Meeting: **Full Council**
Date/Time: **Tuesday 17th November @ 7pm**
Location: **Earls Colne Village Hall**

Appendix Pack

Agenda Item	Report Title
2	Minutes of the meeting Tuesday 20th October 2026, to be signed
5	Braintree District Council Report- November 2026, Cllr G Spray
7	Chairman's Report, Cllr I Sparks
8	Clerk's Report, Sophie Blair-Wolker
9	Vice-Chair Report, Cllr C Dennis, Vice-Chair
10(c)	Agenda Item Request- Cllr Cat Dennis
11(b)	CCTV Policy Pack
13	Agenda Item Request- Cllr Bob Cook
13	SLCC Membership Flyer 2026
14	Highways Report, Cllr Ian Sparks
15(b)	Church Clock Report, Cllr Bob Cook
19(b)	Agenda Item Request- Cllr Ian Sparks

EARLS COLNE PARISH COUNCIL

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12th November 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 17th NOVEMBER 2026 AT 7.00 PM

for the purpose of transacting the following business:

Sophie Blair-Wolker

Clerk to the Council

A G E N D A

1. **Apologies for Absence**
   To receive apologies for absence and to agree whether the reasons given are accepted.

2. **Minutes of the Parish Council Meeting** held on 20th October 2026 to be taken as read and signed as a correct record of decisions made 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 (ECC) Update**
   To receive an update from Cllr Rocha.

5. **Braintree District Councillor (BDC) Update**
   To receive an update from Cllr Spray and Cllr Courtauld.

6. **Public Participation session** with respect to items on the Agenda and other matters that are of mutual interest.

7. **Chairman's Report**
   To receive an update from the Chairman.

8. **Vice-Chair Report**
   To receive an update from the Vice-Chair.

9. **Clerk's Report**
   To receive an update from the Clerk.

10. Planning

(a) **To receive an update** from the Planning Committee.

(b) To consider the following planning applications, and any others submitted between the date of this agenda and the meeting and consider whether the Council wishes to submit a response.

Application Ref	Site / Address	Proposal	Response Deadline
26/02526/TPOCON	36 Burrows Road	Reduce golden conifer hedge by approximately 3–4 metres	To be confirmed
26/02458/FUL	Land south of Willowbrook Stables, Station Road	Erection of two dwellings with associated landscaping	23rd November 2026
26/02190/TPOCON	79–81 High Street	Pruning of birch tree branches overhanging the boundary wall.	To be confirmed
26/02195/FUL	31 Coggeshall Road	Erection of one dwelling with shared access, parking, landscaping and associated works	20th November 2026
26/01492/FUL	Woodpeckers Lowefields Earls Colne Essex CO6 2LH	Demolition of the existing property and construction of 36 residential units with associated access, parking, landscaping and infrastructure.	3rd December 2026

(c) To discuss the recent changes to the National Scheme of Delegation for Planning and consider whether the Council wishes to submit a response.

11. Village Hall

(a) **To receive an update** from the VH Working Group and discuss any future action points;

(b) **To discuss and agree** the following policies to support the installation of CCTV Cameras in the Village Hall and Chambers-

I. CCTV Policy;
II. CCTV Privacy Notice;
III. CCTV DPIA;
IV. CCTV SAR Process;
V. CCTV Annual Review Checklist;
VI. CCTV Signage Statement.

12. Finance and Internal Controls

(a) **To receive an update** from the Finance Committee.
(b) **To approve** the accounts for payment.
(c) To receive an update from the Council's **Internal Control Advisor**.
(d) To consider any recommendations from the Finance Committee for future consideration.

13. Governance and Administration

To discuss and agree the Clerk to become a member of the SLCC to support her role.

14. Highways and Facilities

To receive an update from the HF Working Group and discuss any future action points.

15. Village Environment

(a) **To receive an update** from the VE Working Group and discuss any future action points.

(b) **To receive an update** on the Church Clock.

16. Section 106

To receive an update from the S106 Working Group and discuss any future action points.

17. Community Engagement and Events

To receive an update from the CEE Working Group and discuss any future action points.

18. General Information

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

19. Confidential Matters

(a) **Motion**: Under the Public Bodies (Admissions to Meetings) Act 1960 s.1(2), the Parish Council to exclude members of the press and public for the duration of this meeting to consider the following confidential employment items.

(b) **To consider and agree** employing a part-time Administrative Assistant to support the work of the Clerk.

MINUTES OF THE PARISH COUNCIL MEETING
HELD AT THE VILLAGE HALL (LARGE HALL)
ON TUESDAY 20th OCTOBER 2026 AT 7.00 PM

26/110 Apologies for Absence- Apologies were received from Cllr Laurence Hull which were accepted.

26/111 Minutes of the Parish Council Meeting- The minutes of the meeting held on 15th September 2026 were agreed and signed as a correct record.

26/112 Declarations of Interest (existence and nature)
There were no declarations of interest with regards to items on the Agenda.

26/113 Essex County Councillor (ECC) Update
Councillor Isi Rocha sent apologies. A report was read out on her behalf. It included updates on the following:

Essex County Council Locality Fund- Each County Councillor has £10,000 available to support community-focused projects within their division. Applications are to be made through the relevant parish council.
Councillor Rocha encouraged local groups and organisations to identify suitable projects and submit proposals for consideration.

Station Road Development- The deadline for representations on the proposed Station Road development was 21st October 2026. Councillor Rocha was finalising her response and encouraged residents to submit comments before the deadline.

Tree Protection Order- The provisional Tree Preservation Order relating to land behind Woodpeckers remained in place until 5 February 2027.

Braintree District Local Plan- I was noted that the Regulation 19 consultation was underway. Residents were encouraged to submit comments through the consultation portal.

Station Road highways concerns- Councillor Rocha had taken photographs and videos of the road conditions and requested a highways surgery meeting with Cllr Webster and the relevant highways representatives. She had also raised a residents' petition and other concerns relating to Station Road.

Stonebridge, Earls Colne- Piling works had been completed, and preparations were underway for a temporary road on the western side of the bridge to facilitate works on the eastern side. Councillor Roca intended to revisit the site and share photographs and videos.

Youth provision- Funding had been arranged for a youth group in Earls Colne. Work was continuing with Vicky Faulks to establish the provision in the coming months.

Other community and highways matters- Councillor Rocha continued to pursue concerns relating to Massingham Drive, the reported bin-related issues, disabled parking on the High Street, speeding and roadworks.

The report was noted, and can be found in Appendix 1.

26/114 Braintree District Councillor (BDC) Update
Councillor Gabrielle Spray was in attendance and provided an update on the following matters:

Braintree District Local Plan- The Council was advised that the Local Plan had progressed to Regulation 19 following a meeting of Braintree District Council on 21st September 2026. The six-week consultation was in progress, with approximately two weeks remaining at the time of the meeting. The consultation focused on whether the Plan had been prepared in accordance with the relevant legal requirements and whether it was sound. It was not intended as a further opportunity to propose new development sites. The next anticipated stage was for Braintree District Council to consider the final draft in December, with submission to the Planning Inspectorate required by 31st December 2026. Examination is expected during 2027.

Planning enforcement- An updated planning enforcement plan had been approved by Braintree District Council's Cabinet on 28th September 2026. The Council was encouraged to consult the document, which explained what constituted a potential planning breach, how concerns could be reported and the process and timescales for investigating complaints.

Climate change event- Councillor Spray reported on a community screening held on 7th October, which explored the effects of climate change, including flooding and wildfires. The event was well attended and had encouraged discussion about climate change and possible responses.

District Council budget- Budget discussions for 2026/27 were underway. The district council was seeking to support residents while maintaining a balanced budget and financial sustainability.

Community funding- An additional £1,500 was available to each of the relevant District Councillors for community projects, following the expenditure of the initial £1,500 allocation. Applications could support existing or new community initiatives and had to meet the applicable criteria. The funding needed to be spent by the end of February 2027. Councillors and community groups were encouraged to contact the district councillors with suitable proposals.

The report was noted, and can be found in Appendix 2.

26/115 National Highways Update
The Council welcomed Nigel Allsopp, Route Manager for Essex, and Luke Doughty, Project Manager for Scheme Delivery, from National Highways. The representatives explained their respective roles, including longer-term planning of the strategic road network, programme development, scheme delivery and engagement with local councils and communities.

Planning and communication of roadworks- National Highways explained that road closures and major works required coordination with other highway authorities to minimise clashes and disruption. Planning and notification periods varied according to the scale and urgency of the works. The representatives advised that parish councils should be included on the relevant stakeholder communication lists so that information about planned works, closures, diversions and access arrangements could be shared with residents.

The Council asked how updates would be communicated and how much notice could be expected. National Highways explained that the notice period depended on the type and scale of the works, with more significant schemes requiring earlier engagement. Emergency and reactive works could have shorter notification periods. The representatives welcomed feedback from the Council and residents and encouraged the Council to report redundant or incorrectly positioned temporary signage.

A120 resurfacing- The Council was advised of planned resurfacing works on the A120 between Marks Tey and the wider route towards Braintree. Works were expected to commence on 9th November 2026, subject to confirmation of the relevant programme. Diversion arrangements and access for residents were noted, highlighting the potential impact of closures on local communities.

A120 junction concerns- The Council raised serious concerns about the junction serving Coggeshall, including reported accidents, vehicle speeds, difficulties crossing the carriageway and the risk posed by heavy goods vehicles. Councillors expressed concern that the existing junction layout was unsafe and requested that National Highways review the arrangements. National Highways acknowledged the concerns and confirmed that the junction was on its list for consideration however commitment to a particular alteration or timescale was made at the meeting.

Wider highways infrastructure- The discussion included the impact of development on the local road network, the need for adequate highway infrastructure alongside new housing, and concerns about the withdrawal of funding for previously proposed improvements. The representatives explained that future investment would need to be considered alongside existing maintenance requirements and available budgets.

The Council thanked the National Highways representatives for attending and providing the update.

26/116 Public Participation session

Planning enforcement concern- A resident raised concerns about works being undertaken at a development site, including the removal of trees and alleged departures from the approved planning arrangements. The resident stated that works had previously been challenged and questioned whether further work was authorised. The resident had contacted the relevant authorities and requested clarification about how the matter could be escalated.

The Council discussed the possibility of contacting the relevant planning enforcement officers and seeking assistance from the County Councillor.

Action: *The Clerk to write to Braintree District Council seeking an update on the reported works and the status of the relevant planning enforcement investigation.*

Request for a meeting with the Chairman- A resident raised concerns that previous emails requesting a meeting had not received a response.
The Chairman apologised and explained that the emails had been directed to the junk folder. The Chairman agreed to make contact with the resident to arrange a discussion.

Action: *The Clerk to make contact the resident to arrange a meeting.*

Public acknowledgement of the Council work- A member of the public thanked Councillor Dennis for the work undertaken on the Regulation 19 Local Plan response, the supporting research and the Clerk's development of improved council processes and communications.

The Council noted the comments.

26/117 Chairman's Update

The Chairman reported that the transition between the outgoing Clerk and the new Clerk had taken place on 7th and 8th October respectively, with minimal disruption.

The Chairman welcomed the new Clerk's ideas for improving council operations and communications.

The Chairman also reported on the recent Planning Committee meeting, noting the importance of maintaining orderly debate and adhering to the Council's Standing Orders.

The establishment of the working groups was progressing, with members and leads being organised and meetings expected to take place shortly.

The report was noted.

26/118 Clerk's Update

Handover and administration- The handover from the previous Clerk remained a principal focus. The Clerk was familiarising herself with the Council's software and administrative arrangements.

Village Hall management- The Clerk was working with the Village Hall Working Group to identify priorities following the health and safety assessment and fire risk assessment.

The fire risk assessment had identified the fuse board at the top of the chambers as a priority because of the potential obstruction to the escape route in the event of a fire. Remedial works were scheduled to commence the following week.

Communications and community engagement- Work was continuing on the Council's website to help communications and engagement with residents, councillors and working groups long term.

Staff and operational arrangements- The Clerk was working with the community workers to establish clearer work schedules, seasonal tasks and reporting arrangements. A staff WhatsApp group was being used to improve day-to-day communication and reporting of issues.

The report was noted.

26/119 Planning

(a) The Chair of the Planning Committee reported on the Planning meeting held on 9th October 2026, covering the following-

Station Road Development- It was noted that the Committee had resolved to object to this application and a response had been submitted. The Chair explained how the supporting evidence, including submitted plans, technical reports, consultation responses and residents' representations were taken into consideration.

The principal concerns included:

- Harm to the landscape and village character, including the setting of the conservation area.
- Adverse visual effects and potential conflict with settlement boundary policies.
- Traffic and cumulative highway impacts, including the forecast that the Churchill mini-roundabout could exceed capacity by 2033.
- Pedestrian safety at the proposed informal crossing, with recorded vehicle speeds of approximately 37 mph.
- Conflicting biodiversity figures and insufficiently secured details of off-site provision.
- Sewage treatment capacity, surface water drainage and maintenance arrangements.
- Capacity of education and healthcare provision.
- Potential noise impacts from Riverside Business Park.

The Committee's representations had been prepared with reference to the relevant evidence and planning considerations.

Colne Valley Golf Club application- It was noted that the Committee had resolved to object to this application and a response had been submitted. The Chair explained how the supporting evidence, including submitted plans, technical reports, consultation responses and residents' representations were taken into consideration.

The principal concerns related to:

- Noise and disturbance during evening and night-time periods.
- Guest access and management arrangements.

- Parking capacity.
- Surface water and foul drainage.
- Clarification of club-specific demand and business viability.

The Committee Chair reminded Councillors and residents that the consultation deadlines for both applications. Residents were advised to review the latest documents and submit representations directly to Braintree District Council by the relevant deadline.

(b) The following planning applications, submitted between the publication of the agenda and the date of the meeting, were reviewed:

Application Ref	Site / Address	Proposal	Decision Made
26/02133/TPOCON	37B Park Lane Earls Colne Essex CO6 2RH	Notice of intent to carry out works to trees in a Conservation Area - Removal of approximately 6 to 8 fir trees and the remaining redundant oak tree stump to facilitate boundary reinstatement works.	No objection
26/02163/OUT	Land North East Station Road Earls Colne Essex	Outline planning permission with all matters reserved except for Access for the erection of up to 80 dwellings with public open space, landscaping, sustainable drainage system (SuDS) and associated infrastructure and vehicular access point from Station Road.	Objection submitted
26/02289/TPOCON	8 High Street Earls Colne Essex CO6 2PA	Notice of intent to carry out works to trees in a Conservation Area - Plum tree request to reduce spread by 2 meters and height reduction by 2 .5 meters.	No objection
26/02237/DAC	50 Park Lane Earls Colne Essex CO6 2RH	Discharge of condition 3 (Method Statement) of 23/01118/HH	Objection
26/02206/TPO	91 High Street Earls Colne Essex CO6 2QX	Application to carry out works to trees protected by Tree Preservation Order: 14/06 T1 - Eucalyptus to re-pollard back by 6 metres to previous cuts. Reason: due to the trees proximity to the house, also it is overhanging the public footpath	No objection
26/02267/TPOCON	Grammar School House York Road Earls Colne Essex CO6 2RN	Notice of intent to carry out works to trees in a Conservation Area: 3 No. Apple trees - 1m crown reduction & a 1m clearance away from wall to remove all encroachment into neighbouring property.	No objection
26/02302/TPOCON	14 Lower Holt Street Earls Colne Essex CO6 2PH	Notice of intent to carry out works to trees in a Conservation Area: Magnolia- Crown reduction by approximately 2m to improve shape	No objection

26/02195/FUL	31 Coggeshall Road Earls Colne Essex CO6 2JR	Proposed 1 No. dwelling, creation of shared access, associated parking, private amenity space, landscaping, boundary treatments with associated works	Deferred with extension requested- to be discussed at next full council meeting

(c) **Planning Working Group Terms of Reference**- The Council considered the draft Terms of Reference for the Planning Working Group.

An amendment was proposed by Councillor Dennis to clarify the procedure for planning applications where the consultation deadline fell before the next scheduled Council meeting. The amendment provided that the Planning Working Group would make recommendations to the Parish Council and that, where necessary, the Clerk could determine and submit a response within the scope of existing approved delegated authority. Any matters falling outside that authority would be referred to the Planning Committee.

The amendment was agreed by Full Council. The amended Terms of Reference were then considered, and it was resolved to approve the Planning Working Group Terms of Reference as amended.

(d) **Regulation 19 Consultation-** The response to the Regulation 19 consultation on the Braintree District Local Plan **was resolved** for submission.

Action: *Clerk to type up full response and submit before the deadline of 6th November. See Appendix 3..*

(e) **Further items for discussion**- None.

26/120 Village Hall

(a) The Council received an update on outstanding matters related to the management of the Village Hall and related Facilities from Councillor Cook. The report was noted.

(b) The Terms of Reference for the VH Working Group **were resolved** with no amendments.
(c) The Council considered a request from Earls Colne Museum to hire the small hall during renovation works at the museum. **It was agreed in principle** to the museum hiring the small hall during the renovation period, with any associated financial arrangements to be considered separately.

(a) **Further Items for Discussion**

The Council discussed outstanding grant-funded works and the need to obtain confirmed quotations by the end of November.

Action: *The VH Working Group to prepare a proposal for the use of the remaining £12,421 Enovert grant funding for submission to Full Council for approval at the next meeting. Enovert has confirmed that the funding deadline has been extended to the end of November. Following Council approval, the relevant quotations are to be submitted to Enovert, with works to commence once the necessary approvals are in place.*

26/121 Finance and Internal Controls

(a) **It was resolved** to approve the accounts for payment as follows:

Staff Salaries	6523.32
HMRC	2136.79
Essex Pension Fund	1119.50
Eco Online	888.00
Siemans	788.22
CouncilWise	420.00
SSE	411.83

Parish Online	302.40
Hall Hire Deposit Refunds	300.00
British Gas	221.35
Percivals	200.00
Cllr Cook (Expenses)	194.87
Rentokil	104.92
National Allotment Society	85.00
o2 bionic	79.97
Datapartners	74.60
Womens Institute	50.50
Yu Energy	32.84
Essex Supplies	24.88
Unity Trust Bank	12.25

(b) Reallocation of CCTV project budget- The Council considered a proposal to reallocate £946 from the CCTV project budget to cover costs associated with the museum's use of the Village Hall. **This agenda item was moved to confidential discussion.**

(c) The Council received an update from the internal control adviser Councillor Lynham. The following matters were discussed:

Bank mandates: Changes to authorised users had been checked against the banking system. Confirmation of the current authorised signatories from Unity Trust Bank remained outstanding.

Invoice approval: The existing process involved invoices being received and filed, with copies or details provided to the relevant councillors for checking before the Clerk prepared the payment list.

Evidence of approval: The need for a clear documentary record confirming that councillors had reviewed and approved invoices was discussed.

Supporting documentation: The Council discussed the need to ensure that invoices were supported by the relevant orders, quotations and evidence of delivery or completion before payment.

Credit card transactions: The need to clarify the checking and authorisation process for credit card expenditure was also noted.

It was recommended that the Finance and Internal Controls Committee should review the relevant procedures and Terms of Reference to identify gaps and recommend improvements.

The next review would focus on the payment approval process and the relationship between invoice checking, approval of the payment schedule and final authorisation of payments.

Action: *The Finance and Internal Controls Committee to review the financial procedures and Terms of Reference, document the approval process and recommend any necessary amendments.*

26/122 Highways and Facilities

(b) The Council received an update on completed work relating to highways and Council-managed facilities from Councillor Sparks.

It was reported that works were underway at the Stonebridge site and that additional traffic management measures had been introduced at the Station Road junction.

No further update had been received regarding the Council's requests for revised footway signage in Park Lane and disabled parking bays on the High Street.

Some gullies in Halstead Road had been repaired, although one remained outstanding. The hedge in Halford Road had also been cut back, improving pedestrian access along the footway.

The Council noted continuing concerns about pothole repairs and encouraged residents and Councillors to continue reporting defects to Essex County Council.

(d) The Terms of Reference for the HF Working Group **were resolved** with no amendments.

(d) Suspending CCTV Project- The Council considered a proposal to agree whether to suspend the CCTV project for the foreseeable future. **This agenda item was moved to confidential discussion.**

(c) **Further Items for Discussion**

Station Road Speed Limit- The Council discussed the response received from Essex County Council regarding the request to introduce a 30 mph speed limit on Station Road. The response had relied on existing traffic data and did not support further action at that stage.

Councillor Sparks confirmed that they had written to the relevant officer and requested the assistance of the County Councillor in seeking a further review of the road conditions and pedestrian safety concerns. Members agreed that the matter should remain under review and that further engagement with the relevant authorities was necessary.

Action Points: *The Chairman to continue liaising with the relevant Essex County Council officer and County Councillor to seek a further review of the proposed speed limit; The Clerk to monitor progress and report any further responses to the Council.*

Highways Issues- The Council discussed the need to improve the monitoring and tracking of outstanding highways defects and requests. Issues identified included pavement defects and damaged surfaces, disabled parking bays and associated posts, faded road markings and yellow lines, drainage defects, potholes and outstanding reports recorded on the relevant highways reporting system. Members discussed the benefits of consolidating these issues into a single prioritised list to provide a clearer overview of outstanding matters and support more effective follow-up with the County Councillor and the relevant highways authority.

Action Points: *The HF Working Group to compile a consolidated list of outstanding highways issues, including existing reports and requests- prioritise the issues according to urgency, public safety and the potential impact on residents; Progress to be reported to the Council at a future meeting.*

Community Speed Watch- The Council discussed ongoing concerns about speeding along Station Road and the High Street. The Chairman noted that the Council had previously sought volunteers to re-establish the Community Speed Watch scheme but had received insufficient interest.

Members considered whether the scheme could be re-established and whether working jointly with neighbouring parishes might provide a more practical way forward by sharing volunteers and resources. It was agreed that further information was required regarding the scheme's requirements, suitable monitoring locations and relevant safety considerations.

Action Points: *The Clerk and HF Working Group to investigate the requirements for re-establishing Community Speed Watch, including volunteer numbers, training and operational arrangements; Explore monitoring locations along Station Road and the High Street, subject to the relevant safety requirements and approvals; Findings and recommendations to be presented to the Council for further consideration.*

26/123 Village Environment

(a) The Council received an update on completed work relating to Council-managed open spaces-

Dog Poo Bins- The Clerk reported that Braintree District Council had confirmed that the requested dog-bin replacements around the village had been completed.

Action Point- *A member of the VE Working Group to undertake a walk-round assessment of the dog poo bins following completion of the project, confirming their condition, suitability and any outstanding issues.*

Memorial Bench Request- The Clerk had received a request for the Council to install a memorial bench in memory of their late husband. The Council discussed the need to identify a suitable location, confirm ownership of the proposed site and establish whether planning permission or any other approvals would be required.

Action Point*- The Clerk to confirm any necessary permissions, obtain quotations and investigate whether Section 106 funding may be available, liaising with the Section 106 Working Group as appropriate. The proposed location and costs to be presented to Council for consideration at the next meeting.*

Community Workers- The Clerk was also working with the community workers to establish clearer seasonal work schedules, priorities and reporting arrangements.

Action Point*- The Clerk to provide an update at the next meeting.*

(b) The Terms of Reference for the VE Working Group **were resolved** with no amendments.

(c) **Further items for discussion**

Hobbs Way – The Clerk reported that concerns had been raised regarding rubbish caught in the hedges at Hobbs Way. It was also noted that a number of trees had previously been identified by the former Tree Warden as requiring assessment, and an update on the outstanding tree survey was needed.

Action Point: *The Clerk to contact Eastlight to report the rubbish in the hedges at Hobbs Way and to follow up on the outstanding tree survey, reporting back to the Council on progress.*

26/124 Section 106

(a) Recent Applications: The Clerk reported that the two applications previously approved by the Council had been submitted to Braintree District Council. No response had yet been received.

(d) The Terms of Reference for the s106 Working Group **were resolved** with no amendments.

(a) **Further items for discussion**

Mary Gee Green - The Council discussed the need to revisit the previous proposal for works ay Mary Gee Green and review the available quotations to determine the most appropriate way forward.

Action Point: *The s106 Working Group to revisit the proposal for Mary Gee Green, review the existing quotations and, where appropriate, arrange for the works to be put out to tender.*

Replacement of Litter Bins- The Council discussed the previous proposal for replacement litter bins and the need to establish which bins require replacing, together with the overall cost of the proposed replacements.

Action Point: *The S106 Working Group to review the previous litter bin proposal, identify all bins requiring replacement and prepare a comprehensive proposal, including total costings, for consideration at the next Full Council meeting.*

26/125 Community Engagement and Events

(a) The Council received an update on communications and forthcoming events-

Earls Colne Christmas Event- The Council discussed arrangements for the forthcoming Christmas event, provisionally planned for Saturday 12th December 2026. The Clerk confirmed that Village Hall had been reserved for the event. Arrangements for children's activities, decorations and support from the community workers were discussed. The Council noted that further coordination was required with the relevant community organisations, including the Horticultural Society.

Action Point*: Lead members of CEE Working Group to liaise with the relevant community organisations, including the Horticultural Society to co-ordinate arrangements. A update to be given at the next meeting.*

(b) The Terms of Reference for the CEE Working Group **were resolved** with no amendments.

(a) **Further Items for discussion**

Councillor Surgeries- Councillor Sparks introduced an idea for the previously agreed councillor surgeries to be held before ordinary Council meetings, potentially between 6.00 pm and 7.00 pm. The purpose would be to provide residents with an informal opportunity to raise concerns with parish councillors and, where possible, county and district councillors. Further discussions would be required to establish the format, frequency, attendance arrangements and process for recording and referring issues to the Council.

Action Point: *The CEE Working Group to explore the proposal and bring forward recommendations for consideration at a future meeting.*

26/126 St Andrew's Church Clock- The Council received an update from the Church Clock Liaison Councillor Cook. It was noted that there was a requirement for additional components for the clock mechanism and that a component had failed. It was recommended purchasing replacement components for all three mechanisms to allow the necessary repair work to be undertaken. The cost was stated to be approximately £150 in total, subject to confirmation. The Council also discussed the condition of the associated bell-handling mechanisms and whether further work should be planned for a future financial year. The Clerk requested that the supporting details be provided so that the purchase could be progressed through the Council's existing financial procedures.

Action Point: *Councillor Cook to provide the Clerk with the details and cost of the required components to be considered at the next Finance and Internal Controls Committee Meeting.*

26/127 General Information- No further discussions.

26/128 Confidential Matters

(a) Under the Public Bodies (Admissions to Meetings) Act 1960 s.1(2), **it was resolved** to exclude members of the press and public for the duration of this meeting to consider the following confidential employment items:

(b) **War Memorial**- The Council considered a request for two individuals who served in the Armed Forces and lost their lives during a wartime incident at a church service in London to be commemorated on the Village War Memorial. **It was resolved** to accept the quotation of £460.32 for the supply and installation of both commemorative plaques.

(c) Earls Colne Museum: **Transfer of Assets**- The Council considered the outstanding transfer documentation between Earls Colne Parish Council and Earls Colne Heritage Museum. It was explained that the transfer had previously been discussed and agreed in principle, but the transfer deed had not been signed, leaving the matter incomplete. The Clerk presented a report containing background information and supporting documents. **It was resolved** to sign the transfer documentation, subject to completion of the required signatures.

(d) Earls Colne Heritage Museum: Village Hall Hire and Associated Costs- The Council considered a proposal concerning the Museum's use of the village hall and the associated costs. The proposed arrangement would provide the Museum with one four-hour session per month, between 12 noon and 4.00 pm, allowing time for setting up and clearing away. **It was resolved** to provide the Museum with the monthly hall booking at no hire charge, subject to the Museum contributing £490 per year towards heating and associated costs.

Appendices:
Appendix 1: Councillor Isi Rocha, Essex County Council Report- October 2026
Appendix 2: Councillor Gabrielle Spray, Braintree District Council Report, October 2026
Appendix 3: Regulation 19 Draft Response, approved.

REPORT FOR THE COLNES PARISH COUNCILS NOVEMBER 2026

LOCAL PLAN: The regulation 19 consultation closed on Friday 6th November. All the comments received will now be collated by officers of the Planning Policy team and will be submitted to the Planning Inspectorate once Full Council has agreed that the draft Local Plan can go forward. The Minister for Housing, Matthew Pennycook, has replied to a request from BDC asking for an extension of time from 31st December 2026 to 31st January 2027 to submit the draft Plan. The Minister has acknowledged the progress made by the Council, and our willingness to co-operate with government timelines, and has granted an extension to end March 2027, if needed. The Council is, therefore, currently considering a revised date for a meeting of Full Council and submission of the draft Plan to the Inspectorate.

BUDGETS: Discussions are ongoing between Officers and Cabinet Members at Braintree District Council regarding budget proposals for 2027/2028. A key deciding factor will be the Local Government Settlement figure; this determines the level of support from Government for each local authority and is particularly relevant when setting Council Tax for the next financial year. The support figure for BDC should be known early to mid December.

LOCAL GOVERNMENT REFORM: Following a change of direction by the Government, it has been confirmed that all areas will hold local elections in May 2027. Elections to the new Unitary authorities will take place in 2028 with a 'shadow' Unitary group operating until a formal vesting day in spring 2029. It is believed that County Mayoral elections will also take place in 2028 alongside the new Unitary elections, this is still to be confirmed.

CAR PARKING: Free car parking will operate over five weekends in the run-up to Christmas in Braintree District Council-owned car parks in Braintree and Witham.

Braintree**:** 14-15th November (to coincide with Braintree Christmas Street Market); 28th/29th November; 5-6th December; 12-13th December; 19-20th December.

Witham: 21-22nd November (to coincide with Witham Christmas Fayre); 28-29th November; 5-6th December; 12-13th December; 19-20th December.

The Council does not own any public car parks in Halstead; they are managed by the Town Council.

COST OF LIVING: The cost-of-living Small Grants Scheme was re-launched on 19th October and is aimed at those residents most in need of support at this time. During 2025/26 almost £396,000 across 22 projects was invested in cost-of-living support to help residents across the Braintree District with access to food, essential items, financial advice and health and well-being support. Looking ahead, the Council has committed a further £400,000 over the next two years, in addition to its original £1 million investment.

Grants of up to £5,000 are now available to organisations that support residents experiencing financial hardship and cost of living pressures. Applications will be assessed on a rolling basis, and the scheme will remain open until all available funding has been allocated. Information on criteria and how to apply can be found on the council's website: www.braintree.gov.uk/costoflivinggrants The information has also been shared with Parish Councils.

DISTRICT COUNCILLORS GRANT: A 'top-up' of £1,500 per District Councillor has been allocated, to be spent by end February 2027. Having spent my original grant fund of £1,500, I have now already spent my additional grant, spread over three projects. There is funding available via the Essex County Councillor grant scheme. All County Councillors have a pot of £10,000 available and I believe the Cllr Isi Rocha still has grant monies unallocated.

Best regards

Gabrielle

Cllr Gabrielle Spray

The Colnes Ward

November 2026 Highways report

We have had a reply from ECC Highways regarding the proposal to change the Station Road speed limit from 40to 30mph. I will say it, the usual gumph has been emitted with the main reason for their possible rejection being that " no-one has been killed on the road for the last five years!!!!" an unbelievable statement from their Chair. It seems, that unless people throw themselves under the bus, nothing will ever be done even though the road can be proved to be dangerous by the speed of vehicles and its layout re footpaths etc. We shall carry on and try to get a meeting with the Chair at County Hall, or preferably on site, to show the dangers.

Been a lot of small roadworks around the area by utility services with probably more to come.

I've put in a complaint to ECC Highways re the badly broken and sunken drain inn the High Street opposite Burrows Road. I feel that the drain cover will soon fall into the drain leaving a gaping hole in the road.

Reminder to all pedestrians to start wearing good shoes as the weather gradually gets colder and slippery pavements start. Our Community Workers are being prepared for these eventualities. Also drivers, reminder to sort out your vehicle windscreen de-icer and drive a bit more safer on the slippery roads. We don't want any of our residents injured on pavements or roads this winter.

Please be careful.

Ian Sparks/Cat Dennis

Title	Clerk's Report October 2026
Date of Meeting	**17th November 2026**
Agenda Item:	8
Published by:	Sophie Blair-Wolker, Clerk & RFO

Purpose of Report
The purpose of this report is to provide Members with an update on the work undertaken by the Clerk and Responsible Financial Officer (RFO) for the month of October. The report highlights progress made, identifies current priorities alongside the Clerk's daily administrative duties.

General Administration
• Reviewing the current administrative workload and identifying areas for improvement. • Establishing clearer expectations around the preparation, recording and reporting of Working Group meetings. • Development on the new ECPC website. • Completing the first bank run and undertaking the associated reconciliation on Scribe, reviewing and implementing a new filing system.

Village Hall Management
• Securing a new regular hirer, with all available regular booking slots now fully allocated. • Reviewing the existing Scribe booking arrangements and improving the management of regular and one-off bookings. • Developing procedures for the introduction of the Igloohome smart keybox, along with purchasing and setting up a new work mobile phone to assist with the administration and management of the Igloohome keybox app and CCTV system. • Arranging Portable Appliance Testing (PAT) for kitchen and office equipment. • Arranging the fire extinguisher inspections.

Training and Professional Development

- **HMRC Payroll – Getting It Right Webinar:** Training covering payroll responsibilities and HMRC requirements.
- **Village Hall Management Training:** In person training at CouncilWise focused on the effective management and administration of village hall facilities.
- **Parish Online – How to Get Started:** Online training on using Parish Online and making effective use of its mapping and administrative facilities.

Meeting Attendance

During the reporting period, I attended, coordinated and supported the following meetings:

- Community Engagement and Events Working Group – Thursday 5th November
- Highways Working Group – Monday 2nd November
- Village Environment Working Group – Monday 9th November
- Village Hall Working Group – Monday 9th November
- Finance and Internal Controls Committee – Tuesday 10th November
- Section 106 Working Group – Thursday 12th November

The Working Group meetings provided an opportunity for councillors to discuss specific projects and areas of Council responsibility in greater detail, identify actions and develop recommendations for consideration by the appropriate Committee or Full Council.

Vice-Chair Report – 17th November 2026.

I don't routinely submit a Vice-Chair's Report. However, I do feel it is important to do so when significant changes arise that directly affect our village and its residents.

Braintree District Local Plan 2043

Firstly, I would like to confirm that the deadline for representations on Braintree District Council's Local Plan consultation was the 6th of November, and Earls Colne Parish Council submitted its formal response ahead of that deadline.

Our response raised concerns regarding the proposed scale and phasing of development, the capacity of our existing infrastructure, and the importance of ensuring essential improvements are delivered alongside new housing, rather than years afterwards.

With the Regulation 19 consultation now closed, the next major stage is for Braintree District Council to consider submitting the Local Plan to the Planning Inspectorate for independent examination.

Earls Colne Neighbourhood Plan

Following the Parish Council's approval of the targeted review, I have begun assembling an evidence register, examining the original supporting documents and identifying areas where more recent information is required.

The aim is to ensure our Neighbourhood Plan remains relevant, effective and supported by robust evidence, particularly in light of the emerging Braintree District Local Plan 2043 and the potential implications for housing growth, infrastructure, landscape and the character of our village.

I will be seeking updated information from Braintree District Council and other relevant organisations, comparing this with the original evidence and identifying where existing policies may need strengthening.

I will report back to the Council with my initial findings, any gaps in the evidence and recommendations for the next stage of the targeted review.

Because ultimately, the future of Earls Colne should be shaped with the people who live here, not simply decided for them.

Which brings me to another significant planning matter.

Changes to Planning and Local Democracy

On the 31st of October 2026, the UK Government introduced a new National Scheme of Delegation for Planning, fundamentally changing how certain planning decisions are made.

Previously, local arrangements could allow district councillors to request that applications be brought before an elected Planning Committee.

The Government has now removed the ability for councillors to require committee consideration through these call-in arrangements, as confirmed in paragraph 5.10 of Braintree District Council's report, *National Scheme of Delegation for Planning*, dated the 26th of October 2026.

Under the new system, certain smaller applications must be decided by planning officers. Other applications, including larger developments, will normally also be determined by officers unless they pass a **Gateway Test**.

Put simply, the Head of Planning and a nominated elected councillor must agree that the application meets the statutory requirements for referral to the Planning Committee.

Residents and parish councils can still object, and relevant planning objections must still be considered. **But established routes to securing elected committee scrutiny have been removed.**

Having reviewed the Government's reforms and Braintree's published report, I wish to make clear that the following concerns represent my own considered opinion.

I fundamentally disagree with the Government's decision to restrict these established routes to democratic scrutiny.

However, my greater concern is Braintree District Council's implementation.

Braintree was legally required to comply with the new legislation, but paragraphs 4.6 and 8.1 of its report confirm that some local discretion remained.

Crucially, paragraph 5.9 acknowledges that the Gateway Test may take place before public consultation has finished and before parish council representations are known.

Despite recognising this concern, Braintree recommended carrying out the test early to avoid delays and meet statutory decision-making deadlines. The proposals were subsequently approved by Full Council.

So how can Braintree decide whether an application warrants elected committee scrutiny before it has even heard from the community affected?

And if serious objections arrive afterwards, what safeguards exist to reconsider that decision?

I believe Braintree should explain why it approved arrangements that allow this situation to arise, rather than normally conducting the Gateway Test after consultation has concluded.

Braintree has a responsibility to make planning decisions efficiently. But it also has a responsibility to the people who must live with those decisions.

And if the system can find time to consider a planning application but cannot find time to hear from the community before deciding whether elected scrutiny is necessary, then I believe we have got our priorities fundamentally wrong.

Because the purpose of consultation is to listen before deciding — not to decide whether to listen.

References – Vice-Chair's Report

Primary document: Braintree District Council, National Scheme of Delegation for Planning, Full Council, 26th of October 2026, Agenda Item 11, Report DP/2026/26, pages 75–96.

Paragraph	Page	What it establishes
3.5	76	New national rules for officer decisions and committee referrals
4.2–4.3	76–78	Schedule 1 applications and relevant exceptions
4.6	79	Local discretion regarding Schedule 2 applications
5.1	80–81	Gateway Test requirements
5.8–5.9	82	Timing of the Gateway Test and concerns about consultation
5.10	82	Removal of traditional councillor call-in and objection-trigger arrangements
8.1	83	Braintree's available options under the new framework
10.1–10.2	84	Legal risks associated with non-compliance

Additional official sources:

Government – Planning Committees and National Scheme of Delegation: Statutory GuidanceBraintree District Council – Local Plan 2043

Clerk to the Council
Sarah Gaeta

REQUEST FOR ITEMS ON THE AGENDA

Sections shaded Blue to be completed by the requesting member
Sections unshaded to be completed by the Proper Officer or their delegate

Item topic	Braintree District Council – National Scheme of Delegation for Planning: Gateway Test Implementation and Parish Council Representation
Advisory Group/Committee recommendation?	No
Proposed by	Cllr Cat Dennis
Seconded by (if known)	
Proposed outcome – i.e. discussion, decision *	To discuss and decide whether Earls Colne Parish Council should formally write to Braintree District Council requesting clarification and review of its approved Gateway Test arrangements.
If motion, please indicate required wording *	That Earls Colne Parish Council agrees to write formally to Braintree District Council expressing concerns regarding the implementation of the National Scheme of Delegation for Planning, particularly the timing of the Gateway Test in relation to public and parish council consultation. The Council requests: 1. A review of whether Gateway Tests can normally take place after the relevant consultation period has concluded, wherever statutory decision-making timescales permit. 2. Clarification of the procedure for reconsidering a Gateway Test decision where significant material planning objections are received afterwards.

	3. Confirmation of transitional arrangements for applications submitted or objected to before 31 October 2026. 4. Publication of Gateway Test dates, outcomes and reasons on individual planning application records. 5. An explanation of the alternative implementation arrangements considered and the opportunities for parish and town councils to contribute to a review. The Council further agrees that, subject to the resolution being carried, the Clerk shall prepare and send the formal correspondence on behalf of Earls Colne Parish Council.
Background (provided by the proposer)	The Government's National Scheme of Delegation for Planning came into force on the 31st October 2026, changing how planning applications may be referred to elected Planning Committees. Braintree District Council considered its local implementation arrangements at Full Council on the 26th of October 2026 under Agenda Item 11, *National Scheme of Delegation for Planning* (Report DP/2026/26). Paragraph 5.9 of the report expressly acknowledges that Gateway Tests may take place before public consultation concludes and before parish council representations are known. Nevertheless, the report recommends early assessment to avoid delays and meet statutory determination deadlines. Paragraphs 4.6 and 8.1 confirm that Braintree retained limited discretion over which Schedule 2 applications would be considered for referral through the Gateway Test.

	This raises concerns about whether significant objections submitted after an early Gateway Test can influence the decision about referral to an elected Planning Committee. The proposed motion seeks clarification of the safeguards in place and consideration of alternative arrangements that would allow consultation responses to inform Gateway Test decisions wherever practicable.
Background (provided by the Proper Officer)	
Financial implication (anticipated by the proposer)	None
Financial implication (anticipated by the Proper Officer)	
Legal implications	
Proposer's signature	C Dennis

Explanatory Notes:
* 1. If discussion is required before a decision and the proposer is not clear on what the outcome of discussions may be, please indicate 'to discuss and decide' - a motion will then be formulated at the meeting;
* 2. If discussion or consideration is required *without* a decision, please indicate 'to discuss', 'to consider' etc;
* 3. If a decision is sought and a motion required (for example, a recommendation by a committee), please indicate this.

Standing Orders 9 and 10 apply to notices of motion:

9. Motions for a meeting that require written notice to be given to the Proper Officer

A motion shall relate to the responsibilities of the meeting which it is tabled for and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.

No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least five clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.

The Proper Officer may, before including a motion on the agenda received in accordance with Standing Order 9(b) above, correct obvious grammatical or typographical errors in the wording of the motion.

If the Proper Officer considers the wording of a motion received in accordance with Standing Order 9(b) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer so that it can be understood at least three clear days before the meeting.

If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the Councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.

Subject to Standing Order 9(e) above, the decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.

Motions received shall be recorded in a book for that purpose and numbered in the order that they are received.

Motions rejected shall be recorded in a book for that purpose with an explanation by the Proper Officer for their rejection.

10. Motions at a meeting that do not require written notice

a. The following motions may be moved at a meeting without written notice to the Proper Officer:
   i. to correct an inaccuracy in the draft minutes of a meeting;
   ii. to move to a vote;
   iii. to defer consideration of a motion;
   iv. to refer a motion to a particular Committee or sub-Committee;
   v. to appoint a person to preside at a meeting;
   vi. to change the order of business on the agenda;
   vii. to proceed to the next business on the agenda;
   viii. to require a written report;
   ix. to appoint a Committee or sub-Committee and their members;
   x. to extend the time limits for speaking;
   xi. to exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest;
   xii. to not hear further from a Councillor or a member of the public;
   xiii. to exclude a Councillor or member of the public for disorderly conduct;
   xiv. to temporarily suspend the meeting;

xv. to suspend a particular Standing Order (unless it reflects mandatory statutory requirements);

xvi. to adjourn the meeting; or

xvii. to close a meeting.

EARLS COLNE PARISH COUNCIL

Email: clerk@earlscolne-pc.gov.uk
Web: https://www.earlscolne-pc.gov.uk
Tel: 01787 224370

CCTV POLICY

1. Introduction

Earls Colne Parish Council ("the Council") operates a Closed-Circuit Television (CCTV) system at Council-owned premises to support the safety and security of residents, visitors, councillors, employees, contractors and property.

The Council recognises that images recorded by CCTV constitute personal data and will therefore be processed in accordance with:

- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- Human Rights Act 1998
- Freedom of Information Act 2000
- Protection of Freedoms Act 2012
- Information Commissioner's Office (ICO) Guidance on Video Surveillance

This policy sets out the principles governing the operation, management and use of the Council's CCTV system.

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2. Purpose of the CCTV System

The Council's CCTV system has been installed to achieve the following objectives:

2.1 Crime Prevention

- Deter criminal activity.
- Reduce anti-social behaviour.
- Support investigations into criminal incidents.
- Assist law enforcement where offences have occurred.

2.2 Public Safety

- Improve safety for users of Council facilities.
- Protect members of the public using the Village Hall car park.
- Support investigations into accidents and incidents.

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2.3 Asset Protection

- Protect Council buildings.
- Protect Council equipment and infrastructure.
- Protect vehicles parked within Council facilities.

2.4 Access Control

- Monitor access to Council premises.
- Assist in identifying unauthorised entry.
- Support investigations relating to security breaches.

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3. CCTV Coverage

The Council operates CCTV cameras in the following locations:

External Areas

Public Car Park

Located at the Village Hall, York Road, Earls Colne.

Coverage is intended to:

- Monitor vehicle movements.
- Protect the safety of users.
- Assist in the detection of criminal behaviour.
- Protect Council property.

Internal Areas

Main Entrance Door

Monitoring of access to Council premises.

Internal Staircase

Monitoring of movement between floors for safety and security purposes.

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4. Areas Not Covered

The Council does not operate CCTV in:

- Toilets
- Changing rooms
- Staff welfare facilities
- Areas where individuals have a reasonable expectation of privacy

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Camera positioning will be reviewed periodically to ensure private property and neighbouring premises are not unnecessarily monitored.

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5. Lawful Basis

The lawful basis for processing CCTV footage is:

UK GDPR Article 6(1)(e)

Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

The Council considers the operation of CCTV necessary and proportionate in achieving its public safety and security objectives.

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6. Roles and Responsibilities

Parish Council

The Council is responsible for:

- Approving CCTV policies.
- Ensuring legal compliance.
- Reviewing the continuing need for CCTV.
- Considering complaints regarding CCTV operation.

Parish Clerk

The Parish Clerk is responsible for:

- Day-to-day administration.
- Authorising access requests.
- Maintaining CCTV records.
- Liaising with Police and regulatory bodies.
- Managing Subject Access Requests.

Authorised Users

Authorised users may only:

- Access footage where necessary.
- View footage for legitimate purposes.
- Maintain confidentiality.

Unauthorised access is strictly prohibited.

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7. Signage Requirements

Prominent signage shall be installed at:

- Vehicle entrances to the car park.
- Pedestrian entrances.
- Main building entrances.

Signage shall clearly state:

- CCTV is in operation.
- The purpose of monitoring.
- Contact details of the Data Controller.

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8. Recording Specifications

The Council's CCTV system:

- Records video images only.
- Does not record audio.
- Operates continuously or by motion detection.
- Stores footage securely on approved equipment.

The system will maintain accurate time and date settings.

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9. Retention Period

Footage will normally be retained for:

31 calendar days

after which it will be automatically deleted.

Footage may be retained longer where required for:

- Criminal investigations.
- Civil proceedings.
- Insurance claims.
- Council investigations.
- Data protection enquiries.

Extended retention must be documented.

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10. Access Controls

Access to CCTV footage is restricted to authorised persons only.

Footage may only be viewed where there is:

- A reported incident.
- A suspected crime.
- A formal request from Police.
- A Subject Access Request.
- A legitimate Council investigation.

All access shall be recorded in the CCTV Access Log.

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11. Disclosure of Footage

The Council may disclose footage to:

Law Enforcement Agencies

Where necessary for:

- Crime prevention.
- Crime detection.
- Criminal proceedings.

Courts

Where disclosure is required by law.

Insurers

Where necessary in support of valid insurance claims.

All disclosures shall be recorded.

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12. Subject Access Requests

Individuals have the right to request copies of their personal data.

Applicants should provide:

- Name and contact details.
- Date of incident.
- Approximate time.
- Location.

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- Proof of identity.

The Council may obscure third-party images before disclosure.

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13. Data Security

The Council shall ensure:

- Password-protected access.
- Restricted user permissions.
- Secure storage.
- Secure deletion of footage.
- Logging of access and disclosures.

System passwords shall be changed periodically.

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14. Complaints

Complaints regarding CCTV operation should initially be made to:

The Parish Clerk
Earls Colne Parish Council
Council Chamber
Village Hall
York Road
Earls Colne
Colchester
CO6 2RN

The Council will investigate all complaints promptly.

Individuals retain the right to complain to the Information Commissioner's Office (ICO).

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15. Policy Review

This policy shall be reviewed:

- Annually.
- Following legislative change.
- Following significant system changes.
- Following a serious security incident.

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16. Equality and Human Rights Considerations

The Council has considered:

- Article 8 of the Human Rights Act.
- Data protection rights.
- Equality implications.

The Council considers the use of CCTV to be proportionate and justified when balanced against the legitimate aims of public safety and crime prevention.

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EARLS COLNE PARISH COUNCIL

Email: clerk@earlscolne-pc.gov.uk
Web: https://www.earlscolne-pc.gov.uk
Tel: 01787 224370

CCTV Privacy Notice

1. Introduction

Earls Colne Parish Council is committed to protecting the privacy and personal information of residents, visitors, councillors, employees, contractors and all users of Council facilities.

This Privacy Notice explains how personal information is collected, used, stored and shared through the operation of the Council's Closed-Circuit Television (CCTV) system.

The Council has adopted CCTV as part of its commitment to maintaining a safe and secure environment at its premises while ensuring compliance with data protection legislation and guidance issued by the Information Commissioner's Office (ICO).

This notice should be read alongside the Council's CCTV Policy and Data Protection Policy.

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2. Who We Are

Earls Colne Parish Council is the Data Controller responsible for personal data collected through its CCTV system.

Contact Details

Earls Colne Parish Council
Council Chamber
Village Hall
York Road
Earls Colne
Colchester
CO6 2RN

Telephone: 01787 224370

Website: www.earlscolne-pc.gov.uk

Email: clerk@earlscolne-pc.gov.uk

The Parish Clerk acts as the Council's primary contact for CCTV-related enquiries.

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3. What is Personal Data?

Personal data is information relating to an identified or identifiable individual.

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CCTV footage may contain personal data where an individual can be recognised directly or indirectly from recorded images.

Examples include:

- Facial images.
- Physical appearance.
- Vehicle registration numbers.
- Distinctive clothing.
- Movement patterns.
- Other identifying characteristics.

---

4. Why We Use CCTV

The Council uses CCTV only where it is necessary and proportionate to do so.

The primary purposes are:

Crime Prevention

To deter criminal activity and anti-social behaviour.

Crime Detection

To assist in identifying individuals involved in criminal activity.

Public Safety

To help provide a safer environment for users of Council facilities.

Asset Protection

To safeguard Council buildings, equipment and property.

Incident Investigation

To assist in investigating incidents, accidents and complaints.

Access Monitoring

To help manage and secure access to Council premises.

The Council does not use CCTV for covert surveillance or routine monitoring of employee performance.

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5. CCTV Locations

The CCTV system currently monitors:

Village Hall Foyer

Council Chambers

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Internal Staircase to Chambers

Monitoring is intended to:

- Protect staff and hall users.
- Deter theft and vandalism.
- Assist investigations.

These areas have been selected following consideration of security requirements and privacy impacts.

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6. Areas Not Monitored

The Council does not use CCTV in locations where people would reasonably expect privacy.

These include:

- Toilets.
- Washrooms.
- Changing facilities.
- Staff welfare areas.
- Private offices where CCTV is unnecessary.

The Council regularly reviews camera positioning to ensure privacy is protected.

---

7. Our Lawful Basis

The Council processes CCTV footage under:

Article 6(1)(e) UK GDPR

Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

The Council considers CCTV operation necessary to fulfil its public responsibilities relating to safety, security and asset protection.

---

8. Information We Collect

The CCTV system may capture:

- Video images.
- Images of persons.
- Images of visitors.
- Images of employees.

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- Vehicle registration numbers.
- Dates and times of events.
- Location information associated with recordings.

Audio Recording

The Council's CCTV system:

Does not record sound or conversations.

No microphones are installed or used.

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9. How Footage is Recorded

CCTV images are recorded digitally.

The Council ensures:

- Equipment is appropriately maintained.
- Access is controlled.
- Recordings are securely stored.
- Time and date stamps are accurate.

Only authorised personnel may access recorded footage.

---

10. How Long We Keep CCTV Footage

The Council retains CCTV recordings for:

31 Days

After the retention period expires recordings are automatically deleted or overwritten.

The Council may retain footage for longer where necessary for:

- Police investigations.
- Criminal proceedings.
- Civil litigation.
- Insurance claims.
- Formal Council investigations.
- Data protection investigations.

Any extended retention must be justified and documented.

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11. Who Can Access Footage

Access is restricted to authorised individuals.

This may include:

- The Parish Clerk.
- Authorised Councillors.
- Approved maintenance contractors where necessary.
- Police officers and law enforcement agencies.
- Legal advisers acting on behalf of the Council.

Any access must have a legitimate business or legal purpose.

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12. Who We Share Information With

The Council may share CCTV footage where there is a lawful basis to do so.

Recipients may include:

Police Forces

For crime prevention, detection and investigation.

Courts and Tribunals

Where required by legal process.

Insurers

Where relevant to claims or investigations.

Solicitors

For legal advice or legal proceedings.

Regulatory Bodies

Where required by law.

The Council will not routinely share CCTV footage with members of the public.

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13. Subject Access Requests

Individuals have the right to request access to personal data recorded about them.

Requests should be made in writing to the Parish Clerk.

To help locate footage, applicants should provide:

- Full name.
- Contact details.

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- Location of the incident.
- Approximate time and date.
- Evidence of identity.

The Council may request additional information where necessary.

---

14. Third-Party Privacy

Footage often contains images of multiple people.

Before releasing footage, the Council may:

- Blur third-party faces.
- Mask vehicle registrations.
- Redact other identifying features.

Where appropriate, access requests may be refused if releasing footage would adversely affect the rights of another individual.

---

15. Your Data Protection Rights

Under UK GDPR you may have the right to:

Right of Access

Request a copy of personal data held about you.

Right to Rectification

Request correction of inaccurate personal data.

Right to Restriction

Request limitation of processing in certain circumstances.

Right to Object

Object to processing where legal grounds permit.

Right to Lodge a Complaint

Complain to the Information Commissioner if you believe your information has been handled incorrectly.

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16. CCTV Security Measures

The Council uses appropriate measures to protect CCTV recordings.

These include:

- Password-protected systems.

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- Restricted user access.
- Secure storage.
- Authorised viewing procedures.
- Secure deletion processes.
- Audit logs and record keeping.

The Council regularly reviews security arrangements to ensure ongoing effectiveness.

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17. Complaints

If you have concerns about how CCTV is operated or how your information has been handled, please contact:

The Parish Clerk
Earls Colne Parish Council
Council Chamber
Village Hall
York Road
Earls Colne
Colchester
CO6 2RN

Telephone: 01787 224370

Email: clerk@earlscolne-pc.gov.uk

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18. Information Commissioner's Office

If you remain dissatisfied following a complaint to the Council, you may contact:

Information Commissioner's Office (ICO)

Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Telephone: 0303 123 1113

Website: www.ico.org.uk

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19. Changes to this Privacy Notice

The Council may update this Privacy Notice from time to time.

Any significant changes will be approved by the Council and published on the Council website. The most current version will always be available from Earls Colne Parish Council.

Adopted: Minute ref: Date of review:

DRAFT

DRAFT

EARLS COLNE PARISH COUNCIL

Email: clerk@earlscolne-pc.gov.uk
Web: https://www.earlscolne-pc.gov.uk
Tel: 01787 224370

Data Protection Impact Assessment (DPIA)

1. Introduction

This Data Protection Impact Assessment (DPIA) has been undertaken by Earls Colne Parish Council to assess the impact on privacy arising from the operation of a Closed-Circuit Television (CCTV) system at Council-managed premises.

The assessment has been completed in accordance with:

- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- Human Rights Act 1998
- Information Commissioner's Office (ICO) CCTV Guidance
- Surveillance Camera Code of Practice (where applicable)

The purpose of this DPIA is to identify and assess privacy risks and establish appropriate controls to ensure CCTV processing remains lawful, necessary, proportionate and secure.

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2. Summary of Processing Activity

Project Title

Operation of CCTV System at Earls Colne Parish Council Premises

Organisation

Earls Colne Parish Council

Location

Council Chamber
Village Hall
York Road
Earls Colne
Colchester
CO6 2RN

Areas Under Surveillance

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Internal

- Main foyer at Village Hall
- Internal staircase leading to Council offices and meeting facilities
- Council Chambers

Processing Activity

The CCTV system captures and stores digital video images of individuals and vehicles entering, exiting or using monitored areas.

No audio recording is undertaken.

---

3. Description of the Processing

The Council operates CCTV cameras to monitor public and Council-owned areas for safety and security purposes.

The system records:

- Images of persons.
- Images of vehicles.
- Vehicle registration numbers.
- Dates and times of movements.
- Activity occurring within monitored areas.

Recordings are stored digitally and retained for a maximum of 31 days unless required for an investigation or legal proceedings.

---

4. Purpose and Objectives

The Council has identified the following objectives.

Objective 1: Crime Prevention

To deter criminal activity within Council premises and facilities.

Examples

- Criminal damage.
- Vandalism.
- Theft.
- Trespass.
- Anti-social behaviour.

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Objective 2: Public Safety

To improve safety for:

- Residents.
- Visitors.
- Hall users.
- Employees.
- Contractors.
- Councillors.

Objective 3: Asset Protection

To protect:

- Council buildings.
- Council vehicles.
- Community facilities.
- Equipment and infrastructure.

Objective 4: Incident Investigation

To assist investigations relating to:

- Security incidents.
- Accidents.
- Complaints.
- Insurance claims.
- Criminal offences.

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5. Stakeholders

The following parties may be affected by CCTV processing:

Internal

- Parish Councillors.
- Parish Clerk.
- Employees.
- Authorised contractors.

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External

- Members of the public.
- Village Hall users.
- Visitors.
- Car park users.
- Police and law enforcement agencies.
- Insurers.

---

6. Assessment of Necessity

The Council has considered whether less intrusive methods could achieve the same objectives.

Alternative measures considered include:

Measure	Assessment
Additional lighting	Helpful but insufficient alone
Physical security improvements	Already implemented where practical
Increased patrols	Not financially viable
Access control systems	Useful but do not provide evidence
CCTV	Most effective combination of deterrence and evidential capability

The Council concludes that CCTV is necessary to achieve the stated objectives.

---

7. Assessment of Proportionality

The Council believes CCTV use is proportionate because:

- Cameras are focused on public access areas.
- Coverage is limited to areas requiring monitoring.
- Private areas are excluded.
- No sound recording takes place.
- Footage is retained only for a limited period.

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- Access is restricted.
- Appropriate signage is provided.

The privacy intrusion created by the system is considered minimal when compared with the benefits obtained.

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8. Personal Data Processed

The following personal data may be collected:

Data Type	Description
Visual Images	Individuals captured by cameras
Vehicle Data	Registration numbers and vehicle appearance
Behavioural Data	Movement within monitored areas
Temporal Data	Date and time information

No special category data is intentionally collected.

No biometric identification technology is used.

No facial recognition technology is used.

---

9. Lawful Basis

Processing is conducted in accordance with:

UK GDPR Article 6(1)(e)

Processing necessary for the performance of a task carried out in the public interest.

The Council considers operation of CCTV a legitimate exercise of its responsibilities relating to safety, crime prevention and asset protection.

---

10. Human Rights Assessment

Article 8 of the Human Rights Act provides individuals with the right to respect for private and family life.

The Council has considered whether CCTV may interfere with this right.

The Council is satisfied that:

- Monitoring is confined to public or semi-public areas.

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- Monitoring serves legitimate aims.
- Monitoring is proportionate.
- Intrusion is minimised.
- Safeguards are in place.

The Council therefore considers any interference justified and proportionate.

---

11. Data Flow

Collection

Footage is recorded by CCTV cameras.

↓

Storage

Footage is stored on a secure recording device.

↓

Access

Authorised Council personnel may access footage.

↓

Disclosure

Footage may be disclosed where lawful.

↓

Deletion

Footage is automatically deleted after 31 days unless retained under an exemption.

---

12. Privacy Risks

The Council has identified the following risks.

Risk 1

Unauthorised Access to Footage

Risk that unauthorised individuals may gain access.

Potential Harm

- Privacy breach.
- Reputational damage.
- Regulatory action.

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Risk 2

Excessive Monitoring

Risk that cameras capture more activity than necessary.

Potential Harm

- Unnecessary intrusion.
- Public concern.

Risk 3

Excessive Retention

Risk that footage is retained longer than required.

Potential Harm

- Increased exposure to breach.
- Breach of data protection principles.

Risk 4

Inappropriate Disclosure

Risk that footage is released without lawful authority.

Potential Harm

- Privacy infringement.
- Legal liability.

Risk 5

Data Breach

Loss, theft or corruption of footage.

Potential Harm

- Personal data compromise.
- ICO investigation.

---

13. Risk Mitigation Measures

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Risk	Mitigation
Unauthorised access	Password protection and restricted permissions
Excessive monitoring	Camera placement reviews
Excessive retention	Automatic deletion after 31 days
Unlawful disclosure	Disclosure authorisation procedures
Data breach	Secure storage and access logging

---

14. Residual Risk Assessment

Risk	Likelihood	Impact	Residual Rating
Unauthorised access	Low	Medium	Low
Excessive monitoring	Low	Low	Low
Excessive retention	Low	Medium	Low
Disclosure error	Low	Medium	Low
Data breach	Low	High	Medium

The Council considers these residual risks acceptable when balanced against the benefits of operating the CCTV system.

---

15. Consultation

The Council has considered:

- Local security requirements.
- Public expectations regarding safety.
- Data protection obligations.
- Human rights considerations.

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- ICO guidance.

The Council considers the CCTV system to be justified and proportionate.

---

16. Security Controls

The Council has implemented:

Physical Controls

- Secure equipment location.
- Controlled building access.

Technical Controls

- Password protection.
- User authentication.
- Access restrictions.

Administrative Controls

- CCTV Policy.
- Privacy Notice.
- Disclosure procedures.
- Maintenance logs.
- Annual reviews.

---

17. Data Subject Rights

Individuals retain rights under UK GDPR including:

- Right of access.
- Right to complain.
- Right to object where applicable.
- Right to seek restriction of processing.

Requests shall be managed by the Parish Clerk.

---

18. Monitoring and Review

This DPIA shall be reviewed:

- Annually.
- If new cameras are installed.

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- If camera locations change.
- Following significant complaints.
- Following a data breach.
- Following relevant legal changes.

---

19. DPIA Outcome

Following assessment of:

- Necessity.
- Proportionality.
- Privacy impact.
- Security controls.
- Public interest.

Earls Colne Parish Council concludes that:

The operation of CCTV at the Village Hall, Council Chamber entrance, internal staircase and Parish Council-owned public car park is lawful, necessary and proportionate. Appropriate measures have been implemented to minimise privacy risks and ensure compliance with UK data protection legislation.

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Email: clerk@earlscolne-pc.gov.uk
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Subject Access Request (SAR) Procedure and CCTV Access Management

1. Introduction

This procedure sets out how Earls Colne Parish Council will manage requests from individuals seeking access to CCTV footage containing their personal data.

The procedure ensures compliance with:

- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- Information Commissioner's Office (ICO) guidance
- Earls Colne Parish Council CCTV Policy

The Council recognises that individuals have a legal right to access personal information held about them, including CCTV recordings where they can be identified.

---

2. Purpose

This procedure aims to:

- Ensure Subject Access Requests (SARs) are handled consistently.
- Protect the rights of individuals.
- Protect the privacy of third parties.
- Ensure lawful disclosure of CCTV footage.
- Maintain accurate records of requests and responses.

---

3. What is a Subject Access Request?

A Subject Access Request is a request made by an individual seeking access to personal data held about them.

For CCTV purposes, a request is usually made by someone who believes they have been recorded by the Council's CCTV system and wishes to:

- View footage.

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- Obtain a copy of footage.
- Confirm whether footage exists.
- Obtain information relating to the processing of their data.

Requests do not need to mention "Subject Access Request" specifically.

Any communication requesting personal information should be treated seriously and referred to the Parish Clerk.

---

4. Who Can Make a Request?

Requests may be made by:

Individuals

The person whose image has been recorded.

Authorised Representatives

A solicitor, parent, guardian or other representative who can demonstrate authority to act on behalf of the data subject.

Where a representative submits a request, the Council may require:

- Written authority.
- Proof of identity.
- Proof of relationship or authority.

---

5. How to Submit a Request

Requests should be submitted to:

The Parish Clerk
Earls Colne Parish Council
Council Chamber
Village Hall
York Road
Earls Colne
Colchester
CO6 2RN

Telephone: 01787 224370

Email: clerk@earlscolne-pc.gov.uk

Requests may be submitted:

- By email.
- By letter.

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- By hand delivery.
- Through any other reasonable written method.

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6. Information Required

To locate CCTV footage efficiently, applicants should provide:

Mandatory Information

- Full name.
- Contact details.
- Proof of identity.

CCTV Details

- Date of incident.
- Approximate time.
- Location.
- Description of clothing.
- Description of vehicle (if applicable).
- Details of the event concerned.

The Council may request additional information where necessary.

---

7. Proof of Identity

Before considering disclosure, the Council must be satisfied of the applicant's identity.

Acceptable documents may include:

Primary Identification

- Passport.
- Driving licence.
- National identity card.

Secondary Identification

- Utility bill.
- Council Tax statement.
- Bank statement.
- Official correspondence.

The Council reserves the right to request more than one document.

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8. Acknowledgement of Requests

Upon receipt of a valid request, the Council should:

1. Record the request.
2. Verify identity.
3. Assess whether footage is likely to exist.
4. Secure relevant footage if necessary.
5. Acknowledge receipt.

The Council should maintain a SAR Register for audit purposes.

---

9. Timescales

The Council must respond without undue delay and normally within:

One Calendar Month

The response period begins when:

- The request is received; and
- Identity has been verified.

Where requests are particularly complex, the Council may extend the response period by up to two additional months.

The applicant must be informed of any extension.

---

10. Locating Footage

The Parish Clerk shall:

Step 1

Identify the relevant CCTV camera.

Step 2

Identify the relevant recording date and time.

Step 3

Review footage to locate the data subject.

Step 4

Determine whether disclosure can lawfully occur.

All reviews must be documented.

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11. Third-Party Images

CCTV footage often records multiple individuals.

The Council must consider the privacy rights of third parties before disclosure.

Where footage includes others, the Council may:

- Blur faces.
- Mask identifying features.
- Crop images.
- Provide still images rather than video footage.
- Refuse disclosure where redaction is not feasible.

The Council must balance the applicant's right of access against the rights of others.

---

12. Providing Access

Where disclosure is appropriate, the Council may provide:

Method 1

A copy of the footage.

Method 2

A secure viewing appointment.

Method 3

Still images extracted from footage.

Method 4

A written description where images cannot reasonably be disclosed.

The method used should be proportionate and secure.

---

13. Circumstances Where Disclosure May Be Refused

The Council may decline to disclose footage where:

Legal Exemptions Apply

Disclosure would prejudice:

- Crime prevention.
- Criminal investigations.
- Legal proceedings.

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Third-Party Rights Cannot Be Protected

The rights and freedoms of another individual would be adversely affected.

Footage No Longer Exists

The footage has been automatically deleted in accordance with retention policies.

Identity Cannot Be Verified

The applicant cannot adequately demonstrate their identity.

Any refusal must be explained in writing.

---

14. Fees

The Council will not normally charge a fee for responding to a Subject Access Request.

A reasonable administrative fee may be charged where requests are:

- Manifestly unfounded.
- Excessive.
- Repetitive.

Any fee decision must be documented.

---

15. CCTV Access by Council Officers

Access to CCTV footage is restricted.

The following individuals may access footage where authorised:

- Parish Clerk.
- Authorised Council officers.
- Approved maintenance engineers.
- Police officers where appropriate.

All access must be justified and recorded.

---

16. CCTV Access Log

The Council shall maintain a CCTV Access Log recording:

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Information Required
Date of access
Person accessing footage
Reason for access
Camera/location
Footage dates reviewed
Outcome
Authorising officer

The log shall be retained for audit purposes.

---

17. Disclosure to Police

Police requests should normally:

- Be submitted in writing.
- State the legal basis.
- Specify the footage required.

Emergency disclosures may be made where necessary to protect life, prevent serious harm or support urgent law enforcement activity.

All police disclosures must be recorded in the CCTV Disclosure Register.

---

18. Disclosure Register

The Council shall maintain a register recording:

Information
Date of request

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Information
Requesting organisation
Nature of request
Footage supplied
Legal basis
Authorising officer
Date released

The register forms part of the Council's accountability records.

---

19. Complaints

If an individual is dissatisfied with how their request has been handled, they may:

Stage 1

Submit a complaint to the Parish Clerk.

Stage 2

Request review by Earls Colne Parish Council.

Stage 3

Complain to the Information Commissioner's Office (ICO).

---

20. Review and Monitoring

This procedure shall be reviewed:

- Annually.
- Following changes to legislation.
- Following ICO guidance updates.
- Following significant complaints.
- Following a data breach.

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EARLS COLNE PARISH COUNCIL

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Annual CCTV Review

This checklist must be completed at least annually and reported to Earls Colne Parish Council.

The purpose of the review is to ensure that the Council's CCTV system remains:

- Necessary
- Proportionate
- Effective
- Legally compliant
- Properly maintained
- Supported by appropriate governance documentation

Review Details

Item	Details
Review Date	
Reviewer	
Position	
Reporting To	Earls Colne Parish Council
Review Period Covered	
Date Presented to Council	
Minute Reference	

Section 1 – Continued Need for CCTV

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Question	Yes	No	Comments
Does the Council continue to have a legitimate need for CCTV?	☐	☐	
Is the public car park still considered a location requiring monitoring?	☐	☐	
Is monitoring of the entrance door still required?	☐	☐	
Is monitoring of the internal staircase still required?	☐	☐	
Is monitoring of the Chambers still required?	☐	☐	
Have there been any incidents demonstrating the value of CCTV during the year?	☐	☐	
Could any camera be removed without significantly affecting security?	☐	☐	

Outcome:

Section 2 – Camera Coverage Review

Check	Compliant	Not Compliant	Comments
Camera positions remain appropriate	☐	☐	
Coverage remains limited to intended areas	☐	☐	
Cameras do not overlook private premises unnecessarily	☐	☐	
Image quality remains adequate	☐	☐	
Night-time performance is satisfactory	☐	☐	
No blind spots identified requiring action	☐	☐	

Section 3 – Signage Review

Check	Yes	No	Comments
CCTV signs remain clearly visible	☐	☐	
Signs remain legible and undamaged	☐	☐	

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Signs identify the Council as Data Controller	☐	☐	
Contact details are current	☐	☐	
Signage is present at key entrances	☐	☐	

Section 4 – Data Protection Compliance

Check	Yes	No	Comments
CCTV Policy has been reviewed	☐	☐	
Privacy Notice has been reviewed	☐	☐	
DPIA has been reviewed	☐	☐	
Retention period remains appropriate	☐	☐	
Footage automatically deletes after 31 days	☐	☐	
Data subject rights procedures remain effective	☐	☐	
No unauthorised disclosures identified	☐	☐	

Section 5 – Security Review

Check	Yes	No	Comments
Access passwords remain secure	☐	☐	
User access permissions reviewed	☐	☐	
Recording equipment stored securely	☐	☐	
Access restricted to authorised personnel	☐	☐	
Security updates applied where required	☐	☐	
System protected from unauthorised access	☐	☐	

Section 6 – Maintenance Review

Check	Yes	No	Comments

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Routine inspections completed	☐	☐	
Faults addressed promptly	☐	☐	
Maintenance log up-to-date	☐	☐	
Firmware/software updates reviewed	☐	☐	
Recording functionality tested	☐	☐	
Time and date settings correct	☐	☐	

Section 7 – Subject Access Requests (SARs)

Item	Number
SARs received during period	
SARs completed within statutory timescales	
SARs refused	
SAR-related complaints	

Comments:

Section 8 – Disclosure Register Review

Item	Number
Police requests received	
Insurance requests received	
Legal disclosures made	
Other disclosures made	
Disclosures refused	

Verification

☐ Disclosure Register reviewed.

☐ All disclosures properly authorised.

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☐ Legal basis recorded for each disclosure.

☐ No concerns identified.

Section 9 – Complaints and Breaches

Item	Number
CCTV complaints received	
Complaints upheld	
Data breaches reported	
ICO notifications made	

Details

Section 10 – Assessment of Effectiveness

Please provide a summary assessment of the effectiveness of the CCTV system during the review period.

Crime Prevention

Public Safety

Asset Protection

Overall Effectiveness

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Section 11 – Recommendations

Tick all recommendations that apply.

Recommendation	Yes
No action required	☐
Additional signage required	☐
Camera relocation required	☐
Additional cameras required	☐
Policy update required	☐
Privacy Notice update required	☐
DPIA update required	☐
Additional staff training required	☐
Technical upgrade required	☐

Details

Section 12 – Annual Review Outcome

Following this review, the CCTV system is considered:

☐ Fully compliant and effective.

☐ Compliant but minor improvements required.

☐ Significant improvements required.

☐ Full policy review required.

☐ Further Council consideration required.

Sign-Off

Adopted: Minute ref: Date of review: May 2027

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Review Completed By

Name: _____

Position: _____

Signature: _____

Date: _____

Parish Clerk

Name: _____

Signature: _____

Date: _____

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EARLS COLNE PARISH COUNCIL

Email: clerk@earlscolne-pc.gov.uk
Web: https://www.earlscolne-pc.gov.uk
Tel: 01787 224370

CCTV Signage Standard

1. Purpose

This standard establishes the requirements for CCTV signage used by Earls Colne Parish Council.

The purpose of CCTV signage is to:

- Inform individuals that CCTV monitoring is taking place.
- Promote transparency and accountability.
- Meet UK GDPR transparency requirements.
- Support crime prevention and deterrence.
- Assist compliance with Information Commissioner's Office (ICO) guidance.

All signage shall be clear, visible, legible and maintained in good condition.

---

2. Signage Principles

The Council shall ensure that:

- Individuals are aware they are entering an area monitored by CCTV.
- Signs are easily visible before entering a monitored area.
- Signage remains readable at all times.
- Signs contain sufficient information to identify the Data Controller.
- Contact details are available for further information.

---

3. Locations Requiring Signage

Signage shall be installed at all principal access points to monitored areas.

Required Locations

Public Car Park

- Vehicle entrance to the car park.
- Pedestrian entrance points where practical.

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Village Hall / Council Chamber

- Main entrance door.
- Secondary entrance doors where applicable.

Internal Areas

- Entrance to the stairway area.
- Reception or public noticeboard area.

Additional signs may be installed where considered necessary.

---

4. Design Standard

Minimum Requirements

Signs should:

- Use contrasting colours.
- Be weather resistant where externally located.
- Include a recognised CCTV camera symbol.
- Be large enough to be read from a reasonable distance.
- Be positioned at approximately eye level where practical.

Recommended Colour Scheme

External Signs

- Yellow background
- Black text
- Black CCTV camera symbol

Internal Signs

- White background
- Black text
- Council branding colours where appropriate

---

5. Standard External Sign Wording

Public Car Park

WARNING

CCTV IN OPERATION

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Images are being recorded for the purposes of:

- Crime prevention and detection
- Public safety
- Protection of Council property
- Investigation of incidents

Data Controller:
Earls Colne Parish Council

Council Chamber
Village Hall
York Road
Earls Colne
Colchester
CO6 2RN

Telephone: 01787 224370

Website: www.earlscolne-pc.gov.uk

For further information please refer to the Council's CCTV Privacy Notice.

---

6. Standard Internal Sign Wording

CCTV IN OPERATION

These premises are monitored by Earls Colne Parish Council for:

- Public safety
- Security
- Crime prevention
- Protection of Council property

Data Controller:

Earls Colne Parish Council
01787 224370
www.earlscolne-pc.gov.uk

Further information is available from the Parish Clerk.

---

7. Suggested Sign Layout

+--------------------------------+

| CCTV is operated by Earls Colne

| Parish Council for the purposes of |

DRAFT

| the security of the premises, the safety of |

| users and the prevention |

| and detection of crime |

| for further information, please contact: |

| clerk@earlscolne-pc.gov.uk |

---

8. Sign Inspection Requirements

Signage shall be inspected at least annually as part of the CCTV Annual Review.

The inspection should confirm:

Check	Yes	No
Sign present	☐	☐
Sign visible	☐	☐
Sign legible	☐	☐
Contact details current	☐	☐
Sign not damaged	☐	☐
Sign correctly positioned	☐	☐

Defective signs shall be replaced as soon as reasonably practicable.

---

9. Temporary Loss of CCTV Coverage

Where significant CCTV failures occur, the Council should consider displaying temporary notices where:

- Cameras are out of service.
- Major maintenance is underway.
- The system is unavailable for an extended period.

This assists in maintaining transparency and public confidence.

---

10. Accessibility Requirements

The Council should ensure signage:

- Uses clear plain English.

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- Has good colour contrast.
- Is positioned where it can reasonably be seen.
- Uses sufficiently large lettering.
- Avoids excessive technical language.

---

11. Signage Register

The Parish Clerk shall maintain a record of all CCTV signs including:

Sign ID	Location	Date Installed	Last Inspected	Condition
S001	Car Park Entrance			
S002	Main Entrance Door			
S003	Internal Stairway			

---

12. Compliance Statement

Earls Colne Parish Council will use appropriate signage to ensure that all individuals entering monitored areas are informed that CCTV surveillance is taking place and are able to obtain further information about the processing of their personal data.

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Clerk to the Council
Sarah Gaeta

REQUEST FOR ITEMS ON THE AGENDA

Sections shaded Blue to be completed by the requesting member
Sections unshaded to be completed by the Proper Officer or their delegate

Item topic	Improving Clerk and Councillor support and advice services by rejoining SLCC
Advisory Group/Committee recommendation?	Yes
Proposed by	Bob Cook
Seconded by (if known)	June Jemmett
Proposed outcome – i.e. discussion, decision *	Discussion and decision
If motion, please indicate required wording *	That ECPC apply to rejoin SLCC with immediate effect.
Background (provided by the proposer)	We should ensure that the Clerk and Councillors have the best advisors and consultants available. Rejoining SLCC provides a broader source of advice and Clerk support than we currently experience. The majority of Parish Councils in our area belong to SLCC. Membership of SLCC brings us into line with our neighbouring parishes.
Background (provided by the Proper Officer)	
Financial implication (anticipated by the proposer)	An annual subscription. We might be able to pay for a part of a year and then annually thereafter.
Financial implication (anticipated by the Proper Officer)	
Legal implications	

Proposer's signature	R P Cook

Explanatory Notes:
* 1. If discussion is required before a decision and the proposer is not clear on what the outcome of discussions may be, please indicate 'to discuss and decide' - a motion will then be formulated at the meeting;
* 2. If discussion or consideration is required *without* a decision, please indicate 'to discuss', 'to consider' etc;
* 3. If a decision is sought and a motion required (for example, a recommendation by a committee), please indicate this.

Standing Orders 9 and 10 apply to notices of motion:

9. Motions for a meeting that require written notice to be given to the Proper Officer

A motion shall relate to the responsibilities of the meeting which it is tabled for and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.

No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least five clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.

The Proper Officer may, before including a motion on the agenda received in accordance with Standing Order 9(b) above, correct obvious grammatical or typographical errors in the wording of the motion.

If the Proper Officer considers the wording of a motion received in accordance with Standing Order 9(b) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer so that it can be understood at least three clear days before the meeting.

If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the Councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.

Subject to Standing Order 9(e) above, the decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.

Motions received shall be recorded in a book for that purpose and numbered in the order that they are received.

Motions rejected shall be recorded in a book for that purpose with an explanation by the Proper Officer for their rejection.

10. Motions at a meeting that do not require written notice

a. The following motions may be moved at a meeting without written notice to the Proper Officer:
   i. to correct an inaccuracy in the draft minutes of a meeting;
   ii. to move to a vote;
   iii. to defer consideration of a motion;
   iv. to refer a motion to a particular Committee or sub-Committee;
   v. to appoint a person to preside at a meeting;
   vi. to change the order of business on the agenda;
   vii. to proceed to the next business on the agenda;
   viii. to require a written report;
   ix. to appoint a Committee or sub-Committee and their members;
   x. to extend the time limits for speaking;
   xi. to exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest;
   xii. to not hear further from a Councillor or a member of the public;
   xiii. to exclude a Councillor or member of the public for disorderly conduct;
   xiv. to temporarily suspend the meeting;
   xv. to suspend a particular Standing Order (unless it reflects mandatory statutory requirements);
   xvi. to adjourn the meeting; or
   xvii. to close a meeting.

SLCC

For Local Council Professionals ®

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Society of Local Council Clerks (SLCC) is the professional body for local council clerks and senior council employees in England and Wales.

We ensure that our members are equipped with the necessary knowledge, training and skills to thrive within their role and best support their council and community.

Founded in 1972 and celebrating our 50th anniversary in 2022, SLCC has gone from strength to strength, starting with just 50 members and now representing clerks to over 5,000 parish, town and community councils.

Whether you seek expert advice, to develop your professional career or simply build relationships with your fellow clerks, we can offer you the support and recognition you deserve.

'Having received the latest Daily Digest from the e-Forum, I just wanted to say how useful it is! I always read through and find something of interest. It's very helpful to know how other clerks are dealing with the various queries that are raised.'

Teresa Irving, Clerk to Downswood Parish Council

'I've just read through the latest edition of The Clerk and wanted to let you know that you've reached a new high. Virtually, every page was useful to me and my staff. And I've booked on the webinar elections training already.'

Paul Wynne PSLCC, Town Clerk, Frome Town Council

'I would just like to place on record my appreciation of the support and help I have received over the years from SLCC; the role of clerk can be very solitary as we face varied challenges and I would have found it incredibly difficult without the advice and assistance that I have been given from SLCC, so many thanks to you all, it has been much appreciated. I am very appreciative of all SLCC's help and support. The Staffordshire branch of SLCC has been a source of friendship and useful knowledge and this has been invaluable, given how isolated the role of clerk can be at times.'

Liz Harrington-Jones, Former Clerk to Chebsey Parish Council

Visit www.slcc.co.uk/membership to apply for or renew your membership today @SLCCnews





10 Reasons to Join

1. Contact our team of experienced, expert advisors by telephone or email for answers to your professional queries
2. Read our bi-weekly news bulletin containing the latest sector news and information
3. Join our online, professional forum to participate in open discussions with your colleagues and benefit from their experience
4. Access over 700 best practice advice documents on a range of topics
5. Review our bi-monthly magazine called 'The Clerk' packed with advice, information and case studies
6. Discover the latest sector legislation and regulation at our events for a reduced rate
7. Advertise your councils' job on our website for a reduced rate
8. Maintain good practice by studying for a sector qualification or attending a training course for a reduced rate
9. Network with fellow clerks and discuss current issues at regular county based branch meetings
10. Enjoy exclusive member discounts on a wide selection of sector-specific publications.

Making your Case for Membership

We understand that your council may not realise the benefit of your professional membership and, furthermore, appreciate why the council should subsidise the cost of the subscription. The following information can be utilized to help your council to understand the value of membership:



Under what power may councils pay the subscription of their clerk to SLCC?
The Local Government Act 1972 s 143 (1) (b) states that, 'a local Authority may pay reasonable subscriptions, whether annually or otherwise, to the funds of any association of officers or members of local authorities which was so formed.

Do many councils pay the SLCC subscriptions of their clerk under these powers?
According to the 2023 Membership Survey, 97% of members' councils pay for their clerks' subscription, as encouraged by the Local Government Act.

Well that's all very well but you would say that wouldn't you. Who else agrees with you?
National Association of Local Councils (NALC), Local Government Association (LGA), and the Department for Levelling Up, Housing and Communities (DLUHC).

'Your clerk (and the council) benefit if the clerk is a member of the SLCC. SLCC provide legal, financial and other advice, a useful training pack and considerable support and guidance from the clerks' network. Your council may wish to pay the clerk's subscription to the SLCC. There is also information available on the SLCC website www.slcc.co.uk.' As stated in the Good Councillors Guide 2018.



Okay but isn't SLCC in competition with NALC and the County Associations which represents councils?
No. SLCC and NALC (on behalf of itself and County Associations) signed a Strategic Partnership statement in 2017 which established, among other things, that:

'NALC and SLCC are clear in their support for councils to be members of their county associations and NALC and for clerks to be members of the SLCC and active in their county branches. In that way councils get the best possible support for the professional development of clerks; and training and advice for councils and councillors.

NALC and SLCC will work together to raise the sector's reputation with the public, with Government, and with other national and local stakeholders and to ensure that government and other policies support local councils to help local communities.'

For more information or to join visit www.slcc.co.uk/membership





2025 Membership Subscription Rates

Full Membership

(Please total your gross annual salary or your gross pro-rata salary from all of your councils.)

Gross Annual Salary	Joining Fee (new and lapsed members only)	Annual Subscription
Up to £3,000	£5	£80
£3,001 - £6,000	£8	£110
£6,001 - £10,000	£10	£150
£10,001 - £20,000	£12	£190
£20,001 - £30,000	£15	£240
£30,001 - £40,000	£15	£300
£40,001 - £50,000	£20	£360
£50,001 - £60,000	£20	£420
> £60,001	£20	£480

Membership Type	Joining Fee (new and lapsed members only)	Annual Subscription
Student	£0	£15
Principal or Principal (Affiliate) (In addition to the cost of full or affiliate membership)	£0	£55
Fellow or Fellow (Affiliate) (In addition to the cost of full or affiliate membership)	£0	£85
Affiliate	£15	£206
Past Service	£0	£42
Clerk Magazine only	£0	£36

Choose your membership type

- **Full membership - membership for clerks (or other senior employees) in paid clerking positions** - receive all the services SLCC has to offer, to qualify you must be a clerk or other senior employee in a paid clerking position of town, parish or community councils, joint committees of town, parish and community councils, parish and community meetings, or charter trustees.
- **Affiliate membership - membership for town, parish and community councillors, officers of county associations and any others with an interest in the local council sector** - includes some of the benefits of full membership, however, members may only attend branch meetings with the agreement of the relevant branch,may not vote and are not eligible to attend the SLCC's Annual General Meeting (AGM).
- **Student / Principal / Fellow membership** - progress your full or affiliate membership, develop your career and gain recognition with the Professional Development Scheme (PDS). The PDS contains grades of membership which are awarded on a combination of experience, Continuous Professional Development (CPD) and qualifications. Visit www.slcc.co.uk/develop to view the criteria.
- **Past Service membership - membership for those who are no longer in a paid clerking role** – Left your council? Remain a member at a reduced rate and access to all the benefits of a full member except for the advisory service.
- **The Clerk Magazine** - need more copies of The Clerk magazine? The Clerk magazine is included in the price of all the memberships above, although some members like a second copy to share with their council.

November 2026 Highways report

We have had a reply from ECC Highways regarding the proposal to change the Station Road speed limit from 40to 30mph. I will say it, the usual gumph has been emitted with the main reason for their possible rejection being that " no-one has been killed on the road for the last five years!!!!" an unbelievable statement from their Chair. It seems, that unless people throw themselves under the bus, nothing will ever be done even though the road can be proved to be dangerous by the speed of vehicles and its layout re footpaths etc. We shall carry on and try to get a meeting with the Chair at County Hall, or preferably on site, to show the dangers.

Been a lot of small roadworks around the area by utility services with probably more to come.

I've put in a complaint to ECC Highways re the badly broken and sunken drain inn the High Street opposite Burrows Road. I feel that the drain cover will soon fall into the drain leaving a gaping hole in the road.

Reminder to all pedestrians to start wearing good shoes as the weather gradually gets colder and slippery pavements start. Our Community Workers are being prepared for these eventualities. Also drivers, reminder to sort out your vehicle windscreen de-icer and drive a bit more safer on the slippery roads. We don't want any of our residents injured on pavements or roads this winter.

Please be careful.

Ian Sparks/Cat Dennis

St Andrews Church Clock November Update

Just before the bells went away for refurbishment, the strike winding motor developed a fault so, during the last month or so before they went away, the hour strike didn't sound.
Our Clock engineers diagnosed the electrical problem and returned a week or so later with the replacement part. (A starter capacitor). They then discovered a fault on the starter mechanism so took that away to research the options of repair or replace and the costs of both.
They returned last week with a repaired starter and the clock is now fully functioning and the strike would sound if we had the bells.
The clock people have told us that the bell engineers will need to reposition the hammers because the bells will be re hung at a slightly different height.
The Tower captain has assured us that all work needed to re connect the clock to the bells is the responsibility of the bell engineers.
The Clock engineers say that the hammers and operating system are showing signs of severe wear and recommend a refurbishment that should see the whole set up good for another 100 years or so.
Bear in mind that the whole set up has been whirring away for over 130 years, every 15 minutes so we should expect some deterioration.
They have provided a quote for the work in the region of £6500.00. Note that of this sum, ECPC have already agreed to spend £1,250.00 on the wires, pulleys and levers that connect the clock to the bells.
Until ECPC has completed the forecasting and comparison with budget exercise we are not minded to recommend immediate action. It may be that the job should not be done within this financial year but we will have a clearer picture in January and will revisit the question then.
The bell engineers might have other ideas and push for immediate action. We are unlikely to see them until December at the earliest.
We may need to consider making a small reserve from this year's funds and budgetting for the balance in 2027/28. Meaning that we would have a period of silence sometime in 2027/28. Ideally not at Remembrance time.
We feel that the clock should be heard to be operating as normal as soon as possible purely because the longer the period of silence, the more likely it is that we will receive complaints about the noise.
We have agreed an extra £200.00 for two more starter condensers and a starter mechanism to keep in stock. We feel that having the two components that are most likely to fail stored safely with the clock is a cheaper alternative to the potential costs of one visit to diagnose and another to fit replacement parts.
This latest repair is likely to cost us around £700.00 within this financial year and we need to budget for an annual service next year that would cost around £250.00.
Bob Cook

Clerk to the Council
Sarah Gaeta

REQUEST FOR ITEMS ON THE AGENDA

Sections shaded Blue to be completed by the requesting member
Sections unshaded to be completed by the Proper Officer or their delegate

Item topic	Recruitment of an Admin Assistant
Advisory Group/Committee recommendation?	Personnel Committee
Proposed by	Ian Sparks
Seconded by (if known)	
Proposed outcome – i.e. discussion, decision *	The item to be discussed and decision to be voted on at Full Council Meeting
If motion, please indicate required wording *	ECPC has employed a new Parish Clerk to take over from the existing Clerk who left October. This one person in the office to deal with enquiries etc. The object of the proposal is to advertise for an Admin Assistant to support her with her role. If agreed, the Admin Assistant would take over various workloads, such as VH Bookings, dealing with enquires that need passing etc taking these style of items away from the Clerk and allowing her time to deal with Parish Council matters.
Background (provided by the proposer)	As stated above. Adverts to be readied for a November publication and interviews to take place in late November early December.
Background (provided by the Proper Officer)	(See additional report)
Financial implication (anticipated by the proposer)	If agreed, a salary would need to organised subject to Council approval and with agreement for the training to occur.
Financial implication (anticipated by the Proper Officer)	Within budget

Legal implications	**None known**
Proposer's signature	Ian Sparks

Explanatory Notes:
* 1. If discussion is required before a decision and the proposer is not clear on what the outcome of discussions may be, please indicate 'to discuss and decide' - a motion will then be formulated at the meeting;
* 2. If discussion or consideration is required *without* a decision, please indicate 'to discuss', 'to consider' etc;
* 3. If a decision is sought and a motion required (for example, a recommendation by a committee), please indicate this.

Standing Orders 9 and 10 apply to notices of motion:

9. Motions for a meeting that require written notice to be given to the Proper Officer

A motion shall relate to the responsibilities of the meeting which it is tabled for and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.

No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least five clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.

The Proper Officer may, before including a motion on the agenda received in accordance with Standing Order 9(b) above, correct obvious grammatical or typographical errors in the wording of the motion.

If the Proper Officer considers the wording of a motion received in accordance with Standing Order 9(b) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer so that it can be understood at least three clear days before the meeting.

If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the Councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.

Subject to Standing Order 9(e) above, the decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.

Motions received shall be recorded in a book for that purpose and numbered in the order that they are received.

Motions rejected shall be recorded in a book for that purpose with an explanation by the Proper Officer for their rejection.

10. Motions at a meeting that do not require written notice

a. The following motions may be moved at a meeting without written notice to the Proper Officer:

i. to correct an inaccuracy in the draft minutes of a meeting;
ii. to move to a vote;
iii. to defer consideration of a motion;
iv. to refer a motion to a particular Committee or sub-Committee;
v. to appoint a person to preside at a meeting;
vi. to change the order of business on the agenda;
vii. to proceed to the next business on the agenda;
viii. to require a written report;
ix. to appoint a Committee or sub-Committee and their members;
x. to extend the time limits for speaking;
xi. to exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest;
xii. to not hear further from a Councillor or a member of the public;
xiii. to exclude a Councillor or member of the public for disorderly conduct;
xiv. to temporarily suspend the meeting;
xv. to suspend a particular Standing Order (unless it reflects mandatory statutory requirements);
xvi. to adjourn the meeting; or
xvii. to close a meeting.

Earls Colne Parish Council

Report: Proposal to Employ a Part-Time Administrative Assistant

Report prepared by: Clerk and Responsible Financial Officer
Date: 10th November 2026

Report: Proposal to Employ a Part-Time Administrative Assistant

Report prepared by: Clerk and Responsible Financial Officer
Purpose: To consider the proposal to employ a permanent Part-Time Administrative Assistant and the associated financial implications for the remainder of the 2026/27 financial year.

Background

The administration of Village Hall bookings is currently taking up a significant proportion of the Clerk's working time. This includes responding to booking enquiries, processing booking forms, entering and maintaining booking information on Scribe, recording payments, issuing invoices, updating booking spreadsheets and dealing with ongoing correspondence from hirers.

These administrative responsibilities are time-consuming and are affecting the time available for other areas of the Clerk's role, including financial administration, governance, council projects, compliance and general parish council operations.

As part of reviewing the current workload and identifying opportunities to improve the efficiency of the Council's administrative operations, I have undertaken a review of my existing responsibilities and weekly workflow.

This has identified a number of recurring administrative tasks which could be delegated to an Administrative Assistant, allowing the Clerk to concentrate on the wider operational, financial and governance responsibilities of the Council.

It is therefore proposed that the Council considers employing a permanent Part-Time Administrative Assistant for 16 hours per week.

Workload Review and Allocation of Hours

2. Workload Review and Allocation of Hours

Following a review of the current workload, the proposed 16 hours per week would be allocated across the following areas:

Area of responsibility	**Hours per week**
Village Hall bookings and administration	10
Social media, website and communications	2
General Council administration	4
Total	**16**

The responsibilities within each area would include:

Village Hall Bookings and Administration – 10 hours

- Responding to booking enquiries and general correspondence.
- Receiving and processing booking forms.
- Entering and maintaining bookings on Scribe.
- Recording payments and updating booking records.
- Preparing and issuing invoices.
- Maintaining the Village Hall booking spreadsheet.
- Liaising with hirers regarding bookings and payment arrangements.

Social Media, Website and Communications – 2 hours

- Preparing and scheduling social media updates.
- Publishing Council announcements and notices.
- Updating and maintaining the Council website.
- Uploading relevant Council information, documents and public notices.
- Supporting the promotion of village events and activities.
- Keeping residents informed of relevant Council updates.

General Council Administration – 4 hours

- Providing general administrative support to the Clerk.
- Assisting with the preparation and distribution of agendas and meeting documentation.
- Displaying Council notices, agendas and public information on designated village noticeboards.
- Maintaining Council records and documentation.

- Carrying out Village Hall stocktakes.
- Creating and maintaining inventory lists.
- Monitoring and updating stock records.
- Undertaking other routine administrative duties as required.

This allocation is based on the current workflow and provides a defined structure for the position. The distribution of hours may be reviewed periodically to reflect the Council's changing administrative requirements.

Benefits to the Council

Employing an Administrative Assistant would provide several operational benefits:

- Reduce the administrative workload currently undertaken by the Clerk.
- Provide dedicated time for the management and administration of Village Hall bookings.
- Improve the consistency and timeliness of booking administration, invoicing and payment recording.
- Ensure Council communications and social media are maintained regularly.
- Improve the organisation and monitoring of Village Hall stock and inventory.
- Allow the Clerk to dedicate more time to financial management, governance, compliance, strategic projects and supporting councillors.
- Improve the overall efficiency and resilience of the Council's administrative operations.

The intention is to ensure that routine administrative responsibilities are appropriately delegated, enabling the Clerk to focus on the responsibilities that require the Clerk's professional oversight and accountability.

Financial Implications

The following table sets out the estimated employment costs for the period 1 January to 31 March 2027.

The calculations are based on 16 hours per week at £14.14 per hour, together with estimated employer National Insurance and minimum employer pension contributions.

Employment cost	Monthly cost	January–March
Gross salary	£980.37	£2,941.11
Employer National Insurance (15%)	£84.51	£253.53
Employer NEST pension (3%)	£13.81	£41.43
Total employment cost	£1,078.69	£3,236.07

Total estimated employment cost to 31 March 2027: £3,236.07.

Budget Considerations

For budgeting purposes, it is recommended that the Council allows a provision of £3,250 to cover the anticipated employment costs.

The above figures assume standard employer National Insurance category A, the applicable 2026/27 contribution thresholds and minimum NEST employer contributions on qualifying earnings. The actual pension cost will depend on the employee's eligibility and pension assessment. Any applicable Employment Allowance has not been deducted.

PAYE income tax and employee National Insurance are deductions from the employee's gross salary and are not additional employment costs to the Council.

The proposed appointment would create an ongoing staffing commitment for the Council due to the permanent nature of the position.

The Committee is asked to consider the immediate financial implications of employing the Administrative Assistant from January to 31 March 2027, with the ongoing salary commitment to be incorporated into the Council's 2027/28 budget.

The appointment would also need to be reflected in the Council's staffing establishment and employment budget.

Recommendation

1. Consider the proposal to employ a permanent Part-Time Administrative Assistant for 16 hours per week.
2. Note the proposed starting salary of SCP7 (£14.14 per hour), with annual progression of one spinal column point up to SCP12.
3. Consider the proposed allocation of 16 weekly hours across Village Hall bookings, social media and general Council administration.
4. Consider and recommend a budget provision of £3,250 to cover the estimated employment costs from January to 31 March 2027.
5. Consider the ongoing financial commitment and ensure provision is made within the 2027/28 budget.
6. Refer the proposal to Full Council for consideration and approval, subject to the Council's staffing and budgetary arrangements.