EARLS COLNE PARISH COUNCIL

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12th November 2026

To: Members of Earls Colne Parish Council,

You are hereby summoned to attend

THE PARISH COUNCIL MEETING
TO BE HELD AT THE VILLAGE HALL (LARGE HALL)
ON TUESDAY 17th NOVEMBER 2026 AT 7.00 PM

for the purpose of transacting the following business:

Sophie Blair-Wolker

Clerk to the Council

A G E N D A

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

2. **Minutes of the Parish Council Meeting** held on 20th October 2026 to be taken as read and signed as a correct record of decisions made by the Chairman.

3. **Declarations of Interest (existence and nature)** with regards to items on the Agenda. Councillors are reminded that the code of conduct provides that should they have a disclosable pecuniary interest in any matter under discussion, they should speak only in the public session, then withdraw from the room and not seek to influence a decision about the matter.

4. **Essex County Councillor (ECC) Update**
   To receive an update from Cllr Rocha.

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

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

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

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

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

10. Planning

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

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

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

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

11. Village Hall

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

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

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

12. Finance and Internal Controls

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

13. Governance and Administration

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

14. Highways and Facilities

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

15. Village Environment

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

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

16. Section 106

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

17. Community Engagement and Events

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

18. General Information

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

19. Confidential Matters

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

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