



Village Hall
York Road
Earls Colne
CO6 2RN

12th August 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 18TH AUGUST 2026 AT 7.00 PM**

for the purpose of transacting the following business

S Gaeta

Clerk to the Council

A G E N D A

- 1. Apologies for Absence**
- 2. Minutes of the Parish Council Meeting** held on 21st July 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 Councillor Rocha.
- 5. Braintree District Councillor (BDC) Update**
To receive an update from Councillors Spray and Courtauld.
- 6. Public Participation session** with respect to items on the Agenda and other matters that are of mutual interest.
- 7. Chairman's Update**
To receive an update from the Chairman.
- 8. Vice Chairman's Update**
To receive an update from the Vice Chairman.
- 9. Clerk's Update**
To receive an update from the Clerk.

10. Finance and Internal Control

- (a) To receive a budget update.
- (b) To consider a request from Gigaclear for a wayleave agreement to carry out additional broadband works at The Green.
- (c) To agree the proposed amendments to the Finance and Internal Controls Committee Terms of Reference and ECPC Statement of Internal Control (2026).
- (d) To combine Councillor Oversight Roles under allotments, car parks, toilets, EV chargers, climate change and environmental initiatives, open spaces and play areas into a new 'Village Environment' group, and review membership of all roles.

11. Planning

To consider the following planning applications, and any others submitted between the date of this agenda and the meeting:

TPOCON/TPO/DD

- (a) **26/01758/TPOCON** – Tree works to reduce Magnolia at 1 Tillwicks Close.
- (b) **26/01833/TPOCON** – Tree works to Liquid Amber and Ivy at 16 Park Lane.
- (c) **26/01719/TPO** – Tree works to London Plane Tree at 2 Shut Lane.
- (d) **26/01863/DD** – Tree works under the dead or dangerous exemption to remove dead Elm at 31 Halstead Road.

HH

- (e) **26/01712/HH**– Proposed single-storey rear extension at 1 Bourne Brook View.
- (f) **26/01638/HH** – Proposed replacement of the attached garage with a one and a half storey side extension and a single-storey rear extension at Brabazon House, Station Road.

FUL

- (g) **26/01683/FUL** – Erection of new storage building and the formation of an associated compound area at Land South of Olivers Plants, Coggeshall Road.

REM

- (h) **26/01660/REM** – Application for Approval of Reserved Matters pursuant to outline planning permission 24/00693/OUT, for 1 two-storey detached dwelling with shared access at Gu Brath, Coggeshall Road.

Other Matters

- (i) To agree to create a Planning Committee to consider and respond to significant planning applications affecting the parish and approve its Terms of Reference, following any amendments.
- (j) To note the submission of amended site extents through the Local Plan Regulation 18 consultation process and decide whether any further response will be submitted by the Parish Council.
- (k) To note recent planning decisions made by Braintree District Council.

12. Highways

To receive an update on outstanding Highways matters.

13. Village Environment

To agree to introduce a 3-hour maximum stay, with no return within 1 hour and no overnight parking between 10pm and 6am at the Queens Road car park, and to approve the installation of appropriate signage to communicate these restrictions.

14. Section 106

- (a) To consider and approve the Open Spaces Improvement Project as outlined in the accompanying report, and agree to purchase: 4 planters; 1 picnic bench; 2 litter bins; and 1 noticeboard, at a total cost of £6,453.95 + VAT. In addition, to approve the replacement of the perspex in the bus shelters as part of this project, with costs to be provided at the meeting.

- (b) To consider and approve the Proposal of Works for the Mary Gee Green and grant permission to go out to tender for this scheme.
- (c) To consider and approve the proposal to commission the museum to create an information board regarding Mary Gee, for installation on the Mary Gee Green, at an approximate cost of £500-600.

Subject to approval of the project by Braintree District Council prior to the formal order.

15. Health and Safety

To receive an update on health and safety matters.

16. Village Hall

- (a) To receive an update from the Village Hall team.
- (b) To discuss the removal of two glass recycling bins and the trade waste bin currently located in the Village Hall car park, and agree any action to be taken with BDC.
- (c) To discuss and decide whether to host a presentation of the National Emergency Briefing Event on the Climate and Nature crisis, or to assist and promote the event to be hosted by Four Colnes Horticultural Society using the Village Hall as the venue.

17. Youth Provision

To support, in principle, the setting up of a local Youth Group. The support would take the form of free of charge use of the Small Hall and Kitchen and for the Council to provide the required licence for the showing of films.

18. Accounts for Payment

To approve the accounts for payment.

19. General Information

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

20. Confidential Matters – Staffing Arrangements

- (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 discuss and decide if the Assistant Clerk can increase her hours from 20 to 30 per week with effect from 1st September in order to facilitate an effective handover with the outgoing Clerk/RFO.

Chairmans report August 2026

By the time that you read this, the Four Colnes Show will have been held where the Parish Council had a stand. Hopefully, we were inundated by the residents talking to us, offering help, giving us ideas to work on etc. We displayed a number of information sheets on several topics and hope they helped. There were also Petitions regarding the speed limit in Station Road and the fate of the disabled bays in the High Street. We ran an impromptu surgery for residents to talk to us and also provided a suggestion box for ideas. Hopefully some of the suggestions will be readable!!

Your Councillors have been busy regarding their Responsibilities, and I hope their progress will improve matters. Please remember, Rome wasn't built in a day!

BDC will be running a camera trial at the Car Park regarding the vandalism which keeps occurring at the toilets very soon and hopefully we shall be able to take it over once concluded.

I thank the residents who attend the monthly Parish Council Meetings as their input is well directed and important to us when given. We do take note and work on them. Unfortunately, some items are shrouded in Rules and Regulations we have to counter, but the hard work of the Office and their knowledge always helps us towards a good finish. If your item is one of these, please be patient as sometimes we have to deal with Authorities who seem to work like snails.

Ian Sparks Chairman ECPC

Vice Chairman's Update – August 2026

Planning

Planning continues to generate considerable interest from residents.

The application at Woodpeckers, Lowefields – 26/01492/FUL, for 36 homes, has attracted a significant number of objections, with concerns including the scale of development, traffic, infrastructure, drainage and its wider impact on the area.

The applications relating to The Castle, 77 High Street – 26/01472/FUL and 26/01473/LBC have also generated substantial public concern, particularly around the loss of a historic village asset, heritage impact, viability, drainage and the effect on the character of the village.

The level of public engagement with these applications reinforces my view that the Council should consider establishing a formal Planning Committee.

This would allow larger or contentious residential or commercial applications to be considered in greater depth and, importantly, provide residents with a clear opportunity to attend and express their views before the Parish Council determines its consultation response.

I would like the Council to explore the practicalities of establishing such a committee, including its membership, delegated authority, Terms of Reference and arrangements for public participation.

S106 Funding – Recreation Ground

There is £10,133.31 of remaining S106 Outdoor Sports funding which needs to be allocated within the required timeframe.

With the September deadline approaching, I believe we need to liaise with the Recreation Ground representatives as a priority to establish what facilities or improvements are currently needed and which of those would be eligible under this particular S106 fund.

This will allow the Council to identify a suitable use for the remaining funding and ensure that the opportunity to invest it back into recreation facilities for the village is not lost.

Highways

I continue to work alongside and support the Chairman on highways matters, particularly where issues have been raised by residents or require further liaison with the relevant authorities.

Council Support and Looking Ahead

As Vice Chairman, I will continue to support the Chairman, councillors and officers where required and help ensure that matters raised by residents are followed through appropriately.

Over the coming month, I would particularly like to progress the Planning Committee proposal, ensure the S106 funding is progressed with the Recreation Ground before the deadline, continue monitoring significant planning applications affecting the village, and ensure residents have a clear route to make their views heard.

Catherine Dennis

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 12/08/2026)

Car Park & Conveniences

		Last Year 2025-2026				Current Year 2026-2027								Next Year	
		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
142	CP Rates			2,500.00	2,536.03					2,536.03	1,151.40		1,151.40		
143	CP Water			1,000.00	786.42					1,000.00	131.27		131.27		
144	CP Electricity			1,300.00	2,176.98					1,300.00	317.91		317.91		
145	CP Insurance														
147	Cleaning/Janitorial Sup			300.00	234.90					300.00	37.23		37.23		
148	CP Maintenance			450.00	3,194.43					1,500.00	144.09		144.09		
149	Security Alarm			150.00	340.00					150.00					
151	EV Charging														
SUB TOTAL				5,700.00	9,268.76					6,786.03	1,781.90		1,781.90		

General Administration

		Last Year 2025-2026				Current Year 2026-2027								Next Year	
		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
4	Stationery Misc		9.19	1,200.00	584.58					400.00	158.51		158.51		
5	Insurance			5,000.00	5,298.47					5,500.00	5,315.62		5,315.62		
6	Equipment			1,000.00	1,786.73					500.00	36.63		36.63		
7	Postage			10.00	8.99					10.00					
8	Audit Fee			1,550.00	985.00					1,600.00					
9	Memberships		392.40	1,200.00	5,207.91		124.80		124.80	2,000.00	2,953.13		2,953.13		
10	Tea/Coffee/Milk			500.00	213.72					250.00	72.71		72.71		
11	Training			1,200.00	1,071.17					2,000.00	672.00		672.00		
12	Annual Report			250.00											
13	Neighbourhood Plan			250.00											
14	S137			100.00											
15	Grants to local orgs									2,000.00					

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 12/08/2026)

16	Community Special		1,600.00				1,600.00			
17	Bank Interest	1,619.26			1,200.00	394.12	394.12			
18	Grants	1,306.50		5,963.01		2,035.44	2,035.44		500.00	500.00
19	Precept	177,332.00			182,650.00	91,325.00	91,325.00			
21	Neighbourhood Plan C									
22	Devolution Scheme									
23	VAT	3.89								
24	Website		1,100.00	725.87				650.00	318.51	318.51
25	Poo Bags	163.30	1,000.00			43.22	43.22	500.00	119.80	119.80
26	Communications		570.00	687.87				650.00	266.56	266.56
27	Computing Hardware		150.00	599.14						
28	Computing Software		1,750.00	2,817.93				2,200.00	337.50	337.50
29	Photocopier		2,500.00	3,942.14				2,500.00	1,047.69	1,047.69
32	Legals		5,000.00	10,590.62				15,000.00		
33	Section 106	18,752.98	250.00	3,350.00						
34	Staff Christmas		500.00							
504	Inspections			951.00				100.00		
505	Bank charges	25.00		93.41		150.00	150.00		71.40	71.40
SUB TOTAL		199,604.52	26,680.00	44,877.56	183,850.00	94,072.58	94,072.58	37,460.00	11,870.06	11,870.06

Last Year 2025-2026					Current Year 2026-2027								Next Year	
Receipts		Payments			Receipts				Payments				Receipts	Payments
Code	Title	Budget	Actual		Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
126	Museum Grant					211.64		211.64	1,200.00					
SUB TOTAL			1,200.00			211.64		211.64	1,200.00					

Earls Colne Parish Council

12 August 2026 (2026-2027)

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 12/08/2026)

Projects		Last Year 2025-2026				Current Year 2026-2027								Next Year	
		Receipts		Payments		Receipts				Payments				Receipts	Payments
		Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
500	Village Hall mural														
501	Levelling Up Grant - B				2,000.00										
502	Enovert		5,427.00		5,427.00		15,170.00		15,170.00		1,015.00		1,015.00		
503	Warm Welcome - EAL				160.14										
SUB TOTAL			5,427.00		7,587.14		15,170.00		15,170.00		1,015.00		1,015.00		

Staff remuneration		Last Year 2025-2026				Current Year 2026-2027								Next Year	
		Receipts		Payments		Receipts				Payments				Receipts	Payments
		Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
3	Employer NI			5,200.00	18,720.48					8,724.00	2,822.62		2,822.62		
41	Pension Contributions			2,500.00	6,313.87					13,653.00	4,083.28		4,083.28		
81	Staff Salaries			107,000.00	57,402.90					88,000.00	19,894.32		19,894.32		
SUB TOTAL				114,700.00	82,437.25					110,377.00	26,800.22		26,800.22		

Village Environment		Last Year 2025-2026				Current Year 2026-2027								Next Year	
		Receipts		Payments		Receipts				Payments				Receipts	Payments
		Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
42	Highways/CCTV			500.00						1,000.00	22.50		22.50		
43	Repairs & Maintenanc			1,000.00	534.89					500.00	538.00		538.00		
44	Community Worker Ec		5,500.00	250.00	2,342.03					1,500.00	16,666.30		16,666.30		
45	Fuel			250.00	236.96					300.00	244.26		244.26		
46	Vehicle Insurance									675.00	260.71		260.71		
47	Playground Equipmen		49,434.63	1,000.00	68,247.26					1,000.00					

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 12/08/2026)

48	Litter Bins		200.00	188.26				2,000.00	42.00		42.00
51	Dog bins							305.00			
52	Telephone Kiosk			300.00				500.00			
53	Water Pump		200.00					200.00			
54	Allotments										
55	Church Clock		800.00	350.00				500.00			
56	Amenity Electric Vehic		500.00	2,577.17				500.00	83.81		83.81
57	Defibrillator		220.00					500.00			
58	Street Lighting Mainte		600.00	933.31				3,000.00	197.00		197.00
59	Street lighting Energy		2,800.00	3,110.28				3,250.00	95.07		95.07
60	Special Events	600.00	3,000.00	30.00				1,000.00	525.00		525.00
61	Christmas Tree/Carol S		600.00	783.70		259.00	259.00	500.00			
62	Planting		300.00	105.21				500.00			
63	Trees		1,500.00	4,840.00				2,000.00	665.00		665.00
64	Grass Cutting		100.00			94.50	406.16	406.16			
65	Allotment Fees	10.00				10.00					
66	Street Cleaning	3,291.58				3,200.00	3,390.33	3,390.33	290.64		290.64
67	VE Window Cleaning										
68	Contractors										
69	Sundries		600.00	4.37					62.09		62.09
71	Memorial		200.00	37.50				100.00			
SUB TOTAL		58,836.21	14,620.00	84,620.94	3,304.50	4,055.49	4,055.49	19,830.00	19,692.38	19,692.38	

Village Hall		Last Year 2025-2026				Current Year 2026-2027								Next Year	
		Receipts		Payments		Receipts				Payments				Receipts	Payments
		Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
82	VH Rates			1,700.00	1,873.13					1,875.00	1,532.84		1,532.84		
83	VH Maintenance			8,000.00	2,738.81					7,500.00	6,179.82		6,179.82		
84	Hall Hire		15,390.50		65.00	13,175.00	5,486.00		5,486.00						

Earls Colne Parish Council

12 August 2026 (2026-2027)

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 12/08/2026)

85	VH Insurance									
86	VH Electricity	35.00	4,500.00	2,414.36		2,700.00	997.27	997.27		
87	Gas	160.00	13,000.00	5,125.47		5,775.00	885.74	885.74		
88	VH Water		600.00	302.44		250.00	203.94	203.94		
89	VH Legionella									
90	District Councillor Proj									
91	Fire Exits/Alarms/Eme		1,000.00	777.70		1,300.00	725.09	725.09		
92	Cleaning/Cloakroom S		1,000.00	411.87		360.00	249.13	249.13		
93	Waste Collection		1,700.00	1,779.04		420.00	1,454.53	1,454.53		
94	License Fees		200.00	90.00		150.00				
95	Refurbishment		2,000.00	17,582.00						
96	Stairlift		160.00			300.00				
98	Contractors		250.00							
99	Sundries		600.00	859.89		250.00	95.00	95.00		
101	Defibrillator Consumat					200.00	67.99	67.99		
102	Window Cleaning		500.00			600.00				
103	Loan Repayment									
104	Hall Hire Deposit	-100.00		220.00						
105	Community Hub					1,000.00	163.61	163.61		
106	Floors and Windows					8,000.00				
107	Equipment					850.00	3,477.09	3,477.09		
SUB TOTAL		15,485.50	35,210.00	34,239.71	13,175.00	5,486.00	5,486.00	31,530.00	16,032.05	16,032.05

Summary

TOTAL	279,353.23	198,110.00	263,031.36	200,329.50	118,995.71	118,995.71	207,183.03	77,191.61	77,191.61
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Monthly breakdown of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2026 and 31/03/2027)

	Budget	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Variance
PAYMENTS															
Car Park & Convenien															
CP Rates	2,536.03	290.40	287.00	287.00	287.00									1,151.40	1,384.63
CP Water	1,000.00		131.27											131.27	868.73
CP Electricity	1,300.00	145.94	98.39	73.58										317.91	982.09
Cleaning/Janitorial Supp	300.00		24.48		12.75									37.23	262.77
CP Maintenance	1,500.00	67.43		26.66	50.00									144.09	1,355.91
Security Alarm	150.00														150.00
General Administratio															
Stationery Misc	400.00	4.50	47.03		106.98									158.51	241.49
Insurance	5,500.00		5,315.62											5,315.62	184.38
Equipment	500.00				36.63									36.63	463.37
Postage	10.00														10.00
Audit Fee	1,600.00														1,600.00
Memberships	2,000.00	2,906.13			47.00									2,953.13	-953.13
Tea/Coffee/Milk	250.00	2.71	58.93	9.40	1.67									72.71	177.29
Training	2,000.00	585.00	60.00	27.00										672.00	1,328.00
Grants to local orgs	2,000.00														2,000.00
Community Special	1,600.00														1,600.00
Grants		500.00												500.00	-500.00
Website	650.00	62.17	194.17	62.17										318.51	331.49
Poo Bags	500.00		59.90		59.90									119.80	380.20
Communications	650.00	66.64	66.64	66.64	66.64									266.56	383.44
Computing Software	2,200.00	337.50												337.50	1,862.50
Photocopier	2,500.00		154.62	716.85	176.22									1,047.69	1,452.31
Legals	15,000.00														15,000.00
Inspections	100.00														100.00
Bank charges		15.75	19.50	22.10	14.05									71.40	-71.40
Museum															
Museum Grant	1,200.00														1,200.00

Monthly breakdown of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2026 and 31/03/2027)

	Budget	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Variance
Projects															
Enovert		-333.33	1,348.33											1,015.00	-1,015.00
Staff remuneration															
Employer NI	8,724.00	1,580.35	613.02	629.25										2,822.62	5,901.38
Pension Contributions	13,653.00	1,347.01	1,375.18		1,361.09									4,083.28	9,569.72
Staff Salaries	88,000.00	7,194.16	6,294.63	6,405.53										19,894.32	68,105.68
Village Environment															
Highways/CCTV	1,000.00			22.50										22.50	977.50
Repairs & Maintenance	500.00	268.00		30.00	240.00									538.00	-38.00
Community Worker Equ	1,500.00	16,546.13	32.83	75.55	11.79									16,666.30	-15,166.30
Fuel	300.00	35.17	61.88	129.21	18.00									244.26	55.74
Vehicle Insurance	675.00	260.71												260.71	414.29
Playground Equipment	1,000.00														1,000.00
Litter Bins	2,000.00				42.00									42.00	1,958.00
Dog bins	305.00														305.00
Telephone Kiosk	500.00														500.00
Water Pump	200.00														200.00
Church Clock	500.00														500.00
Amenity Electric Vehicle	500.00			83.81										83.81	416.19
Defibrillator	500.00														500.00
Street Lighting Maintena	3,000.00	197.00												197.00	2,803.00
Street lighting Energy	3,250.00			95.07										95.07	3,154.93
Special Events	1,000.00				525.00									525.00	475.00
Christmas Tree/Carol St	500.00														500.00
Planting	500.00														500.00
Trees	2,000.00	295.00	370.00											665.00	1,335.00
Street Cleaning		290.64												290.64	-290.64
Sundries		26.96		35.13										62.09	-62.09
Memorial	100.00														100.00
Village Hall															
VH Rates	1,875.00	386.84	382.00	382.00	382.00									1,532.84	342.16

Monthly breakdown of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2026 and 31/03/2027)

	Budget	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Variance
VH Maintenance	7,500.00		1,247.50	2,438.00	2,494.32									6,179.82	1,320.18
VH Electricity	2,700.00	501.91	184.62		310.74									997.27	1,702.73
Gas	5,775.00	437.75	235.12	171.51	41.36									885.74	4,889.26
VH Water	250.00		203.94											203.94	46.06
Fire Exits/Alarms/Emerg	1,300.00		690.00		35.09									725.09	574.91
Cleaning/Cloakroom Su	360.00	143.08	94.30		11.75									249.13	110.87
Waste Collection	420.00	80.59	1,373.94											1,454.53	-1,034.53
License Fees	150.00														150.00
Stairlift	300.00														300.00
Sundries	250.00	95.00												95.00	155.00
Defibrillator Consumabl	200.00	67.99												67.99	132.01
Window Cleaning	600.00														600.00
Community Hub	1,000.00	83.68			79.93									163.61	836.39
Floors and Windows	8,000.00														8,000.00
Equipment	850.00		643.01		2,834.08									3,477.09	-2,627.09
	207,183.03	34,488.81	21,667.85	11,788.96	9,245.99										
														Total:	77,191.61
														Variance:	129,991.42

Monthly breakdown of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2026 and 31/03/2027)

	Budget	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Variance
RECEIPTS															
General Administratio															
Memberships			124.80											124.80	124.80
Bank Interest	1,200.00			394.12										394.12	-805.88
Grants		630.44	1,405.00											2,035.44	2,035.44
Precept	182,650.00	91,325.00												91,325.00	-91,325.00
Poo Bags			17.27	25.95										43.22	43.22
Bank charges				150.00										150.00	150.00
Museum															
Museum Grant		211.64												211.64	211.64
Projects															
Enovert				15,170.00										15,170.00	15,170.00
Village Environment															
Christmas Tree/Carol S				259.00										259.00	259.00
Grass Cutting	94.50			406.16										406.16	311.66
Allotment Fees	10.00														-10.00
Street Cleaning	3,200.00			3,390.33										3,390.33	190.33
Village Hall															
Hall Hire	13,175.00	1,351.00	2,179.00	1,916.00	40.00									5,486.00	-7,689.00
	200,329.50	93,518.08	3,726.07	21,711.56	40.00										
														Total:	118,995.71
														Variance:	-81,333.79

Earls Colne Parish Council

Finance and Internal Controls Committee – Terms of Reference

1. Purpose

To oversee the financial management, budgeting, internal controls, risk management and governance arrangements of the Council to ensure sound and accountable use of public funds.

2. Membership and Structure

- The Committee shall comprise 6 members of the Council, appointed at the Annual Parish Council Meeting, or when a vacancy occurs.
 - The Clerk/RFO shall attend all meetings in an advisory (non-voting) capacity.
 - A quorum shall be 3 members.
 - The Chairman of the Committee shall be elected by the Committee at its first meeting each civic year.
-

3. Meetings

- The Committee shall meet at least quarterly, with additional meetings scheduled as needed, particularly for budget preparation and year-end close.
 - The Clerk/RFO may request an extraordinary meeting if necessary.
 - Meetings shall be open to the public unless confidential or exempt information is being discussed.
-

4. Responsibilities

The Committee shall be responsible for:

Financial Oversight

- Monitoring income and expenditure against the approved budget.
- Reviewing financial reports and recommending virements (budget reallocations) where necessary.
- Scrutinising monthly/quarterly bank reconciliations.
- Reviewing reserves and ensuring they are adequate and appropriately allocated.

Budgeting and Precept

- Leading the preparation of the annual budget in consultation with the Clerk/RFO.
- Recommending the annual budget and precept to Full Council for approval.

- Reviewing medium-term financial forecasts where appropriate.

Internal Control and Audit

- Reviewing the effectiveness of all internal controls on a monthly basis, and recommending improvements.
- Receiving and reviewing reports from the Internal Auditor, and ensuring actions are implemented.
- Monitoring the status of any audit recommendations (internal or external).
- Recommending appointment/reappointment of the Internal Auditor annually.

Risk Management

- Reviewing and maintaining the Council's Risk Register.
- Ensuring that appropriate insurance cover is in place for assets, public liability, employers' liability, and fidelity guarantees.
- Overseeing asset management and register accuracy.

Policies and Governance

- Reviewing and recommending the Council's:
 - Financial Regulations
 - Investment Strategy (if applicable)
 - Reserves Policy
 - Ensuring compliance with statutory and regulatory obligations (e.g., VAT, PAYE, transparency code).
-

5. Delegated Authority

The Committee has delegated authority from Full Council to:

- Approve expenditure within the approved budget up to a limit of £2,000 per item.
- Make virement decisions between budget headings up to **£X**, notifying Full Council retrospectively.
- Approve banking arrangements and make recommendations on investments.
- Recommend appointment of the Internal Auditor.
- Approve grant applications made under an agreed grants policy and budget allocation.
- Commission professional advice or financial services within agreed budget limits.

Note: Any recommendations with budget implications beyond approved levels must be referred to Full Council.

6. Reporting

- The Committee will report to Full Council through formal minutes and, where required, make recommendations for resolution.
 - A year-end financial summary and budget proposal will be presented to Full Council for approval annually.
-

7. Review

- These Terms of Reference shall be reviewed annually by the Committee and reapproved at the Annual Parish Council Meeting or earlier if circumstances require.
-

8. Confidentiality

- Where financial matters involve commercially sensitive or personal information (e.g. contracts, staffing costs), these will be discussed in confidential session, excluding the press and public.
-



EARLS COLNE PARISH COUNCIL

STATEMENT OF INTERNAL CONTROL (2026)

Introduction

Earls Colne Parish Council ('the Council') is responsible for ensuring that its financial business is conducted in accordance with the law and proper standards, and that public money is safeguarded, properly accounted for and used economically, efficiently and effectively.

The Council is also responsible for maintaining a sound system of internal control which supports the effective exercise of its functions and arrangements for the management of risk.

The Council reviews the effectiveness of its systems of internal control annually, informed by the work of the Internal Auditor, the Council as a corporate body, and comments made by internal and external auditors.

Purpose of the System of Internal Control

The system of internal control is designed to manage risk to a reasonable level rather than eliminate all risk.

The system is designed to:

- Identify and prioritise risks to the achievement of Council objectives
- Evaluate the likelihood and impact of risks
- Manage risks efficiently, effectively and economically

The system of internal control accords with the Joint Panel on Accountability and Governance Practitioners' Guide (2026 edition).

The Internal Control Environment

The Council:

- Has adopted Standing Orders and Financial Regulations
- Receives budget monitoring reports monthly except during AGAR and budget-setting periods
- Carries out a formal mid-year budget review at the September meeting
- Discusses the following year's budget at the December meeting
- Determines the budget and precept at the January meeting
- Approves a payment list at each ordinary Council meeting
- Maintains and reviews risk assessments and policies regularly
- Receives reports from Internal and External Auditors
- Receives recommendations from the Finance and Internal Controls Committee to support the monitoring and review of financial management, internal controls, budgeting, value for money, project review above £1,000 spend and risk management arrangements

The Clerk / Responsible Financial Officer (RFO):



- Acts as the Council's principal advisor and administrator
- Administers the Council's finances
- Prepares regular financial monitoring information
- Determines and maintains accounting records and control systems
- Ensures compliance with legislation and Financial Regulations

Payments and Banking Controls

- Invoices are uploaded to a secure SharePoint folder for Member review
- Councillor signatories verify invoices before payment
- A payment list is presented to Council monthly for approval
- Following approval, the RFO sets up payments through the banking system
- Two approved bank signatories authorise payments
- Regular payments and direct debits are reviewed periodically

Risk Management

- The Council maintains a Risk Matrix and reviews controls regularly
- Risk assessments are reviewed at least annually
- Appropriate insurance cover is maintained
- Specialist advice is obtained where necessary

Internal Audit

The Council appoints an independent and competent Internal Auditor who reports annually on the adequacy of records, procedures, systems and internal controls.

- Internal audit reports are presented to Council
- Recommendations are monitored and implemented where appropriate
- The effectiveness of internal audit is reviewed annually

External Audit

- The AGAR is considered and approved annually by the Council
- The External Auditor's report is presented to Council
- Recommendations arising from audit are considered and actioned

Review of Effectiveness

The Council reviews the effectiveness of internal control on an ongoing basis and reviews the Internal Statement of Control annually. The review is informed by:

- The work of the Council as a corporate body
- The Clerk / Responsible Financial Officer
- The Internal Auditor
- The External Auditor
- Finance and Internal Controls Committee



Adoption and Review

Adopted: _____

Minute Reference: _____

Next Review Date: _____

Councillor Oversight Roles

Oversight roles are intended to give individual councillors a focus area where they can support the Clerk, monitor developments and carry out relevant research or fact-finding, without holding delegated authority or individual responsibility – as all decisions and accountability remain with the full council.

Proposal:

To combine allotments, car parks, toilets, EV chargers, climate change and environmental initiatives, open spaces and play areas into a new Village Environment group, and review membership of all groups.

Area	Councillors (who may be supported by interested members of the public)
Allotments	Cllr Wall
Car parks, toilets, EV chargers	Cllr Jackson Cllr Wall
Church clock	Cllr Cook Member of the public
Climate change, environmental initiatives	Cllr Jemmett
Community events, hall/bar	Cllr Jemmett Member of the public
Earls Colne Heritage Museum	Cllr Cook
Health and safety	Cllr Wall Cllr C Dennis Cllr Jackson
Highways, transport, footpaths	Cllr I Sparks Cllr C Dennis
Local business liaison	Cllr Jemmett
Planning	Cllr Dennis
Open spaces and play areas	Cllr Dennis Cllr Hull Cllr Wall R Dalton (Member of the Public)
Tree warden	R Dalton
Village Hall (structure/facilities)	Cllr Cook Cllr Lynham Cllr Jackson
War memorial	Cllr Sparks

EARLS COLNE PARISH COUNCIL

PLANNING COMMITTEE

TERMS OF REFERENCE

1. Purpose

The Planning Committee is established by Earls Colne Parish Council to consider and respond to significant planning applications affecting the parish.

The Committee will enable larger or more significant planning applications to be considered in detail by a smaller group of Councillors, whilst routine planning applications will continue to be considered by Full Council.

2. Membership

The Planning Committee shall comprise of six Parish Councillors, appointed annually by Full Council.

The Committee shall elect its own Chairman at its first meeting following the Annual Parish Council Meeting.

3. Quorum

The quorum for meetings of the Planning Committee shall be three members.

No business shall be transacted unless the meeting is quorate.

4. Matters to be Considered by the Committee

The Committee shall normally consider:

- Planning applications involving more than one new residential property;
- Commercial planning applications or developments of a significant nature;
- Other planning applications which, in the opinion of the Clerk in consultation with the Chair of the Committee, would benefit from consideration by the Planning Committee due to their scale or potential impact on the parish.

All other planning applications shall normally be considered by Full Council.

Full Council may, at its discretion, refer any planning application to the Planning Committee for consideration.

5. Delegated Authority

The Planning Committee is delegated authority by Full Council to consider planning applications falling within these Terms of Reference and to submit comments and representations on behalf of Earls Colne Parish Council to the relevant Local Planning Authority.

The Committee shall ensure that its representations:

- Have regard to relevant planning policies and material planning considerations;
- Take account of the interests of the parish and its residents;

- Are consistent with policies and decisions previously agreed by Full Council, where applicable; and
- Do not conflict with any Neighbourhood Plan, Local Plan or other relevant planning policy.

The Committee may resolve to support, object to, or make other appropriate representations in respect of a planning application.

6. Limitations of Delegated Authority

The Committee shall not:

- Determine planning applications, as the Parish Council is a statutory consultee and the final planning decision rests with the relevant Local Planning Authority;
- Make or amend Parish Council policy;
- Commit Parish Council expenditure unless specifically authorised under the Council's Financial Regulations or by Full Council;
- Take decisions outside the matters delegated to it by these Terms of Reference.

Any matter which the Committee considers to be particularly contentious, exceptional or outside its delegated authority may be referred to Full Council for determination.

7. Planning Appeals and Related Matters

Where appropriate, the Committee may consider and submit representations on planning appeals and other planning matters directly associated with applications within its remit.

8. Meetings

Meetings shall be convened as required to meet planning consultation deadlines.

The normal requirements of the Parish Council's Standing Orders shall apply to meetings of the Committee.

Agendas and minutes of meetings shall be published in accordance with the statutory requirements applicable to Parish Council meetings.

9. Declarations of Interest

Members shall declare any disclosable pecuniary interests or other relevant interests in accordance with the Council's Code of Conduct and Standing Orders.

A member with a disclosable pecuniary interest shall not participate in the consideration or determination of the relevant matter.

10. Relationship with Full Council

The Planning Committee is accountable to Full Council and shall operate within the policies, Standing Orders and Financial Regulations of Earls Colne Parish Council.

The Committee shall report its decisions and recommendations to Full Council through its minutes.

Full Council may review, amend or withdraw the delegated authority given to the Committee at any time.

11. Review

These Terms of Reference shall be reviewed annually by Full Council and may be amended by resolution of the Parish Council.

DRAFT

26/01278/HH	42 Park Lane Earls Colne Essex CO6 2RH
26/01418/TPOCON	44 High Street Earls Colne Essex CO6 2PA
26/01294/HH	4 Hunts Yard Massingham Drive Earls Colne Essex CO6 2TD
26/01520/TPOCON	30 Hayhouse Road Earls Colne Essex CO6 2PD

**Proposed single storey side/front extension to form garage /store ,
following demolition of existing garage.**

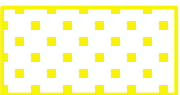
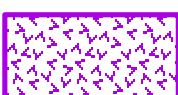
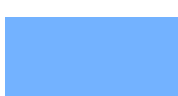
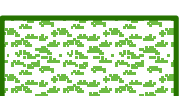
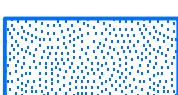
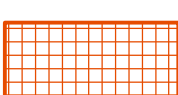
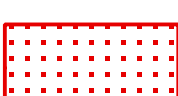
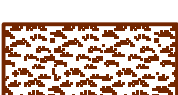
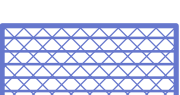
Notice of intent to carry out works to trees in a Conservation Area

Proposed pergola and outdoor kitchen.

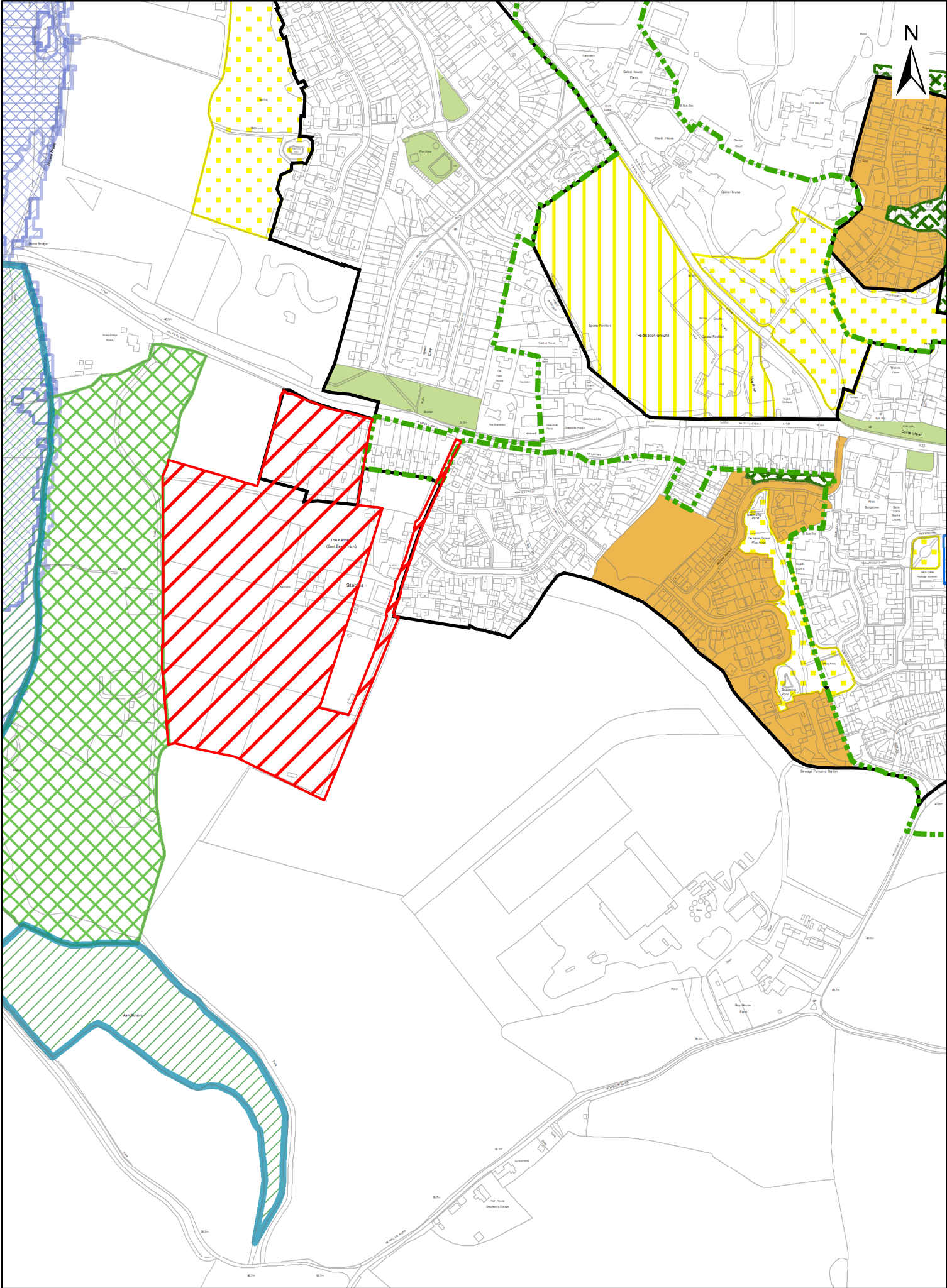
Notice of intent to carry out works to trees in a Conservation Area

Application GRANTED
No Objections Raised
Application GRANTED
No Objections Raised

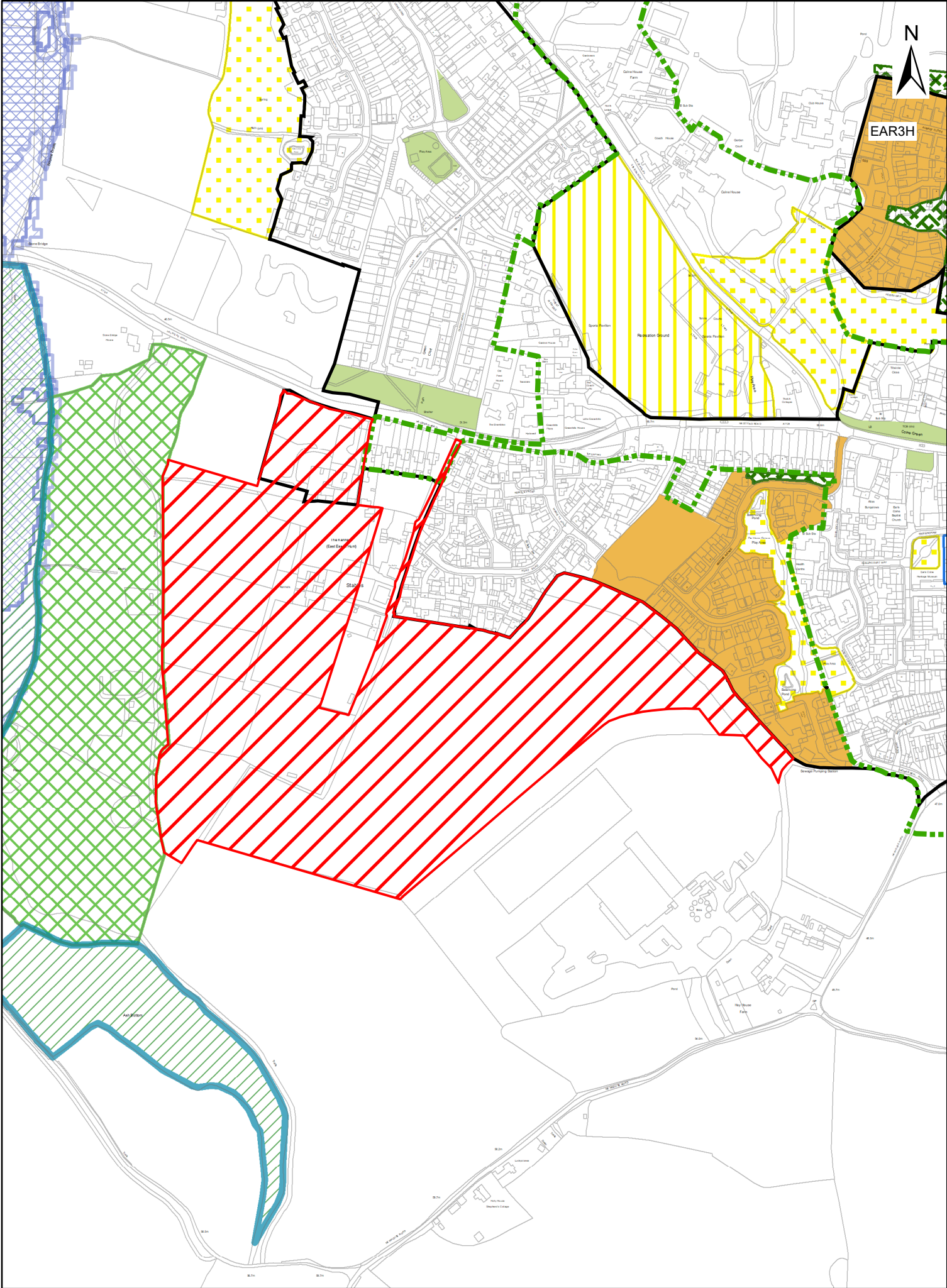
Key: Draft Local Plan Review 2041

	Development Boundary		Road Proposal		Formal Recreation
	District Boundary		Safeguarded Bypass corridor		Informal Recreation
	Inset map		Proposed WCH Route		Biodiverdity Net Gain (BNG)
	Strategic Growth Location		Protected Lane		Green Buffer
	Residential Site 10 or more Dwellings		Town Centre		Visually Important Space
	Specialist Housing		Primary Shopping Area		Structural Landscaping
	Self Build and Custom Housing		Primary Frontage		Local Greenspace
	Proposed Gypsy/Traveller Site		Secondary Frontage		SANG - proposed
	Employment Policy Area		District Centre		Conservation Area
	Business Parks		Local Centre		Local Nature Reserve
	Comprehensive Development Area		Supplementary Plan - Wethersfield Airfield		Scheduled Monuments (NHLE)
	Special Employment Area		Leisure and Entertainment		Site of Special Scientific Interest
	Transport Related Policy Area		Community Uses		Local Wildlife Site
	Retail and Town Centre Uses		Car Park		Historic Parks & Gardens (NHLE)
	Designer Outlet Centre		Education		Flood Zone 2
	Retail Warehousing		Allotments		Flood Zone 3
			Cemetery/Church Yard		Floodzone 3B

Local Plan Review Reg 18 Site Submission: EARL2119E1



Local Plan Review Reg 18 Site Submission: EARL2119E2



Highways report August 2026

The works at Stonebridge on the repairs there, appear to be going well. Obviously, the weather helps. I noticed that they seem to have the temporary bridge bank supports coming on well, so hopefully once they are finished the temporary bridge can be installed and the by passing roadway completed. There is still a long way to go and we need to be patient.

We shall soon be getting the proposals to ECC ready for the reduction of the speed limit in Station Road and the reinstatement of the disabled bays in the High Street as legally enforceable. Again, not something that happens as quickly as we want but we are on the case. Thanks to the residents for signing the Petitions regarding these items, it all helps our case.

Potholes I notice are slowly being repaired around the area, You have to look hard to see them as there are so many thousands to repair and the roads seem to be just one bad pothole, but Highways seem to be actively working on them. Even so, keep complaining to them about the potholes you find and report them.

The hedge on Halstead Road opposite Great Pitchers has been cut back eventually so that it one problem away.

Ian Sparks Chairman ECPC

Open Spaces Improvement Project – Proposed Use of Section 106 Funding

1. Purpose of the Report

To consider a proposal for the use of available Section 106 funding towards improvements to the Parish Council's open spaces and associated community facilities.

The proposed project is intended to enhance the appearance, usability and amenity value of the North and South Greens, while also improving facilities at the public toilet block and bus shelters.

The proposed works and purchases would provide long-lasting, low-maintenance improvements using recycled and durable materials wherever possible.

2. Proposed Open Spaces Improvements

North and South Greens

4 x Salisbury Hexagonal Raised Planters – 498 litre capacity

It is proposed to purchase four Salisbury Hexagonal Raised Planters, with two planters located on each of the North and South Greens.

- Capacity: 498 litres each
- Dimensions: H440 x L1660 x W910mm
- Manufactured from recycled plastic
- Maintenance-free, with no requirement for painting, staining or other surface treatment
- Resistant to weathering, rot, splintering and vandalism
- Minimum 25-year guarantee
- Current price: **£1,035 each excluding VAT**

[View Salisbury Hexagonal Planter – 498 litre](#)

The planters would provide an opportunity to introduce additional planting and improve the visual appearance of both Greens without requiring permanent alterations to the ground.

Soil

Approximately two tonnes of suitable soil/compost would be required to fill the four planters.

Estimated cost: **£120.**

1 x Octagonal Picnic Table

It is proposed to purchase one octagonal picnic table for the open space.

- Dimensions: H780 x L2000 x W2000mm
- Suitable for outdoor use
- Manufactured from recycled plastic
- Selected specification: **£715 excluding VAT**

[View Octagonal Picnic Table](#)

The picnic table would provide additional seating and encourage residents and visitors to make greater use of the open space.

2 x Recycled Plastic Litter Bins with Closing Flaps and Galvanised Liners

It is proposed to install two additional litter bins.

[View Recycled Plastic Litter Bin with Closing Flaps](#)

The bins include closing flaps and galvanised liners and are manufactured from recycled plastic. They are designed for outdoor use and require minimal ongoing maintenance.

Current price: **£600 each excluding VAT.**

The additional bins would support the Council's efforts to keep the Greens clean and attractive and should complement the proposed improvements.

3. Public Toilet Block – Community Noticeboard

It is proposed to install one external noticeboard at the public toilet block to provide a suitable location for displaying community information, notices and other relevant information for residents and visitors.

1 x WeatherShield Wall-Mounted Outdoor Noticeboard

- Dimensions: 1220 x 1031mm
- Landscape orientation
- Designed for external use
- Wall-mounted
- Current price: **£278.95 excluding VAT**

[View WeatherShield Outdoor Showcase Noticeboard](#)

The noticeboard would provide a secure and weather-resistant location for community information and improve the Council's ability to communicate information at a well-used public facility.

4. Bus Shelter Improvements

It is also proposed that the existing perspex panels in the Parish Council's bus shelters are replaced where required.

The replacement perspex will be sourced from Apogee. A quotation and specification are currently awaited and will be provided to Councillors once received.

The final information will include:

- Number of panels to be replaced
- Any required cutting or preparation
- Total cost.

Cost: To be confirmed following receipt of quotation from Apogee.

The replacement of damaged or deteriorated panels would improve the appearance and usability of the bus shelters and help ensure that they remain suitable for continued public use.

5. Environmental and Whole-Life Considerations

The proposed project has been designed to provide durable improvements while minimising future maintenance requirements.

The recycled furniture supplier states that its products are manufactured from recycled plastic and are designed to be resistant to weather damage, rot, cracking and splintering. The products are described as maintenance-free and carry a minimum 25-year guarantee.

The use of recycled plastic furniture also avoids the need for regular painting, staining or other timber treatments, thereby reducing future maintenance requirements and costs for the Parish Council.

As part of its environmental commitments, the supplier states that it plants five trees for orders of £500 or more. The proposed order will exceed this threshold.

The selection of recycled materials and long-life products therefore supports the Council's environmental objectives while also providing good whole-life value.

6. Estimated Project Cost

Based on the current prices and estimated cost of soil, the project expenditure is currently estimated as follows:

Item	Quantity	Estimated Cost ex VAT
Salisbury 498L hexagonal planters	4	£4,140.00
Octagonal picnic table	1	£715.00
Litter bins with closing flaps and galvanised liners	2	£1,200.00
Soil	Approx. 2 tonnes	£120.00
WeatherShield outdoor noticeboard	1	£278.95
Replacement bus shelter perspex	TBC	TBC
Current estimated total		£6,453.95

All figures are exclusive of VAT. The cost of the bus shelter perspex will be added once the quotation and specification have been received from Apogee.

The final project cost will therefore be confirmed once the bus shelter quotation has been received.

7. Section 106 Funding

The proposed expenditure is intended to support improvements to publicly accessible open spaces and associated community facilities within the Parish.

The project would provide:

- Improved appearance and visual amenity of the North and South Greens
- Additional opportunities for planting
- Additional public seating
- Improved litter management
- Improved community information provision
- Improvements to existing bus shelter facilities
- Durable, low-maintenance infrastructure for the benefit of residents and visitors.

8. Recommendation

It is recommended that the Parish Council:

1. **Approves** the proposed Open Spaces Improvement Project using available Section 106 funding.
2. Approves the purchase of:
 - Four 498-litre Salisbury Hexagonal Raised Planters, two for each of the North and South Greens;
 - Approximately two tonnes of soil to fill the planters;
 - One Octagonal Picnic Table;
 - Two recycled plastic litter bins with closing flaps and galvanised liners; and
 - One WeatherShield external noticeboard for the public toilets.
 - Replacement of the perspex panels in the Parish Council's bus shelters

THE MARY GEE GREEN

Proposal of works

- 1) Re-instating the path behind Tillwicks Close left overgrown by Cala, a resident has been trying to get this cleared for over 8 years. There were self seeding saplings which are now trees punching through the resident's fence causing damage. ACTION: Trees and brambles to be cleared from the West boundary fence to the historic balancing pond adjacent to Homefield Way.
- 2) Clear the pond and remove dead and diseased trees around the pond leaving the Oak, Holly and Cherry Tree. The timber can be used to create a feature backdrop, a fence to be erected around the pond and a bench to be placed facing the green.
- 3) The lime tree to the west to have the growth around the buttress to be removed to a height of 2M, a ring of benches to be installed on a bed of shredded bark to include waste bins.
- 4) At the west end of the green a Holm to be planted in the centre of a ring of benches mirroring the lime tree protected by a cage.
- 5) Dog waste bin to be installed at the west end at the walkthrough from the wooded area.
- 6) Re-seed the whole area.
- 7) The Heritage Museum to install information board relating to Mary Gee

Initial quotations indicate a total cost not exceeding £35,000 and should this proposal be agreed the works can go out to tender

and hopefully achieve a lower cost. There are adequate S106 monies available to cover these costs.

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	Mary Gee Information Board
Advisory Group/Committee recommendation?	Earls Colne Heritage Museum
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
If motion, please indicate required wording *	To agree to fund as requested by the Museum, an information board for the Mary Gee Green regarding Mary Gee
Background (provided by the proposer)	The green at the Carla estate off Station Road has now been named Mary Gee Green regarding a local celebrity. To enhance the Green, the ECHM wish to place an information board at the site for visitors use. They have all the assets in place, board design, board making and board creation and installation in hand. They ask for approx. £5-600 for the completion.
Background (provided by the Proper Officer)	As above
Financial implication (anticipated by the proposer)	Approx cost of £5-600
Financial implication (anticipated by the Proper Officer)	Section 106 open spaces project
Legal implications	None



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.

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Health and Safety / Personnel Report

I've achieved a lot this month, including:

- Met with BDC Street Scene officer to discuss the installation of CCTV cameras in the car park.
- Arranged new signs for the car park, including CCTV signage.
- Had a new sign made for the public toilets.
- Resolved V5 issues for R&R.
- Ensured the new employee has the correct PPE for working, along with metal boxes purchased for chemicals, to ensure we meet our health and safety obligations.
- Met with the workers on multiple occasions, including early mornings, to make sure everything was going well.
- Arranged with the Clerk for additional cleaning chemicals and put an ordering system in place for the Community Workers to follow.
- Ensured the Village Hall CCTV cameras were mounted.
- Put CCTV notices up in the car park and installed one sign in the village area.
- Arranged for the stairlift to be repaired.
- Arranged a first aid course at a discounted price. Three workers and I attended, and all achieved 100%.
- Spoke to the Clerk about obtaining new, up-to-date first aid kits, which have been ordered.
- The phones for the Community Workers have arrived.
- The Clerk has also helped with looking at the lone worker policy. Lone working equipment will be purchased.
- Had signage designed and printed ready for installation.
- Looked at the lock in the Village Hall in relation to safety.
- Looked at the toilet sign at the corner of Queens Road and spoke to the Clerk, who has arranged for it to be inspected by ECC.
- Bought and applied Parish Council stickers to the Kubota.
- Ensured the workers had plenty of cold drinking water.
- Had a discussion with a locksmith about certain locks, which saved us money.
- Spoke to a firm about providing us with tools.
- Looked at the cost of exterior paint and equipment.
- Looked at alternative options for the steps.

- Maintained regular communication between the office and the workers to ensure that work was being carried out as required.
- Obtained several quotes for garden furniture and planters.
- Checked around the CALA Homes land.
- Checked around the allotments.
- Looked at problems in the car park and considered possible solutions.
- Ensured that the toilets are now nice and clean and that everything appears to be working well. Some further decoration is needed before winter.

Councillor Wall

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	National Emergency Briefing Event on the Climate and Nature crisis. Film Presentation and post Film discussion on the afore-mentioned issues. Request for ECPC to either host the event or to assist and promote the event to be hosted by Four Colnes Horticultural Society using the Village Hall as the venue.
Advisory Group/Committee recommendation?	No
Proposed by	Barry Lynham (Request by Elector)
Seconded by (if known)	
Proposed outcome – i.e. discussion, decision *	Discussion.
If motion, please indicate required wording *	
Background (provided by the proposer)	Request by elector who has attended the briefing event and is requesting support to arrange a local public viewing of the subject matter due to it's relevancy to current environment issues.
Background (provided by the Proper Officer)	As above.
Financial implication (anticipated by the proposer)	Possible use of Village Hall facilities.
Financial implication (anticipated by the Proper Officer)	Village hall hire costs.

Legal implications	None.
Proposer's signature	

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- * 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

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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	To consider a request for support for an independent community group who seek to establish a Youth Group in Earls Colne
Advisory Group/Committee recommendation?	No
Proposed by	Bob Cook
Seconded by (if known)	
Proposed outcome – i.e. discussion, decision *	Discussion and decision
If motion, please indicate required wording *	The Council agrees to support, in principle, the setting up of a local Youth Group. The support would take the form of free of charge use of the Small Hall and Kitchen and for the Council to provide the required licence for the showing of films.
Background (provided by the proposer)	The background is detailed in the appendix, "Youth Group Agenda Item".
Background (provided by the Proper Officer)	As detailed.
Financial implication (anticipated by the proposer)	Utilities @ approx £35.00 per week during the heating season and £10.00 a week outside it. Approximately £550.00 for a licence to show films. £1,600.00.
Financial implication (anticipated by the Proper Officer)	As detailed.
Legal implications	None.



Proposer's signature	R P Cook
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Youth Group Agenda Item 10.8.26 version

A group of Parishioners have come together to set up a Youth Group and have asked for support and weekly free use of the Hall.

Sophie and Bob Cook, as VH Group representative, met Vicky Faulks of the Youth Group to establish exactly what the group needed and to clarify ECPC's limitations on what they might be able to do, after receiving "Proposal for Earls Colne Parish Council Support for EC Youth Group" from Vicky.

This document, from the VH Group, replies to the proposal, summarises the meeting and provides the detailed background to the Agenda Item Request for the August meeting.

ECPC's Stated Position

1. Any support and actions to support the project would need to have been approved by Full Council. That means that the Council would need to have been given full disclosure and an Agenda item request submitted.
2. Normal Governance would apply and Councillors would need to have been reassured that the Village Hall would come to no harm. It is known that the Group wish to use the Small Hall and Kitchen.
3. Requirements to store equipment would need to be clarified. The under-stage storage area is not a practical solution, largely because it is fairly full, secondly because it is a restricted space, and thirdly because it could not be accessed if the Large Hall was in use.
4. Concerns about youngsters in the kitchen would need to be resolved. As a minimum, there would need to be an appropriately trained adult in the kitchen at all times and the numbers of youngsters would need to be limited. ECPC would accept guidance from Ben Blackborrow (Essex CC) on that. There would be no through access to the Main Hall. If, at any time, the kitchen is customarily used by an established hirer, the kitchen would not be available to the

Youth Group. The door to the Main Hall, from the kitchen, will be locked.

5. The only days when we have available slots of 4.00 to 6.30 are on Tuesdays and Wednesdays. For safeguarding reasons, the youngsters would need to have vacated the building by a minimum of 15 minutes before the next hirer's booking time.

6. The range of activities planned would need to be detailed in order to satisfy the Council on matters of safety, insurance and care of the hall.

7. As the showing of films is known to be a planned activity, ECPC would need to know how the group plan to conduct other activities in the Small Hall. Currently, we don't have a proper screen.

8. Internal estimates of the costs of the hirings would be based on the declared hiring times.

9. Until the Youth Group is a properly established Body and ECPC's conditions are met, support can only be in principle.

10. It is known that the Group need a cost free venue for their plan to work.

11. It is assumed that staff would include a trained first aider at all times.

12. There would be costs associated with "free" use of the hall. (eg. Early provision of already planned improved security). Utilities @ approx £35.00 a session during the heating season and £10.00 per session outside of it. The Clerk has advised that ECPC will need a licence to show films approx £550.00. The Youth Group's interpretation of Government on-line advice is that village halls don't have to pay the fee. The Clerk will be asked to clarify the matter but, for the purposes of the motion, we will assume that it is payable. The loss of income and the costs of the utilities is not an annual cost, it is ongoing.

13. Additional requests for equipment or facilities, although partially known, are not part of any agreement in principle.

14. Any additional requests for funding are not included in this motion. An agreement in principle does not commit ECPC to further expenditure.

15. All budgets are just that. They are not a commitment to spend. The whole Council need to vote on use of budgets. Any particular budget might not be spent if other budgets overspend.

16. The Group would be responsible for their own Public Liability insurance.

17. The requirements of S137 will need to be complied with. (Financial support for organisations working for the good of the community). On the face of it, this group appears to qualify.

Responses and Discussion:-

1. Equipment. Board Games (2 crates) , Craft Materials (2 crates) , TV Screen, Games consoles. Folding Pool table.

2. Hall Activities. As above, Movies, Visitor Lectures/talks/discussions. Small scale crafting and supply of snacks.

3. Attendance times:- 4 pm to 6.00 or 6.30. In order to give the proposed group some confidence, the requested booking day will be kept open.

4. Kitchen Activities. Provision of refreshments, small scale cookery/ food prep for education purposes and free snacks. No food storage required and no storage for surplus food required.

Aim for food to be largely "healthy"

EG Toasted sandwiches, wraps, flapjacks, biscuits.

Known volunteers have expressed interest in training for this.

5. Kitchen equipment: Use of the Cooker under specialist supervision.

Sandwich Toaster, Airfryer, Toaster, Microwave, Coffee machine. (We currently only have an airfryer). Provision by ECPC of further equipment would be subject to separate application and Council approval. If separately approved, extra equipment would not be for the sole use of the Youth Group.

6. Age Groups. The target age group is 11 to 15. If older ones (up to age 19) arrive, access would be granted subject to Ben Blackborrow's (Essex County Council) approval and assurance that the staff are sufficiently trained to cope. SEND youngsters up to age 25 would also be acceptable, subject to availability of trained staff.

The idea is to catch the Youngsters young and give them space for interaction with people of all ages in a social situation. The group wish to encourage the young people to find their place within the community and avoid isolation. Known volunteers have expressed interest in training to Ben Blackborrow's requirements. The known trouble makers are not their target.

7. Storage. The group wish to store equipment and catering supplies on site. The Group requires a locked cupboard capable of securely housing a small pool table, and the equipment listed above, plus tea, coffee and sugar etc. VF provided a link to a lockable office type metal cupboard that would do the job and could be placed in the small hall. ECPC reps responded that the Council would be unlikely to approve either the purchase or placing of the requested additional cupboard anywhere in either hall but that one double door kitchen base unit, suitable for the tea and coffee plus some small items, could be made lockable and available to the Group. ** Cost £50.00 maximum but would need approval**

Subsequent to the meeting, the question of converting the Caretaker's toilet to locked storage was raised. The toilet was largely intended, we think, to allow a Caretaker to be "invisibly in attendance". That requirement does not exist because we have no caretaker as such and recent

experience shows that hirers welcome visible attendance by Councillors.

This potential solution is key to the whole project.

8. Staffing. Ben Blackborrow is well trained and capable. He would be the “manager” from the start and would attend every session. He would ensure that there were always the required numbers of trained staff in attendance.

All the people who have expressed interest in joining as volunteer supervisors are keen to be trained. The aim is to eventually have those people trained to a level where Ben’s presence is not vital.

9. Halstead Youth Group is a model that EC Youth Group would like to follow and it was suggested that ECPC attend some sessions there on a fact finding basis. Their level of funding could be researched.

10. The Group are writing a Business Plan and intend to set themselves up as a Community Interest Company. They had found themselves in a “what do we do first” situation. They felt that there was no point in making too many preparations unless they could be reassured that one of their main planned supports (ECPC) would support them in principle.

11. The Group feels that, in addition to supporting our young people by providing a social space, the adult volunteers would benefit from a widening of their experience and contacts. It would help to enlarge the pool of people willing to give back to the village and improve social cohesion

12. The group hopes to reach out to local employers and build links that could improve the employability of their target audience.

13. The group will provide Public Liability insurance.

ECPCYOUTH.odt