



Noak Bridge Parish Council

Minutes

**Held at Noak Bridge Village Hall, Coppice Lane, Noak Bridge SS15 4JS on
Wednesday 25 March 2026 @ 7.00pm**

Present

Chairman: Cllr M Cottrell

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

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

The Chairman welcomed everyone to the meeting.

29/2026 Apologies for Absence

Apologies were received from Cllrs L Gilliam and P Hawkins.

Basildon Borough Councillors Meyers and Allen and Essex County Councillors Ball and Buckley were unable to attend the meeting.

30/2026 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.

No other Declarations of Interest were made.

31/2026 Minutes

Members reviewed the minutes from the Parish Council meeting held on the 25 February 2026, Minutes 15/2026 to 28/2026 inclusive.

Resolved: That the Minutes of the meeting held on 25 February 2026 be approved and signed by the Chairman as a true record.

32/2026 Public Participation Session

A member of the public advised the boardwalk in the nature reserve had now been completed and the gates had been painted.

A member of the public advised notices of interest to the village could be affixed to the new notice board.

The Clerk advised Noak Bridge Litter Pickers had been in touch with a request for funding support.

Resolved: That the Clerk will advise the Noak Bridge Litter Pickers to complete a grant application form for the Council to consider.

33/2026 Borough and County Councillor Reports

Cllr Sargent, in her capacity as a Borough Councillor, provided an update to the Council on Borough matters, including:

- The Secretary of State had announced the formation for Greater Essex under their plans for Local Government Reorganisation. It has been decided that Greater Essex which will be divided into five Unitary Authorities. Basildon will be grouped with Thurrock in the South-West Essex Council.
- Concerns remain regarding Thurrock's debt and how that will be managed.
- Elections in May 2027 will be for the new Unitary Authorities.
- The election for the Mayor of Greater Essex will take place in May 2028.
- Both Cllr Sargent and Cllr Cottrell attended Basildon Borough Council's Planning Committee meeting held on the 11 March 2026, where the Benson's Farm housing development was given approval. Cllrs Cottrell and Sargent both spoke at the meeting, opposing the development.
- Basildon Borough Council has purchased the Town Square.
- The Local Council Liaison Group meeting, scheduled to take place on the 19 April 2026, was postponed as the meeting would have been held during the pre-election period.
- The Association of Basildon Local Councils (ABLC) meeting, due to take place on 19 March 2026, will be rescheduled due to the meeting being inquorate.
- The village hall will be used as a polling station for the Borough and County elections taking place on the 7 May 2026.

34/2026 Finance

34/2026/01 Accounts for Payment

The Council received and approved the following accounts for payment:

Date	Supplier	Item	Net	VAT	Total
02/03/2026	Friends of Noak Bridge	Grant agreed	139.00	-	139.00
02/03/2026	Basildon 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 staffing costs	1,080.47	-	1,080.47
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
23/03/2026	Solopress	Printing spring newsletter	172.21	-	172.21
TOTAL			5,574.63	340.00	5,914.63

Resolved: That the accounts for payment, listed above, for the period 1 to 31 March, be approved.

Cllr Sargent enquired about an outstanding invoice for works on Coppice Lane Pond.

Resolved: That £3,000 will be moved to earmarked reserves for works to Coppice Lane Pond.

34/2026/02 Bank Reconciliation

The Council **received and noted** the bank reconciliation report to the to the 28 February 2026.

34/2026/03 Monthly Budget Report

The Council **received and noted** the budget comparison to the 28 February 2026. It was highlighted the council had spent £59,071.68 representing 43% of the annual expenditure budget. This represents 143% of the annual precept.

34/2026/04 Santander Bank Mandate

Cllr Sargent confirmed the ex-councillor is not a signatory on the Santander Business Savings account. No further action is needed.

34/2026/05 Fixed Asset Register

Members received the fixed asset register and agreed a value of assets totalling £50,956.44 for 2026/27.

35/2026 Policies

35/2026/01 Budget and Virement Policy

The Council received and reviewed an updated Budget and Virement Policy.

An amendment to clause 4.2 was proposed.

Resolved: That clause 4.2 will be changed to 'Where variances indicate a material overspend or underspend, the RFO or Councillors may recommend, or request, virement to Full Council for approval.

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

35/2026/02 Grant Funding Policy

The Council received and reviewed a Grant Funding Policy.

Resolved: That a Small Grant Policy be drafted for approval for grants under £500.

Resolved: That Noak Bridge Parish Council be adopt the Large Grant Funding policy, amending text so the policy only reflects grants between £500 and £5,000. The policy will be reviewed at least every three years.

35/2026/03 Councillor Co-option Policy

The Council received and reviewed a draft Councillor Co-option Policy.

Resolved: That an amendment is made to the 'Desirable Criteria' to include 'expenses incurred in your duties will be considered by the Council.'

Resolved: That Noak Bridge Parish Council adopt the Councillor Co-option Policy, with the above amendment, which will be reviewed at least every two years unless a change in legislation occurs beforehand.

36/2026 Planning

36/2026/01 Planning Applications Considered

36/2026/01/01 26/00171/FUL – Single storey side extension incorporating a roof lantern at 95 Crouch Street, Noak Bridge.

Resolved: That Noak Bridge Parish Council objects to the application as it considers that the proposed development would harm the character and appearance of the Noak Bridge Conservation Area and would fail to preserve or enhance its significance.

36/2026/02 Planning Decisions

36/2026/02/01 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**

36/2026/02/02 26/00093/TPOBAS – T2 (Oak) of TPO/09/98 crown lift 3.95m above ground level. Crown reduction height reduced to 9m. Spread reduced by 4.5m at 65 Bridge Street, Noak Bridge. **Application Permitted.**

Cllr Daft left the meeting at 19:39

Cllr Daft returned to the meeting at 19:40

37/2026 Environment

37/2026/01 – Handyman Tasks

Members were given an update on works completed and tasks still outstanding. All approved works have now been completed with the exception of:

- Refurbishment of benches at Coppice Lane Pond

Further tasks were identified include:

1. The area outside the sheltered housing on Kenilworth Place
2. Overgrown shrubbery at the end of Lower Street
3. Overgrown shrubbery off Noak Hill Road
4. Bollard and verge repair on Bridgecote Lane

Resolved: That Cllr Dowton will contact the Contractor to confirm the works to enable quotes to be prepared for approval.

37/2026/02 – Hanging Basket Scheme

Members discussed the hanging basket scheme and the scope for 2026.

Resolved: That the Council will install a total of nine hanging baskets in the village:

- 4 x hanging baskets to be installed in Coppice Lane, removing the basket which had been located outside the school due to poor growth.
- Install 1 x hanging basket on the lamp post on the mound, near the village sign
- Install 2 x hanging baskets in Bridge Street.

Cllr Dowton left the meeting at 20:04

Cllr Dowton returned to the meeting at 20:06

38/2026 Correspondence

No correspondence was received.

39/2026 Date of Next Meeting

The next meeting will be the Annual Parish Council meeting which will be held on the 15 April 2026.

Next Parish Council meeting will be held on the 20 May 2026.

There being no further business, the meeting closed at 20:07

Signed: _____
Chairman

Date: _____