2, Accounting Statements, of the Annual Governance and Accountability Return (AGAR) for 2025/26 and that it be duly signed by the Chairman.

61/2026/04 Dates of the Period of Public Rights and Publication of Annual Return

The Council noted the Dates of the Period for the Exercise of Public Rights will commence on Wednesday the 3rd June and end on Tuesday the 14th July 2026.

Resolved: That the Period for the Exercise of Public Rights will commence on Wednesday the 3rd June and end on Tuesday the 14th July 2026.

62/2026 Policies and Procedures

62/2026/01 Standing Orders

The Council reviewed the existing Standing Orders.

Discussion took place regarding the circulation and publication of meeting agendas.

Resolved: That, prior to each Parish Council meeting, the Clerk circulate the draft agenda, at least a week before the meeting, to Members for comment and input before publication.

Resolved: That the Standing Orders be re-adopted for the 2026/27 municipal year without amendment.

62/2026/02 Financial Regulations

The Council reviewed the existing Financial Regulations together with a proposed amendment to align the Financial Regulations with the Council's adopted Budget and Virement Policy.

Resolved: That a new clause 4.11 be inserted into the Financial Regulations to read: "Virements between approved budget headings shall only be made in accordance with the Council's adopted Virement Policy. All virements shall require Full Council approval and shall be recorded in the minutes. The RFO shall maintain a register of approved virements and include virement reporting within in-year budget

monitoring statements." and that the amendment be approved in order to align the Financial Regulations with the Budget and Virement Policy.

62/2026/03 Neighbourhood Plan Committee

The Council discussed the continuing need for the Neighbourhood Plan Committee.

Resolved: That the Council will maintain the Neighbourhood Plan Committee, calling meetings as necessary to review the made Neighbourhood Plan.

62/2026/04 Terms of Reference

The Council reviewed the Terms of Reference for the Personnel Committee.

Resolved: That the Council re-adopt the Terms of Reference for the Personnel Committee.

62/2026/05 Appointment of Members to Serve on Committees and Outside Bodies

The Council discussed the appointment of Members to serve on the Council's Appeal and Personnel Committees and outside bodies.

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.

Resolved: That Cllrs Cottrell and Daft be appointed to represent the Council on the Association of Basildon Local Councils (ABLC).

Resolved: That the appointment of Members to the Local Council Liaison Group be deferred until the next meeting.

63/2026 Councillor Roles and Responsibilities

The Council agreed the following Members' roles and responsibilities for 2026/27.

- 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 Sargent
- GDPR – Cllr Sargent
- Defibrillators – Cllr Daft
- Fixed Assets – Cllr Daft
- PRoW – Cllr Daft
- CCTV – Cllr Daft
- Projects – Cllr Dowton
- Facebook Page – Cllr Dowton
- Health and Safety – Cllr Bateman

64/2026 Register of Members' Interests

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

Resolved: That the Clerk circulate the relevant forms to all Members for completion and return.

65/2026 Planning

65/2026/01 The Council considered the following planning application published by Basildon Borough Council:

65/2026/01/01 26/00485/VAR – Variation of Conditions 5 (plan numbers and documents), 6 (Phasing Plan), 7 (Compliance with approved design code and design and access statement) and 27 (External Materials) of approved planning consent 23/01551/OUT on land south of Wash Road.

The Council considered application 26/00485/VAR.

Cllr Hawkins expressed concern regarding the volume of documents submitted in support of the application, stating that it made it difficult to clearly identify the proposed changes.

Resolved: That concerns be raised with Basildon Planning Department regarding the lack of clarity of the application.

65/2026/02 The Council noted the following planning decisions made by Basildon Borough Council:

65/2026/02/01 26/00148/VAR Variation to condition 2 (Approved Plans) of planning reference 25/00263/FULL, to change the materials of the extension walls and roof to Anthracite Zinc. **Granted.**

65/2026/02/02 25/01254/FULL Retention of installation of two external air conditioning condenser units to the side and rear elevations at 11 Sailing Green. **Granted.**

65/2026/02/03 26/00235/LDCP To establish the lawfulness of a proposed single storey rear extension at 60 Lower Street. **Granted.**

66/2026 Environment

66/2026/01 Parish Council Defibrillator Servicing

The Council received a report providing advice from Wel Medical regarding service checks for the village defibrillators.

Resolved: That the Council follow the advice provided by WEL Medical and continue to undertake regular checks to ensure the serviceability of all three defibrillators.

66/2026/02 Verges in the Village

This matter had been discussed during the Public Participation Session noting the land belongs to Essex County Council.

Resolved: That the Clerk will send details of the concerns to Cllr Hockton to escalate with Essex Highways.

66/2026/03 Handyman Tasks

The Council discussed the works required at Kenilworth Place and noted that, as the area is now relatively clear, no immediate quote would be sought for those works; however, the matter would be kept under review.

The Council considered other works on the Handyman task list.

Resolved: That Cllr Gilliam will seek quotes for the following tasks to be considered at the next meeting:

- Cutting back overgrown shrubbery at the end of Lower Street
- Cutting back overgrown shrubbery at Wash Road
- Cutting back overgrown shrubbery on the footpath from Oakley Path
- Tidying the overgrowth around the Bridge Street sign
- Treating the bollards recently replaced at Durban Lane

66/2026/04 Fore Street Green Planting Project

The Council received a report providing further information regarding the proposed planting project at Fore Street Green.

A member of the public advised that the Friends of Noak Bridge had withdrawn from the project due to concerns regarding ongoing maintenance responsibilities.

Resolved: That the Council seek further information from the hanging basket contractor regarding how they may be able to support a planter project at Fore Street Green.

67/2026 Correspondence

The Council received correspondence from a member of the public raising concerns regarding the number of advertising signs placed on the verge adjacent to Wash Road and South Wash Road.

Cllr Sargent confirmed that the matter had been referred to Basildon Borough Council for investigation.

68/2026 Date of Next Meeting – 17th June 2026

69/2026 Chairman to Close the Meeting

There being no further business, the meeting closed at 21:00.

Signed:_____ Date:_____
Chairman

Return to Agenda

Accounts for Payment

JUNE	Ref	Desc 2	Type	Total	VAT	Net
18/06/2026	Windowflowers	2026 hanging baskets	Community projects from earmarked reserves	**£1,569.46**	£261.58	£1,307.88
25/05/2026	NBCA	Hall Hire 24 Jun 2026 - Inv 52	Hall hire	**£50.00**	£0.00	£50.00
25/06/2026	Lynda Townend	June salary	Salaries	**£681.32**	£0.00	£681.32
25/06/2026	Lynda Townend	June salary	Staff home allowance travel	**£33.48**	£0.00	£33.48
25/06/2026	Lynda Townend	June expenses	Office equipment & stationary	**£30.20**	£0.00	£30.20
	HMRC	June PAYE costs	Tax & NI	**£249.98***	£0.00	£249.98
25/06/2026	Nest Pensions	June submission	Pension	**£62.72**	£0.00	£62.72
30/06/2026	Unity Trust Bank	May service charge	Bank charges	**£7.00**	£0.00	£7.00
JUNE TOTAL		**TOTAL**		**£2,684.16**	**£261.58**	**£2,422.58**

*Will to be paid as part of the Q1 direct debit on or around the 24th July 2026

Return to Agenda

BANK RECONCILIATION - Financial year ending 31.03.2027

Bank Balance as at	**30.04.2026**		**31.05.2026**
Metro Bank	£ 72,228.35		£ 72,274.36
Santander Business Saving Account	£ 18,288.26		£ 18,288.26
Unity Trust Current Account	£ 39,178.16		£ 36,058.47
Unity Trust Fixed Term Account	£ 85,000.00		£ 85,000.00
Total:	**£ 214,694.77**		**£ 211,621.09**
Less Unpresented cheques	£ 251.85		£ 501.83
Total of unpresented /Rec. Receipts	£ 251.85		£ 503.83
Net Bank Balances as at	**£ 214,442.92**		**£ 211,117.19**
CASH BOOK			
Balance as at 01.04.26	£ 191,904.25		£ 191,904.25
Plus Receipts Metro account	£ 44.50		£ 90.51
Plus Receipts Bus. Saving account	£ 287.10		£ 287.10
Plus Receipts Unity Trust Bank	£ 24,709.08		£ 24,709.08
Plus Receipts Unity Fixed Term Account	£ -		
Total	**£ 216,944.93**		**£ 216,990.94**
Less Payments	£ 2,502.01		£ 5,873.75
Grand Total	**£ 214,442.92**		**£ 211,117.19**
Difference	**£ 0.00**		**£ -**

Return to Agenda

NOAK BRIDGE PARISH COUNCIL

Bank Reconciliation

Month	**31 May 2026**

Balance per bank statements	
Metro Bank Account	£72,274.36
Santander Business Savings	£18,288.26
Unity Current Account	£36,058.47
Unity Trust Bank 12 Month Deposit Account	£85,000.00
TOTAL IN BANK	**£211,621.09**

Monthly activity	**Metro Bank Account**
Opening Balance brought forward April 2026	£72,228.35
Less Payments for May	£0.00
Plus Receipts for May	£46.01
Un-presented/unreconciled cheques	£0.00
	£72,274.36
	Santander Business Savings Account (Cashbook 2)
Opening Balance brought forward April 2026	£18,288.26
Less Payments for May	£0.00
Plus Receipts for May	£0.00
Un-presented/unreconciled cheques	£0.00
	£18,288.26
	Unity Trust Bank Account
Opening Balance brought forward April 2026	£39,178.16
Less Payments for May	£3,119.69
Plus Receipts for May	£0.00
Un-presented/unreconciled cheques	£0.00

	£36,058.47
	Business Account (Cashbook 3)
Opening Balance brought forward April 2026	£85,000.00
Less Payments for May	£0.00
Plus Receipts for May	£0.00
Un-presented/unreconciled cheques	£0.00
	£85,000.00
CLOSING BALANCE	**£211,621.09**
Difference	£0.00

Member/Person	Signature	Date
Clerk / RFO		
Cllr Hawkins		

Return to Agenda

Budget Comparison

NOAK BRIDGE PARISH COUNCIL	MONTHLY BUDGET REPORT
Month	MAY 2026

INCOME	Budget		Actual (to date)	Variance (+/-)	
Precept	£41,235.00	£0.00	£20,642.74	-£20,592.26	* First payment 01/04/26
LCTS Grant	£0.00	£0.00	£0.00	£0.00	
CIF Grant	£0.00	£0.00	£0.00	£0.00	
Interest	£0.00	£0.00	£1,228.06	£1,228.06	
Event Income	£0.00	£0.00	£0.00	£0.00	
Miscellaneous	£0.00	£0.00	£0.00	£0.00	
- VAT reclaim 08/04/2024	£3,511.00	£0.00	£4,066.34	£555.34	
- VAT reclaim	£0.00	£0.00	£0.00	£0.00	
- VAT reclaim		£0.00			
INCOME TOTALS	**£44,746.00**	**£0.00**	**£25,937.14**	**-£18,808.86**	

EXPENDITURE	Budget	Actual to date (Net)	Total spent to 31/05/25	Variance (+/-)	Percentage spent	Expenditure in month
Staff Costs		£0.00				
Salaries	£10,215.00	£0.00	£1,360.44	£8,854.56	13%	£680.12
Tax & Employer NI	£1,970.00	£0.00	£1,009.86	£960.14	51%	£252.05
Pension	£500.00	£0.00	£125.42	£374.58	25%	£62.70
Payroll	£300.00	£0.00	£120.00	£180.00	40%	£0.00
Home allowance, Travel & Costs	£500.00	£0.00	£66.96	£433.04	13%	£33.48
Training inc. travel	£2,000.00	£0.00	£0.00	£2,000.00	0%	£0.00
Office equip & stationery	£1,000.00	£0.00	£32.40	£967.60	3%	£11.40
General Costs		£0.00				
Computer & Other Digital Equipment	£500.00	£0.00	£0.00	£500.00	0%	£0.00
Fixed asset maintenance	£2,000.00	£0.00	£0.00	£2,000.00	0%	£0.00
Telephone & Internet	£0.00	£0.00	£0.00	£0.00	#DIV/0!	£0.00
Elections/By-election	£2,500.00	£0.00	£0.00	£2,500.00	0%	£0.00
Professional fees	£2,000.00	£0.00	£795.93	£1,204.07	40%	£795.93
Hall Hire	£600.00	£0.00	£50.00	£550.00	8%	£50.00
Insurance	£1,000.00	£0.00	£754.26	£245.74	75%	£754.26
Subscriptions	£1,219.00	£0.00	£0.00	£1,219.00	0%	£0.00
Councillor Training	£1,500.00	£0.00	£0.00	£1,500.00	0%	£0.00
Audit Fees	£515.00	£0.00	£187.50	£327.50	36%	£0.00
Bank Charges	£204.00		£14.00	£190.00	7%	£7.00
Publications/newsletters	£1,500.00	£0.00	£0.00	£1,500.00	0%	£0.00
CCTV & Security	£1,500.00	£0.00	£0.00	£1,500.00	0%	£0.00
VAT		£0.00	£144.80	-£144.80	#DIV/0!	£120.80
Community Support		£0.00				
Community Events Support	£1,500.00	£0.00	£306.33	£1,193.67	20%	£0.00
Kings Meni Bridge	£500.00	£0.00	£0.00	£500.00	0%	£0.00
Kings Coronation	£500.00		£0.00	£500.00	0%	£0.00
Community Grants Awards (small)	£2,000.00	£0.00	£0.00	£2,000.00	0%	£0.00
Community Lights Project	£4,700.00		£0.00	£4,700.00	0%	£0.00
Support Grants	£100.00		£0.00	£100.00	0%	£0.00
Projects		£0.00				
Parish Plan	£5,000.00	£0.00	£0.00	£5,000.00	0%	£0.00
D Day (from reserves) VE Day	£5,000.00		£0.00	£5,000.00	0%	£0.00
Contingency earmarked (from reserves)	£10,000.00	£0.00	£0.00	£10,000.00	0%	£0.00
Community Projects earmarked (from reserves)	£30,000.00	£0.00	£0.00	£30,000.00	0%	£0.00
Community Projects Play Area earmarked (from r	£25,000.00	£0.00	£0.00	£25,000.00	0%	£0.00
Environmental Maintenance (From Reserves)	£10,000.00	£0.00	£604.00	£9,396.00	6%	£604.00
Neighbourhood Plan (funded from reserves)	£10,000.00		£0.00	£10,000.00	0%	£0.00
Noak Bridge Pond	£5,000.00					
Nature Reserve/Gates	£5,000.00					
Duck Trail	£3,000.00					
Gym equipment	£10,000.00					
Phone Kiosk/Little Libraries	£6,000.00					
EXPENDITURE TOTALS	**£135,823.00**	**£0.00**	**£5,571.90**	£130,251.10	**4%**	**£3,371.74**
PRECEPT TOTALS	**£41,276.54**		**£5,571.90**		**13%**	

AGENDA REPORT ITEM 6.4
Fixed Term Investment

Background Information

The Council's 12-month fixed term deposit with Unity Trust Bank matured on 12 June 2026. A sum of £85,000 had been invested and generated interest of £3,485 during the investment period.

Upon maturity, the principal sum and accrued interest, totalling £88,485, were transferred to the Council's Unity Trust Bank Instant Access Account, which is currently paying 1.95% interest.

The Council's Metro Bank Current Account currently holds sufficient funds to enable a further transfer of £31,515. As this current account earns less than 1% interest, consideration should be given to transferring these funds into a new fixed term investment.

Summary

It is proposed that the Council reinvest:

- Original investment: £85,000
- Interest earned: £3,485
- Additional transfer from Metro Bank Current Account: £31,515

Total proposed investment: £120,000

The proposed investment value is within the Financial Services Compensation Scheme (FSCS) protection limit currently applicable to eligible deposits held with a banking institution.

Based on a 12-month fixed term account paying 4.06% interest, an investment of £120,000 would generate approximately £4,872 in interest over the investment period, resulting in a total balance of £124,872 upon maturity in June 2027.

Recommendation

Members are requested to consider whether to:

1. Reinvest the sum of £120,000 in a 12-month fixed term deposit account with Unity Trust Bank (or another suitable institution offering a competitive rate of return); and
2. Authorise the transfer of £31,515 from the Metro Bank Current Account to facilitate the investment.

If approved, the Clerk/RFO be authorised to arrange the investment in accordance with the Council's Financial Regulations and Investment Strategy.

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AGENDA REPORT ITEM 11
General Power of Competence

Background information

At the Parish Council meeting held on 26 February 2025 (Minute Reference 18/2025), Members considered a report on the adoption of the General Power of Competence (GPC) and resolved to defer the decision.

The matter was subsequently reconsidered at the Parish Council meeting held on 20 May 2026 (Minute Reference 55/2026). Following discussion, Members agreed that further time was required to consider adopting the General Power of Competence and resolved:

"That consideration of the adoption of the General Power of Competence be deferred to the meeting scheduled for 17 June 2026."

Since that time, the Council has continued to operate using existing statutory powers, including Section 137 of the Local Government Act 1972, which places limitations on certain types of expenditure and activities.

The purpose of this report is to revisit the matter, provide further clarification, and address any concerns Members may have had regarding the implications of adopting the GPC.

Under the Localism Act 2011[1], eligible local councils may adopt the GPC, which provides a broad power "to do anything that individuals generally may do," subject to existing laws and statutory restrictions.

Summary

The General Power of Competence is designed to simplify and broaden the Council's ability to act in the best interests of the community. It replaces the need to rely on a range of specific statutory powers and, in particular, reduces reliance on Section 137, which has spending limits and narrower scope.

Key points for Members to note:

- **No additional obligations imposed:**
  Adoption of the GPC does **not** require the Council to take on any new services or responsibilities. In particular, it does **not** allow Basildon Borough Council (or any other authority) to transfer or "foist" services onto the Parish Council. Any decision to take on new services remains entirely at the discretion of Members.

[1] Localism Act 2011

- **Existing safeguards remain in place:**
  The Council must still:
  - Act lawfully and within statutory limits
  - Comply with all relevant legislation and guidance
  - Act reasonably and in the public interest
  - Seek permissions where required (e.g. from highways authorities for verge works)
  - Respect the statutory responsibilities of other authorities

- **Eligibility criteria:**
  The Council meets the prescribed conditions, as defined in paragraph 2 of the Parish Council's (General Power of Competence) (Prescribed Conditions) Order 2012[2], namely:
  - At least two-thirds of Members are elected (5 out of 7 seats)
  - The Clerk holds the Certificate in Local Council Administration (CiLCA)
  - The Clerk has completed the relevant training
- **Ongoing requirement:**
  If adopted, the Council must confirm its eligibility at the relevant Annual Meeting following an ordinary election. If eligibility is lost, the Council must formally resolve to cease using the GPC, although any existing projects may continue.

In practical terms, adopting the GPC does not change what the Council must do, it simply provides more freedom in what it may choose to do, should Members wish to do so.

Recommendation
Members are asked to consider the information provided and to resolve:

"That Noak Bridge Parish Council confirms that it meets the criteria specified in paragraph 2 of the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 and resolves, in accordance with Section 1 of the Localism Act 2011, to adopt the General Power of Competence until the next relevant Annual Meeting following an ordinary election."

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[2] The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012

AGENDA REPORT ITEM 8.1
Review of Information Technology Policy

Background Information

The Council adopted an Information Technology Policy on 23 July 2025 to support good information governance and compliance with Assertion 10 of the Annual Governance and Accountability Return (AGAR).

NALC has since published a revised and significantly more detailed Information Technology Policy template. The new template is designed to accommodate councils of all sizes, including larger councils with multiple employees, extensive IT infrastructure and council-owned devices.

Given Noak Bridge Parish Council's relatively simple IT arrangements, it is not considered necessary or proportionate to adopt the NALC template in full. Instead, the existing policy has been reviewed and updated to incorporate relevant elements of current best practice whilst remaining appropriate to the Council's needs.

Summary

The revised policy retains the existing structure but strengthens a number of areas, including:

• Requiring all councillors and the Clerk to use their official @noakbridgeparishcouncil.gov.uk email address for all Council business.
• Introducing stronger password and cyber security requirements, including Multi-Factor Authentication where available.
• Clarifying the use of personal devices when accessing Council information.
• Expanding provisions relating to remote working and reporting of security incidents.
• Referencing the Council's separate Social Media Policy.

The revised policy remains proportionate to the Council's size and resources whilst continuing to support compliance with AGAR Assertion 10.

Recommendation

Members are recommended to:

1. Adopt the revised Information Technology Policy (Version 2.0).
2. Confirm that the revised policy supersedes the Information Technology Policy adopted on 23 July 2025.

Noak Bridge Parish Council

Agenda 24 June 2026

Version	Date Adopted	Minute Reference	Review Date
1	23rd July 2025	78/2025/01	July 2026

Information Technology Policy

1. Introduction

1.1 Noak Bridge Parish Council recognises the importance of effective, secure and responsible use of information technology in supporting the Council's business, operations and communications.

1.2 This policy establishes the standards and responsibilities for the use of Council information technology systems, equipment, email accounts and data by councillors, employees, volunteers and authorised representatives.

1.3 This policy should be read in conjunction with the Council's Data Protection Policy, Social Media Policy, Code of Conduct, Standing Orders and any other relevant Council policies.

2. Scope

2.1 This policy applies to all councillors, employees, volunteers and authorised representatives who access or use Council information, systems, email accounts or technology, whether using Council-owned or personal devices.

3. Acceptable Use of IT Resources

3.1 Council IT resources must be used primarily for official Council business and activities.

3.2 Limited personal use is permitted provided that it:

3.2.1 Does not interfere with Council duties.

3.2.2 Does not incur additional costs to the Council.

3.2.3 Does not compromise security.

3.2.4 Does not breach any Council policy or legal requirement.

3.3 Users must act responsibly and professionally when using Council IT resources and must not:

3.3.1 Access, create, store or distribute offensive, discriminatory, defamatory or unlawful material.

3.3.2 Download or distribute copyrighted material without permission.

3.3.3 Use Council systems for political campaigning or party-political purposes.

3.3.4 Deliberately introduce malware, viruses or other harmful software.

4. Council Email Accounts

4.1 All councillors and the Clerk shall be provided with a dedicated Council email address ending "@noakbridgeparishcouncil.gov.uk".

4.2 The Council email address shall be used for all Council business, correspondence, communications, records and interactions relating to Council functions.

4.3 Personal email accounts must not be used for Council business except in exceptional circumstances where access to the Council account is temporarily unavailable.

4.4 Where Council business is conducted through a personal email account in exceptional circumstances, the communication must be forwarded to the individual's Council email account as soon as reasonably practicable to ensure proper record keeping and compliance with the Freedom of Information Act 2000 and Data Protection legislation.

4.5 Council email accounts remain the property of Noak Bridge Parish Council.

4.6 Users must not share passwords or allow unauthorised access to Council email accounts.

4.7 Emails sent from Council accounts must be professional, respectful and appropriate at all times.

5. Device and Software Usage

5.1 The Council currently provides one Council-owned laptop for use by the Clerk.

5.2 Councillors are permitted to access Council email accounts and Council information using their own devices.

5.3 Any device used to access Council systems or Council information must:

5.3.1 Be protected by a password, PIN or biometric authentication.

5.3.2 Be kept updated with current operating system and security updates.

5.3.3 Have appropriate anti-virus or security software installed where applicable.

5.3.4 Be used in a manner that protects Council information from unauthorised access.

5.4 Unauthorised software must not be installed on Council-owned equipment.

5.5 Personal USB storage devices should not be used on Council-owned equipment unless necessary and approved by the Clerk.

6. Data Management and Security

6.1 All Council information must be stored, transmitted and managed securely.

6.2 Personal data must be processed in accordance with the UK General Data Protection Regulation, the Data Protection Act 2018 and the Council's Data Protection Policy.

6.3 Confidential or sensitive information must only be shared with authorised persons.

6.4 Council information should not be stored on personal cloud storage services unless specifically authorised by the Council.

6.5 Council records must be retained and disposed of in accordance with legal requirements and the Council's retention arrangements.

7. Passwords and Account Security

7.1 Users are responsible for maintaining the security of their accounts and passwords.

7.2 Passwords should follow current best practice and consist of strong, unique passwords, preferably using three random words.

7.3 Passwords must not be shared with any other person.

7.4 Multi-Factor Authentication (MFA) must be enabled wherever available on:

7.4.1 Council email accounts.

7.4.2 Website administration accounts.

7.4.3 Cloud storage systems.

7.4.4 Any other Council systems containing sensitive information.

7.5 Passwords should be changed immediately if there is any suspicion that they have been compromised.

8. Network and Internet Usage

8.1 Internet access should be used responsibly and primarily for Council business.

8.2 Users must not knowingly visit malicious, unlawful or inappropriate websites using Council systems.

8.3 Downloading, distributing or sharing copyrighted material without authorisation is prohibited.

9. Remote Working and Mobile Devices

9.1 Users accessing Council information away from their normal place of work must take reasonable precautions to protect information and equipment.

9.2 Particular care must be taken when:

9.2.1 Using public Wi-Fi networks.

9.2.2 Working in public places.

9.2.3 Viewing confidential information where it may be seen by others.

9.3 Devices used to access Council information must not be left unattended in public places or unsecured vehicles.

9.4 Printed documents containing Council information must be securely stored and disposed of appropriately.

10. Social Media

10.1 The use of social media is governed by the Council's Social Media Policy.

10.2 Councillors, employees and authorised representatives must comply with the Social Media Policy when using official Council accounts or discussing Council business online.

11. Monitoring

11.1 The Council reserves the right to monitor and review the use of Council IT systems and email accounts where there is a legitimate business, security or legal reason for doing so.

11.2 Any monitoring will be conducted in accordance with applicable legislation, including the UK GDPR and Data Protection Act 2018.

12. Reporting Security Incidents

12.1 All suspected or actual security incidents must be reported to the Clerk immediately.

12.2 Security incidents include, but are not limited to:

12.2.1 Loss or theft of a device containing Council information.

12.2.2 Suspected phishing emails.

12.2.3 Malware infections.

12.2.4 Unauthorised access to accounts.

12.2.5 Disclosure of confidential information.

12.2.6 Personal data breaches.

12.3 The Clerk shall ensure that appropriate action is taken and, where necessary, that any data breach is assessed and reported in accordance with legal requirements.

13. Training and Awareness

13.1 The Council will promote awareness of cyber security, data protection and information governance responsibilities.

13.2 Councillors and employees are expected to undertake any relevant training provided or recommended by the Council.

14. Compliance and Consequences

14.1 Failure to comply with this policy may result in the withdrawal of access to Council systems and may lead to disciplinary or other appropriate action.

14.2 Serious breaches may constitute misconduct, breaches of the Councillors' Code of Conduct, or breaches of statutory obligations.

15. Policy Review

15.1 This policy will be reviewed annually or sooner if required by changes in legislation, guidance or Council operations.

16. Contact

16.1 For IT-related enquiries, support or to report a security incident, contact:

16.1.1 The Parish Clerk.

16.1.2 clerk@noakbridgeparishcouncil.gov.uk

16.2 By adhering to this policy, councillors, employees and authorised representatives contribute to maintaining a secure, efficient and compliant information technology environment for Noak Bridge Parish Council.

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AGENDA REPORT ITEM 10.2

Essex County Council Winter Salt Bag Partnership Scheme 2026/27Scheme

Background Information

Essex County Council (ECC) has offered parish and town councils the opportunity to participate in the Winter Salt Bag Partnership Scheme for the 2026/27 winter season.

Under the scheme, participating councils are provided with approximately one tonne of bagged salt (25kg bags) for local distribution. The intention is for parish councils to work with volunteers to treat locally identified “priority sites” that fall outside the Essex Highways salting network, particularly residential paths, footways, and other locations considered important for community access during periods of snow and ice.

ECC guidance confirms that:

- The County Council retains statutory responsibility for highway winter maintenance under the Highways Act 1980;
- Parish councils and volunteers act in a supportive, non-statutory capacity to enhance local resilience; and
- Volunteers undertake snow clearance and salting on a strictly voluntary basis and are expected to follow ECC safety guidance and risk assessment procedures.

Participation requires the Parish Council to identify priority sites, recruit and co-ordinate volunteers, manage the allocation of salt supplies, maintain records, and submit a Wint

Summary

The scheme provides an opportunity for the Parish Council to support community-led winter resilience by enabling targeted snow clearance and salting of key pedestrian routes not covered by Essex Highways.

Participation will require the Council to:

- Identify and agree priority sites within the parish;
- Identify and secure a suitable storage location for approximately one tonne of bagged salt. The salt must be stored in a dry, secure and accessible location to ensure it remains usable throughout the winter period. Potential locations, subject to agreement and any necessary permissions, may include the Village Hall and the Noak Bridge Pub;
- Co-ordinate volunteer recruitment, briefing, and record keeping arrangements;
- Distribute ECC guidance materials to volunteers; and
- Submit the required Winter Plan and Risk Assessment documentation.

It is acknowledged that participation does not guarantee that all identified areas will be treated during periods of severe weather and that delivery is dependent upon volunteer availability and conditions on the ground.

Risk Considerations

The Essex County Council Winter Salt Bag Partnership Scheme is supported by detailed operational guidance, including volunteer briefing materials, manual handling advice, and risk assessment templates. These documents set out clear expectations for safe working practices and are intended to minimise practical risks associated with snow clearance and salt distribution.

However, it is noted that the scheme documentation does not explicitly set out a defined indemnity or insurance framework for participating parish councils or volunteers. While ECC confirms that the County Council retains its statutory responsibility for highway winter maintenance, the precise allocation of liability in the event of injury to a volunteer or member of the public is not fully clarified within the information provided.

In practice, it is anticipated that the Council's existing public liability insurance would need to be relied upon for any parish-led activity, and Members may wish to seek confirmation from the Council's insurers prior to final implementation.

The principal risks associated with participation are therefore operational rather than financial in nature and include:

- manual handling risks associated with 25kg salt bags;
- slips, trips, and falls during snow and ice conditions;
- lone working or volunteer activity in adverse weather;
- safe storage and handling of bulk salt supplies; and
- the availability and consistency of volunteer support.

These risks are considered capable of being mitigated through adherence to ECC guidance, appropriate volunteer briefing, clear allocation of responsibilities, and the completion of suitable risk assessments for identified priority sites.

Recommendation

Members are asked to consider participating in the Essex County Council Winter Salt Bag Partnership Scheme for 2026/27. If agreed, the Council will also be required to:

1. Agree the identification and approval of priority sites within the parish for inclusion in the scheme;
2. Identify a suitable location(s) for the storage of a pallet of salt (approximately one tonne / 25kg bags) and seek any necessary permissions. Possible locations, subject to agreement, include the Village Hall and the Noak Bridge Pub;

3. Co-ordinate volunteer recruitment, record keeping, and distribution of ECC guidance materials;
4. Note that participation is voluntary and that neither the Parish Council nor volunteers assume liability for failure to clear or treat any location, provided all ECC guidance is followed; and
5. Delegate authority to the Clerk, in consultation with the Chair, to finalise the submission of the Winter Plan and Risk Assessment documentation to Essex County Council.

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AGENDA REPORT ITEM 10.3

Achievement Through Football (ATF) Potential Youth Engagement Initiative

Background Information

During a site visit to Noak Bridge on 8 June 2026, PCSO Lauren Bryant and a colleague from the Community Policing Team met with representatives of the Parish Council to discuss recent incidents of anti-social behaviour within the village.

As part of this discussion, PCSO Bryant suggested that the Council may wish to consider engaging with Achievement Through Football (ATF), a Southend-based community charity operating under the wider Achieve Thrive Flourish organisation.

The charity works with communities across Essex to provide free activities and engagement opportunities for young people, with the aim of improving community cohesion, fostering positive relationships and reducing anti-social behaviour.

Following the visit, the Clerk contacted ATF to obtain further information regarding the services they provide and whether they may be able to support activities within Noak Bridge.

Summary

ATF has advised that it delivers a wide range of community-based activities, all provided free of charge to participants and delivered by qualified staff holding appropriate DBS, safeguarding, first aid and coaching qualifications.

The organisation works across a range of age groups and seeks to encourage participation from the wider community. Activities are tailored to local needs and can include sports-based and other engagement programmes designed to build trust, encourage positive behaviour and increase community ownership.

ATF has indicated that any potential provision within Noak Bridge would first require a site visit and assessment of available facilities. Equipment required for activities would generally be supplied by the organisation.

The charity has advised that it currently has a full programme of activities, although this is subject to change depending on funding availability. ATF has offered to meet with representatives of the Parish Council to discuss its work in more detail and explain what would be required should the Council wish to explore the possibility of supporting activities within Noak Bridge.

Members are advised that the Council does have the legal power to support or fund such initiatives if it so wishes under the Local Government (Miscellaneous Provisions) Act 1976

s.19[3] which gives the Council the power to provide sports facilities in or outside the council's area or contribute towards the expenses of any voluntary organisation or local authority that provides sports facilities in or outside the council's area.

Recommendation

Members are asked to note the information received from Achievement Through Football (ATF); and to determine whether they wish to invite a representative of ATF to attend a future meeting of the Parish Council, or an informal information session, to provide further details regarding the organisation's work and the potential opportunities available within Noak Bridge.

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[3] Local Government (Miscellaneous Provisions) Act 1976