



Village Hall  
York Road  
Earls Colne  
CO6 2RN

11<sup>th</sup> February 2026

**To: Members of Earls Colne Parish Council**

**You are hereby summoned to attend**

**THE PARISH COUNCIL MEETING  
TO BE HELD AT THE VILLAGE HALL (LARGE HALL)  
ON TUESDAY 17<sup>TH</sup> FEBRUARY 2026 AT 7.15 PM**

**for the purpose of transacting the following business**

*S Gaeta*

Clerk to the Council

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## **A G E N D A**

- 1. Apologies for Absence**
- 2. Minutes of the Parish Council Meetings** held on 20<sup>th</sup> January and 28<sup>th</sup> January 2026 to be taken as read and signed as a correct record by the Chairman.
- 3. Declarations of Interest (existence and nature)** with regards to items on the Agenda. Councillors are reminded that the code of conduct provides that should they have a disclosable pecuniary interest in any matter under discussion, they should speak only in the public session, then withdraw from the room and not seek to influence a decision about the matter.
- 4. Essex County Councillor Update**  
To receive an update from Councillor Siddall.
- 5. Braintree District Councillor Update**  
To receive an update from Councillors Spray and Courtauld.
- 6. Chairman's Update**  
To receive an update from the Chairman.
- 7. Public Participation session** with respect to items on the Agenda and other matters that are of mutual interest.  
*3 minutes per person; 15 minutes max*
- 8. Clerk's Report**  
To receive an update on actions.
- 9. Finance and Internal Control**  
(a) To receive a budget update.

- (b) To review roles and responsibilities, and committee membership in light of recent changes in councillors.
- (c) To consider the purchase of an HP OmniBook 5 Flip laptop at a cost of £415.83 + VAT to support a councillor in carrying out council duties, in line with the Council's duty to make reasonable adjustments.
- (d) To establish a single, formal Action Plan and Action Tracker to address governance, audit, and compliance matters, improve accountability, and provide Council oversight.
- (e) To establish a regular informal meeting of councillors to improve coordination, communication, shared understanding, and inclusive participation, and to support adherence to the Council's Code of Conduct.

## 10. Planning

To consider the following planning applications:

- (a) **26/00203/TPOCON** – Tree works at 4 Upper Holt Street.
- (b) **26/00201/HH & 26/00202/LBC**– Proposed single-storey rear extension, three front dormer windows and three side rooflights to facilitate a loft conversion, internal reconfiguration and the installation of proposed entrance gates at Lime House, Coggeshall Road.
- (c) **26/00179/TPOCON**– Tree works at 6 Massingham Drive.
- (d) **26/00105/LBC**– Removal and structural support of redundant internal chimney breast and removal of internal wall between living and dining rooms at 17 Foundry Lane.
- (e) **26/00268/TPOCON** – Tree works at 13 High Street.
- (f) **26/00271/FUL** – Retention of an extension to existing farm building at Claypits Farm, Coggeshall Road.
- (g) **26/00236/TPO** – Tree works at Sesame House, 21 Coggeshall Road.

To note the following planning application:

- (h) **26/00082/TPOCON** – Tree works on Land Adjacent to Priory Farm, Halstead Road. This is the Parish Council's application.

## 11. Village Environment

- (a) To discuss the proposal to install cameras to overlook and monitor the public toilets.
- (b) To agree to support the church bells refurbishment project in writing.
- (c) To consider and approve the direct sale of the existing mower, deemed not to meet health and safety requirements, to R&R (Sudbury) for the sum of £5,500, subject to a prior service.
- (d) To consider a request to name the public open space being transferred from Cala Homes 'Mary Gee Green'.

## 12. Section 106

*All items are subject to quotations being available at the meeting and to subsequent approval of the projects by Braintree District Council prior to the formal award of contract.*

- (a) To consider quotes received for the supply and installation of fencing for Millennium Green and appoint a contractor.
- (b) To consider quotes received for the supply and installation of self-closing gates for the recreation ground play area and appoint a contractor.
- (c) To consider quotes received for identified MUGA improvements at the recreation ground and appoint a contractor.
- (d) To consider a quote received to install a self-closing gate into the existing fence/hedge line at the Queen's Road allotment site.

## 13. Health and Safety

- (a) To receive an update on health and safety matters.
- (b) To consider the quote received to install bollards at the end corners of the existing block paved pathway at the Queen's Road car park.
- (c) To consider the quote received to install a 2-rail barrier at the Queen's Road car park.

**14. Village Hall**

- (a) To receive an update on Village Hall matters.
- (b) To agree the purchase of a 3 door backbar 312 litre bottle cooler to replace a defective domestic fridge in the kitchen for £430.80 inclusive of VAT, plus delivery of £40.
- (c) To consider quotes received for the redecoration of the following areas of the village hall and to appoint a contractor or delegate authority to the Clerk to appoint:
  - (i) Lobby
  - (ii) Rear lobby
  - (iii) Bar
  - (iv) Kitchen.
- (d) To consider quotes received for the replacement of the distribution board and appoint a contractor.
- (e) To agree to the disposal of approximately 40 of the plastic chairs currently stored under the stage.

**15. Accounts for Payment**

To approve the accounts for payment.

**16. General Information**

To receive any brief notices or reminders from Councillors or the Clerk. No decisions will be made under this item.

**17. Confidential Matters**

- (a) Under the Public Bodies (Admissions to Meetings) Act 1960 s.1(2), to exclude members of the press and public for the duration of this meeting to consider the following confidential item.
- (b) To consider matters arising from recent works undertaken at the Village Hall and to agree any further actions required, in light of Councillor Lynham's review.