



Village Hall
York Road
Earls Colne
CO6 2RN

10th September 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 15th SEPTEMBER 2026 AT 7.00 PM**

for the purpose of transacting the following business

Sophie Blair-Wolker

Acting 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 18th August 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. Clerk's Update**
To receive an update from the Clerk.
- 9. Finance and Internal Control**
 - (a) To nominate and agree a third bank signatory for the purposes of approving payments.

- (b) To approve the accounts for payment.
- (c) To note the Conclusion of Audit for 2025-26.

10. Council Operations

- (a) To consider and agree the establishment of the Council's revised Working Group structure;
- (b) To consider and agree the proposed membership of each Working Group, including whether membership shall be restricted to Parish Councillors or may include non-councillors, to be set out in the relevant Terms of Reference.
- (c) To consider and agree the subscription to Parish Online services at an annual cost of £336+VAT, including 3 month free trial, to support the Council's asset management, inspection, maintenance and record-keeping arrangements.

11. Planning

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

(i) [26/01945/TPOCON](#)

Address: Thatched Cottages, Halstead Road, Earls Colne, Essex CO6 2NF

Description: Notice of intent to carry out works to trees in a Conservation Area: Lime (T1) – pollard the tree to 8–9m in height. Lime (T2) – pollard the tree to 8–9m in height.

Status: Pending Consideration

(i) [26/01859/ADV](#)

Address: The Lion PH, 9–11 High Street, Earls Colne, Essex CO6 2PA

Description: Signage to include: 1 externally illuminated hanging sign, 1 externally illuminated fascia sign, 3 non-illuminated handwritten signs and 1 non-illuminated mural.

Status: Pending Consideration

(ii) [26/01841/LBC](#)

Address: The Lion PH, 9–11 High Street, Earls Colne, Essex CO6 2PA

Description: Proposed change of external wall colour and installation of new lighting and signage.

Status: Pending Consideration

(iii) [26/01863/DD](#)

Address: 31 Halstead Road, Earls Colne, Essex CO6 2NL

Description: Notice of intent to carry out works under the dead or dangerous exemption – T1 Elm of TPO7/05 – remove dead Elm.

Status: No objections raised; work to commence.

(iv) [26/01618/TPOCON](#)

Address: Car Park, Willow Tree Way, Earls Colne, Essex

Description: Notice of intent to carry out works to trees in a Conservation Area: Cherry Tree – crown reduction by 3m and crown thin by 30%.

Status: No objections raised; work to commence.

(v) [26/01534/HH](#)

Address: 42 Coggeshall Road, Earls Colne, Essex CO6 2JP

Description: Proposed single-storey rear extension, removal of existing chimneys, and installation of two rear rooflights.

Status: Application granted.

- (b) To consider and formally approve the Parish Council's proposed response to Braintree District Council's Local Plan Review in respect of the proposed sites EARL2119E1 and EARL2119E2.
- (c) To consider and agree to undertake a targeted health check of the Earls Colne Neighbourhood Plan to ensure that it remains fit for purpose in light of the emerging Braintree District Local Plan Review.

12. Highways

To receive an update on outstanding Highways matters.

13. Village Environment

- (a) To note the recent resignation of the current Earls Colne Tree Warden and agree the appointment of a replacement Earls Colne Tree Warden.
- (b) To consider and agree the appointment protocol for the Earls Colne Tree Warden.
- (c) To consider and agree that the village litter bins require upgrading and/or replacement, and that research be undertaken to establish land ownership and whether responsibility for the bins rests with the Council, BDC or ECC.

14. Section 106

- (a) To receive an update on the Mary Gee Green Project.

15. Village Hall

- (a) To receive an update from the Village Hall team.
- (b) To consider and agree to the Earls Colne Heritage Museum's request to hire the Small Hall during the period of the Museum's renovation works, with the Parish Council covering the cost of the associated hire charges.

16. General Information

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

17. Private & Confidential

- (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 items-
- (b) To consider quotes received to upgrade the main circuit board at the Village Hall to conform to the incoming regulations, and to appointment a contractor to cover the works.