



Noak Bridge Parish Council

Meeting of: Noak Bridge Parish Council
Date: Wednesday 25th March 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

18th March 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 meeting Parish Council meeting held on the 25th February 2026, Minutes 15/2026 to 28/2026 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 update from District and Borough Councillors.

8. Finance

8.1 Accounts for Payment

To approve the accounts for payment paid to the 3 March 2026 and due to the 31 March 2026. [Attached](#).

8.2 Bank Reconciliation

To receive and note the bank reconciliation to the 28 February 2026. [Attached](#).

8.3 Monthly Budget Report

To receive and note the monthly budget comparison to the 28 February 2026. [Attached](#).

8.4 Santander Bank Mandate

To receive an update from Cllr Sargent regarding bank signatories on the Santander account.

8.5 Fixed Asset Register

To review and agree the Fixed Asset Register 2026/27. [Attached](#).

9. Policies and Procedures

9.1 Budget and Virement Policy

To review and adopt an updated Budget and Virement policy. [Report attached](#).

9.2 Grant Funding Policy

To review and adopt a Grant Funding Policy. [Report attached](#).

9.3 Councillor Co-option Policy

To review and adopt a Councillor Co-option Policy. [Report attached](#).

11. Planning

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

11.1.1 26/00171/FUL – Single storey side extension incorporating a roof lantern at 95 Crouch Street Noak Bridge. [View application](#).

11.2 To note planning decisions made by Basildon Borough Council

11.2.1 26/00002/S211 - 1 x Oak, Crown reduce by 2-3m to clear branch off building at 25 - 31 Kenilworth Place Lower Street Noak Bridge Basildon Essex. **Closed**

11.2.2 26/00093/TPOBAS - T2 (Oak) of TPO/09/98 Crown Lift 3.95 m above ground level. Crown reduction height reduced by 9m. Spread reduced by 4.5m at 65 Bridge Street, Noak Bridge. **Application Permitted.**

12. Environment

12.1 Handyman Tasks

To receive an update on agreed tasks and to consider and prioritise newly notified tasks. Report sent separately.

12.2 Hanging Basket Scheme

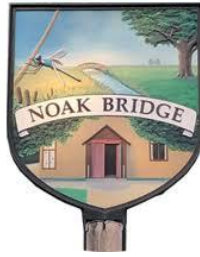
To agree the scope of works for the hanging basket scheme for 2026. [Report attached](#).

13. Correspondence

To note correspondence received.

14. Date of Next Meeting

To next Parish Council meeting will take place at 7pm on the 20 May 2026. The Annual Parish Council meeting will take place at 7pm on the 15 April 2026.



Noak Bridge Parish Council

Minutes

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

Wednesday 25 February 2026 @ 7.00pm

Present

Chairman: Cllr Mark Cottrell

Councillors: Cllr Cris Bateman, Cllr Paul Daft, Cllr Peter Hawkins and Cllr Terri Sargent.

In attendance: Cllr Malcolm Buckley (Essex County Council), Cllr Stuart Allen (Basildon Borough Council), Lynda Townend (Clerk) and 3 members of the public.

The Chairman welcomed everyone to the meeting.

15/2026 Apologies for Absence

Apologies were received from Cllr Dowton and Cllr Gilliam.

Borough Councillor Meyers and County Councillor Ball were unable to attend the meeting.

16/2026 Declarations of Interest

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

Cllr Hawkins declared an Other Registerable Interest regarding agenda item 8.7 as a member of the Friends of Noak Bridge.

No other Declarations of Interest were made.

17/2026 Minutes

Members reviewed the minutes from the Parish Council meeting held on the 21 January 2026, Minutes 01/2026 to 14/2026 inclusive.

Resolved: That the Minutes of the meeting held on 21 January 2026 be approved and signed by the Chairman as a true record.

18/2026 Public Participation Session

A member of the public thanked councillors for supporting the Noak Bridge Litter Pickers on Sunday 22 February 2026.

A member of the public provided feedback following attendance at a meeting of the Basildon Parks and Countryside Volunteers. It was noted that the “Love Your Parks” campaign will be promoted by the Basildon Borough Council during July and August. It was asked whether the Parish Council would also consider supporting and promoting this initiative. Reference was also made to the “Green Guarantee” campaign which is currently being promoted by the Basildon Borough Council.

Concerns were raised regarding several faulty streetlights:

- South Wash Road (from the mini roundabout) – lights reported to have been out for several weeks.
- Bridge Street underpass – intermittent lighting issues.
- Bridgecote Lane – Light No. 1 reported to have been out for approximately one month.
- Parking area at Crouch Street Housing – broken light reported.

Cllr Buckley advised that all faulty streetlights should be reported to Essex County Council Highways and confirmed he would ensure that the issues raised would be followed up.

In respect of the Crouch Street location, Cllr Buckley advised that the lamppost may not have been adopted by Essex County Council. A member of the public agreed to provide the What3Words reference to assist in accurately identifying the location.

Resolved: That the Clerk will share the link to Essex County Council’s fault reporting tool with the Council.

19/2026 Borough and County Councillor Reports

County Councillor

Cllr Buckley reported that:

- Essex County Council has increased Council Tax by 3.95% (2% social care and 1.95% general council tax). This includes £6 million of additional funding for winter highway repairs.
- The Government has announced additional SEN funding and changes to the assessment process to reduce timescales; however, there remains a shortage of assessors.
- The pre-election period (purdah) will commence on 27 March 2026. Essex County Council will only be promoting routine business activities until the election which will take place on 7 May 2026.

Cllr Sargent raised concerns regarding the condition of the road at Bridge Street. Cllr Buckley will investigate.

Borough Councillors

Cllr Allen reported that:

- Basildon Borough Council has set the 2026/27 budget at the same level as 2025/26.
- Borough elections will now take place on 7 May 2026.

Cllr Sargent, in her capacity as a Borough Councillor, referred to concerns raised by residents and Members regarding the initial cancellation of the Borough elections removing the democratic rights of residents.

Cllr Sargent also reported that Basildon's Housing and Scrutiny Committee had recently met and discussed the planning process of the Fore Street Sheltered Housing.

Cllr Daft advised that he attended a recent Housing Scrutiny Committee meeting where officers felt the planning process had run smoothly. Following the meeting he submitted a Freedom of Information request to obtain the costings from before and after the planning decision process, in depth detail regarding the planning and decision-making process and the reasoning for the planning application when sheltered housing is in short supply across the Borough. Cllr Daft will report back to the Council once a response has been received.

20/2026 ABLC and LCLG Meetings

ABLC Meeting

Cllrs Cottrell and Daft attended the ABLC meeting on the 15 January 2026. Matters discussed included:

- The Bowers Gifford Neighbourhood Plan Order was presented to Cabinet in December.
- Wickford Town Council is no longer retaining the services of Basildon Borough Council's handyman due to insufficient allocated hours and are now seeking alternative arrangements.
- Anti-social behaviour, particularly involving the use of quad bikes.
- Burstead Parish Council submitted its Neighbourhood Plan in January.
- Local Government Reorganisation, including reference to Thurrock's debt position.
- The potential cost of polling stations had Borough elections proceeded.

LCLG Meeting

Cllr Sargent and the Clerk attended the LCLG meeting held on 20 January 2026. Matters discussed included:

- A request for clarification on the costs to Parish Councils for elections; it was indicated that costs could be in the region of £9,000 per polling station.
- A Local Plan update, with Regulation 19 consultation scheduled for March and the final plan anticipated mid to late summer.
- A proposal for dedicated CCTV teams.
- Concerns regarding development within the Green Belt and supporting infrastructure.
- Fly posting within the Borough.
- The Basildon Borough Council budget, with core spending reported to have increased by 7.5%.

21/2026 Finance

21/2026/01 Accounts for Payment

The Council received and approved the following accounts for payment:

Resolved: That the accounts for payment from 1 to 28 February be approved.

<i>Date</i>	<i>Supplier</i>	<i>Item</i>	<i>Net</i>	<i>VAT</i>	<i>Total</i>
03/02/2026	Santander	Bank charge	9.99	0.00	9.99
02/03/2026	L Townend	February salary	680.12	0.00	680.12
02/03/2026	L Townend	February expenses	116.08	0.00	116.08
02/03/2026	HMRC	February PAYE costs	252.05	0.00	252.05

02/03/2026	Nest Pension	February submission	62.70	0.00	62.70
02/03/2026	NBCA	Hall hire - 25th February 2026	50.00	0.00	50.00
02/03/2026	Basildon Borough Council	VE 80 Beacon lighting costs	855.00	0.00	855.00
02/03/2026	EHAA	Grant	100.00	0.00	100.00
28/02/2026	Unity Bank	Bank charge	6.00	0.00	6.00
TOTAL:					£2,131.94

21/2026/02 Bank Reconciliation

The Council **received and noted** the bank reconciliation report to the to the 31 January 2026.

21/2026/03 Monthly Budget Report

The Council **received and noted** the budget comparison to the 31 January 2026. It was highlighted the council had spent £53,329.26 representing 39% of the annual expenditure budget. This represents 129% of the annual precept.

21/2026/04 Council's Banking Arrangements

The Council received a report providing an update on the Council's current accounts. The Clerk advised, since publication of the agenda, the funds from the Santander Account were transferred to the Unity Trust Current Account on the 19 February 2026. In addition, all signatories now have access to the account and payments will start to be made from this account from February 2026.

Cllr Cottrell confirmed he had applied for a debit card on the Metro account, and this should be received within 5-7 days from Monday.

21/2026/05 Council's Savings Accounts

Members received a report with a recommendation the Council considers opening a new, higher interest paying, account to achieve a higher return on its reserves.

Resolved: That the Council will transfer £50,000 to a new 95-day notice account with Cambridge and Counties Bank from the Metro Current Account.

The new account will be opened with the following access

1. Cllr Bateman – signatory, two to sign, online access.
2. Cllr Daft – signatory, two to sign, online access.
3. Cllr Hawkins – signatory, two to sign, online access.
4. The Clerk, Lynda Townend – main contact and online access to administer the account

The Council suggested looking at longer term investments for the balance of the funds.

Resolved: That the Council will hold an informal meeting to discuss the best accounts/funds for the Council's reserves before formalising its decision at a Council meeting.

21/2026/06 Verification of Quarterly Bank Reconciliations

The Council received a report requesting a councillor, other than the Chairman, be appointed to verify the quarterly bank reconciliations and the year-end bank reconciliation, to comply with Financial Regulation 2.6.

Resolved: That Cllr Hawkins be appointed to verify the quarterly bank reconciliations and the year-end bank reconciliation in accordance with Financial Regulation 2.6.

21/2026/07 Grant to the Friends of Noak Bridge

Cllr Hawkins had declared an Other Registerable Interest.

Members considered a grant application from the Friends of Noak Bridge to pay for the cost of a new duck house for Coppice Lane Pond.

Resolved: That the Council agreed to pay a grant of £139 to the Friends of Noak Bridge.

Cllr Daft left the meeting at 20:19.

Cllr Daft returned to the meeting at 20:20.

22/2026 Policies

22/2026/01 Disciplinary Policy

The Council received and reviewed an updated Disciplinary Policy.

Resolved: That Noak Bridge Parish Council adopt the updated Disciplinary Policy which will be reviewed at least every three years unless a change in legislation occurs beforehand.

22/2026/02 Media and Press Policy

The Council received and reviewed an updated Media and Press Policy and agreed to amended clause 5/5.1 to read 'The Chair of the Council and the Clerk, in consultation with the Chair, are the Council's authorised spokespersons and may speak to the media on behalf of the Council'.

Resolved: That Noak Bridge Parish Council adopt the updated Media and Press Policy, including the above amendment, which will be reviewed at least every three years unless a change in legislation occurs beforehand.

22/2026/03 Social Media Policy

The Council received and reviewed an updated Social Media Policy.

Resolved: That Noak Bridge Parish Council adopt the updated Social Media Policy which will be reviewed on an annual basis.

Resolved: That the Council appoint Cllr Downton to publish content on the Council's Facebook page.

23/2026 Schedule of Meeting

The Council received a schedule of proposed meeting dates from May 2026 to May 2027.

Resolved: That the Council agreed the schedule of meetings to May 2027, noting the dates from January to May 2027, may be subject to change.

24/2026 Planning

24/2026/01 Planning Applications Considered

24/2026/01/01 26/00001/S211 - 2 x Bird Cherry, fell and poison stump at 2 - 20 Lower Street Noak Bridge Basildon Essex.

Resolved: That the Council has no objection to this application.

24/2026/01/02 26/00002/S211 - 1 x Oak, Crown reduce by 2-3m to clear branch off building at 25 - 31 Kenilworth Place Lower Street Noak Bridge Basildon Essex.

Resolved: That the Council has no objection to this application.

24/2026/01/03 26/00093/TPOBAS - T2 (Oak) of TPO/09/98 Crown Lift 3.95 m above ground level. Crown reduction height reduced by 9m. Spread reduced by 4.5m at 65 Bridge Street Noak Bridge.

Resolved: That the Council has no objection to this application.

24/2026/01/04 26/00148/VAR - Variation of condition 2 (Approved plans) of planning reference 25/00263/FULL, to change the materials of the extension walls and roof to Anthracite Zinc at Willow Park, Wash Road, Laindon.

Resolved: That the Council has no objection to this application.

24/2026/02 Planning Decisions

24/2026/02/01 25/01571/LDCP - To establish the lawfulness of a proposed garage conversion. **DECIDED AND GRANTED.**

25/2026 Environment – Handyman Tasks

Members were provided with a list showing the handyman tasks completed to date and newly suggested tasks which included:

Outstanding works include:

- Treating the benches by Coppice Lane pond
- Cutting back trees and shrubbery at Bridgecote Lane
- Tidy the area along Bridgecote Lane footpath into the Bridge Street underpass and repair the fence pickets which have broken
- Installation of a Christmas tree socket with cover on the Wash Road verge.
- Prepare and Paint Noak Bridge Nature Reserve Gates

Newly identified works include:

1. To replace damaged bollards on Bridgecote Lane at a cost of £604
2. To securely fix the Tommy statues on the new bench at Fore St Green at a cost of £40.

Resolved: That the Council agreed to approve tasks 1 and 2 accepting the quotes for the works, as indicated.

26/2026 CouncilWise Subscription

Members received a report and comparison of training costs of the EALC and CouncilWise and agreed they would not opt into the CouncilWise subscription service.

Resolved: That the Council will not subscribe to the CouncilWise service but will attend any relevant training courses as and when required.

27/2026 Correspondence

The Clerk advised Basildon Borough Council had been contacted in relation to all outstanding invoices.

28/2026 Date of Next Meeting

The next council meeting will be held on the 25 March 2026. The April meeting, the annual Parish Council Meeting, will be held on the 15 April 2026.

There being no further business, the meeting closed at 20:50.

Signed: _____
Chairman

Date: _____

Accounts for Payment**For authorisation on 25 March 2026**

<i>Date</i>	<i>Supplier</i>	<i>Item</i>	<i>Net</i>	<i>VAT</i>	<i>Total</i>
02/03/2026	Friends of Noak Bridge	Grant agreed 25/02/2026 Minute ref: 21/2026/07	139.00	-	139.00
02/03/2026	Basildon Borough Council	Tommy Bench installation	2,142.95	-	2,142.95
26/03/2026	Peter Thomas	Handyman works Jan and Feb '26	1,700.00	340.00	2,040.00
25/03/2026	L Townend	March salary	679.72	-	679.72
25/03/2026	L Townend	March expenses	85.17	-	85.17
25/03/2026	HMRC	March PAYE costs	252.88	-	252.88
25/03/2026	Nest Pension	March submission	62.70	-	62.70
28/02/2026	VCS Websites Ltd	Website hosting Feb 26 to Feb 27	283.00	-	283.00
26/03/2026	NBCA	Hall hire - 25th March 2026	50.00	-	50.00
31/03/2026	Unity Trust Bank	February service charge	7.00	-	7.00
TOTAL:			5,402.42	340.00	5,742.42

[Return to Agenda](#)

Bank Reconciliation to the 28th February 2026

Bank Balance as at	29.10.2025	30.11.2025	31.12.2025	31.01.2026	29.02.2026
Santander Current Account	£ 33,037.15	£ 31,563.51	£ 26,574.03	£ 24,270.87	£ -
Business Saving Account Santander	£ 18,001.16	£ 18,001.16	£ 18,001.16	£ 18,001.16	£ 18,001.16
Business Saving Account Metro	£ 71,960.29	£ 72,004.65	£ 72,050.52	£ 72,096.42	£ 72,137.90
Unity Trust Bank FT Account	£ 85,000.00	£ 85,000.00	£ 85,000.00	£ 85,000.00	£ 85,000.00
Unity Trust Bank Current Account	£ -	£ -	£ -	£ -	£ 24,244.89
Total:	£ 207,998.60	£ 206,569.32	£ 201,625.71	£ 199,368.45	£199,383.95
Less Unpresented cheques					
HMRC Costs	£ 251.86	£ 504.59	£ 757.70	£ 252.88	£ 252.88
Coppice Lane Pond		£ 3,000.00	£ 3,000.00	£ 3,000.00	£ 3,000.00
Nest pension			£ 62.70		
Total of unpresented cheques	£ 251.86	£ 3,504.59	£ 3,820.40	£ 3,252.88	£ 3,252.88
Net Bank Balances as at	£ 207,746.74	£ 203,064.73	£ 197,805.31	£ 196,115.57	£196,131.07
CASH BOOK					
Balance	£ 202,631.11	£ 202,631.11	£ 202,631.11	£ 202,631.11	£202,631.11
Plus Receipts Current account	£ 44,891.30	£ 44,971.30	£ 44,971.30	£ 45,263.41	£ 45,263.41
Plus Receipts Bus. Saving account	£ 1,060.97	£ 1,060.97	£ 1,060.97	£ 1,060.97	£ 1,060.97
Plus Receipts Bus. Sav. Metro Account	£ 348.69	£ 393.05	£ 438.92	£ 484.82	£ 526.30
Plus Receipts Unity Trust Bank	£ -	£ -	£ -	£ -	£ -
Total	£ 248,932.07	£ 249,056.43	£ 249,102.30	£ 249,440.31	£249,481.79
Less Payments	£ 41,185.33	£ 45,991.70	£ 51,296.99	£ 53,324.74	£ 53,350.72
Grand Total	£ 207,746.74	£ 203,064.73	£ 197,805.31	£ 196,115.57	£196,131.07
Difference	£ -	£ 0.00	£ 0.00	£ -	£ 0.00

NOAK BRIDGE PARISH COUNCIL	MONTHLY BUDGET REPORT
Month	February 2026

INCOME	Budget	Actual (to date)	Variance (+/-)
Precept	£41,235.00	£41,276.54	£41.54
LCTS Grant	£0.00	£292.11	£292.11
CIF Grant	£0.00	£0.00	£0.00
Interest	£0.00	£1,545.79	£1,587.27
Event Income	£0.00	£0.00	£0.00
Miscellaneous	£0.00	£203.70	£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	£44,746.00	£46,809.20	£2,063.20

EXPENDITURE	Budget	Total spent to 30/04/25	Variance (+/-)	Percentage spent	Expenditure in month
Staff Costs					
Salaries	£10,215.00	£7,469.69	£2,745.31	73%	£679.72
Tax & Employer NI	£1,970.00	£3,195.08	-£1,225.08	162%	£252.88
Pension	£500.00	£626.04	-£126.04	125%	£62.70
Payroll	£300.00	£84.00	£216.00	28%	£0.00
Home allowance, Travel & Costs	£500.00	£509.65	-£9.65	102%	£54.47
Training inc. travel	£2,000.00	£120.00	£1,880.00	6%	£0.00
Office equip & stationery	£1,000.00	£367.63	£632.37	37%	£30.70
General Costs					
Computer & Other Digital Equipment	£500.00	£283.00	£217.00	57%	£283.00
Fixed asset maintenance	£2,000.00	£904.00	£1,096.00	45%	£0.00
Telephone & Internet	£0.00	£0.00	£0.00	#DIV/0!	£0.00
Elections/By-election	£2,500.00	£0.00	£2,500.00	0%	£0.00
Professional fees	£2,000.00	£70.00	£1,930.00	4%	£0.00
Hall Hire	£1,000.00	£450.00	£550.00	45%	£50.00
Insurance	£1,200.00	£931.19	£268.81	78%	£0.00
Subscriptions	£1,000.00	£1,090.50	-£90.50	109%	£0.00
Councillor Training	£1,500.00	£0.00	£1,500.00	0%	£0.00
Audit Fees	£750.00	£390.00	£360.00	52%	£0.00
Bank Charges	£0.00	£16.99	-£16.99	#DIV/0!	£7.00
Publications/newsletters	£1,500.00	£0.00	£1,500.00	0%	£0.00
CCTV & Security	£1,500.00	£0.00	£1,500.00	0%	£0.00

VAT		£4,066.34	-£4,066.34	#DIV/0!	£340.00
<u>Community Support</u>					
Community Events Support	£1,500.00	£4,443.96	-£2,943.96	296%	£2,142.95
Kings Meni Bridge	£500.00	£0.00	£500.00	0%	£0.00
Kings Coronation	£500.00	£0.00	£500.00	0%	£0.00
Community Grants Awards (small)	£2,000.00	£139.00	£1,861.00	7%	£139.00
Community Lights Project	£4,700.00	£8,450.00	-£3,750.00	180%	£0.00
Support Grants	£100.00	£0.00	£100.00	0%	£0.00
<u>Projects</u>					
Parish Plan	£5,000.00	£0.00	£5,000.00	0%	£0.00
D Day (from reserves) VE Day	£5,000.00	£250.00	£4,750.00	5%	£0.00
Contingency earmarked (from reserves)	£10,000.00	£0.00	£10,000.00	0%	£0.00
Community Projects earmarked (from reserves)	£30,000.00	£16,004.44	£13,995.56	53%	£0.00
Community Projects Play Area earmarked (from reserves)	£25,000.00	£0.00	£25,000.00	0%	£0.00
Environmental Maintenance (From Reserves)	£10,000.00	£5,945.00	£4,055.00	59%	£1,700.00
Neighbourhood Plan (funded from reserves)	£10,000.00	£3,265.17	£6,734.83	33%	£0.00
EXPENDITURE TOTALS	£136,235.00	£59,071.68	£77,163.32	43%	£5,742.42
PRECEPT TOTALS	£41,276.54	£59,071.68		143%	

NOAK BRIDGE PARISH COUNCIL	MONTHLY BUDGET REPORT
Month	February 2026

INCOME	Budget	Actual (to date)	Variance (+/-)
Precept	£41,235.00	£41,276.54	£41.54
LCTS Grant	£0.00	£292.11	£292.11
CIF Grant	£0.00	£0.00	£0.00
Interest	£0.00	£1,545.79	£1,587.27
Event Income	£0.00	£0.00	£0.00
Miscellaneous	£0.00	£203.70	£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	£44,746.00	£46,809.20	£2,063.20

EXPENDITURE	Budget	Total spent to 30/04/25	Variance (+/-)	Pe
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Staff Costs

Salaries	£10,215.00	£7,469.69	£2,745.31
Tax & Employer NI	£1,970.00	£3,195.08	-£1,225.08
Pension	£500.00	£626.04	-£126.04
Payroll	£300.00	£84.00	£216.00
Home allowance, Travel & Costs	£500.00	£509.65	-£9.65
Training inc. travel	£2,000.00	£120.00	£1,880.00
Office equip & stationery	£1,000.00	£367.63	£632.37

General Costs

Computer & Other Digital Equipment	£500.00	£283.00	£217.00
Fixed asset maintenance	£2,000.00	£904.00	£1,096.00
Telephone & Internet	£0.00	£0.00	£0.00
Elections/By-election	£2,500.00	£0.00	£2,500.00
Professional fees	£2,000.00	£70.00	£1,930.00
Hall Hire	£1,000.00	£450.00	£550.00
Insurance	£1,200.00	£931.19	£268.81
Subscriptions	£1,000.00	£1,090.50	-£90.50
Councillor Training	£1,500.00	£0.00	£1,500.00
Audit Fees	£750.00	£390.00	£360.00
Bank Charges	£0.00	£16.99	-£16.99
Publications/newsletters	£1,500.00	£0.00	£1,500.00
CCTV & Security	£1,500.00	£0.00	£1,500.00
VAT		£4,066.34	-£4,066.34

Community Support

Community Events Support	£1,500.00	£4,443.96	-£2,943.96
Kings Meni Bridge	£500.00	£0.00	£500.00
Kings Coronation	£500.00	£0.00	£500.00
Community Grants Awards (small)	£2,000.00	£139.00	£1,861.00
Community Lights Project	£4,700.00	£8,450.00	-£3,750.00
Support Grants	£100.00	£0.00	£100.00

Projects

Parish Plan	£5,000.00	£0.00	£5,000.00
D Day (from reserves) VE Day	£5,000.00	£250.00	£4,750.00
Contingency earmarked (from reserves)	£10,000.00	£0.00	£10,000.00
Community Projects earmarked (from reserves)	£30,000.00	£16,004.44	£13,995.56
Community Projects Play Area earmarked (from reserves)	£25,000.00	£0.00	£25,000.00
Environmental Maintenance (From Reserves)	£10,000.00	£5,945.00	£4,055.00
Neighbourhood Plan (funded from reserves)	£10,000.00	£3,265.17	£6,734.83

EXPENDITURE TOTALS

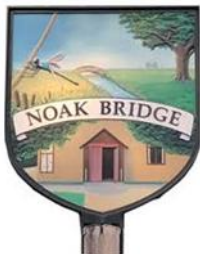
£136,235.00	£59,071.68	£77,163.32
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PRECEPT TOTALS**£41,276.54****£59,071.68**[Return to Agenda](#)**NOAK BRIDGE PARISH COUNCIL FIXED ASSET REGISTER REVISED 18 MARCH 2026**

Year	Asset	Location	Condition	Cost
2004	Boundary Signs X 4	South Wash Rd/Wash Rd/Barleylands Rd	Good	1,322.00
2007	Duck House	Coppice Lane Pond	Fair	346.00
2007	York Bench	Coppice Lane School	Good	600.00
2010	York Bench	Coppice Lane Pond	Good	735.00
2013	Orion Display Board	Bridge Street	Good	222.00
2008	Notice Board	Coppice Lane	Good	609.00
2008	Notice Board	South Wash Road Playing Field	Good	702.00
2009	Goal Posts 1 small	South Wash Road Playing Field	Good	500.00
2012	Diamond Jubilee Stone Bench	South Wash Road Playing Field	Good	1,352.89
2013	Apple iMac Desktop Computer	Chairman's Home	Good	1,272.37
2013	Bench	Village Green	Good	200.00
2015	Gazebo	Chairman's Home	Good	200.00
2016	WiFi Printer	Chairman's Home	Good	90.00
2017	Filing Cabinet	Village Hall	Good	200.00
				8,351.26
Acquisitions to year end March 2018				
2017	Pentanche Court and Fencing	Village Hall Garden	New	14,020.00
2018	Stone Boulders x 9	South Wash Road Playing Field	New	2,722.26

2018	Telescopic Bollards x 2 model no RTSQ8. Key numbers T23707 & T23724	South Wash Road Playing Field	New	672.00
				17,414.26
Acquisitions to year end March 2019				
2018	Fencing & 2 Gates Dog Utility Course	South Wash Road Playing Field	New	7,242.24
2018	Defibrillators + Cabinets X 2	Medical Centre X 1 - Noak Bridge Pub X 1	New	3,144.00
				10,386.24
Acquisitions to year end March 2020				
2019	Goal Posts x 2 Large	South Wash Road Playing Field	New	1,060.00
				1,060.00
Acquisitions to year end March 2021				
None				
Acquisitions to year end March 2022				
Mar-21	Little Libraries x 2	Outside Village Hall	New	430.00
				430.00
Acquisitions to year end March 2023				
May-22	Megaphone Speaker	Chairman's Home	New	74.00
May-22	Flood Lights x 4	Chairman's Home	New	104.00
Jul-22	Jubilee Beacon	South Wash Road Playing Field	New	3,000.00
Sep-22	Dell Laptop	Clerk's Home	New	515.00
Nov-22	Remembrance Figurine	Stored at Pat Wordsworth's residence	New	97.00
Jul-22	Duck House	Durban Lane Pond	New	467.00
Nov-22	Village Signs	Entrance Bridge St / Eastfield Road	New	2,500.00
Nov-22	Christmas Tree & Lights	Chairman's Home	New	350.00
				7,107.00
Acquisitions to year end 2023				
Jul-23	Small Goal Post	Wash Road Playing Field	New	936.00
Jul-23	Defibrillator	Rear Costcutter Shop	New	1,760.00
Sep-23	Duck Landing Board	Durban Lane Pond	New	334.00
Dec-23	Street Sign	Saling Green	New	492.00
				3,522.00
Acquisitions to year end March 2025				
Oct-24	Three CCTV Cameras	External Wall Shop & Chemist	New	1,335.68
		Total acquisitions 2025/26		1,335.68
Acquisitions to year end March 2026				
Apr/May 2025	Original Tommy Soldier 6'		New	650.00
May-25	Wooden Tommy Memorial Bench		New	700.00
				1,350.00
		Total Fixed Assets		50,956.44

[Return to Agenda](#)



AGENDA REPORT ITEM 9.1 Budget and Virement Policy

Background Information

The Council currently operates a Budget and Virement Policy which provides a framework for transferring funds between budget headings during the financial year. Since its adoption, updated guidance has been issued through the **Smaller Authorities Proper Practices (SAPPP) Practitioners' Guide (2025)**, which sets out strengthened expectations for financial management, transparency and reporting.

A review of the existing policy has identified that, while it remains broadly fit for purpose, it does not fully reflect current guidance in areas such as the treatment of income variations, use of reserves, year-end controls and transparency requirements.

In addition, the current policy operates largely in isolation from the Council's Financial Regulations and Standing Orders, and would benefit from clearer integration within the Council's wider governance framework.

Summary

The revised Budget and Virement Policy has been updated to align with current best practice and SAPPP guidance. The key improvements include:

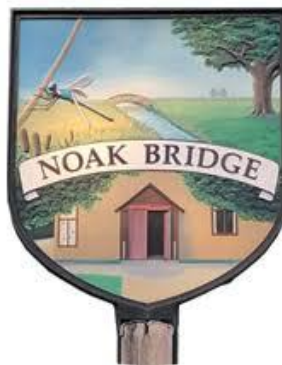
- clarification that virements apply to both income and expenditure budgets;
- confirmation that virements cannot be used to alter the approved precept requirement;
- strengthened controls around the use of earmarked reserves and contingency funds;
- prohibition of retrospective year-end virements used to offset overspends;
- enhanced transparency through clearer reporting and record-keeping requirements;
- formal linkage to the Council's Financial Regulations and Standing Orders; and
- updated terminology and structure to reflect current audit expectations.

The revised policy does not change the Council's existing approach to governance, and all virements will continue to require approval by Full Council.

Recommendation

That the Council:

1. Adopts the revised Budget and Virement Policy as presented; and
2. Approves the associated amendments to the Financial Regulations and Standing Orders to ensure consistency across the Council's governance framework.



Budget and Virement Policy

Version	Date Adopted	Minute Reference	Review Date
1			

1. Purpose

1.1. The budget sets the pre-authorised legal spending limits of the Council and provides the basis for determining the Council Tax requirement.

1.2. This policy establishes the rules governing transfers (“virements”) between approved budget headings during the financial year, including treatment of income variances and the use of contingencies and earmarked reserves.

2. Informal Grievance Procedure

2.1. A virement is the transfer of an approved budget from one budget heading to another in order to reflect changes to service delivery, timing, or cost during the financial year.

2.2. Virements may apply to income or expenditure budgets, or both.

3. Principles

3.1. Virements shall not:

- a) alter the approved Precept requirement;
- b) create new ongoing financial commitments without Full Council approval;
- c) be used retrospectively after year-end for the purpose of balancing accounts;
- d) replace the need for proper budget setting, budget monitoring or reporting.

3.2. Virements shall only affect the current financial year unless Full Council agrees otherwise.

3.3. Virements are an internal accounting mechanism and do not authorise additional expenditure beyond the approved budget without separate Council approval.

4. Financial Responsibilities

4.1. The Responsible Financial Officer (RFO) shall report actual performance against budget at least quarterly, providing explanations for significant variances.

4.2. Where variances indicate a material overspend or underspend, the RFO may recommend a virement to Full Council for approval.

5. Virement Approval and Reporting

5.1. All virements must be approved by Full Council.

5.2. All virement decisions shall be recorded in the Council minutes.

5.3. The RFO shall maintain a register of approved virements and report them within budget monitoring reports.

6. Earmarked Reserves and Contingency

6.1. Virements from Earmarked Reserves (EMRs) may only be approved by Full Council.

6.2. Virements to or from the General Reserve or Contingency may only be approved by Full Council and must identify the underlying purpose and residual risk.

6.3. The sufficiency of reserves shall be considered prior to approval.

7. Treatment of Income Variances

7.1. Where income increases or decreases materially from the approved budget, the RFO shall report the impact to Full Council.

7.2. Virements may be used to realign expenditure where income changes are linked to specific activities or grants.

8. Year End and Retrospective Restrictions

8.1. Virements must not be used after year-end close-down to eliminate overspends or alter year-end presentation.

8.2. Material overspends shall be reported to Council and recorded transparently in the Annual Governance and Accountability Return (AGAR) if required.

9. Interaction with Other Governance Documents

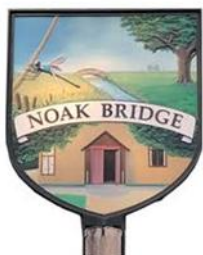
9.1. This policy shall be read in conjunction with the Council's Financial Regulations and Standing Orders.

9.2. Where inconsistencies arise, Financial Regulations shall prevail unless amended by Full Council.

10. Review

10.1. This policy shall be reviewed at least every three years or sooner if required by legislative or guidance changes.

[Return to Agenda](#)



AGENDA REPORT ITEM 9.2

Grant Funding Policy

Background information

At present, the only information available to residents about the Council's grant funding process is the existing Application for Grant Funding form. This sets out basic terms and conditions, including:

- Grants may only be made to local organisations within the Parish Boundary.
- Grants are restricted to capital expenditure and cannot be paid retrospectively.
- Applications must be made on the prescribed form and accompanied by audited accounts (unless newly constituted).
- Maximum grant limits of £500 (small projects) and £5,000 (large projects).
- Payment is made upon completion of works/goods and evidence of expenditure.
- Projects must be delivered within two years of the offer or the grant will lapse.
- Completed projects are evaluated within six months.

Whilst this form provides guidance, the Council does not currently have a standalone policy document setting out the scope, eligibility criteria, application process, assessment framework, and monitoring arrangements for grants.

Summary

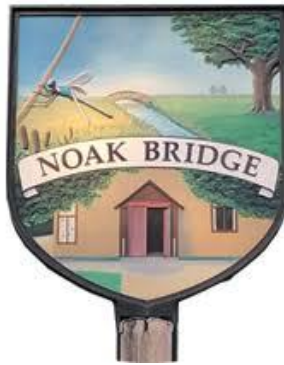
A draft Grant Funding Policy and Guidance Notes has now been prepared to provide a clearer, more transparent framework. The draft policy combines good practice from neighbouring councils and includes:

- Defined eligibility and exclusions (e.g. no grants to individuals, revenue costs, or projects the Council has no power to fund).
- A focus on projects that directly benefit residents of Noak Bridge, with emphasis on community development, healthy living, and environmental sustainability.
- A structured but proportionate application process requiring accounts, a constitution/committee structure, and evidence of other funding/fundraising.
- Clear decision-making, payment, and monitoring arrangements, including feedback on outcomes and possible reporting at the Annual Parish Meeting.
- A new application form aligned to the policy to replace the current form.

This will ensure consistency, fairness, and accountability in how grant funding is awarded and monitored.

Recommendation

That Noak Bridge Parish Council adopt the Grant Funding Policy and Guidance Notes, as attached.



Noak Bridge Parish Council

Grant Funding Policy

Version	Date Adopted	Minute Reference	Review Date
1			

1. Policy Statement

1.1 Noak Bridge Parish Council is committed to supporting local organisations, groups, and projects that provide clear benefits to the residents of Noak Bridge. Grant funding is intended to strengthen community life, promote inclusion, and ensure resources are used effectively, transparently, and in accordance with the Council's financial regulations.

1.2 This policy applies to all applications for financial assistance from the Parish Council.

2. Eligibility and Conditions

2.1 Applicants must be formally constituted organisations, clubs, or community groups operating within the Parish boundary. Individual applicants are not eligible.

2.2 Projects must provide a direct benefit to residents of Noak Bridge. Projects involving neighbouring areas may be considered if a significant benefit accrues to local residents.

2.3 Grants will normally be awarded towards capital expenditure (equipment, facilities, or one-off improvements). Support for community events, classes, or social/cultural activities may be considered in exceptional circumstances.

2.4 Grants will not be paid retrospectively.

2.5 Applicants must provide a copy of their most recent audited accounts (unless newly constituted) and, if relevant, projected income/expenditure for new groups.

2.6 Applicants must comply with all relevant legislation, including safeguarding, health & safety, and equality requirements.

2.7 Organisations may apply for only one grant per financial year.

2.8 Applicants must have a bank account with at least two signatories and a committee/management structure.

2.9 The Council reserves the right to request additional information before making a decision.

3. Grant Amounts

3.1 Small projects: up to £500.

3.2 Large projects: up to £5,000.

3.3 The Council may award amounts lower than requested depending on available funds and overall budget constraints.

3.4 All grants are subject to the availability of funds and approval by the Council.

4. What Can Be Funded

4.1 The Parish Council will consider grants that broadly support the following themes:

- Community development and safety
- Healthy living
- Environmental care and sustainability

4.2 Eligible expenditure includes:

- Capital items (equipment, facilities, or one-off improvements)
- In exceptional cases, support for events, classes, or training

4.3 The Council will not fund:

- Revenue costs, including staffing or routine running costs
- Fundraising events or appeals
- Animal welfare projects
- Fabric appeals for places of worship
- Hospitals, hospices, or medical centres

4.4 The Council may, at its discretion, consider exceptions in special circumstances.

5. Application Process

5.1 Applications must be submitted using the official grant application form, available from the Clerk or the Council website: www.noakbridgeparishcouncil.gov.uk.

5.2 Applications must be fully completed. Supporting documents may be included but cannot replace answers in the form.

5.3 Assistance in completing the form is available on request, including large-print versions.

5.4 Applications can be submitted at any time but should be received at least two weeks before a scheduled Parish Council meeting to allow consideration.

5.5 Incomplete applications will not be considered.

5.6 Applicants must provide details of previous grants from Noak Bridge Parish Council and any other external funding, including amounts and dates.

5.7 If the application involves building works or the purchase of goods, payment will only be made on completion of works or delivery of goods and receipt of appropriate invoices.

5.8 Grants offered will lapse if the project does not commence within two years of approval unless otherwise agreed.

5.9 The decision of the Parish Council is final, and there is no right of appeal. Applicants will be notified in writing of the outcome, including any conditions attached to an award.

6. Payment of Grant

6.1 Payment will normally be made on receipt of invoices or evidence of expenditure.

6.2 Applicants must provide the name to which the grant payment should be made, and relevant bank account details.

6.3 For building works or equipment purchases, proof of completion or delivery may be required before payment.

6.4 If expenditure is not evidenced within 12 months of project completion, the grant may be withdrawn unless otherwise agreed.

7. Monitoring and Evaluation

7.1 Grants must be used solely for the purposes stated in the application. Misuse may result in withdrawal of funding or repayment of the grant.

7.2 Successful applicants must provide a written report within three months of project completion, including financial evidence and outcomes.

7.3 Groups may be invited to present their project at the Annual Parish Meeting.

7.4 Failure to comply with reporting requirements may affect eligibility for future grants.

8. Conflict of Interest

8.1 Councillors must declare any personal or financial interest in grant applications and will not participate in decisions where a conflict exists.

9. Publicity

9.1 The Parish Council encourages recipients to acknowledge the Council's support in project materials, events, or communications.

10. Equality and Diversity

10.1 The Council aims to support projects that promote equality, diversity, and inclusion within the community.

11. Applicant Declaration

11.1 All applicants must sign a declaration confirming:

- The information provided is true and accurate.
- Any funding awarded will be used solely for the purposes approved.
- The applicant will comply with all conditions attached to the grant, including monitoring and reporting requirements.

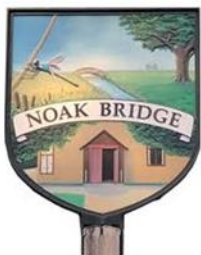
12. Policy Review

12.1 This policy will be reviewed at least once every three years, or sooner if required due to legislative changes, financial regulations, or council priorities.

Guidance Notes for Organisations

1. **Organisation applying** – Give the full name of your group.
2. **Project Title** – A short description, e.g., “Equipment for Community Garden.”
3. **Full description** – Outline what your project will do, who will benefit, and how. Include what has already been achieved and how the project fits into wider plans.
4. **Total Value of Project** – Provide estimated costs for all elements of the project, even if you are not asking the Council to fund them all.
5. **Other Funding** – Give details of other funding secured or applied for, including fundraising or volunteer contributions.
6. **Grant Requested** – Clearly state the amount of funding sought from the Parish Council.
7. **Benefits to Community** – Explain how the project will improve life for residents of Noak Bridge.

[Return to Agenda](#)



AGENDA REPORT ITEM 9.3

Councillor Co-option Policy

Background Information

At present, Noak Bridge Parish Council does not have a formal Co-Option Policy in place to guide the process for filling casual vacancies. Whilst the Council has the legal power to co-opt in accordance with the Local Government Act 1972 and associated legislation, the absence of a documented procedure means there is no agreed framework to ensure the process is applied consistently.

A draft Co-Option Policy has therefore been prepared, setting out a structured and transparent approach to managing vacancies, from initial notification through to appointment and induction. The policy reflects current legislation, best practice guidance, and the Council's Standing Orders.

Summary

The adoption of a Co-Option Policy is considered good practice as it supports effective governance and provides clarity for both councillors and prospective applicants.

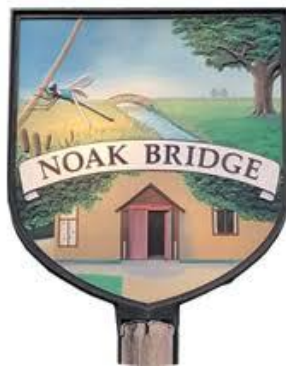
The proposed policy:

- Ensures compliance with relevant legislation and recognised guidance;
- Establishes a fair, open, and transparent process for all applicants;
- Promotes consistency in how applications are considered and decisions made;
- Reduces the risk of challenge by clearly documenting the Council's approach;
- Enhances public confidence in the way the Council fills vacancies; and
- Provides a structured process for the induction and support of newly appointed councillors.

By formalising the process, the Council demonstrates its commitment to transparency, accountability, and equality of opportunity.

Recommendation

That Noak Bridge Parish Council adopt the Co-option Policy as attached.



Councillor Co-option Policy

Version	Date Adopted	Minute Reference	Review Date
1			

1. Introduction and Legal Framework

1.1 This policy sets out the procedure to be followed by Noak Bridge Parish Council when filling a casual vacancy in the office of parish councillor by co-option.

1.2 The policy is made having regard to:

- Section 87(2) of the Local Government Act 1972;
- The Representation of the People Act 1983;
- Relevant guidance issued by the National Association of Local Councils (NALC);
- The Council's adopted Standing Orders, in particular Standing Order 8 (Voting on Appointments) and Standing Orders relating to meetings, voting, confidentiality, and data protection.

1.3 Where a casual vacancy arises, the Proper Officer shall give public notice of the vacancy in accordance with Section 87(2) of the Local Government Act 1972.

1.4 If, after the expiry of 14 clear days following publication of the notice, no request for a by-election has been received by the Borough's Returning Officer from at least ten local government electors, the Council may fill the vacancy by co-option.

1.5 The next ordinary Parish elections will be in May 2027. If a vacancy occurs within 6 months of the Parish Council's forthcoming ordinary elections, then the election will not be held, however, the vacancy may be filled by co-option if wished, but the Council is not obliged to do so.

2. Equality and Transparency

2.1 Noak Bridge Parish Council is committed to equality of opportunity and welcomes applications from all sections of the community.

2.2 The co-option process shall be conducted in a fair, open, and transparent manner, ensuring that all applicants are treated consistently and without discrimination.

3. Commencement of the Co-Option Process

3.1 Upon written confirmation from Electoral Services that no by-election has been requested and that the vacancy may be filled by co-option, the Proper Officer shall commence the co-option process.

3.2 The Proper Officer shall:

- Advertise the vacancy for a minimum of 14 clear days on the Council's notice boards, website, and by such other means as the Council considers appropriate;
- Notify all councillors that the co-option process has commenced;
- Send a copy of the published vacancy notice to the District Returning Officer and liaise with Electoral Services to confirm the date on which the 14-day period expires and the subsequent eligibility for co-option.

3.3 The 14-day notice period shall be calculated in accordance with electoral regulations and excludes Saturdays, Sundays, bank holidays, and national days of mourning.

4. Information for Prospective Applicants

4.1 Any person wishing to be considered for co-option shall contact the Proper Officer express an interest.

4.2 The Proper Officer shall provide prospective applicants with information regarding:

- Eligibility criteria for office;
- The role and responsibilities of a parish councillor, including adherence to the Code of Conduct;
- The requirement to complete an Acceptance of Office and Register of Interests if appointed.

4.3 The following documents shall be provided electronically where available:

- The Good Councillor Guide;
- Guidance on the role of parish councillors
- NALC's Local Council's Explained.

5. Application Process

5.1 Applicants wishing to proceed shall be required to submit:

- A completed Co-option Application Form (Appendix 1); and
- A completed Co-option Eligibility Form (Appendix 2).

5.2 Applications shall be submitted by the deadline specified in the vacancy advertisement.

5.3 All applications shall be treated as confidential and processed in accordance with the Council's data protection policies and the UK General Data Protection Regulation.

6. Consideration of Applications

6.1 All valid applications shall be circulated to councillors with the agenda for the meeting at which the co-option is to be considered.

6.2 Applicants shall be invited to attend the meeting to address the Council and to respond to questions from councillors.

6.3 Each applicant shall be given an equal opportunity to address the Council for up to **three minutes** and may answer questions put by councillors.

6.4 The Council shall assess applicants against the Councillor Person Specification set out in Appendix 3.

6.5 At the meeting, councillors may formally nominate and second applicants for election. Applicants who are not nominated and seconded shall not be put forward for a vote.

7. Decision and Voting

7.1 The decision to co-opt a councillor shall be made by resolution of the Council at a properly convened meeting.

7.2 Voting shall be conducted in accordance with Standing Order 8. Where more than two applicants are nominated and none receives an absolute majority, the applicant with the fewest votes shall be eliminated and a further vote taken until an absolute majority is achieved.

7.3 Each councillor shall have one vote per round of voting. Voting shall normally be by show of hands unless the Council resolves otherwise.

7.4 In the event of an equality of votes, the Chair of the meeting shall exercise a casting vote.

8. Appointment

8.1 The Chair shall declare the successful applicant duly appointed.

8.2 The Proper Officer shall notify the successful applicant as soon as practicable and shall also notify unsuccessful applicants.

9. Post Appointment Formalities

9.1 The newly appointed councillor shall, before or at their first meeting, sign an Acceptance of Office. Upon doing so, they shall be entitled to act as a full member of the Council.

9.2 The Proper Officer shall notify Electoral Services of the appointment and shall ensure all statutory notices and website information are updated accordingly.

9.3 The councillor shall be provided with copies of the Council's Standing Orders, Financial Regulations, and relevant committee terms of reference.

9.5 Within 28 days of appointment, the councillor must complete and submit a Register of Interests form to the Monitoring Officer, which will be published in accordance with the Localism Act 2011.

9.6 The Council shall provide induction, training, and other support to assist the councillor in fulfilling their role effectively.

10. Review of Policy

10.1 This policy shall be reviewed periodically by the Council and updated as necessary to reflect changes in legislation or best practice. A full review will be conducted at least every 2 years.

Appendix 1 – Co-option Application Form – Sent Separately

Appendix 2 – Eligibility Requirements and Disqualifications

Eligibility to be a Parish Councillor

To be eligible for co-option as a councillor of Noak Bridge Parish Council, an applicant must, on the date of co-option:

1. Be at least 18 years of age; and
2. Be a British citizen, a qualifying Commonwealth citizen, or a citizen of the Republic of Ireland; and
3. Satisfy at least one of the following four qualifications:

Please indicate which apply (you may select more than one):

- ☐ a. I am registered as a local government elector for the parish of Noak Bridge; or
- ☐ b. I have, during the whole of the twelve months preceding the date of my co-option, occupied as owner or tenant any land or other premises in the parish of Noak Bridge; or
- ☐ c. My principal or only place of work during the whole of the twelve months preceding the date of my co-option has been within the parish of Noak Bridge; or
- ☐ d. I have, during the whole of the twelve months preceding the date of my co-option, resided in the parish of Noak Bridge or within three miles of it.

Disqualifications

A person is disqualified from being elected or appointed as a parish councillor if they:

1. hold any paid office or employment of the Parish Council (other than the office of Chair);
2. are the subject of a bankruptcy restrictions order or interim order;
3. have, within five years before the date of co-option, been convicted and sentenced to a term of imprisonment of three months or more without the option of a fine;
4. are otherwise disqualified under Part III of the Representation of the People Act 1983 relating to corrupt or illegal electoral practices.

Appendix 3 – Councillor Person Specification

Noak Bridge Parish Council

Role: Parish Councillor

Parish councillors work together to set the strategic direction of the Council, make decisions on local issues, represent the interests of the community, and ensure that the Council acts lawfully and in the public interest. Councillors are expected to follow the Council's Code of Conduct and work constructively with fellow councillors, officers, partner organisations, and residents.

Essential Criteria

Commitment and Conduct

- A strong commitment to serving the local community and representing the interests of residents of Noak Bridge.
- Willingness to observe and uphold the Council's Code of Conduct and Standing Orders.
- Commitment to equality, diversity, and inclusion in all council activities.
- A positive and constructive approach to problem-solving, addressing issues in a practical way.

Knowledge and Understanding

- An interest in local affairs and issues affecting the parish.
- An understanding of the role and responsibilities of a parish councillor, or a willingness to learn through training and guidance.

Skills and Abilities

- Ability to listen constructively and consider alternative viewpoints.
- Ability to communicate clearly and respectfully in meetings, with residents, and in public forums.
- Ability to work effectively as part of a team and to respect collective decision-making.
- Willingness and ability to engage with the local community and stakeholders to understand their views and represent their interests.
- Ability to form and maintain positive working relationships with councillors, officers, partner organisations, and the wider community.

Practical Requirements

- Ability and willingness to attend council meetings, committee meetings if appointed, and occasional local events.
- Willingness to undertake induction and ongoing training relevant to the role.

Desirable Criteria

Experience and Knowledge

- Experience of working or volunteering in a local authority, public body, voluntary organisation, or community group.
- Experience of representing the views of others or engaging with the public.
- A basic understanding of local government or parish council governance.

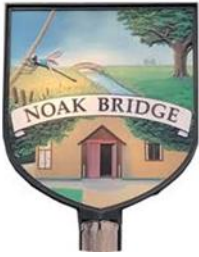
Additional Attributes

- Ability to bring particular skills, expertise, or local knowledge that would support the effective work of the Council (e.g., planning, finance, community engagement, communications).
- Familiarity with digital communication tools (email, council portals, online consultation platforms) and willingness to use them to support council work.

General Notes

- This role is unpaid.
- Reasonable adjustments will be made to support councillors in carrying out their duties.
- The Council values a broad range of perspectives and encourages applications from individuals of all backgrounds and experiences to reflect the diversity of the community.

[Return to Agenda](#)



AGENDA REPORT ITEM 12.2

Hanging Basket Installations 2026

Background Information

In 2025, the Council introduced a hanging basket scheme along Coppice Lane, installing 6 double (12 single) 450mm flower baskets on street lighting columns. The initiative aimed to enhance the visual appearance of the area and contribute positively to the local environment.

Overall, the baskets performed well and were well received. However, one basket located outside the school did not thrive due to excessive shade, highlighting the importance of careful siting.

The total cost for the 2025 scheme was £1,920. This included £105 per hanging basket and a one-off £660 cost for bulldog clips to secure the baskets to the lampposts.

For 2026/27, the Council has approved a budget of £2,000 for hanging baskets, with funding to be drawn from the Council's reserves.

Summary

Members are asked to consider the scope of the hanging basket scheme for 2026. This may include:

- Retaining the current number and locations, with a review of the unsuitable shaded location
- Expanding the scheme to additional areas within the parish, subject to budget limits

The scheme has demonstrated clear aesthetic benefits, and there is sufficient budget to continue or expand the initiative within the approved £2,000 allocation.

Recommendation

That Members consider the outcomes of the 2025 hanging basket scheme and agree the scope, for the hanging basket installations for 2026 so quotes can be sought.

[Return to Agenda](#)