Noak Bridge Parish Council

Meeting of:	Noak Bridge Parish Council
Date:	Wednesday 24th September 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

17th September 2025

AGENDA

1. Apologies for Absence

To receive, consider and approve any apologies for absence.

2. Declarations of Interest

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

3. Minutes

To receive, approve and sign the Minutes of the meeting Parish Council meeting held on the 23rd July 2025, Minutes 69/2025 to 81/2025 inclusive (attached).

4. Minutes of Committee Meetings

To receive and note the Minutes of the Personnel Committee meeting held on the 7th August 2025 (attached).

5. Public Participation Session

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

6. Borough and County Councillor Reports

To receive update from District and Borough Councillors.

7. Neighbourhood Plan Update

To receive an update from Cllr Sargent.

8. LCLG Meeting

To receive an update from the LCLG meeting held on the 22nd July 2025. Clerk's notes attached.

9. Local Government Reorganisation and Devolution

To receive an update from Cllr Sargent.

10. Finance

10.1 Banking Arrangements

To confirm how payments will be made going forward following the Clerk's completion of the required probation period. Report attached.

10.2 Accounts for Payment

To approve the accounts for payment (attached), to be made from the 1st August 2025 to the 30th September 2025. Attached.

10.3 Bank Reconciliation

To receive and note the bank reconciliation to the 31st August 2025. Attached.

10.4 Budget Comparison

To receive and note the budget comparison to the 31st August 2025. Attached.

10.5 Budget Forecast

To receive and examine the budget forecast to 31st March 2026. Sent separately.

10.6 Conclusion of Audit

To note the conclusion of the External Audit for 2024/25. Attached.

11. Planning

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

11.1.1 25/01048/S211 Section 211 notice – willow tree to be felled 32 Gate Lode Way, Noak Bridge SS15 4AR. The planning application can be viewed here.

11.1.2 25/00008/S211 Section 211 notice - Ash tree (T1 adjacent to house and garage - crown reduce back to previous pruning points by removing no more than 2m to clear encroachment on garage and house. 6 Kimberley Drive Noak Bridge. The planning application can be viewed here.

11.1.3 25/00010/S211 Section 211 notice - T1 Oak- Crown reduction by 2-3 metre to remove overhanging and prevent damage to fence. 139 Coppice Lane Noak Bridge. The planning application can be viewed here.

11.1.4 25/01148/FULL – single storey rear extension. 6 Bridgecote Lane Laindon. The planning application can be viewed here.

11.1.5 25/01035/FULL - Proposed 2.65m high outbuilding to create staff room and storage area, (to replace existing shed structure at front). Noak Bridge Primary School. The planning application can be viewed here.

11.1.6 25/00007/S211 - H1 Mixed hedge Cut back face by upto 2ft and trim new growth on tops H2 Conifer (Hedge) Trim top & inside face to neat & level. 30 Durban Lane, Noak Bridge. The planning application can be viewed here.

11.1.7 25/01107/TPOBAS - TPO/16/99 - 3 Oak Trees in the rear garden crown reduction and crown thinning by 1-2metres. 31 Durban Lane, Noak Bridge. The planning application can be viewed here.

11.1.8 25/01147/TPOBAS – Oak of T5 - TPO/09/98- 3m crown reduction of large oak tree in car park needs cutting back from the building and over cars. Handley Court, Handleys Chase Noak Bridge. The planning application can be viewed here.

11.1.9 25/01096/FULL - Part retrospective change of use for six football pitches with ancillary facilities and parking and part full planning application for the siting of a further three football pitches, additional parking and access road. Toby Football Club Barleylands Road Billericay. The planning application can be viewed here.

11.1.10 25/00012/S211 - Section 211 notice - Yew Tree and Cedar Crown reduction between 2.5 to 3 metres for both trees. 9 Sailing Green, Noak Bridge. The planning application can be viewed here.

11.2 To note planning decisions made by Basildon Borough Council

11.2.1 25/00890/COND – Application for approval of details reserved by condition 4 (existing and proposed windows) of consent reference 25/00451/FULL. 33 Durban Lane, Noak Bridge. **GRANTED**

11.2.2 25/00560/FULL – The continued use of a relocatable classroom until 31st August 2030 without complying with Condition 2 (time limit) attached to original County Council planning permission CC/BAS/87/10. Noak Bridge Primary School. **GRANTED**

11.2.3 25/00004/S211 - 1-73 Kenilworth Place - Section 211 - T1 (Field Maple) Crown Reduce by 2m and Crown Lift to 3m. T2 (Field Maple) Fell - Tree is being suppressed by T3 and affecting the summer house, it is in poor condition. T3 (Ash) Crown Reduce by 2-3m to previous pruning points (Multi-stemmed Tree). 1 Kenilworth Place Noak Bridge. **CLOSED.**

11.2.4 25/00003/S211 - (Oak) The Oak in the rear garden of the property is to be crown reduced by 4-5m off the height and 3-4m off lateral branches. This is to re-shape the crown to better match the garden space and to take the branches away from the property. 114 New Waverley Road Noak Bridge. **CLOSED.**

11.2.5 25/00010/S211 - Section 211 notice - T1 Oak (located to the rear of 139 Coppice Lane)- Crown reduce by 2-3 metre to remove overhanging and prevent damage to fence. 139 Coppice Lane. **CLOSED.**

11.2.6 25/00006/S211 - Section 211 Notice - Fell dead pear tree to ground level. All Acacia trees located in front garden to be reduced by 2 metres - Appprox height 8 metres crown to be reduced to retain a 6 metre crown. Other trees in front garden to be shaped with hedge trimmer. 22 Littlehurst Lane Noak Bridge. **CLOSED.**

11.2.7 25/00798/TPOBAS - Oak (T1) of TPO/12/99 - Crown reduction of 3m in height and a lateral reduction of 2m. 11 Saling Green Noak Bridge. **APPLICATION PERMITTED.**

11.2.8 25/00744/TPOBAS - TPO/09/98 - T1 Oak - Crown reduce by 2m; T2 Oak - This twin stemmed Oak can be felled as it is causing structural damage. T3 Oak - Option to leave as is or to fell as it is being suppressed by the other trees. G1 3x Oak - These trees can be crown reduced by 4-5m and reshaped in order to retain the crown shape and cut back off the property. 1 Handleys Chase Noak Bridge. **APPLICATION PERMITTED.**

12. Christmas 2025

12.1 Christmas Lights Project 2025

To consider a proposal from At Last Events for Christmas illuminations. Report attached.

12.2 Christmas Celebrations

To discuss and confirm other village celebrations for Christmas 2025.

12.3 Christmas Budget

To confirm the full cost for Christmas 2025, including any transfers from earmarked reserves. Report attached.

13. Environment

13.1 Removal of Playground Equipment from Asset Register

To consider the removal of certain playground equipment (Teen Shelter, Children's Play Equipment, Seesaw) from the Council's Asset Register following confirmation from Basildon Borough Council that they are responsible for ownership, inspections, maintenance, and liability. Report attached.

13.2 Durban Lane Pond

To receive an update from Cllr Gilliam.

13.3 Maintenance Work on Bridge Street

To receive an update from Cllr Gilliam.

13.4 Completion of Works on Fore Street

To receive an update from Cllr Gilliam.

14. Policies and Procedures

14.1 Remote Attendance and Proxy Voting in Local Authorities

To receive information on the outcome of the Government's consultation on remote attendance and proxy voting in local authorities, and consider next steps. Report attached.

14.2 Retention and Disposal Policy

To consider and approve the updated Document Retention and Disposal Policy to replace the existing Data Retention Policy. Report and draft policy attached.

14.3 Appraisal Policy

To adopt an Appraisal Policy for the Clerk and Council. Report and draft policy attached.

15. Pétanque Court Transfer Update

To receive an update from Cllr Sargent on the transfer of the Pétanque Court to the Noak Bridge Community Association.

16. Correspondence

To note correspondence received.

17. Date of Next Meeting

To next Parish Council meeting will take place at 7pm on the 22nd October 2025.

Noak Bridge Parish Council

Minutes

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

Wednesday the 23rd July 2025 @ 7.00pm

Present

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

The Chairman welcomed everyone to the meeting.

69/2025 Apologies for Absence

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

70/2025 Declarations of Interest

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

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

Resolved: No other declarations of interest were received.

71/2025 Minutes

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

The following amendments were requested and agreed:

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

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

72/2025 Public Participation Session

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

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

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

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

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

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

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

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

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

73/2025 Borough and County Councillor Reports

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

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

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

Cllr Dowton left meeting at 19.52

Cllr Dowton returned to the meeting at 19.54

74/2025 Neighbourhood Plan Update

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

75/2025 Finance

75/2025/01 Accounts for Payment

The Council received and approved the following accounts for payment:

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

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

75/2025/02 Bank Reconciliation

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

75/2025/03 Monthly Budget Sheet

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

76/2025 Planning

The Council considered the following planning applications:

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

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

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

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

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

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

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

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

Resolved:

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

A member of the public left the meeting at 20.22.

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

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

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

77/2025 Environment

77/2025/01 Bollard Service Agreement

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

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

Cllr Ball left meeting at 20.23

Cllr Ball returned to the meeting at 20.28

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

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

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

77/2025/03 Playground Inspections

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

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

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

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

77/2025/04 Christmas 2025

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

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

Resolved:

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

Cllrs Ball and Buckley left the meeting at 20.56

77/2025/05 Village Maintenance Tasks

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

Cllr Gilliam left the meeting at 21.04.

Resolved:

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

Cllr Gilliam returned to the meeting at 21.07

78/2025 Policy and Procedures

78/2025/01 IT Policy

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

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

78/2025/02 Freedom of Information Publication Scheme

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

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

78/2025 Pétanque Court

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

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

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

79/2025 Parish Council Website

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

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

80/2025 Correspondence Received

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

81/2025 Date of Next Meeting

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

The Chairman declared the meeting closed at 21.13.

Signed:___________________________________ Date:________________________

Cllr Mark Cottrell

Return to Agenda

Noak Bridge Parish Council Personnel Committee

Minutes

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

Thursday 7th August 2025 @ 6.30pm

Present

Chairman:	Cllr Mark Cottrell
Councillors:	Cllr Jacqui Dowton and Cllr Terri Sargent
In attendance:	Lynda Townend (Clerk)

The Chairman welcomed everyone to the meeting.

01/2025 Apologies for Absence

No apologies were received as all members were present.

02/2025 Declarations of Interest

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

Resolved: No declarations of interest were received.

03/2025 Public Participation Session

No members of the public were present.

04/2025 Exclusion of the Press and Public

Resolved: that under the Public Bodies (admission to Meetings) Act 1960, the press
and
public be excluded from the meetings for the following items of business on the
grounds
that publicity would be prejudicial to the public interest.

06/2025 Performance Review and Permanent Appointment of Clerk

The Personnel Committee conducted a performance review for the Clerk/RFO, Lynda Townend, who commenced employment with the Council on 27th January 2025.

Members of the Committee discussed the Clerk's performance to date and were satisfied that the Clerk had performed her duties effectively and demonstrated a strong commitment to the role.

Resolved: to confirm the permanent appointment of Lynda Townend as Clerk and Responsible Financial Officer to Noak Bridge Parish Council.

07/2025 Clerk's Salary Progression

In accordance with the Clerk's contract of employment, salary scale progression is due upon successful completion of the probationary period. Having confirmed the Clerk's permanent appointment under the previous agenda item, the Committee considered the

Resolved: that, in line with the terms of the Clerk's contract of employment and following the successful completion of the probation period, the Clerk's salary be progressed from SCP 20 to SCP 21, effective from the next payroll date.

08/2025 Implementation of the 2025 NJC Pay Award

The Committee noted that the National Joint Council (NJC) pay award for 2025 has been agreed.

In line with the Clerk's contract, which incorporates the National Agreement on Pay and Conditions of Service, the Committee confirmed the implementation of the 2025 NJC pay award and the corresponding adjustment to the Clerk's salary, effective from the 1st April 2025.

Resolved: to implement the NJC 2025 pay award and apply the adjusted salary to the Clerk's current spinal column point, backdated to the 1st April 2025.

09/2025 Public Domain

The Committee considered whether any items discussed in private session could be moved to the public domain. It was agreed that all items will be moved to the public domain.

The Chairman declared the meeting closed at 19.13.

Signed:__________________________________ Date:_______________________

Cllr Mark Cottrell

Return to Agenda

Local Council Liaison Group (LCLG) Meeting – Summary Notes

Date: Tuesday 22 July 2025
Chair: Cllr Gavin Callaghan (Leader of Basildon Borough Council)
Location: Hybrid Boardroom Basildon Centre and by TEAMS

Present:

- Cllr Gavin Callaghan – Chair (CG)
- Cllr Derek Harrison (DH)
- Emma Callaghan
- Tory Meluhish (Town Clerk – Wickford Town Council)
- Cllr Colin Morris (BGNB)
- Richard Wellborne
- Georgina Bassett (Clerk)
- Cllr Marie Dear (MD)
- Cllr Terri Sargent (TS)
- Cllr Clare Gregory (Wickford)
- Susan Moore
- Christine Barlow (CB) (Clerk)

Note: Full attendance list to be confirmed. Only Cllr Sargent's presence in the room was confirmed.

1. Minutes and Matters Arising

- TS queried whether the Basildon Borough Council (BBC) organisational structure had been shared with local councils.
    - Response: BBC will cascade this information; it is also available on the BBC website.

2. Local Plan Update

- The second round of public consultation has been completed, with submissions reviewed and presented to Cabinet on 21 July 2025.
- Work is ongoing to update the evidence base in preparation for a third round of consultation, expected in November–December 2025, with public consultation to follow in early 2026.

- A review of green and grey belt land is being undertaken.
- Officers emphasised they are working to tight deadlines.

Traveller Pitches

- TS asked whether the consultation covered Traveller site needs and whether the statutory traveller pitch count had been carried out.
    - Response: The evidence base is still in draft form; required pitch numbers are unconfirmed. The latest count was conducted earlier in the week and will be finalised by Thursday.
    - Finalised data will go to the Regeneration and Economic Development Committee.

3. Grass Cutting Contract

- GC confirmed the grass cutting service has been brought back in-house since the last meeting in March.
- Updates have been given to Area Committees (ACs) by James Henry, explaining how the Pride Team will carry out the work.
- Feedback from the public has been positive during the first 8 weeks of operation.
- Cabinet has agreed to a partial summer prune from Winter 2025. Further work, including tree maintenance, may be undertaken depending on Area Committee feedback.
- Consultation is ongoing with former Idverde staff about transferring to BBC. Staff recruitment and retention remain a key issue.

Questions and Discussion:

- TS: £30k allocated to Area Committees is insufficient. Will BBC add more resources?
    - GC: Confirmed this is match funded — BBC matches what each Area Committee contributes.
    - Budgets for 2026/27 are being reviewed. More responsibility and devolved funding will be given to Area Committees to set local priorities.

Area Committee Funding:

- MD asked for clarification on funding sources.
    - GC: £80k per year for each AC, including £20k capital, remainder from the general fund.
    - Funding requests can be submitted by councillors, parish councils, or volunteer groups. Each AC will consider one round of funding per financial year.

    - Example projects include "Crunch" (waste collection) days at approx. £1,500 each.
    - Unspent funds can be carried forward.
- MD: Will AC funds be ringfenced?
    - GC: Not necessarily. Cabinet may reallocate funds in exceptional cases. Example: Lake Meadows free parking campaign, where Billericay TC funds were used. ACs are consulted before decisions are imposed.
- MD: Why is free parking not funded from the General Fund?
    - GC: ACs were set up to fund localised improvements.
- MD: No record of BBC request for Billericay Town Council funding. Could this be an administrative error?
    - GC: Will share a copy of the letter/email and investigate. If BTC supports the proposal, AC funding may be restored.
- CG: the budget process will commence after the summer break.

Further Questions:

- CB: Some parish councils have had no interaction with ACs. How are they expected to understand the new contract?
    - GC: Uncertain. Suggested contacting Cllr Pat Reid, Chair of the relevant AC.
- DH: Equipment procurement delays?
    - GC: Resolved. Case Holland involved. Recruitment remains a greater concern.
- DH: Who decided on Wickford's free car parking?
    - GC: Wickford Town Council agreed to co-fund.
- TS: Previous funding for free car parking was removed and delegated to ACs, which may explain BTC's refusal. Town and Parish Councils must prioritise essential services.
- CG: Wickford car parks are in poor condition. Machines are broken, surfaces degraded. ANPR cameras and enforcement improvements are under consideration. Parking is not "free" — revenue is needed for maintenance.
- MD: Reiterated concerns about communication breakdown with BTC.
    - GC: Will review correspondence sent.

4. Devolution and Local Government Reorganisation

Devolution:

- The Devolution Bill proposes a Mayor of Greater Essex, heading a Strategic Combined Authority.
- The bill has passed its second reading and awaits House of Lords review and Royal Assent.
- Mayoral election scheduled for May 2026.
- Mayor will oversee transport, skills, buses, trains, and infrastructure.
- A 30-year financial plan currently being negotiated, will support devolved projects.

Local Government Reorganisation (LGR):

- Proposals to reorganise Essex's 15 district and borough councils into unitary authorities are being developed.
    - One proposal: 5 unitaries (supported by 11 councils including Basildon).
    - Alternatives: 3-unitary model (ECC) and two 4-unitary proposals (from Thurrock and Rochford).
- Final submissions due to Government by 26 September 2025.
- Full Council will debate proposals on 18 October 2025; Cabinet to ratify decisions.
- Secretary of State decision expected by Feb 2026.

Key Points:

- BBC elections (incl. Mayoral vote) still expected in May 2026.
- BBC **will** cease to exist after May 2028.
- No proposals suggest changing parish or town council boundaries.
- Concerns remain over Thurrock's debt. Precedent may be set by how the Government addresses Woking Borough Council's debt through the Surrey reorganisation.
    - An interest-free loan may be considered; plans are part of current business cases.

Questions and Comments:

- TS: Parish and Town Councils must retain funding.
    - GC: Confirmed the Devolution Bill does not change funding or governance of parish councils.
- GC: Believes the Government will opt for either 3 or 5 unitaries.
    - Emphasised the need for better communication, but recognised the situation is fast-evolving.

- MD: Supports 3-unitary model but concerned about Basildon being grouped with Thurrock.
    - GC: Warned 3 unitaries would create the largest councils in the UK and Europe, risking loss of local service delivery.
- A petition for Billericay and Wickford to separate from Basildon was mentioned.
    - If thresholds are met, it will go to Full Council for debate.
- Business cases will be shared with clerks to cascade to councillors.
- Clerks and councillors needing support should contact Electoral Services.
- Concern was raised about a large-scale green belt development in Great Burstead and South Green and the parish council not being consulted.
    - GC: Will investigate and respond in writing.
- TS: Noted an exhibition on the development was held at Noak Bridge Village Hall.

5. Date of Next Meeting

- Provisional Date: 28 October 2025
- Chair's suggestion: Future meetings to be held at local venues across the borough, rather than always in Basildon.

Return to Agenda

AGENDA REPORT ITEM 10.1
Payment Processing and Bank Account Arrangements

Background Information

On 26 February 2025, the Council considered a report on strengthening payment processes in response to recommendations made in the Internal Audit Reports for 2023/24 and 2024/25, and in accordance with Financial Regulation 7.5 (adopted 21 May 2025). This regulation requires that all online banking transactions are subject to dual verification to mitigate the risk of fraud or error.

At that meeting (Minute Reference 21/2025/04), the Council resolved that the Clerk would be added to the Council's bank account mandates, strictly in the capacity of an administrator, at the conclusion of the Clerk's six-month probationary period. Under the intended arrangement, the Clerk would prepare and initiate payment requests, which would then require authorisation by two designated councillor signatories, thereby ensuring full compliance with Financial Regulation 7.5.

The Council currently operates two bank accounts:

1. Santander Current Account – used for day-to-day payments and with a balance of £24,407.30 as at 31 August 2025. This account includes a debit card facility, which has been useful for limited transactions.

2. Metro Bank Account – primarily used for reserves and to divest cash assets to ensure balances are kept below the £85,000 FSCS guarantee limit. The account balance as of the 31 August 2025 was £71,824.43.

Subsequent enquiries have confirmed that Santander may not permit the Clerk to be added solely as an administrator with dual authorisation functionality. Metro Bank does allow this functionality.

Summary

To implement the resolution of Council and ensure compliance with Financial Regulations and the internal audit recommendation, it is proposed that the Clerk be added to the Metro Bank account and assume responsibility for preparing all authorised payments. These payments will then be subject to dual approval by two councillor signatories.

The Santander account should be retained at this stage for its debit card facility, but payments should no longer be made from this account on a routine basis. To maximise interest earned on reserves while keeping balances within the FSCS protection threshold, a transfer of £10,000 from Santander to Metro is also recommended.

Recommendation

Council is asked to:

1. Confirm that the Clerk be added to the Metro Bank Account in the capacity of administrator to prepare all payments, which will then be subject to authorisation by two councillor signatories.
2. Agree that all routine Council payments henceforth be made from the Metro Bank Account.
3. Retain the Santander Account for limited use, including the attached debit card facility.
4. Approve the transfer of £10,000 from Santander to Metro to maximise interest.

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Accounts for Payment **For authorisation on 24th September 2025**

Date	*Supplier*	*Item*	*Net*	*VAT*	*Total*
31/07/2025	PKF Littlejohn	External Audit	£ 210.00	£ 42.00	£ 252.00
06/08/2025	RBL Industries	Tommy bench	£ 666.67	£ 133.33	£ 800.00
08/08/2025	VCS Website	Website redirection	£ 25.00	£ -	£ 25.00
08/08/2025	Noak Bridge Community Association	Hall hire 7th Aug 2025	£ 25.00	£ -	£ 25.00
08/08/2025	Geoxsphere	Parish Online subscription	£ 128.00	£ 25.60	£ 153.60
01/08/2025	ICO	2026 renewal	£ 52.00	£ -	£ 52.00
25/08/2025	L Townend	August salary, travel costs and home allowance	£ 804.88	£ -	£ 804.88
25/08/2025	L Townend	Expenses - McAfee and Microsoft	£ 169.97	£ -	£ 169.97
25/08/2025	HMRC	August PAYE costs	£ 291.22	£ -	£ 291.22
25/08/2025	Nest Pension	August EE pension costs	£ 40.31	£ -	£ 40.31
25/08/2025	Nest Pension	August ER pension costs	£ 30.23	£ -	£ 30.23
	Rhino Security	Annual service agreement - bollards	£ 500.00	£ 100.00	£ 600.00
	Noak Bridge Community Association	Hall hire 24th Sept 2025	£ 50.00	£ -	£ 50.00
	L Townend	September salary	£ 680.12	£ -	£ 680.12
	L Townend	September expenses	£ 8.80	£ -	£ 8.80
	L Townend	September expenses	£ 33.57	£ -	£ 33.57
	HMRC	September PAYE costs	£ 252.06	£ -	£ 252.06
	Nest Pension	September pension costs	£ 62.72	£ -	£ 62.72
	ABLC	Annual subscription	£ 20.00	£ -	£ 20.00

TOTAL: **£4,351.48**

Signed: ______________________ **Date:** ______________

Noak Bridge Parish Council Bank Reconciliation
Aug-25

Santander Business Account Bank Balance at	**31/07/2025**	**£ 26,508.29**
	Plus income	£ -
	Less expenditure	£ 2,100.99
Santander Business Account Bank Balance at 31/07/2025	**Balance carried forward**	**£ 24,407.30**
Santander Business Savings Account Balance at	**31/07/2025**	**£ 18,001.16**
	Plus income	£ -
	Less expenditure	£ -
Santander Business Savings Account Balance at 31/07/2025	**Balance carried forward**	**£ 18,001.16**
Metro Account Bank Balance at	**31/07/2025**	**£ 71,824.43**
	Plus income	£ 45.75
	Less expenditure	£ -
Metro Account Balance at 31/07/2025	**Balance carried forward**	**£ 71,870.18**
Unity Trust Bank Fixed Term Account	**31/07/2025**	**£ 85,000.00**
	Plus income	£ -
	Less expenditure	£ -
Santander Business Savings Account Balance at 31/07/2025	**Balance carried forward**	**£ 85,000.00**
Total Cash Holdings as at 31/08/2025		**£ 199,278.64**

Reconciled to bank statement on 04/09/2025

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NOAK BRIDGE PARISH COUNCIL	MONTHLY BUDGET REPORT
Month	Sep-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			
INCOME TOTALS	**£44,831.00**	**£25,357.41**	**-£19,473.59**

EXPENDITURE	Budget	Total spent to 30/04/25	Variance (+/-)	Percentage spent
Staff Costs				
Salaries	£10,215.00	£4,070.69	£6,144.31	40%
Tax & Employer NI	£1,970.00	£1,931.62	£38.38	98%
Pension	£500.00	£312.54	£187.46	63%
Payroll	£300.00	£84.00	£216.00	28%
Home allowance, Travel & Costs	£500.00	£263.92	£236.08	53%
Training inc. travel	£2,000.00	£120.00	£1,880.00	6%
Office equip & stationery	£1,000.00	£223.54	£776.46	22%
General Costs				
Computer & Other Digital Equipment	£500.00	£0.00	£500.00	0%
Fixed asset maintenance	£2,000.00	£904.00	£1,096.00	45%
Telephone & Internet	£0.00	£0.00	£0.00	#DIV/0!
Elections/By-election	£2,500.00	£0.00	£2,500.00	0%
Professional fees	£2,000.00	£25.00	£1,975.00	1%
Hall Hire	£1,000.00	£225.00	£775.00	23%
Insurance	£1,200.00	£931.19	£268.81	78%
Subscriptions	£1,000.00	£1,090.50	-£90.50	109%
Councillor Training	£1,500.00	£0.00	£1,500.00	0%
Audit Fees	£750.00	£390.00	£360.00	52%
Publications/newsletters	£1,500.00	£0.00	£1,500.00	0%

CCTV & Security	£1,500.00	£0.00	**£1,500.00**	**0%**
VAT		£1,278.63	**-£1,278.63**	**#DIV/0!**
Community Support				
Community Events Support	£1,500.00	£1,978.90	**-£478.90**	**132%**
Kings Meni Bridge	£500.00	£0.00	**£500.00**	**0%**
Kings Coronation	£500.00	£0.00	**£500.00**	**0%**
Community Grants Awards (small)	£2,000.00	£0.00	**£2,000.00**	**0%**
Community Lights Project	£4,700.00	£0.00	**£4,700.00**	**0%**
Support Grants	£100.00	£0.00	**£100.00**	**0%**
Projects				
Parish Plan	£5,000.00	£0.00	**£5,000.00**	**0%**
D Day (from reserves) VE Day	£5,000.00	£250.00	**£4,750.00**	**5%**
Contingency earmarked (from reserves)	£10,000.00	£0.00	**£10,000.00**	**0%**
Community Projects earmarked (from reserves)	£30,000.00	£16,004.44	**£13,995.56**	**53%**
Community Projects Play Area earmarked (from reserves)	£25,000.00	£0.00	**£25,000.00**	**0%**
Environmental Maintenance (From Reserves)	£10,000.00	£0.00	**£10,000.00**	**0%**
Neighbourhood Plan (funded from reserves)	£10,000.00	£957.50	**£9,042.50**	**10%**
EXPENDITURE TOTALS	**£136,235.00**	**£31,041.47**	£105,193.53	**23%**

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External Auditor's Report and Certificate 2024/25

Section 3 – External Auditor's Report and Certificate 2024/25

In respect of Noak Bridge Parish Council – EX0186

1 Respective responsibilities of the auditor and the authority

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

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

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

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2024/25

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

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

None

3 External auditor certificate 2024/25

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature PKF Littlejohn LLP Date 29/07/2025

NOAK BRIDGE PARISH COUNCIL

Notice Of Conclusion of Audit

Annual Governance & Accountability Return for the Year Ended 31 March 2025

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

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

1. The audit of accounts for **Noak Bridge Parish Council** for the year ended 31 March 2025 has been completed and the accounts have been published.

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

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

During the hours 9.00 to 16.00, Monday to Friday

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

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

Date of Announcement: 2nd August 2025

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AGENDA REPORT ITEM 12.1

Christmas Lights Proposal

Background Information

In 2024, the Parish Council agreed to install Christmas illuminations using At Last Events, at a cost of £4,250 for a two-year agreement.

Illuminations were installed in trees outside the School on Coppice Lane and in a tree by the pond on Coppice Lane. In addition, a Nordic Pine tree (planted by the Parish Council) illuminated during the festive season.

The illuminations were very well received by residents and the Council, and discussions followed regarding the potential to expand the display to neighbouring roads in the future.

Summary

At Last Events has submitted an updated proposal for 2025 which includes the continuation of the existing illuminations, alongside the option to extend the display with six street column decorations.

The costings are as follows:

- £2,700: Supply, fit and removal of six lamp post column decorations.
- £1,500 (one-off cost): Installation of six electrical points.

The total cost of the updated proposal is **£8,450.**

The Parish Council has allocated £4,700 in the 2025/26 budget for Christmas illuminations. Members are therefore required to consider how to proceed, taking into account the budget shortfall.

Recommendation

That the Parish Council considers the proposal from At Last Events and resolves:

1. Whether to approve the updated proposal, either in full or in part; and
2. How any additional costs above the allocated budget of £4,700 will be funded (e.g. from earmarked reserves or budget virements).

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AGENDA REPORT ITEM 12.3
Christmas Budget 2025

Background Information

The Parish Council has allocated £4,700 in the 2025/26 budget for Christmas illuminations. A proposal has since been received from At Last Events with a total cost of £8,450, creating a budget shortfall. In addition, councillors have previously discussed organising further Christmas activities, such as a village celebration or fayre, which would also require funding.

Summary

In order to meet the full costs of Christmas 2025, the Council may wish to consider reallocating funds from other available budget headings:

1. **Community Projects (Earmarked Reserves)**
   - Original allocation: £30,000
   - Spend to date: £16,004 (including NBCA, hanging baskets, and Christmas tree)
   - Balance available: £13,995

2. **VE Day**
   - Original allocation: £5,000
   - Spend to date: £2,229
   - Balance available: £2,771

These balances could be used to cover the shortfall for the Christmas lights proposal and contribute towards any additional Christmas activities that the Council wishes to pursue.

Recommendation

That the Parish Council:

1. Confirms the total budget allocation for Christmas 2025, including any transfers from earmarked reserves or other budget headings.

2. Agrees how funds will be apportioned between Christmas illuminations and any other activities the Council wishes to organise.

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AGENDA REPORT ITEM 13.1

Removal of Playground Equipment from Parish Council Asset Register

Background Information

During the process of obtaining quotations for the 2025 annual RoSPA inspection of play equipment, a councillor queried whether the Parish Council is the legal owner of the equipment located in the village playground.

While the Parish Council has historically purchased various pieces of equipment to improve the playground for residents, clarification was sought from Rob Baker, Manager of Neighbourhood Services at Basildon Borough Council (BBC). Mr Baker confirmed that following a borough-wide play review in 2020, all play areas within the consultation (including Noak Bridge) were confirmed as the responsibility of Basildon Borough Council. This includes ownership, inspections (including the annual independent RoSPA inspection), upkeep, repairs, and public liability cover.

As such, all play equipment and the teen shelter at Noak Bridge have been formally absorbed by BBC.

Summary

The Parish Council's Fixed Asset Register currently lists playground equipment and the teen shelter, with a total value of £29,933. This includes:

1. Teen Shelter (purchased 2007, cost £8,272; current condition: fair)
2. Various children's play equipment (purchased 2013, cost £18,461; current condition: good)
3. See-Saw (purchased 2021, cost £3,200; current condition: good)

As these assets are now under the ownership and responsibility of Basildon Borough Council, retaining them on the Asset Register is no longer appropriate. Their inclusion also increases the Parish Council's insurance premium unnecessarily, as cover is being provided for equipment that is not the Council's responsibility.

It should be noted that further discussions are required with BBC regarding the four goal posts and the fencing around the dog agility. At this point in time they remain the property of the Parish Council and should therefore should remain on the fixed asset register.

Recommendation

That the Parish Council:

3. Removes the following items from the Fixed Asset Register, with a total value of £29,933:
    1. Teen Shelter (2007, £8,272)
    2. Play equipment (2013, £18,461)
    3. See-Saw (2021, £3,200)

4. Notes that future equipment purchases may still be made by the Parish Council and added to the Asset Register as appropriate.

From: Rob Baker <Rob.Baker@basildon.gov.uk>
Sent: 01 August 2025 15:49
To: clerk@noakbridgeparishcouncil.gov.uk**Subject:** RE: Clarification on Ownership of Playground Equipment at Noak Bridge

Hi Lynda

Much of this is historic and I don't have documentation of any agreements if there was any at the time especially where some equipment was acquired over 20 years ago.

A borough wide play review did take place in 2020 where members and parish councils were consulted with regards to the rationalisation of play areas borough wide, it was at this time confirmed that all the play areas within the consultation were the responsibility of the council regardless of if individual items were funded externally and then built into a replacement programme.

The exceptions to this were the teen facility in lake meadows Outwood common road and Shotgate whereby the town and parish councils were and are still recharged for play inspections including the independent inspections annually.

For evidence of acceptance of this responsibility we have continued and will continue to inspect and repaired within the allocated resources of which includes an independent annual inspection.

Public liability still sits with the council for these facilities.

Should parish or town councils wish to introduce additional play areas outside of those play areas identified at the time of the review I'm suggesting would be different in that the council would now be asking for ongoing and future costs be covered.

I'm happy to discuss if it needs to be more formal than this response and how you might want to proceed but it would be myself that would be that contact.

Regards

Rob Baker
Manager Of Neighbourhood Services | Environmental Services | Basildon Borough Council

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AGENDA REPORT ITEM 14.1

Remote Attendance and Proxy Voting in Local Authorities

Background Information

In late 2024, the government carried out a consultation on enabling remote attendance and proxy voting at local authority meetings. This followed the end of temporary COVID-19 provisions that had permitted virtual meetings. The consultation aimed to understand the practicalities and appetite for continuing some form of remote participation, especially at parish and town council level.

The government's official response, now published, supports giving local councils more flexibility to decide how they conduct their meetings—whether in person, hybrid (a mix of physical and virtual attendance), or fully remote in appropriate circumstances.

At present, under Schedule 12, paragraph 10(1) of the Local Government Act 1972, parish council meetings must be held at a physical location.

Key Points from the Government's Response

Remote and Hybrid Attendance: The government supports allowing parish councils to adopt remote or hybrid attendance models if they choose to, though in-person meetings will remain the default.

Proxy Voting: Parish councils will also be given the option to allow councillors to vote by proxy (i.e., allow another councillor to vote on their behalf), although this will not be mandatory.

Local Choice: Councils will be given full discretion to decide whether or not to implement these changes.

Legislation Still Required: These powers are not yet in place. New legislation will be needed before parish councils can legally hold remote meetings or introduce proxy voting.

Guidance to Follow: The government has committed to producing guidance to help local councils understand and implement the changes once the legislation is in force.

Considerations for Noak Bridge Parish Council

While the Council is not required to act now, it may wish to start thinking about its position in readiness for the upcoming changes. Key considerations include:

Whether the Council would be open to allowing remote or hybrid attendance for councillors under certain circumstances.

Whether proxy voting would be appropriate and helpful for Noak Bridge Parish Council.

Whether any basic technology improvements (e.g., microphones, camera, screen) might be required to support remote attendance if adopted in future.

How to manage confidential agenda items during any remote meetings.

Some councils are already preparing by allocating funding to improve meeting technology and reviewing policies. However, at this stage, Noak Bridge Parish Council is not required to take any formal steps unless it wishes to.

Recommendation

The Council may wish to:

- Note the government's intention to introduce legislation enabling remote attendance and proxy voting at parish council meetings.
- Decide in principle whether it would be minded to adopt remote/hybrid attendance or proxy voting once legislation is passed.
- Keep a watching brief for further announcements and guidance from NALC, SLCC, or government.

Once legislation is introduced and guidance is published, the Council will be in a position to formally consider and, if appropriate, adopt relevant policies.

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AGENDA REPORT ITEM 14.2

Document Retention and Disposal Policy

Background information

The Council is required to have a clear and up-to-date policy in place for the retention and disposal of documents. This ensures compliance with legislation, including the Freedom of Information Act 2000 and the General Data Protection Regulations (GDPR), and helps safeguard the Council from legal, financial, and reputational risks. The existing Data Retention Policy was last reviewed and adopted on 17 December 2024

Summary

A revised Document Retention and Disposal Policy has been prepared to replace the current policy. The draft policy provides:

- A fuller explanation of the importance of effective records management.
- Clearly defined roles and responsibilities for the Council and Clerk.
- A detailed protocol for deciding whether documents should be retained or destroyed, and how disposal should be recorded.
- Comprehensive reference to GDPR and data protection requirements.
- Expanded guidance on the management of electronic records, including scanning, deletion, and backup procedures.
- A more detailed retention schedule covering a wider range of council records, including correspondence, staff records, planning documents, insurance, and legal matters.
- Reference to recognised best practice guidance (Arnold-Baker, SLCC, Lord Chancellor's Code of Practice).

These changes strengthen the Council's governance arrangements and provide a more robust framework for managing records in line with legal and regulatory expectations.

Recommendation

That councillors approve and adopt the revised Document Retention and Disposal Policy to replace the existing policy.

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Noak Bridge Parish Council

Document Retention and Disposal Policy

Version	Date Adopted	Minute Reference	Review Date
1			

1. INTRODUCTION

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

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

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

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

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

2. Scope and Objectives of the Policy

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

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

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

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

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

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

3. Roles and Responsibilities for Document Retention and Disposal

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

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

4. Document Retention Protocol

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

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

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

4.3 To facilitate this the following principles should be adopted:

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

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

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

5. Document Disposal Protocol

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

7. Scanning of Documents

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

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

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

8. Review of Document Retention

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

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

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

9. List of Documents

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

Appendix A: List of Documents for Retention or Disposal

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

Document	Minimum Retention Period	Reason	Location Retained	Disposal
Bank statements including deposit/savings accounts	Last completed audit year	Audit	Clerk’s Office	Confidential waste
Bank paying-in books	Last completed audit year	Audit	Clerk’s Office	Confidential waste
Cheque book stubs	Last completed audit year	Audit	Clerk’s Office	Confidential waste
Quotations and tenders	6 years	Limitation Act 1980 (as amended)	Clerk’s Office	Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Paid invoices	6 years	VAT	Clerk’s Office	Confidential waste
Paid cheques	6 years	Limitation Act 1980 (as amended)	Clerk’s Office	Confidential waste
VAT records	6 years generally but 20 years for VAT on rents	VAT	Clerk’s Office	Confidential waste
Petty cash, postage and telephone books	6 years	Tax, VAT, Limitation Act 1980 (as amended)	Clerk’s Office	Confidential waste
Timesheets	Last completed audit year 3 years	Audit (requirement) Personal injury (best practice)	Clerk’s Office	Bin
Wages books/payroll	12 years	Superannuation	Clerk’s Office	Confidential waste
Insurance policies	While valid (but see next two items below)	Management	Clerk’s Office	Bin
Insurance company names and policy numbers	Indefinite	Management	Clerk’s Office	N/A

Document	Minimum Retention Period	Reason	Location Retained	Disposal
Certificates for insurance against liability for employees	40 years from date on which insurance commenced or was renewed	The Employers' Liability (Compulsory Insurance) Regulations 1998 (SI 2753) Management	Clerk's Office	Bin
Playground equipment inspection reports	21 years		Clerk's Office	
Investments	Indefinite	Audit, Management	Clerk's Office	N/A
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management	Clerk's Office	N/A
Members' allowances register	6 years	Tax, Limitation Act 1980 (as amended)	Clerk's Office	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Information from other bodies e.g. circulars from county associations, NALC, principal authorities	Retained for as long as it is useful and relevant		Clerk's Office	Bin
Local/historical information	Indefinite – to be securely kept for benefit of the Parish	Councils may acquire records of local interest and accept gifts or records of general and local interest in order to promote the use for such records (defined as materials in written or	Clerk's Office	N/A

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

	portable			of, ensuring

Document	Minimum Retention Period	Reason	Location Retained	Disposal
necessary to comply with the following: • A list of files stored in cabinets will be kept • Electronic files will be saved using relevant file names	hard drive and also in the cloud-based programme supplied by the Council's IT company.			any confidential documents are destroyed as confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
General correspondence	Unless it relates to specific categories outlined in the policy, correspondence, both paper and electronic, should be kept. Records should be kept for as long as they are needed for reference or accountability purposes, to comply with regulatory requirements or to protect legal and other rights and interests.	Management	Clerk's Office	Bin (shred confidential waste) A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.

Correspondence relating to staff	If related to Audit, see relevant sections above. Should be kept securely and personal data in relation to staff should not be kept for longer than is necessary for the purpose it was held.	After an employment relationship has ended, a Council may need to retain and access staff records for former staff for the purpose of giving references, payment of tax, national insurance	Clerk's Office	Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.

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

Defamation	1 year		Clerk’s Office	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.

Document	**Minimum Retention Period**	**Reason**	**Location Retained**	**Disposal**
Contract	6 years		Clerk’s Office	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Leases	12 years		Clerk’s Office	Confidential waste.
Sums recoverable by statute	6 years		Clerk’s Office	Confidential waste.
Personal injury	3 years		Clerk’s Office	Confidential waste.
To recover land	12 years		Clerk’s Office	Confidential waste.
Rent	6 years		Clerk’s Office	Confidential waste.
Breach of trust	None		Clerk’s Office	Confidential waste.
Trust deeds	Indefinite		Clerk’s Office	N/A
	Planning Papers			
Trees	1 year	Management	Clerk’s Office	Bin

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

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AGENDA REPORT ITEM 14.3

Appraisal Policy

Background information

Noak Bridge Parish Council currently does not have an Appraisal Policy in place. The Council employed a new Clerk and Responsible Financial Officer (RFO) on 27th January 2025. Although the model contract issued to the Clerk includes provision for an annual performance and development review, the absence of a formal Appraisal Policy creates a gap between contractual obligations and practice.

Having a documented Appraisal Policy is considered good governance. It ensures that the performance and development of staff is monitored, supported, and aligned with council objectives.

Why a Policy is Necessary

Key reasons, drawn from the Clerk's contract of employment, include:

- **Contractual Requirement:** The contract states: "You will receive an annual performance and development review." Without a supporting policy, this requirement risks being overlooked or inconsistently applied.
- **Probationary Review and Ongoing Development:** The Clerk's probation includes a review process to determine suitability for the post. A policy will support consistent monitoring beyond probation, reinforcing expectations and promoting continuous development.
- **Salary Progression Linked to Appraisal:** The Clerk's pay scale allows for annual increments based on satisfactory performance, with the contract noting: "The Council may withhold an increment if it is considered that performance fell below the level expected, following an annual appraisal..." Without a policy, the criteria for this assessment are undefined and potentially unfair.
- **Good Employment Practice:** The contract reflects Green Book terms, which promote fair and structured performance management. A policy formalises this process, supporting both accountability and staff wellbeing.
- **Governance and Transparency:** Implementing a policy shows the Council's commitment to proper oversight of its only employee and helps protect both employer and employee in case of disputes. To ensure compliance with the

internal auditor's recommendations and align the Council’s employment practices with good practice standards, an Appraisal Policy for the Parish Clerk/RFO has been drafted, as attached.

Summary

To align with the Clerk's employment contract and demonstrate its commitment to effective staffing practices, the Council should introduce an Appraisal Policy. This will provide a clear, transparent framework for performance review and support the Clerk's development in line with council priorities.

Recommendation

It is recommended that the Council adopts the Appraisal Policy for the Parish Clerk/RFO, as set out in the attached draft. This will ensure that performance reviews are conducted annually in accordance with the Clerk’s contract and recognised best practice.

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Noak Bridge Parish Council

Appraisal Policy

Version	Date Adopted	Minute Reference	Review Date
1			

Appraisal Policy – Parish Clerk/RFO

1. **Scope**

1.1 Noak Bridge Parish Council currently employs one member of staff, the Clerk, who also serves as the Responsible Financial Officer (RFO). This appraisal policy pertains to that role.

1.2 If the Council employs additional staff in the future, a tailored appraisal structure will be established. Appraisals for other employees will normally involve their direct line manager.

2. **Purpose of appraisal**

2.1 The appraisal process provides an opportunity for the Clerk and appointed councillors to:

- Evaluate performance against agreed objectives.
- Identify strengths, challenges, and areas for development.
- Support the Clerk's professional growth in alignment with Council priorities.

3. **The appraisal cycle**

3.1 **Frequency:** Appraisals will take place annually, usually in January to align with Council planning cycles.

3.2 **New Clerk:** A six-month interim review will be held where a Clerk has been in post for less than 12 months.

4. **Identifying the appraisers**

4.1 The appraisal will be conducted by two councillors, normally members of the Personnel Committee.

4.2 The Chairman will normally act as one appraiser. The second will be appointed by the Council, following consultation with the Clerk.

4.3 Appraisers must have no conflict of interest with the Clerk.

4.4 If the Chairman is unavailable, the Council will appoint an alternative appraiser.

5. **Preparation for the appraisal meeting**

5.1 **The Appraisers will**:

5.1.1 Invite feedback from all councillors regarding the Clerk's performance and development needs.

5.1.2 Gather evidence and consider responses to the preparation questions in **Annex A.**

5.1.3 Agree the appraisal meeting date with the Clerk at least two weeks in advance.

5.2 **The Clerk will:**

5.2.1 Reflect on achievements, challenges, and development needs using the preparation questions in Annex A.

5.2.2 Provide any additional feedback or context for the appraisal meeting.

5.2.3 All councillor feedback must be submitted at least seven days before the appraisal meeting

6. Appraisal Meeting

6.1 The appraisal meeting will be a constructive, open, two-way discussion on performance and development needs. Key features include:

6.1.1 Reviewing past performance: Achievements, challenges, and progress against objectives.

6.1.2 Setting objectives: Agreeing on SMART objectives (Specific, Measurable, Achievable, Realistic, and Time-bound) for the coming year. Objectives must be aligned with Council priorities and achievable within contracted hours.

6.1.3 Identifying development needs: Training, support, or resources required.

6.1.4 Summary and agreement: Confirming priorities and next steps.

6.2 No new issues should be introduced during the appraisal unless they have previously been raised with the Clerk and are supported by evidence.

7. Appraisal Record

7.1 The discussion and outcomes will be documented on the **Performance Appraisal Form (Annex B)**. The record will include:

- Key discussion points.
- Agreed objectives for the next year.
- Training and development needs.

7.2 Copies will be held securely by both the Clerk and the appraisers.

8. Confidentiality and GDPR

8.1 All appraisal discussions, notes, and records are confidential.

8.2 Records will be securely stored in compliance with GDPR and the Council's Document Retention Policy (normally 6 years).

8.3 Access is restricted to the Clerk and appraisers.

8.4 Any Council discussions related to appraisals must exclude the press and public, as per Standing Orders.

9. Salary Review

9.1 The appraisal may include consideration of salary in line with NJC/LC pay scales.

9.2 Appraisers may recommend a salary increment where justified.

9.3 Any recommendation must be referred to Full Council for decision in confidential session.

9.4 Appraisers must not determine pay independently of Council approval.

10. Dispute Resolution

10.1 If there is disagreement over appraisal outcomes, the matter will be referred to an appeal panel of councillors not previously involved in the appraisal.

10.2 This ensures impartiality and fairness.

11. Policy Review

This policy will be reviewed every three years to ensure it remains fit for purpose.

Annex A: Preparation for Appraisal

Clerk's Preparation Questions

1. What aspects of the role do you feel you do well?
2. Are there aspects of the role you find difficult/problematic?
3. How might these difficulties be addressed?
4. What training or professional development do you feel you need?
5. What further support would help you in your role?
6. Reflecting on last year's objectives, what progress have you made?
7. What do you think your main objectives should be for the next 12 months?

Appraisers Preparation Questions - Note: all councillors can contribute to these answers which are intended to inform the discussion at the appraisal meeting.

1. What are the Council's main requirements of the Clerk/RFO role? (needs to align with the Job Description)
2. What are the employee's strengths and accomplishments in the role?
3. Are there any areas for improvement? (cite examples and evaluate performance against objectives)

4. What are the Council's priorities for next year?
5. How can the Clerk/RFO support these priorities?

Annex B: Performance Appraisal Form

Name:			
Job title:			
Period under review:	from		to
Date of appraisal meeting:			

Review of performance (with reference to job description & previous years' objectives)

What went well?
What went less well?
What obstacles hindered progress?
What changes (if any) are proposed to the post description?

Agreed Objectives for Next Year

Objectives should derive from the outcome of the review, relate to agreed training and development (as set out below), or represent priorities for the coming year in line with the Parish Council objectives.

Objective 1
Objective 2
Objective 3
Objective 4

Personal Development

Training and Development Needs
Time Commitment
Expected Outcomes

Salary Review

Appraisers who have carried out the appraisal to decide whether a recommendation for a salary increase should be proposed to the Council.
Current Scale:
Bands within scale:
Proposed increase point:
Reasoning to decision:

Signed & dated:

Clerk:____

Appraisers

Chairman:____

Councillor:____

Councillor:____

Salary scale information: Based on the last review of the role in 2025
INSERT RELEVANT SALARY SCALES HERE…..

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