Village Hall
York Road
Earls Colne
CO6 2RN

19th November 2026

To: Members of the Earls Colne Parish Council,

You are hereby summoned to attend

**THE EXTRAORDINARY MEETING OF THE PARISH COUNCIL
TO BE HELD AT THE COUNCIL CHAMBERS AT THE VILLAGE HALL
ON TUESDAY 24TH NOVEMBER 2026 AT 6.30 PM**

for the purpose of transacting the following business:

Cllr Ian Sparks

Chair to the Council

A G E N D A

1. **Apologies for Absence**
   To receive apologies for absence.

2. **Declarations of Interest** (existence and nature) with regards to items on the Agenda.

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

4. **Essex County Council Locality Fund Applications**-
(a) To consider and approve the submission of the Expression of Interest for the refurbishment of the church clock bell hammer mechanism.
(b) To receive and consider the Expressions of Interest submitted from partner organisations, assess the merits and community benefits of each application and agree any formal endorsements or supporting representations to be provided to County Councillor Isi Rocha.

5. **Earls Colne Parish Council Grant Award Scheme**
To consider and approve any recent applications submitted under the Earls Colne Parish Council Grant Award Scheme.

6. **Payments for approval**
   (a) To review and approve the most recent schedule of payments.

7. **Tree Felling and Woodland Clearance within the Earls Colne Conservation Area**
(a) To consider concerns raised regarding the recent and ongoing tree felling and woodland clearance within the Earls Colne Conservation Area, including potential impacts on protected trees, wildlife habitats, biodiversity and the character of the Conservation Area.

(b) To agree whether the Clerk should contact Braintree District Council's Tree Officer and Planning Enforcement Team, together with the Forestry Commission, to establish whether the works have been undertaken lawfully and whether further investigation is necessary.

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	Church Clock Bell Hammer Refurbishment - Grant Claim
Advisory Group/Committee recommendation?	Yes
Proposed by	Bob Cook
Seconded by (if known)	
Proposed outcome – i.e. discussion, decision *	Discussion and decision
If motion, please indicate required wording *	
Background (provided by the proposer)	We have already noted that the operating system between the clock and the bells is in need of refurbishment. Our clock engineers advise that the hammer mechanism is also in a poor state. That's not surprising, considering that they have been working away every 15 minutes for the last 130 years. We would like to start this work as soon as possible so that the whole clock to bells system is in as good condition as the refurbished bells. Part of the procedure for claiming this grant is for ECPC to approve it.
Background (provided by the Proper Officer)	
Financial implication (anticipated by the proposer)	We have already passed a motion to pay £1250 to refurbish the wires, pulleys and levers. If we are successful in this application that expense would need to be met.
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.

Proud Members of the British Horological Institute

HAWARD HOROLOGICAL LTD.

Specialist Clockmaker & Repairer

Founded in 1975 by P.N. Haward

+44 7825 291569 | work@hhlimited.co.uk

Directors: I.F.N. & J.P. Haward

St Andrews Church Earls Colne
St Andrews
Essex
CO7 8BL

bob.cook@earlscolne-pc.gov.uk

ESTIMATE

EST-0015

Estimate Date	Site	Estimate Expiry Date
07 Oct 2026	St Andrews Church Hammers	05 Apr 2027

Description of Works	Amount GBP
Overhaul of Bell Hammers, Squares & Transmission To completely overhaul the existing bell hammer and associated transmission equipment, to complement the proposed rehanging and restoration of the bells. Works to include removal from site of all existing hammers, squares and associated mechanical components and transportation to our workshop. All components will be fully dismantled and thoroughly cleaned, with appropriate parts shot/sand blasted back to clean metal. Each assembly will then be inspected for wear and deterioration, with worn bearings/bushes renewed as necessary and components repaired or refurbished as required. All equipment will be suitably prepared and repainted/refinished, before being returned to site. The complete hammer and transmission system will then be reinstalled, rewired as required, carefully aligned and set up to the newly rehung bells. Each hammer will be individually adjusted to achieve the correct striking position, clearance and action before the complete installation is tested and commissioned. On completion, the hammer assemblies and associated mechanism will have been comprehensively restored to an effectively “as-new” condition, both mechanically and cosmetically. This will ensure that the striking equipment is of a standard appropriate to the newly restored and rehung bells, rather than retaining worn and deteriorated equipment alongside the new installation. All works to be completed, tested and left in good working order.	5,745.00

Please note: This includes the re-wire that was previously estimated separately.

Subtotal	5,745.00
Total VAT 20%	1,149.00
Estimate Total GBP	6,894.00

Amount Due GBP

6,894.00

Please Note: A Faculty may be required for this work – if so the church will remain responsible for obtaining one.

ECC LOCALITY FUND 2026/27

Expression of Interest Form

Halstead Division – County Councillor: Isabel (Isi) Caetano da Rocha

Please return completed forms and supporting quotes etc to: **Cllr.Isi.Rocha@Essex.gov.uk** by **27 November 2026**

SECTION 1: Organisation Details

1. Organisation name

Earls Colne Parish Council

2. Organisation type

XX Parish / Town Council
Registered charity
Constituted community / voluntary organisation
Other (please specify): _____

3. Contact name and role

This must be someone with authority to accept terms and conditions on behalf of your organisation, as ECC will contact them directly if the nomination is approved.

Ms Sophie Blair-Wolker

4. Contact email and telephone

Clerk@earlscolne-pc.gov.uk 01787 224370

SECTION 2: Project Details

5. Project / initiative title

Church Clock Bell Hammer Refurbishment

6. Please describe the project and what it will achieve

Maximum 200 words.

The bell hammers and the connecting wires are the mechanisms that allow the clock to sound the church bells. The clock is over 140 years old and, not surprisingly, the large moving parts, the hammers and some of the operating wires need replacing. Our clock engineers recommend a refurbishment and renewal of key components that should see the chimes and strikes sounding the way they should for at least another 100 years. Currently, the bells are away for refurbishment and the sounding clock is missed by many. The village own the clock and the church own the bells.

7. Who will benefit, and how many people?

Please include any vulnerable or underserved groups.

The whole village and any visitors all benefit from having a sounding clock. The church is a central feature of Earls Colne's character and heritage.

8. Where will the project take place?

The project must be within Halstead Division, unless it is a youth service activity with a clear benefit to local young people.

St Andrews Church, Earls Colne

SECTION 3: Funding

9. Amount requested from Locality Fund

£ _£4,495.00_____

Minimum grant is £300.

10. Total project cost (if applicable)

£ __£5,745.00_____

11. Are any other funding sources contributing?

If so, please list all sources and amounts.

Earls Colne Parish Council has agreed to fund refurbishment of the wires, pulleys and levers that connect the clock to the bell hammers . £1250.00

SECTION 4: Delivery & Timescales

12. When does the project need to be completed?

Important: this fund requires that the project is fully delivered and all invoices paid by 20 March 2027. Please only propose projects that can realistically be completed and all expenditure settled within that timeframe. Projects that cannot meet this deadline will not be eligible.

The bells are currently away so we would like to start as soon as possible. Ideally to have completed before they return but before 20th March 2027

13. Is this a highways project?

If yes, please confirm you have read the highways caveats in the covering email and outline what early engagement with Essex Highways you have already undertaken or plan to undertake. Note that Highways Authority licences can take at least 8 weeks to obtain.

XX No

Yes – please provide details below:

SECTION 5: Any Other Information

14. Is there anything else you would like me to know about your project or organisation?

The clock is a much loved feature of the village.

Please note If you have any supporting information such as quotes, estimates, letters of support, or evidence of need, please attach these to your email alongside this form.

Thank you for completing this form. Please return it to **Cllr.Isi.Rocha@Essex.gov.uk** by 27 November 2026.

ECC LOCALITY FUND 2026/27

Expression of Interest Form

Halstead Division – County Councillor: Isabel (Isi) Caetano da Rocha

Please return completed forms and supporting quotes etc to: **Cllr.Isi.Rocha@Essex.gov.uk** by **27 November 2026**

SECTION 1: Organisation Details

1. Organisation name

EARLS COLNE RECREATION CLUB

2. Organisation type

☐ Parish / Town Council

x☐ Registered charity

☐ Constituted community / voluntary organisation

☐ Other (please specify): _____

3. Contact name and role

This must be someone with authority to accept terms and conditions on behalf of your organisation, as ECC will contact them directly if the nomination is approved.

SUE FREEAR

4. Contact email and telephone

INFO@ECRC.CLUB

SECTION 2: Project Details

5. Project / initiative title

Health and wellbeing

6. Please describe the project and what it will achieve

Maximum 200 words.

We are seeking funding to provide 4**0 memberships** to enable local residents to access sports, physical activities and recreational facilities that support healthier lifestyles and improve overall wellbeing.
Our aim is to reduce barriers to participation in sport and physical activity, particularly for residents who may face financial difficulties, social isolation or limited opportunities to access health and wellbeing activities.

7. Who will benefit, and how many people?

Please include any vulnerable or underserved groups.

The proposed membership allocation is:

- **10 Older People's (OAP) Memberships**
- **10 Single Adult Memberships**
- **10 Family Memberships**
- **10 Junior Memberships**
- **40 courts**

8. Where will the project take place?

The project must be within Halstead Division, unless it is a youth service activity with a clear benefit to local young people.

Earls Colne Recreation Club

SECTION 3: Funding

9. Amount requested from Locality Fund

£ _____1920_____

Minimum grant is £300.

10. Total project cost (if applicable)

£ _____

11. Are any other funding sources contributing?

If so, please list all sources and amounts.

SECTION 4: Delivery & Timescales

12. When does the project need to be completed?

Important: this fund requires that the project is fully delivered and all invoices paid by 20 March 2027. Please only propose projects that can realistically be completed and all expenditure settled within that timeframe. Projects that cannot meet this deadline will not be eligible.

As soon as wew have the funding we will offer the memberships

13. Is this a highways project?

If yes, please confirm you have read the highways caveats in the covering email and outline what early engagement with Essex Highways you have already undertaken or plan to undertake. Note that Highways Authority licences can take at least 8 weeks to obtain.

☐x No

☐ Yes – please provide details below:

SECTION 5: Any Other Information

14. Is there anything else you would like me to know about your project or organisation?

We are a registered charity. The health and wellbeing of our community is at the heart of everything we do. This included keeping them active, combating the loneliness and financial barriers people come across.

Please note If you have any supporting information such as quotes, estimates, letters of support, or evidence of need, please attach these to your email alongside this form.

Thank you for completing this form. Please return it to **Cllr.Isi.Rocha@Essex.gov.uk** by 27 November 2026.

ECC LOCALITY FUND 2026/27

Expression of Interest Form

Halstead Division – County Councillor: Isabel (Isi) Caetano da Rocha

Please return completed forms and supporting quotes etc to: **Cllr.Isi.Rocha@Essex.gov.uk** by **27 November 2026**

SECTION 1: Organisation Details

1. Organisation name

Earls Colne Parochial Church Trust

2. Organisation type

☐ Parish / Town Council
☐ Registered charity
☐ Constituted community / voluntary organisation
☐ Other (please specify): Parochial Church Trust

3. Contact name and role

This must be someone with authority to accept terms and conditions on behalf of your organisation, as ECC will contact them directly if the nomination is approved.

The Reverend Mark Payne

4. Contact email and telephone

colnesvicar@gmail.com
01787 220347

SECTION 2: Project Details

5. Project / initiative title

Earls Colne Youth Group

6. Please describe the project and what it will achieve

Maximum 200 words.

There is currently no provision in the Earls Colne for a Youth Group/Club, local young people have no free activity group they can access, this can lead to social isolation and antisocial behaviour. A group of local organisations (including Earls Colne Parochial Church Council) have come together to work in partnership to meet this need. We will provide a designated safe, welcoming space for young people to get together, have fun and be encouraged to do constructive activities which build their self-esteem, gain skills and reduce the likelihood of going down the wrong path. A space for them to socialise in safety, facilitated by adults who they can learn to trust and rely on, who can give non-judgemental support. ECC Youth Service is a key partner. They can provide a member of staff to work with us at sessions for six months initially. ECC provides training including

Safeguarding, First Aid, Food Safety and conduct DBS checks. ECC Youth Service would act as Safeguarding lead then provide oversight on an ongoing basis to aid us in maintaining standards and sustainability and assist in identifying funding for running costs.

7. Who will benefit, and how many people?

Please include any vulnerable or underserved groups.

We will provide free weekly sessions based at the Village Hall; ECPC have given us free hall hire, initially for two years. We need to fund start-up costs; Public Liability Insurance, fees to set up as a CIC, and equipment such as games, craft materials, sports items, cookery equipment etc. Sessions will run from 4 - 6pm on Wednesdays. Our target group is 12-15 year olds however we will be open to young people aged 12-19 (up to 25 with SEND). At each session we will provide both structured and self-led activities and a free healthy snack. The sessions will be staffed by local volunteer adults so the group will not only benefit young people but also build bridges between generations, support volunteers to gain skills and give something back. We will have visiting guests to give talks/demonstrations on topics of interest, link with local businesses/groups for work experience, and aim to engage the young attendees in community work to benefit the village. Parents and younger siblings will also benefit from their young people being engaged in activities in a safe place with reliable adults. There is also the potential for direct outreach work with young people who are struggling, via mentoring.

8. Where will the project take place?

The project must be within Halstead Division, unless it is a youth service activity with a clear benefit to local young people.

Earls Colne Village Hall

SECTION 3: Funding

9. Amount requested from Locality Fund

£ 2500

Minimum grant is £300.

10. Total project cost (if applicable)

£4500

11. Are any other funding sources contributing?

If so, please list all sources and amounts.

We have pledges from 3 local individuals totalling £1200 and District Councillor Community Grant of £800

SECTION 4: Delivery & Timescales

12. When does the project need to be completed?

Important: this fund requires that the project is fully delivered and all invoices paid by 20 March 2027. Please only propose projects that can realistically be completed and all expenditure settled within that timeframe. Projects that cannot meet this deadline will not be eligible.

We aim to start running Youth Group sessions as soon as all the funding we need is secured and received, if this application is successful then we could complete prior to the date above.

13. Is this a highways project?

If yes, please confirm you have read the highways caveats in the covering email and outline what early engagement with Essex Highways you have already undertaken or plan to undertake. Note that Highways Authority licences can take at least 8 weeks to obtain.

☐ No

☐ Yes – please provide details below:

No

SECTION 5: Any Other Information

14. Is there anything else you would like me to know about your project or organisation?

This project is also supported by Earls Colne Parish Council and local charities Earls Colne Millennium Green Trust and Earls Colne Recreation Club. We have conducted an online survey of local young people, all of whom responded that they would like a youth club/group in the village and would attend. ECC Youth Service have successfully supported other groups in setting up/running youth groups in other local towns/villages, young people having limited capacity to travel and the costs incurred prevent them from attending. Sessions will be free to all young people, it is important to us that cost should not be a barrier to families especially during the cost-of-living crisis. We will also seek donations from local businesses, parents and individuals for specific items for the Youth Group via an Amazon Wishlist. Once we are established we aim to apply for further funding to cover the costs of providing free healthy snacks each week and for ongoing running costs. We have a large number of local adults who have volunteered to work for free at sessions and are willing to undertake training. We have liaised with both local secondary schools who have been sharing our information with students and families for us.

Please note If you have any supporting information such as quotes, estimates, letters of support, or evidence of need, please attach these to your email alongside this form.

Thank you for completing this form. Please return it to **Cllr.Isi.Rocha@Essex.gov.uk** by 27 November 2026.

EARLS COLNE PARISH COUNCIL
GRANTS PACK 2026

1. Guidance Notes

• Projects must benefit Earls Colne residents

• Applications must include clear costings and supporting information

• Retrospective funding is not permitted

• Only one application per organisation per year (unless exceptional)

• The Council may request additional information before determining an application

2. Grant Awarding Policy

• Earls Colne Parish Council awards grants using its General Power of Competence

• Applications are assessed on merit, community benefit and value for money

• The Council will ensure fairness and transparency in decision-making

• Grants will not normally be awarded for ongoing operational costs

• Applicants must provide appropriate financial information

• All grant awards are approved by Full Council and recorded in minutes

3. Eligibility Criteria

• Projects must directly benefit Earls Colne residents

• Applicants must provide detailed costings

• No retrospective applications will be considered

• Only one application per organisation per financial year

• Applications must not support political or discriminatory activities

4. Conditions of Funding

• Funds must be used for the approved purpose only

• Evidence of expenditure (receipts/invoices) must be provided

• A post-award monitoring form must be completed

• The Council must be acknowledged in publicity materials

• Misuse of funds may result in repayment being required

5. Grant Application Form

Organisation Name

_____EARLS COLNE RECREATION CLUB_____

Contact Details

_____SUE FREEAR 01787223584_____

Project Title

_____A WARM WELCOME_____

Amount Requested (£)

_____2500_____

Total Project Cost (£)

_____2500_____

Other Funding Sources

_____

Project Description

_____WE WOULD LIKE TO OFFER ONE DAY A WEEK FOR 12 WEEKS OVER THE COLDER MONTHS TO OFFER A HOMEMADE HOT MEAL AND A HOT DRINK TO ANYONE FROM THE COMMUNITY, NO BARRIERS TO ACCESS. WE WOULD LIKE TO OFFER FOOD, DRINK, NEWSPAPER, TV, CROSSWORDS_____

Community Benefit

_____THE PROJECT WOULD NOT HAVE ANY BARRIERS, TO OPEN TO THE OLD, YOUNG, VUNERABLE, LONELY, WE WANT TO ENSURE THAT EVERYONE HAS THE OPPORTUNITY TO HAVE A HOT MEAL, BE SAFE AND WARM, TO COMBAT LONELINESS AND TO ENCOURAGE FRIENDSHIPS_____

Expected Outcomes

_____IN THE HOPE THAT THE COMMUNITY HAVE FULL TUMMIES IN THE WINTER, THAT FRIENDSHIPS ARE FORMED TO ENCOURAGE MEET UPS, THAT WE GET TO KNOW MORE OF THE COMMUNITY AND THEIR NEEDS._____

6. Post-Award Monitoring Form

Organisation Name

Grant Amount Received (£)

How was the grant used?

What outcomes were achieved?

Number of beneficiaries

_____

_____

Evidence provided (photos/receipts)

_____

_____

_____

_____

_____

_____

_____

_____