



Noak Bridge Parish Council

Minutes

**Held at Noak Bridge Village Hall, Coppice Lane, Noak Bridge SS15 4JS on
Wednesday 5th August 2026 at 7:00pm**

Present

Chairman: Cllr M Cottrell

Councillors: Cllr C Bateman, Cllr J Dowton, Cllr P Hawkins and Cllr T Sargent

In attendance: Lynda Townend (Clerk) and 3 members of the public.

The Chairman welcomed everyone to the meeting.

84/2026 Apologies for Absence

Apologies were received from Cllr Daft.

Basildon Borough Councillor Myers and County Cllr Hockton were unable to attend the meeting attending

85/2026 Declarations of Interest

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

Cllr Sargent declared an Interest in her capacity as a Borough Councillor.

86/2026 Minutes

Members reviewed the minutes from the Parish Council meeting held on the 24th June 2026, Minutes 70/2026 to 82/2026 inclusive and the minutes from the Parish Council meeting held on the 15th July 2026, Minute 83/2026.

Cllr Sargent raised an objection in relation to the minutes from the meeting held on the 15th July 2026 noting the meeting was not held in the village hall.

The Chairman advised both he and the Clerk attended the meeting as this is required when a meeting has been convened, and the Minutes reflected the meeting was 'convened at the village hall'.

Resolved: That the Minutes of the meetings held on 24th June and the 15th July 2026 be approved, with the above amendment, and signed by the Chairman as a true record.

87/2026 Public Participation Session

A member of the public raised three matters:

1. Westgate Park sheltered housing

The member of the public referred to plans by Basildon Borough Council to demolish part of Westgate Park and replace it with assisted living accommodation for residents aged over 55. She considered this contradictory given the previous loss of sheltered housing provision in Noak Bridge and asked whether the Parish Council could raise the matter with the Borough.

Cllr Sargent advised that the Parish Council has no power over Basildon's planning decisions but could write to BBC to raise its concerns and seek clarification.

It was further confirmed that approximately 25 sheltered housing tenants in Noak Bridge had previously lost their accommodation when the properties were transferred to general housing stock, with tenants being offered incentives to move. The question was asked whether Basildon Council would consider reinstating housing provision for residents aged over 55.

Resolved: That the Parish Council write to Basildon Borough Council seeking clarification on the proposals and raising the concerns discussed.

2. Repairs

Pat reported that the post and rail fencing at the Tudor Bus Stop was broken and that the supports for the bench at Coppice Lane Pond were also damaged and required repair.

Resolved: That the Parish Council will seek quotes to repair these items.

3. Village Green Status

The member of the public, on behalf of Friends of Noak Bridge (FONB), reported that members had recently attended an event, hosted by Basildon Borough Council, at Watt Tyler County Park. The member of the public advised that the FONB would like to apply for Village Green status for the area and asked whether the Parish Council would support the application for Noak Bridge village green, encompassing the area bounded by Lower Street, Coppice Lane and Bridge Street.

The potential benefits discussed included:

- Permanent protection of the land;
- Reduced risk of development;

- Increased opportunities for funding and grants; and
- Promoting residents' pride in and care for the area.
- Raise the profile of the area

Cllr Sargent advised that the process would take time and would require further investigation

Cllr Gilliam asked whether there were any disadvantages to Village Green status. The member of the public advised that she had contacted four other Village Greens to establish what benefits they had experienced.

Resolved: That the Parish Council arrange an informal meeting to discuss the advantages and disadvantages of applying for Village Green status.

Resolved: That a follow-up site visit be arranged with officers from Basildon Borough Council which would include representatives of all relevant voluntary groups, including the Leisure Group, Litter Pickers and Friends of Noak Bridge.

The Chairman thanked the member of the public for their input.

88/2026 Borough and County Councillor Reports

Cllr Sargent, in her capacity as a Borough Councillor, advised that the Council was currently in recess, although work was continuing.

Cllr Sargent also advised that she would be attending a community event hosted by Hashtag Football Club.

The Chairman thanked Cllr Sargent for her update.

89/2026 Banking and Finance

89/2026/01 Accounts for Payment

The Council approved the following accounts for payment:

Supplier	Description	Minute Reference	Total	VAT	Net
Windowflowers	2026 hanging baskets	37/2026/02	£1,569.46	£261.58	£1,307.88
Lynda Townend	July salary	155/2024	£680.72	£0.00	£680.72
Lynda Townend	July expenses	155/2024	£32.15	£0.00	£32.15
Lynda Townend	July expenses	155/2024	£1.56	£0.00	£1.56
Nest Pensions	July submission	21/2025/05	£62.72	£0.00	£62.72
HMRC	Q1 PAYE costs	155/2024	£251.01	£0.00	£251.01
Rhino Security	Service contract visit	77/2025	£160.80	£26.80	£134.00
Unity Trust Bank	June service charge	121/2025	£7.00	£0.00	£7.00
Windowflowers	2026 hanging baskets	37/2026/02	£1,063.13	£177.19	£885.94
NBCA	Hall hire – August 2026		50.00	0.00	50.00
Peter Thomas Landscapes	Handyman tasks - June and July	79/2026/01	696.00	116.00	580.00
		Totals	£4,574.55	£581.57	£3,992.98

Resolved: That the above payments be approved for payment.

89/2026/02 Monthly Bank Reconciliation

The Council **received and noted** the bank reconciliation to the 31st May 2026.

89/2026/03 Budget Comparison

The Council **received and noted** the budget comparison to 31st May 2026, noting that the Council had spent £9,090.38 representing 7% of the budget and 22% of the precept.

89/2026/04 Grant Application

The Council considered a grant application from BASICS Essex towards the purchase of a replacement video laryngoscope.

Resolved: That the Parish Council decline to support the grant application.

89/2026/05 DM Payroll Services

The Council was advised that the fee charged by DM Payroll Services would increase to £146 for 2027/28, together with other charges as notified.

Resolved: That the Parish Council note the increase and agree to continue using the services of DM Payroll Services.

89/2026/06 Unity Trust Bank Account Additional Signatory

The Council was asked to appoint an additional signatory to the Unity Trust Bank accounts to provide greater flexibility when approving transactions.

Resolved: That Cllr Daft be appointed as an additional signatory to the Unity Trust Bank accounts.

90/2026 Policies and Procedures

90/2026/01 Biodiversity Policy

The Council reviewed a draft Biodiversity Policy.

Cllr Sargent noted that the policy was a Government requirement but expressed concerns regarding the proposed Action Plan. It was agreed that the policy should be reviewed against the relevant provisions of the Neighbourhood Plan.

Resolved: That the draft Biodiversity Policy be reviewed against the Neighbourhood Plan and brought back to a future meeting for further consideration.

91/2026 Planning

91/2026/01 Planning Applications

There were no planning applications for the Council to consider.

91/2026/02 Planning Decisions

The Council noted the following planning decisions made by Basildon Borough Council:

91/2026/02/01 26/0171/Full – Single storey side extension (amended) at 95 Crouch Street, Noak Bridge. **Granted.**

92/2026 Christmas 2026

The Council discussed arrangements for Christmas 2026. The following were considered:

- Christmas lights to be installed as in previous years. This will be the final year of the existing three-year contract.
- A Christmas tree to be installed on the mound.
- Contact to be made with the Round Table regarding a possible sleigh visit. The Council may consider providing a grant to the organisation. Mark will contact Stuart to discuss this further.

Resolved: That the above arrangements be progressed.

93/2026 Environment

93/2026/01 Handyman Tasks

The Council received and reviewed quotes provided by P Thomas Landscapes to complete the following improvement works:

Area of Concern	Works Required	Price Quoted (net)	Comments
Bridgecote Lane near entrance to sheltered housing	Replace 5 x bollards and repair verge	£445	Requires approval from Essex Highways
Bridge St Sign	Tidy overgrowth	£180	
Durban Lane	Treat bollards	£360	
12 Bridgecote Lane	Replace 6 x bollards	£390	Requires approval from Essex Highways
		£1,375	

Resolved: That the Council agreed expenditure totalling £1,375 excluding VAT to P. Thomas Landscapes to complete the above works.

Resolved: That the Clerk inform Basildon Borough Council of the Parish Council's intention to complete these works and apply for a licence from Essex Highways regarding the bollards.

93/2026/02 Remembrance Display

Cllr Dowton suggested that the Council consider creating a Remembrance display featuring photographs of local residents who have served or are currently serving in the Armed Forces. It was suggested that the notice board could be used to display the photographs and that a template could be created for the display.

It was proposed that work on the project commence after Christmas, with residents invited to submit photographs of relatives who have served or are currently serving.

The Council noted that appropriate consent would be required for photographs of living individuals.

Resolved: That the Council aim to develop the Remembrance Project for 2027.

93/2026/03 Community Poppy and Wildflower Planting Initiative

Cllr Dowton suggested that the Council establish a poppy and wildflower planting initiative to enhance the village and support Remembrance Sunday commemorations.

The Friends of Noak Bridge are currently working on a project to create wildflower areas and undertake guerrilla bulb planting. It was noted that wildflower areas need to be allowed to grow and set seed, which may appear less tidy but is necessary to support the initiative. The area at the corner of Bridge Street and Bridgecote was suggested as a suitable location, provided that the BT green box is not obstructed.

Resolved: That the Council allocate £300 to the Friends of Noak Bridge towards the project, which will include the cost of seeds and include the provision of a suitable wooden sign.

94/2026 Correspondence

No correspondence was presented.

95/2026 Items to be Included on the Next Agenda

The following items were identified for inclusion on the agenda of the next meeting:

- Coppice Lane Pond bridge
- Village Green status

96/2026 Date of Next Meeting – 16th September 2026.

97/2026 Chairman to Close the Meeting

There being no further business, the meeting closed at 8:47pm.

Signed:_____

Date:_____

Chairman