WHITE COLNE PARISH COUNCIL
WHITE COLNE VILLAGE HALL,
BURES ROAD, WHITE COLNE, CO6 2QA.
WWW.WHITECOLNEPARISHCOUNCIL.GOV.UK
CLERK@WHITECOLNEPARISHCOUNCIL.GOV.UK

RCCE VILLAGE OF THE YEAR 2025

12th November 2025

To: All White Colne Parish Councillors
You are hereby summoned to attend the meeting of **WHITE COLNE PARISH COUNCIL** to be held at **White Colne Village Hall** on **Tuesday 18th November 2025** at **1930hrs** for the purpose of transacting the following business. Members of the public and press have a right and are cordially invited to be present at the meeting. There will be an opportunity to address the Council under Agenda item 3.



Jim Morris, Clerk to the Council

AGENDA

1. APOLOGIES FOR ABSENCE
To RECEIVE any apologies for absence.

2. DISCLOSURES OF INTERESTS
To RECEIVE any disclosure by members of interests in Agenda items.

3. PUBLIC SESSION
To RECEIVE questions and statements from members of the public.

4. MINUTES
To RECEIVE and SIGN as correct records the Minutes of the White Colne Parish Council Meeting held on Tuesday 16th September 2025 (Appendix A).

5. MATTERS ARISING
To RECEIVE and CONSIDER the list of matters arising and ongoing since previous meetings (Appendix B).

6. CO-OPTION OF NEW MEMBER
To RECEIVE and CONSIDER any applications to fill the council's vacant seats.

7. REPRESENTATIVES' REPORTS
i. Cllr George Courtauld & Cllr Gabrielle Spray, Braintree District - Colnes Ward.
ii. Cllr Chris Siddall, Essex County - Halstead Division.

8. FINANCE
i. To RECEIVE and CONSIDER bank reconciliations for 2025-26 Q2 (to be tabled at meeting).
ii. To RECEIVE and CONSIDER budget vs actual finance report for 2025-26 Q2 (Appendix C).
iii. To CONSIDER items for expenditure in financial year 2026-27 (Appendix D).
iv. Correspondence: *MPLC Licensing - White Colne Village Hall* (Appendix E & Background Paper).

9. COMMUNITY LIAISON

To RECEIVE and CONSIDER items relating to liaison with the local community & outside bodies:
i. Joint meeting with Chappell, Earls Colne, and Wakes Colne Parish Councils (Appendix F & Background Paper).
ii. Cost of Living – Residents Survey 2025 (Appendix G).
iii. Community Engagement Opportunity – Simpler Recycling Legislation (June 2026) (Appendix H).
iv. Website redesign (see Background Paper).

10. PLANNING

To RECEIVE and CONSIDER Planning Applications, Appeals or Consultations notified by Braintree District Council, Essex County Council, or any other relevant body, including any received between the date of the Agenda and the meeting.
i. **Planning Applications:**
a) Ref: 25/02211/TPOCON (Appendix I).
Location: 18 Colne Park Road, White Colne, CO6 2PL.
Proposal: Notice of intent to carry out works to trees in a Conservation Area- Oak tree- trim to the tree to reduce height by 2m and tidy width.
b) Ref: 25/02400/PLD (Appendix J).
Location: The Old Baptist Chapel, 50 Colchester Road, White Colne, CO6 2PP.
Proposal: Application for Certificate of Lawfulness for a proposed development – Proposed single storey rear and side extensions.
c) Ref: 25/02437/HHPA (Appendix K).
Location: Orchard House, Bures Road, White Colne, CO6 2QF.
Proposal: Erection of single storey rear extension. Extension will extend beyond rear wall of the original house by 5.0m, with a maximum height of 3.10m and 2.27m to the eaves of the extension.
d) Ref: 25/02425/HH & 25/02271/LBC (Appendix L).
Location: Chestnut Cottage, 32 Colneford Hill, White Colne, CO6 2PJ.
Proposal: Retention of change of property colour from cream to sage green, installation of log store, picket fence & outdoor light.
ii. **Planning Decisions**: None received.
iii. **Planning Appeals**: None received.
iv. Braintree District Council Local Plan Review (Appendix M).
v. Colchester City Council Local Plan Review (Appendix N).
vi. Bures Hamlet & Bures St Mary Neighbourhood Plan – Regulation 16 Consultation (App O).
vii. Stisted Neighbourhood Plan – Regulation 16 Consultation (Appendix P).
viii. Road Safety Week 16.11.2025-22.11.2025 (see Background Paper).

11. LEISURE & FACILITIES

To RECEIVE and CONSIDER items relating to parish council managed facilities:
i. Correspondence: *Potential Open Space Improvements (POSI) Update* (Appendix Q).
ii. Tree Survey (to be tabled at meeting).
iii. Schedule of maintenance: Village Green, Village Hall, The Meadows (see Background Paper).
iv. The Meadows Management Plan (see Background Paper).
v. Playground Inspections (Appendix R).
vi. Outdoor Gym – Community Survey (Appendix S).
vii. Allotments – to resolve a motion proposed by Cllr Pryke regarding netting at Allotments (App T).
viii. Appointment of Winter Hub staff member.
ix. Energy Local Club; Village Hall Solar Energy Report (Appendix U).
x. Unsafe suspended bus stop (Appendix V).

12. GOVERNANCE

i. *Braintree District Council Polling Place Review 2025 - Invitation for comments* (Appendix W).
ii. Policy review: Health & Safety, Lone Working, Safeguarding, & Risk Management Policy (App X).
iii. Minutes of White Colne Parish Council meeting held 23.04.2013 (Appendix Y).

13. ITEMS FOR INCLUSION ON THE AGENDA OF A FUTURE MEETING

To RECEIVE from members any items for future consideration.

14. DATE OF THE NEXT MEETING

To NOTE the date of the next meeting: Tuesday 20th January 2026.

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RCCE VILLAGE OF THE YEAR 2025

Minutes of the White Colne Parish Council Meeting held at White Colne Village Hall on Tuesday 16th September 2025 at 19:30hrs.

Present: Cllr Paul Batchford
Cllr Jane Taylor (Chairperson)
Cllr John Wilson
Jim Morris, Parish Clerk
Cllr George Courtauld, Colnes Ward
One member of the public
Absent: Cllr Chris Siddall, Halstead Division

047/25 APOLOGIES FOR ABSENCE
Apologies for absence were received and accepted from Cllr Jim Bond, Cllr Jason Pryke, and Cllr Gabrielle Spray, Colnes Ward.

048/25 DISCLOSURES OF INTERESTS
Cllr Wilson had an ongoing dispensation, in accordance with Standing Order 13(e), to take part in discussions and any vote regarding Allotments.

049/25 PUBLIC SESSION
No public in attendance.

050/25 MINUTES
The Minutes of the White Colne Parish Council Annual Meeting held on 15.07.2025 were approved as being a true and correct record by council and signed by the Chairperson.

051/25 MATTERS ARISING
Members considered the parish council's list of matters arising and ongoing. An event for Allotment plot holders had been held; issues with parking, unworked Allotment plots, and the canopy adjacent to the Village Hall had been resolved. An issue with a kissing gate, and a request for a new dog bin had been submitted. Neighbourhood Plan had been removed from the council's Action Plan. Christmas lights, and Employment Policies were due to be considered at the meeting. Cllr Batchford offered to represent White Colne, along with Cllr Taylor, at a meeting with Wakes Colne, Earls Colne, and Chappel scheduled for 30th September. Other matters were due to be considered at the meeting or were scheduled for future meetings.
It was RESOLVED: that the matters arising be noted.

052/25 CO-OPTION OF NEW MEMBER
Members considered co-opting a parishioner to the parish council. Cllr Taylor proposed the co-option of Michael Field, unanimously agreed.
It was RESOLVED: that Michael Field be co-opted as a White Colne parish councillor.
Cllr Field completed the Declaration of Acceptance of Office of Parish Councillor and joined the meeting as member of the council.

053/25 REPRESENTATIVES' REPORTS
Colnes Ward Cllr George Courtauld offered a report to the meeting. BDC had met to resolve its position on Local Government Reorganisation and had favoured the proposal for three Unitary Authorities. There was the possibility of four or five. The four options were slightly eccentric, but the

reality was, that it would be decided by home office. Cllr Courtauld had been told that previous discussions were completely irrelevant, which was heartbreaking. The reorganisation was un-local, on the basis that the new Unitary Councillors would be representing between 12 and 16 parishes. It may make parish councils much more important, much more powerful, and maybe get more funding. The District Council will be abolished, and the county council would be abolished at the beginning of April 2028 but for a whole year, the elected unitary council would cover BDC's duties. Cllr Courtauld did write to Yvette Cooper, but didn't get a reply.
Essex County Council had inspected dangerous trees on footpaths and highways, condemning 200. Cllr Courtauld was desperate to get a Tree Preservation Order list published, hopefully within six months. "Other than that, I have very little to report. We've had rather a quiet summer."
Colnes Ward Cllr Gabrielle Spray had offered apologies for absence and had provided a written report for the meeting to consider (attached at Footnote[1]).
RESPONSE: the representatives' reports were noted.

054/25 FINANCE
i. Members received and considered quotes for electrical installation works on the Village Green (tabled at meeting). A revised scheme had been sent to the potential contractors, resulting in one of which amending their quotation.
It was RESOLVED: that the work be awarded to AMP Electrical.
ii. Members confirmed the successful contractor appointed to carry out works to the Village Hall's adjacent canopy was Summit Essex, following consideration of two quotes since the previous meeting. Further contractors had declined to offer quotes for the work. Some remedial work had been undertaken, and the canopy had not leaked during subsequent rainfall.
It was RESOLVED: that the awarding of the work to Summit Essex be approved.
iii. Members received and considered information on a Staff Pension Scheme for the Parish Clerk (tabled at meeting). A letter to the pension provider had been prepared.
It was RESOLVED: that the scheme and letter approved. Cllrs Batchford and Wilson signed the letter.

055/25 PLANNING
i. Applications

[1] **REPORT FOR PARISH COUNCILS SEPTEMBER 2025**
Local Plan: The meetings to look at the Large Sites, those over 500 dwellings, start at the end of this month on 24th September with two to follow on 6th and 13th October; there are 44 sites in total. The Colne Valley Golf Club has been submitted for housing development; as soon as I know which meeting agenda this site is appearing on, I will let the Parish Councils know.
BDC Officers have now confirmed to me that the sites for the North of the District, including Earls Colne, will be on the agenda for 24th September. Agenda will be published on Tuesday 16th.
Subsequent meetings on 20th October and 6th November will be looking at Local Plan Policies and technical documents. I will then bring the first draft copy of the Local Plan to a special meeting of Full Council on Monday 24th November for approval before the Plan goes out to public consultation in December. This is still early stages with another public consultation due in early 2026 before the final draft Plan goes to the Planning Inspectorate.
Local Government Reorganisation (LGR): There will be a meeting of Full Council on Monday 15th September for Braintree District Councillors to decide which Unitary model they prefer for Essex. The other fourteen Essex authorities have held, or will be holding, similar meetings over the next two weeks before the chosen model is submitted to the Ministry for Housing Communities and Local Government (MHCLG) by 26th September. There are four options currently under discussion but, ultimately, it will be a Government decision to decide which one is adopted and goes forward for elections in May 2027.
Bramford-Twinstead Energy Scheme: I attended an online briefing given by National Grid (NG) to update District Councillors on the progress of this scheme which is to upgrade the electricity supply. Along with other Councillors on the briefing, I questioned whether NG felt they had consulted sufficiently with landowners (farmers especially) on how the construction of the haul road will affect their land. I remain unconvinced that this issue has been properly managed by NG despite their assurances that they have fully consulted with residents.
Anti-Social Behaviour: Braintree District Council has launched a new set of dedicated Anti-Social Behaviour (ASB) web pages to support residents and partners e.g. Parish & Town Councils, in understanding, reporting and managing ASB concerns. The website link is: www.braintree.gov.uk/community/antisocial-behaviour
The pages are designed to provide a victim-centred approach to tackling ASB, set out clear definitions of ASB and how to report issues. The attached leaflet can be forwarded or printed for reference.
With best regards, Cllr Gabrielle Spray

a) Ref: 25/01895/TPOCON (attached to record Minutes).
Location: 42 Colneford Hill, White Colne, CO6 2PJ.
Proposal: Notice of intent to carry out works to trees in a Conservation Area: T1 English oak - reduce lateral branches by 4m overhanging the road. T2 common ash - request to fell to ground level.
RESPONSE: White Colne Parish Council supports application ref 25/01895/TPOCON. The council agrees that the ash does not look healthy. In the photos it is not clear whether the bracket fungus is on the ash tree or the oak. The oak tree overhangs the road at quite a height and is not causing an obstruction, but to have 4m of lateral branches pruned will not compromise its well-being. The parish council questions why the oak has been singled out for pruning, however. Overhanging branches of hornbeam and yew, which seem to originate on the same property, but might belong to no. 44, are a more pressing matter than the oak itself. The branches of the hornbeam are lower than the oak and overhang the road to a greater extent. The yew branches overhang the pavement and are pedestrian head height.
ii. Decisions – none received.
iii. Appeals – none received.
iv. Members considered and approved the type, location and number of Village of the Year signs (attached to record Minutes). One would be installed coming into the village on the side on the Village Green, and two on the approach from Colchester. The council agreed an aspiration to install Village Gateways.
It was RESOLVED: that three signs be purchased and installed. Procurement of Village Gateways would be added to the council's Action Plan.
v. Footway encroachment on Colneford Hill. A household on Colneford Hill had enclosed the gap between the property and the flood wall. This is effectively an encroachment onto the pavement, possibly stopping access for pedestrians and householders either side behind the flood wall when the gates needed to be closed. The works included the erection of a log store and fencing, erection of a decorative streetlamp, and painting of wooden flood gate black. The Environment Agency maintained the flood gates, which were historically stained with preservative. The issue had been reported to both ECC Highways and BDC Planning Enforcement.
It was RESOLVED: that the item be noted.
vi. Road Safety Week 16.11.2025-22.11.2025. The charity BREAK was running a campaign week in November. It could provide equipment, advertising, and materials, including 20 mile per hour stickers. The council owned a 20 is Plenty banner that could be installed on the Village Green. The item would be discussed with the parishes at the meeting scheduled for 30th September.
It was RESOLVED: that the council would take part in Road Safety Week and discuss it with adjacent parishes.

056/25 LEISURE & FACILITIES
i. Community Café (attached to record Minutes): A lack of volunteers had led to a recent Café having to be cancelled. Four volunteers were needed for each bi-monthly session. Forthcoming Cafés were covered, however, and Cllr Taylor would continue to seek recruits via social media.
It was RESOLVED: that the report be noted.
ii. Community Garden: Some of the raised beds adjacent to the Village Hall had become unused. It was suggested that they could be let to residents as mini-allotments.
It was RESOLVED: that three of the raised beds be let as "mini-allotments" at £10/year each, with signage to clarify use.
iii. Apple Day: A working party in the Orchard would be held in October, with refreshments.
It was RESOLVED: that an Apple Day working party be held on 21st October.
iv. Tree Survey: The council's previous tree survey had been carried out in 2022. The report noted that high-risk zones should be re-surveyed every three years, with low-risk zones surveyed every five years. A fresh survey was therefore due on high-risk areas that the council owned or managed.
It was RESOLVED: that SD Arboriculture be asked to quote for works to carry out a tree survey. Further quotes would be sought if necessary.
v. Recycled Clothing Banks (attached to record Minutes): It was likely that recycling bins at the far end of the Village Hall site would be removed in 2026, and it was suggested that a clothes recycling facility could be beneficial in their place.
It was RESOLVED: that the proposal be revisited when the recycling facility was removed.
vi. Just Some Theatre Company – *Eyes Down* – 11.04.2026 (attached to record Minutes): A contract with Applause had been prepared for a performance of *Eyes Down*. The council would pay

£375 for the performance, charging £12 per ticket and needing to sell thirty-two tickets to cover the cost. Previous performances had sold around fifty tickets.
It was RESOLVED: that the contract be completed and a Temporary Event Notice be sought.
vii. White Colne Celebration – 50th anniversary of White Colne Village Hall & 21st anniversary of The Meadows – 20.06.2026: Midsummer Eve's mini music fest on the Meadows had been proposed at the Village Picnic held in August. Running from midday to 10pm, it was suggested to budget £1,500 for music acts plus cost of Temporary Event Notice. Securing confirmation from the bands would be crucial, and a contract had been prepared offering a percentage of the fee in the event of cancellation.
It was RESOLVED: that a cancellation fee of 25% be proposed, and preparations for the event be progressed.

057/25 COMMUNITY LIAISON
i. Village Hall Solar Energy Report: The Village Hall had produced 14MWh of solar energy since commissioning its panels, which was 2MWh over the estimation. Scottish Power had backdated the council's income and paid £930 for electricity supplied to the Grid. Urban Chain had not responded to requests to move supply.
It was RESOLVED: that the report be noted.
ii. Essex Climate Action Commission meeting – 09.09.2025: Professor Jules Pretty had attended the Village Hall to talk about progress made by the Commission, and setbacks experienced. Prof. Pretty had been very appreciative of White Colne's Community Energy project. The Commission had produced leaflets about how to cut your carbon, but also how to improve nature (attached to record Minutes).
It was RESOLVED: that the report be noted.
iii. Allotment Plot holders' event – 12.09.2025: A successful holders' meeting was held, and there was interest in reviving the "Best Kept Allotment" competition, although the cup for 'Best Kept Allotment' may be unretrievable.
It was RESOLVED: that the report be noted.
iv Joint meeting with Chappell, Earls Colne, and Wakes Colne Parish Councils – 30.09.2025: An Agenda for the meeting would be produced, to include Road Safety Week and local Planning issues. The other parishes would be asked for further items.
It was RESOLVED: that the item be noted. Cllr Batchford would confirm availability for the meeting.
v. *Community Agents, supporting people in your parish* (attached to record Minutes).
It was RESOLVED: that the item be noted.
vi. Supported Local Bus Services 2025 Consultation (attached to record Minutes).
It was RESOLVED: that the item be noted. A response regarding poor service on the 88 route would be submitted.

058/25 GOVERNANCE
i. Correspondence from the council's website provider: *Exciting news* (attached to record Minutes). Members discussed revamping the council's website and offering an e-newsletter.
It was RESOLVED: that the correspondence be noted. Cllr Field would seek advice from a local website provider.
ii. Policy review: HR & Conduct Policy (attached to record Minutes). The Policy was an amalgamation of existing Policies reviewed in November 2024 and May 2025.
It was RESOLVED: that the HR & Conduct Policy be adopted.

059/25 ITEMS FOR INCLUSION ON THE AGENDA OF A FUTURE MEETING
Finance Q2, and Budget 2026-27 would be included as items on a future Agenda.

060/25 DATE OF NEXT MEETING
The next meeting of White Colne Parish Council was scheduled to take place on Tuesday 18th November 2025 at White Colne Village Hall at 1930hrs.

061/25 EXCLUSION OF PUBLIC & PRESS
In accordance with White Colne Parish Council Standing Order 3(d), members of the public were excluded for the remaining Agenda item.

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RCCE VILLAGE OF THE YEAR 2025

Minutes of the White Colne Parish Council Meeting held at White Colne Village Hall on Tuesday 16th September 2025 at 20:45hrs.

Present: Cllr Paul Batchford
Cllr Michael Field
Cllr Jane Taylor (Chairperson)
Cllr John Wilson
Jim Morris, Parish Clerk

062/25 [redacted]

The meeting closed at 21:00hrs.

Signed…….. Date……

[redacted]



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RCCE VILLAGE OF THE YEAR 2025

MATTERS ARISING & ONGOING

066/24 COMMUNITY LIAISON
ACTION ARISING: Local Council Award to be considered at a future meeting.

009/25 MATTERS ARISING
ACTION ARISING: Cllrs Pryke & Siddall to assess possible SID sites in Bures Road.

021/25 REVIEW OF FREEDOM of INFORMATION and DATA PROTECTION PROCEDURES
ACTION ARISING: Clerk to add further detail.

038/25 FINANCE
ACTION ARISING: Clerk to revise misattributed spending and earmarked reserves in accounts software.
ACTION ARISING: Council to budget for member allowances in 2026-27.

040/25 LEISURE & FACILITIES
ACTION ARISING: Enter application for outdoor gym to Enovert Community Trust.

055/25 PLANNING
ACTION ARISING: Purchase and installation of *Village of the Year* signs.
ACTION ARISING: Add aspiration for Village Gateways to the council's Action Plan.
ACTION ARISING: Make preparations to participate in Road Safety Week.

056/25 LEISURE & FACILITIES
ACTION ARISING: Make raised beds available as mini-Allotments.
ACTION ARISING: Promote Apple Day.
ACTION ARISING: Seek quote(s) for Tree Survey.
ACTION ARISING: Reconsider recycled clothing banks at a future meeting.

057/24 COMMUNITY LIAISON
ACTION ARISING: Prepare Agenda for meeting with Chappell, Earls Colne, and Wakes Colne; Cllr Batchford to confirm availability.
ACTION ARISING: Enter response to ECC bus services Consultation.

058/24 GOVERNANCE
ACTION ARISING: Cllr Field to seek advice from website provider.

Whitecolne Parish Council

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2025 and 30/09/2025)

001 General Administration

		Receipts			Payments			Net Position	
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend	
1010	Precept	12,652.00	12,652.00						(0%)
4010	Salary				11,981.00	6,157.25	5,823.75	5,823.75	(48%)
4011	PAYE/NI					82.25	-82.25	-82.25	(N/A)
4012	Employee Pension								(N/A)
4013	Employer Pension								(N/A)
4015	Work from Home Allowance				312.00	156.00	156.00	156.00	(50%)
	SUB TOTAL	**12,652.00**	**12,652.00**		**12,293.00**	**6,395.50**	**5,897.50**	**5,897.50**	**(23%)**

002 Leisure & Facilities

		Receipts			Payments			Net Position	
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend	
1020	Allotment Income	365 00	6 50	358 50				358 50	(-98%)
1021	Community Event Income								(N/A)
4020	Allotments					75 00	75 00	75 00	(N/A)
4021	Meadows				2,150 00	1,362 67	787 33	787 33	(36%)
4022	Play Areas				950 00	160 00	790 00	790 00	(83%)
4023	Village Green				1,200 00	554 12	645 88	645 88	(53%)
4024	Defibrillator				240 00	115 00	125 00	125 00	(52%)
4025	Christmas				265 00		265 00	265 00	(100%)
4026	Community Events					777 18	777 18	777 18	(N/A)
	SUB TOTAL	**365.00**	**6.50**	**-358.50**	**4,805.00**	**3,043.97**	**1,761.03**	**1,402.53**	**(27%)**

003 Village Hall

		Receipts			Payments			Net Position	
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend	
1030	Village Hall Hire	13,000.00	5,436.25	-7,563.75				-7,563.75	(-58%)
1031	Community Events	3,000.00	1,175.08	-1,824.92				-1,824.92	(-60%)
1033	Other Income								(N/A)
4030	Booking Secretary				1,500.00	741.00	759.00	759.00	(50%)
4031	Cleaning				2,300.00	1,347.68	952.32	952.32	(41%)
4032	Deposit				500.00	490.00	10.00	10.00	(2%)
4033	Village Hall Open Spaces				500.00	2,642.86	-2,142.86	-2,142.86	(-428%)
4034	Community Events				2,554.00	953.72	1,600.28	1,600.28	(62%)
4035	Electricity				150.00	989.90	-839.90	-839.90	(-559%)
4036	Fees					98.45	-98.45	-98.45	(N/A)
4037	Water				750.00	683.54	66.46	66.46	(8%)
4038	WiFi					13.32	-13.32	-13.32	(N/A)
4039	WCVH H&S				1,000.00	186.64	813.36	813.36	(81%)
	SUB TOTAL	**16,000.00**	**6,611.33**	**-9,388.67**	**9,254.00**	**8,147.11**	**1,106.89**	**-8,281.78**	**(-32%)**

Whitecolne Parish Council

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2025 and 30/09/2025)

004 Miscellaneous

		Receipts			Payments			Net Position	
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend	
1040	Misc Income		635.00	635.00				635.00	(N/A)
1041	VAT126								(N/A)
4040	Staff Training								(N/A)
4041	Councillor Training				200.00	32.68	167.32	167.32	(83%)
4042	General Maintenance								(N/A)
4043	General Expenditure				240.00	84.49	155.51	155.51	(64%)
4044	Subscriptions				750.00	608.48	141.52	141.52	(18%)
4045	Office					195.26	-195.26	-195.26	(N/A)
4046	Audit				500.00	680.00	-180.00	-180.00	(-36%)
4047	Insurance				890.00	536.00	354.00	354.00	(39%)
4048	Banking Fees				85.00	78.00	7.00	7.00	(8%)
	SUB TOTAL		**635.00**	**635.00**	**2,665.00**	**2,214.91**	**450.09**	**1,085.09**	**(40%)**

005 Grants

		Receipts			Payments			Net Position	
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend	
1050	Grant Income		3,436 58	3,436 58				3,436 58	(N/A)
4050	Grant Expenditure Warm Hub		144 00	144 00	4,000 00	480 72	3,519 28	3,375 28	(84%)
4051	Grant Expenditure Warm Hub S				6,000 00	951 74	5,048 26	5,048 26	(84%)
4052	Grant Expenditure Village Hall				1,400 00		1,400 00	1,400 00	(100%)
4053	Grant Expenditure Projects		18 00	18 00		1,019 88	1,019 88	1,037 88	(N/A)
4054	Grant Expenditure Street Clear				1,036 58	149 99	886 59	886 59	(85%)
4055	Grant Expenditure Summer Hu		324 00	324 00	600 00	263 51	336 49	12 49	(2%)
4056	Grant Expenditure Summer Hu				1,800 00	893 03	906 97	906 97	(50%)
	SUB TOTAL		**2,950.58**	**2,950.58**	**14,836.58**	**3,758.87**	**11,077.71**	**14,028.29**	**(94%)**

006 Energy

		Receipts			Payments			Net Position	
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend	
1060	Energy Income		999.15	999.15				999.15	(N/A)
	SUB TOTAL		**999.15**	**999.15**				**999.15**	**(N/A)**

Summary

NET TOTAL	**29,017.00**	**23,854.56**	**-5,162.44**	**43,853.58**	**23,560.36**	**20,293.22**	**15,130.78**	**(20%)**
V.A.T.					1,375.82			
GROSS TOTAL		**23,854.56**			**24,936.18**			

Budget 2025-26 Q2 Report & 2026-27 Forecast

Item	Year End 2024-25	Budget 2025-26	Q2 2025-26	Budget 2026-27
1010 Precept	£ 12,243.00	£ 12,652.00	£ 12,652.00	£ -
1020 Allotment Fees	£ 299.90	£ 365.00	£ 6.50	£ 365.00
1021 Community Event Income (new)	£ -	£ -	£ -	£ -
1030 WCVH Hire	£ 12,329.43	£ 13,000.00	£ 5,436.25	£ -
1031 WCVH Community Events	£ 3,058.35	£ 3,000.00	£ 1,175.08	£ -
1033 WCVH Other Income	£ 155.39	£ -	£ -	£ -
1040 Misc Income	£ 60.65	£ -	£ 635.00	£ -
1041 VAT126	£ 5,834.37	£ -	£ -	£ -
1050 Grant Income	£ 70,640.74	£ -	£ 3,436.58	£ -
1060 Energy Income	£ -	£ -	£ 999.15	£ -
Total Income	**£ 104,621.83**	**£ 29,017.00**	**£ 24,340.56**	**£ 365.00**

Item	Year End 2024-25	Budget 2025-26	Q2 2025-26	2026-27 Budget
4010 Salary	£ 9,555.54	£ 11,981.00	£ 6,157.25	£ 12,402.00
4011 PAYE/NI	£ 395.69	£ -	£ 82.25	£ -
4012 Employee Pension	£ -	£ -	£ -	£ 653.00
4013 Employer Pension	£ -	£ -	£ -	£ 392.00
4015 Work from Home Allowance	£ 78.00	£ 312.00	£ 156.00	£ 312.00
4016 Member Allowance				£ 1,790.00
001 General Admin TOTAL Expenditure	**£ 10,029.23**	**£ 12,293.00**	**£ 6,395.50**	**£ 15,549.00**
4020 Allotments	£ 3.75	£ -	£ 75.00	£ -
4021 Meadows	£ 2,731.48	£ 2,150.00	£ 1,362.67	£ -
4022 Play Areas	£ 156.00	£ 950.00	£ 160.00	£ -
4023 Village Green	£ 1,359.74	£ 1,200.00	£ 554.12	£ -
4024 Defibrillator	£ 165.21	£ 240.00	£ 115.00	£ -
4025 Christmas	£ 265.36	£ 265.00	£ -	£ -
4026 Outdoors Community Events (new)			£ 777.18	£ -
002 Leisure & Facilities TOTAL Expenditure	**£ 4,681.54**	**£ 4,805.00**	**£ 3,043.97**	**£ -**
4030 WCVH Booking Secretary	£ 1,753.60	£ 1,500.00	£ 741.00	£ -
4031 Cleaning	£ 2,775.15	£ 2,300.00	£ 1,347.68	£ -
4032 Deposit	£ 675.00	£ 500.00	£ 490.00	£ -
4033 WCVH Open Spaces	£ 270.66	£ 500.00	£ 2,642.86	£ -
4034 Community Event Expenditure	£ 5,851.78	£ 2,554.00	£ 953.72	£ -
4035 Electricity	£ 709.07	£ 150.00	£ 989.90	£ -
4036 Gas (deleted)	£ 484.95			
4036 Fees	£ -	£ -	£ 98.45	£ -
4037 Water	£ 728.03	£ 750.00	£ 683.54	£ -
4038 WiFi	£ -	£ -	£ 13.32	£ -
4039 WCVH H&S	£ 13,002.09	£ 1,000.00	£ 186.64	£ -
003 WCVH TOTAL Expenditure	**£ 26,250.33**	**£ 9,254.00**	**£ 8,147.11**	**£ -**
4040 Staff Training	£ -	£ -	£ -	£ -
4041 Councillor Training	£ 216.00	£ 200.00	£ 32.68	£ -
4042 General Maintenance	£ -	£ -	£ -	£ -
4043 General Expenditure	£ 503.51	£ 240.00	£ 84.49	£ -
4044 Subscriptions	£ 1,753.72	£ 750.00	£ 608.48	£ -
4045 Office	£ -	£ -	£ 195.26	£ -
4046 Audit	£ 455.00	£ 500.00	£ 680.00	£ -
4047 Insurance	£ 887.98	£ 890.00	£ 536.00	£ -
4048 Banking Fees	£ 71.40	£ 85.00	£ 78.00	£ -
004 Miscellaneous TOTAL Expenditure	**£ 3,887.61**	**£ 2,665.00**	**£ 2,214.91**	**£ -**
4050 Grant Exp Warm Hub EMR	£ 1,081.80	£ 4,000.00	£ 480.72	£ -
4051 Grant Exp Warm Hub Staff Salary EMR	£ 4,314.18	£ 6,000.00	£ 951.74	£ -
4052 Grant Exp WCVH EMR	£ 50,278.60	£ 1,400.00	£ -	£ -
4053 Grant Exp Projects EMR	£ 3,847.16	£ -	£ 1,037.88	£ -
4054 Grant Exp Street Cleaning	£ -	£ 1,036.58	£ 149.99	
4055 Grant Exp Summer Hub	£ -	£ 600.00	£ 587.51	£ -
4056 Grant Exp Summer Hub Salary	£ -	£ 1,800.00	£ 893.03	£ -
005 Grants TOTAL Expenditure	**£ 59,521.74**	**£ 14,836.58**	**£ 4,100.87**	**£ -**
Total Expenditure	**£ 104,370.45**	**£ 43,853.58**	**£ 23,902.36**	**£ 15,549.00**

Income minus Expenditure	**£ 251.38**	**-£ 14,836.58**	**£ 438.20**	**-£ 15,184.00**

Appendix E

MPLC Licensing - White Colne Village Hall

05.11.2025 10:31

Dear White Colne Village Hall,

Following my voicemail, please find below the relevant information regarding an outstanding copyright licence for White Colne Village Hall.

We are contacting you because our database indicates that there is no MPLC licence at this premises. Please don't worry, we understand that obtaining the correct licences can sometimes be challenging, so we are here to help you determine whether you need a licence and guide you on how to obtain it.

How much does it cost?
The cost of getting licensed is £440.46 + VAT per year, which ensures that your business remains compliant with UK copyright law.
As of 2016, it has become mandatory for businesses (including centres), who wish to show films or television programmes on their premises, to obtain a license. Motion Picture Licensing Company (MPLC) is an organisation that represents the rights of film and TV producers and distributors, ensuring that businesses like yours have the correct licenses in place for public screenings.
If television programmes and/or films from our studio partners are ever shown in the centre or staff rest area – whether via broadcast television (terrestrial, Freeview, or satellite services), DVD/Blu-ray, streaming or downloaded content, a licence will be required.

Why is this important?
Under the Copyright, Designs and Patents Act 1988, permission is required from the relevant copyright holders to show television programmes and films in public places, including in community centres, village halls, clubs or other similar areas. If a community centre or similar location wishes to screen television programmes or films, it is considered a 'public performance' and is illegal unless properly licensed.

What do we need to do?
If television programmes and/or films from our rightsholders are shown, an MPLC licence will be required. Please proceed with the necessary licence application to MPLC.
To clarify, the MPLC licence is required in addition to a TV Licence.

How do I obtain a licence?
To apply for the licence, you can download an application form to complete here or **apply online here** , email me or call us on **01323 356100.**
If you require further information, please refer to the ***Frequently Asked Questions*** or contact me at via email or call **01323 356100**.
We look forward to hearing from you.

William Roberts
Licensing Representative

Motion Picture Licensing Company (International) Limited, 22-24 Gildredge Road, Eastbourne, East Sussex, BN21 4SA United Kingdom

APPLICATION FORM

Village Halls & Community Centres

To apply for the licence, please complete the shaded areas of the application form below.

Organisation: _____

Address: _____

_____

_____

Postcode: _____

Status:
Client Reference:
Date:

Tel:

Email:

Licence fee: **£440.46 + VAT per location**

Number of Centres

I hereby request and agree to an MPLC Blanket Licence®, subject to the terms and conditions provided online at www.themplc.co.uk or upon registration.

Name:

Signature:

Job Title:

Date:

Please return your completed application form by email (ukinfo@mplc.com), fax (01323 439354) or to our Freepost address (no stamp required):

FREEPOST RRYS-KKRY-SLKU
Motion Picture Licensing Company
MPLC House, 22-24 Gildredge Road
Eastbourne, BN21 4SA

WHITE COLNE PARISH COUNCIL

WHITE COLNE VILLAGE HALL,
BURES ROAD, WHITE COLNE, CO6 2QA.
WWW.WHITECOLNEPARISHCOUNCIL.GOV.UK
CLERK@WHITECOLNEPARISHCOUNCIL.GOV.UK

RCCE VILLAGE OF THE YEAR 2025

Notes of the Four Parishes Meeting held at White Colne Village Hall on Tuesday 30th September 2025 at 19:30hrs

Present: Cllr Paul Batchford (White Colne Parish Council)
Cllr Peter Chillingworth (Wakes Colne Parish Council)
Cllr Bob Cook (Earls Colne Parish Council)
Cllr Patrick Dent (Chappel Parish Council)
Sarah Gaeta (Clerk to Earls Colne Parish Council)
Cllr Nigel Lippiatt (Chappel Parish Council)
Jim Morris (Clerk to White Colne Parish Council)
Cllr Denise Stocker (Wakes Colne Parish Council)
Cllr William Sunnucks (Wakes Colne Parish Council)
Cllr Jane Taylor (Chairperson, White Colne Parish Council)
Cllr Barry Walsh (Wakes Colne Parish Council)

001 WELCOME & APOLOGIES FOR ABSENCE

Everyone present introduced themselves.
No apologies for absence had been received.[1]

002 HIGHWAYS

A discussion was held over potential joint-working during BRAKE's Road Safety Week, due to take place between 16.11.2025 – 22.11.2025. All villages face persistent speeding on the A1124. There was interest in a co-ordinated campaign for Road Safety Week (16 Nov) and in wider adoption of the 20's Plenty initiative (bin-stickers, banners, publicity). Further discussion of community speed watch (CSW):

- Current schemes in Chappel / Wakes Colne rely on a small volunteer pool and onerous paperwork.
- Suggestion to share training and volunteers across villages and possibly form a "Colne Valley" group.
- Agreed to use Road Safety Week to potentially recruit new volunteers.
- Site-specific rules and reporting make formal integration difficult, but collaboration is feasible.

There was general agreement to coordinate messaging, volunteer recruitment and data-gathering (accident and safety records) to strengthen cases for traffic-calming.

003 LOCAL GOVERNMENT REORGANISATION

The imminent devolution and mayoral authority for Essex would result in the likely creation of three unitary authorities beneath the mayor. A government survey (via NALC[2]) asks parish councils about collaboration and neighbourhood committees. Attendees expressed strong feelings that parish councils should lead local representation, not be bypassed by new committees, and agreed to

[1] In hindsight, I should have noted that Helen Cook, Clerk to Chappel Parish Council, had said that she was unable to attend.
[2] See Neighbourhood Governance review - Ministry of Housing, Communities and Local Government - Citizen Space

emphasise in responses that parish councils are democratically elected, locally rooted and capable of collaboration.

004 PLANNING

Both Braintree and Colchester local plans had been delayed; public consultations expected late 2025–early 2026. Concern over large cumulative housing developments (e.g. Wakes Colne, Ash Green, Halstead) without matching investment in roads, schools, health care and drainage. The A1124 corridor identified as a priority for joint lobbying, especially at the planning inspection stage. Attendees agreed to:

- Share research and historical traffic data to challenge weak modelling in the plans.
- Prepare a joint, evidence-based submission to inspectors, stressing road safety and congestion impacts.
- Meet again (likely late Nov) early in the consultation period.

005 CLIMATE

White Colne had installed solar panels on the roof of the Village Hall, leading to the Hall now being carbon-neutral with solar panels, batteries and a heat pump. The stalled Cone Valley Community Energy Project now expects renewed funding; may offer free solar panels (initially without batteries) for community buildings and private homes. Other councils were exploring potentially using batteries or taking hybrid approaches for cost and carbon savings. It was agreed to keep in touch and share practical experience.

006 COMMUNITY

White Colne runs a winter hub with a social supermarket, funded by the National Lottery, plus a volunteer-run community café. Earls Colne and others interested in similar hubs; discussed co-ordinating days, sharing volunteers and experience, and avoiding competition with local shops. Attendees recognised hubs as important for social inclusion and wellbeing, as well as practical help.

007 AOB

- Form a small liaison group or WhatsApp network for Road Safety Week and CSW recruitment.
- All councils to respond to the government devolution survey, highlighting parish councils' readiness to act as neighbourhood bodies.
- Arrange a joint meeting (possibly end Nov) to prepare for planning consultations and A1124 evidence submission.
- Keep each other updated on community energy opportunities and hub days/dates.

008 DATE OF NEXT MEETING

It was agreed that the meeting had been useful and that the four parishes would resolve a date for a future meeting in due course.

The meeting closed at 20:30hrs.

Appendix G

Cost of Living Residents Survey 2025

01.10.2025 10:31

Good morning,

We've received many responses to the Cost of Living Residents Survey 2025 but need more to accurately capture Braintree District resident voices.

Please promote the survey via social media, display hard copies in reception areas, and actively assist those who need help completing it online or on paper.

If you are a Braintree District Resident yourself – we would like you to complete it also (it's anonymous).

The preferred method is online but we also welcome paper copies being returned to us.

Link - Cost of Living Residents Survey 2025
Paper – attached

Thank you for your assistance

Kind regards,

Michael Graham *(he/him)*
Cost of Living Projects Officer
Braintree District Council | Causeway House, Bocking End, Braintree, CM7 9HB

COST OF LIVING | Residents Survey 2025

We want to hear from you – how is the rising cost of living affecting your life in the Braintree District?

We know that the rising cost of living continues to affect many people across our communities in different ways. Whether it's the price of food, energy bills, housing costs, or access to essential services, these pressures can have a real impact on everyday life.

At Braintree District Council, we want to hear directly from our residents. Your experiences matter, and by completing this short survey, you'll help us to:

- Understand how the rising cost of living is continuing to affect people locally
- Identify where support is most needed
- Shape future services and initiatives to better meet community needs

The survey is completely anonymous and should take around 15 minutes to complete. Your responses will help us build a clearer picture of the challenges residents are facing and how we can respond more effectively.

To complete the survey online, simply scan the QR code or visit:
www.braintree.gov.uk/xfp/form/727

A Impact of the Cost of Living

1. **In what areas have you noticed the greatest impact of rising costs?**
(Tick all that apply)

- ☐ Food & essentials
- ☐ Transport
- ☐ Pet care
- ☐ Childcare
- ☐ Clothing & shoes
- ☐ School uniforms
- ☐ Health (e.g. prescriptions, dental)
- ☐ Homes maintenance (e.g. cleaning, repairs)
- ☐ Energy (e.g. gas, electricity, oil)
- ☐ Mobile or broadband
- ☐ Council tax
- ☐ Rent, mortgage, accommodation
- ☐ Caring for someone
- ☐ None of the above
- ☐ Other *Please specify:*

2. **On a scale of 1 to 5, how much is the rising cost of living continuing to affect you affecting you?**
(Tick your answer, 1 = not at all, 5 = very much)

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Braintree District Council

3. In the past 12 months, which of the following have you needed advice or help with?
(Tick all that apply)

- ☐ Food & essentials
- ☐ Money advice (e.g. debt, budgeting, discounts, savings)
- ☐ Benefit entitlement (e.g. applications, benefit checks, appeals)
- ☐ Household fuel & energy
- ☐ Employment support
- ☐ Getting / staying connected with other people
- ☐ Health & wellbeing support
- ☐ Digital support
- ☐ None of the above
- ☐ Mobile or broadband
- ☐ Council tax
- ☐ Rent, mortgage, accommodation
- ☐ Caring for someone
- ☐ None of the above
- ☐ Other Please specify:

4. Which of the following are you able to access support for within walking distance of your home?
(Tick all that apply)

- ☐ Food & essentials
- ☐ Money advice (e.g. debt, budgeting, discounts, savings)
- ☐ Benefit entitlement (e.g. applications, benefit checks, appeals)
- ☐ Household fuel & energy
- ☐ Employment support
- ☐ Getting / staying connected with other people
- ☐ Health & wellbeing support
- ☐ Digital support
- ☐ None of the above
- ☐ Mobile or broadband
- ☐ Council tax
- ☐ Rent, mortgage, accommodation
- ☐ Caring for someone
- ☐ None of the above
- ☐ Other Please specify:

5. Which of the following are you able to access support for online?
(Tick all that apply)

- ☐ Food & essentials
- ☐ Money advice (e.g. debt, budgeting, discounts, savings)
- ☐ Benefit entitlement (e.g. applications, benefit checks, appeals)
- ☐ Household fuel & energy
- ☐ Employment support
- ☐ Getting / staying connected with other people
- ☐ Health & wellbeing support
- ☐ Digital support
- ☐ None of the above
- ☐ Mobile or broadband
- ☐ Council tax
- ☐ Rent, mortgage, accommodation
- ☐ Caring for someone
- ☐ None of the above
- ☐ Other Please specify:

B Food

6. In the last 12 months, have you or any member of your household done any of the following because you couldn't afford or get access to food?
(Tick all that apply)

- ☐ Ate smaller meals than usual
- ☐ Skipped meals
- ☐ Been hungry but not eaten
- ☐ Not eaten for a whole day
- ☐ None of the above

7. Which of the following is currently most important to you when choosing food for yourself and your household?
(Tick all that apply)

- ☐ Food that is filling / keeps my household satisfied
- ☐ Food that is healthy
- ☐ Food that tastes good
- ☐ None of the above
- ☐ Other Please specify:

8. In the last 12 months, which of the following changes have you experienced as a result of the rising cost of living?
(Tick all that apply)

- ☐ I rely more on microwave meals, cereal or sandwiches
- ☐ I rely more on food banks or community fridges
- ☐ I find it harder to afford culturally / ethnically diverse foods
- ☐ I buy fewer fresh fruit and vegetables
- ☐ I rely more on processed or ready-made foods
- ☐ I eat out or order takeaways less often
- ☐ I avoid buying food specific to dietary needs (e.g. gluten free, dairy free)
- ☐ None of the above
- ☐ Other Please specify:

9. On a scale of 1 to 5, how confident are you in being able to cook healthy meals on a low budget for you and your household?

(Tick your answer,
1 = not at all, 5 = very much)

☐ ☐ ☐ ☐ ☐
1 2 3 4 5

10. If given the opportunity, would you attend a cooking course which focuses on cooking healthy meals on a low budget?
(Tick your answer)

☐ Yes ☐ No ☐ I don't know

C Housing

11. In the last 12 months, have you ever experienced homelessness or been at risk of homelessness due to issues relating to the cost of living?
(Tick your answer)

☐ Yes ☐ No ☐ I don't know

12. OPTIONAL – If yes, what were the initial triggers before things escalated? E.g. debt, loss of job, change in income, illness, addiction, benefit issues, change in household circumstances.
(Please write your answer in the space below in a few words)

13. On a scale of 1 to 5, how concerned are you about the rising cost of living affecting the stability of your current housing / accommodation? This includes being able to pay rent or mortgage payments.

(Tick your answer,
1 = not concerned at all, 5 = very concerned)

☐ ☐ ☐ ☐ ☐
1 2 3 4 5

14. Are you currently experiencing any of the following issues as a result of the rising cost of living?
(Tick all that apply)

- ☐ Mortgage arrears
- ☐ Rent arrears
- ☐ Debt
- ☐ Difficulty accessing accommodation
- ☐ None of the above

If you are worried about accommodation due to rent arrears, mortgage arrears or you are struggling to access accommodation due to the cost of living, you can contact our Housing Options Team:

01376 552525 – ask to speak with the Housing Options Duty Officer

housing.optionsservice@braintree.gov.uk

www.braintree.gov.uk/directory/113/cost-of-living-directory/category/702

D Household Income & Bills

15. What is your total household income before tax?
(Tick all that apply)

- ☐ Less than £10,000
- ☐ £10,000 to £19,999
- ☐ £20,000 to £29,999
- ☐ £30,000 to £39,999
- ☐ £40,000 to £49,999
- ☐ £50,000 to £59,999
- ☐ £60,000 and over
- ☐ Prefer not to say
- ☐ I don't know

16. How has your household income before tax changed over the last 12 months?
(Tick one answer only)

- ☐ Increased significantly
- ☐ Increased slightly
- ☐ Stayed the same
- ☐ Decreased slightly
- ☐ Decreased significantly
- ☐ Prefer not to say
- ☐ I don't know

17. Over the last 12 months, have you or any member of your household had to rely on any of the following to help pay your everyday bills? This includes utility bills and council tax.
(Tick your answer)

- ☐ Borrowing from family or friends
- ☐ Buy now, pay later schemes
- ☐ Benefit advance or loan
- ☐ Credit card
- ☐ Pay day loan
- ☐ Credit union loan
- ☐ Overdraft
- ☐ Cut costs on non-essential spending
- ☐ Purposely missed / paid less towards other bills
- ☐ Sought an extra / second job
- ☐ Reduced the amount of food eaten / purchased
- ☐ None of the above
- ☐ Other Please specify:

E Employment

18. What is your current employment status
(Tick all that apply)

- ☐ Employed full-time
- ☐ Employed part-time
- ☐ Self-employed
- ☐ Unemployed – seeking work
- ☐ Unemployed – not seeking work
- ☐ Unable to work due to disability or illness
- ☐ Homemaker or carer
- ☐ Retired
- ☐ Student
- ☐ Other Please specify:

19. How many adults (18+) in your household are currently employed?
(Tick your answer,
1 = not concerned at all, 5 = very concerned)

☐ 1 ☐ 2 ☐ 3+

F Transport

20. What are your main methods of transportation?
(Tick a maximum of three)

- ☐ Walking
- ☐ Cycling
- ☐ Mobility scooter
- ☐ Bus
- ☐ Car
- ☐ Train
- ☐ Taxi
- ☐ E-scooter
- ☐ Other Please specify:

21. On a scale of 1 to 5, to what extent does the cost of transport limit your ability to do each of the following?
(Tick one box per activity,
1 = not at all, 5 = very much)

A. Going about your daily life
☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

B. Accessing the most affordable food
☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

C. Securing employment
☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

D. Taking part in leisure activities
☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

E. Accessing services
☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

F. Seeing friends or family
☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

G About You

22. What type of accommodation do you currently live in?
(Tick one answer only)

- ☐ Flat
- ☐ House
- ☐ Bungalow
- ☐ Room
- ☐ Annexe
- ☐ Caravan
- ☐ Mobile home
- ☐ Boat
- ☐ Homeless – sofa surfing
- ☐ Homeless – rough sleeping
- ☐ Homeless – temporary accommodation / hotel / B&B
- ☐ Other Please specify:

23. What is your current housing situation?
(Tick one answer only)

- ☐ Renting from private landlord
- ☐ Renting from housing association / council
- ☐ Living in supported accommodation
- ☐ Homeowner with mortgage
- ☐ Homeowner without mortgage
- ☐ Living with family
- ☐ Living with friends
- ☐ Renting a room
- ☐ Lodging
- ☐ Homeless – temporary accommodation / hotel / B&B
- ☐ Homeless – rough sleeping
- ☐ Homeless – sofa surfing
- ☐ Other Please specify:

24. Which town / village do you currently live in?
(Write your answer in the space below)

25. How many adults (18+) are in your household, including yourself?
(Write your answer in the space below)

26. How many children (under 18s) are in your household?
(Write your answer in the space below)

27. How old are you?
(Tick one answer only)

- ☐ 18 to 24
- ☐ 25 to 34
- ☐ 35 to 44
- ☐ 45 to 54
- ☐ 55 to 64
- ☐ 65 and over

28. What is your gender?
(Tick one answer only)

- ☐ Female
- ☐ Male
- ☐ Non-binary
- ☐ Prefer not to say
- ☐ Other Please specify:

Thank You

Thank you for sharing your experiences – your voice helps us build better support for our community.

Please return the completed form to:

Michael Graham
Braintree District Council
Causeway House
Bocking End
Braintree
CM7 9HB

Please visit the Cost of Living pages on our websitefor more information:
www.braintree.gov.uk/costofliving

Appendix H

Community Engagement Opportunity – Simpler Recycling Legislation (June 2026)

03.11.2025 08:35

Dear Community Group Leader / Event Organiser,

With the introduction of the new Simpler Recycling legislation coming into effect across the Braintree District in June 2026, we are reaching out to local communities to explore opportunities for engagement. Simpler Recycling is a new government initiative to make recycling easier and more consistent across England. From June 2026, all households in Braintree District Council will have four containers for waste and recycling: one for food, paper and card, mixed recyclables (plastic, metal, glass), and non-recyclables. This means all properties across the district will be able to recycle more from their door.

We are keen to attend community events, meetings, or group sessions where we can speak directly with residents, provide information, and answer any questions or concerns they may have about the upcoming changes to the waste and recycling service.

If you feel this would be beneficial to your group or event, please reply to this email. We would be happy to arrange a suitable date to take part in your planned activities.

Thank you for your continued support in helping us keep the community informed and prepared.

Yours Sincerely
The Waste and Minimisation Team

WHITE COLNE PARISH COUNCIL
WHITE COLNE VILLAGE HALL,
BURES ROAD, WHITE COLNE, CO6 2QA.
WWW.WHITECOLNEPARISHCOUNCIL.GOV.UK
CLERK@WHITECOLNEPARISHCOUNCIL.GOV.UK

RCCE VILLAGE OF THE YEAR 2025

To: Planning Department

Braintree District Council

Date: **08/10/2025**

Ref: **25/02211/TPOCON**

Details: **Notice of intent to carry out works to trees in a Conservation Area- Oak tree- trim to the tree to reduce height by 2m and tidy width. - 18 Colne Park Road, White Colne, Essex**

White Colne Parish Council response:

White Colne Parish Council supports application ref 25/02211/TPOCON, with the following additional comments: The parish council notes that the application says the oak is 8-10 metres high and 4 metres from the house. As the back of the house faces east, the tree may cast a shadow on the property early in the morning but will not cause a problem later in the day. Although the tree isn't part of the immediate street scene, it is an enhancement to the general appearance of the semi-rural area where dwellings and trees co-exist.

In the parish council's opinion, reducing the height by 2 metres would not make a significant difference to the overall shape of the tree, nor will trimming off the side branches be detrimental so long as it is done sensitively, with due regard to the tree's natural habit.

Jim Morris

Parish Clerk

White Colne Parish Council

Our ref: 25/02437/HHPA
Your Ref:
Direct Dial: 01376 332374
Ask for: Usmaan Ali
Date: 28.10.2025

Braintree District Council

Development Management
Causeway House Braintree
Essex CM7 9HB

White Colne Parish Council
Jim Morris
Clerk To The Council
White Colne Parish Council
[redacted]

Dear Jim Morris

Parish / Town Council Notification

APPLICATION NO : 25/02437/HHPA

DESCRIPTION : Erection of single storey rear extension. Extension will extend beyond rear wall of the original house by 5.0m, with a maximum height of 3.10m and 2.27m to the eaves of the extension.

LOCATION : Orchard House Bures Road White Colne Essex CO6 2QF

In respect to the above application, I write to inform you that we have received an application for a Prior Approval for a Larger Home Extension at the above address. Details of the application are displayed on the Council's website. Please note that this is for information only and due to the type of application we don't seek your comments.

This application seeks to determine if prior approval is required for the proposed extension.

Yours faithfully

Planning Admin Team

Our ref: 25/02400/PLD
Your Ref:
Direct Dial: 01376 332374
Ask for: Usmaan Ali
Date: 23.10.2025

Braintree District Council

Development Management
Causeway House Braintree
Essex CM7 9HB

White Colne Parish Council
Jim Morris
Clerk To The Council
White Colne Parish Council
[redacted]

Dear Jim Morris

Parish / Town Council Notification

APPLICATION NO : 25/02400/PLD

DESCRIPTION : Application for Certificate of Lawfulness for a proposed development- Proposed single storey rear and side extensions.

LOCATION : The Old Baptist Chapel 50 Colchester Road White Colne Essex CO6 2PP

I write to inform you, for information only, that we have received an application for a Certificate of Lawfulness for a Proposed Use or Development. Details of the application are displayed on the Council's website.

This application seeks a definitive view from the Council as to whether the proposed works are Permitted Development and meet the criteria set out in the Town & Country Planning (General Permitted Development) (England) Order 2015. This is not an opportunity for the Council or other interested parties to express an opinion as to whether or not the proposed development or use is acceptable. If the development or use is deemed to fall within the defined criteria for permitted development, a Certificate of Lawful Development must be issued by the Council. If, however, the proposal does not meet the requirements, the application will be refused and the applicant will be advised that planning permission is required for the proposed development / use.

There is no statutory consultation requirement associated with this type of application. The purpose of this correspondence is simply to ensure that you are aware that an application has been received for the above development. It is not seeking a consultation response from yourself and any objection/support received in respect of the application is likely to be immaterial to the consideration.

Yours faithfully

Planning Admin Team

Appendix L

WHITE COLNE PARISH COUNCIL
WHITE COLNE VILLAGE HALL,
BURES ROAD, WHITE COLNE, CO6 2QA.
WWW.WHITECOLNEPARISHCOUNCIL.GOV.UK
CLERK@WHITECOLNEPARISHCOUNCIL.GOV.UK

RCCE VILLAGE OF THE YEAR 2025

To: Planning Department

Braintree District Council

Date: **10/11/2025**

Ref: **25/02425/HH & 25/02271/LBC**

Details: **Retention of change of property colour from cream to sage green, installation of log store, picket fence & outdoor light. - Chestnut Cottage, 32 Colneford Hill, White Colne, CO6 2PJ.**

White Colne Parish Council response:

Jim Morris

Parish Clerk

White Colne Parish Council

Appendix M

Local Plan Review timetable

27.10.2025 14:20

As you will be aware, Braintree District Council is in the process of updating its Local Plan. The current Local Plan is a two-part plan which runs until 2033 and serves as the strategic framework that guides the growth and development in the Braintree district. It addresses crucial aspects such as housing, employment, infrastructure, and environmental considerations.

We wanted to provide an update to you on the current position of the Local Plan Review. Having reviewed a series of smaller housing sites earlier this year, the Local Plan Sub-Committee have spent the last several weeks reviewing large strategic sites (500+ homes) submitted to the council by developers and landowners, alongside new infrastructure such as roads, healthcare and community facilities.

Whilst the Committee has agreed for several of these larger sites to be included in their first draft of the Councils updated Local Plan, it has become clear that there is still a need to identify sites for the remaining 1,097 homes that the Council needs to plan for.

Further evidence on the likely transport and highways impacts of the sites suggested to be included in the draft plan is also required. As a result, the council requires more time before it can move forward with the planned “Preferred Options” public consultation.

This has meant we are proposing to make some changes to our Local Plan timeline, which can be viewed on our website here: https://www.braintree.gov.uk/planning-building-control/local-plan-review-2/2, with the next stage of consultation known as ‘Preferred Options’ expected to take place in February 2026. The proposed revised timeline needs to be formally set out and approved in an updated Local Development Scheme, which will be discussed with members at a Local Plan Sub-Committee in due course.

The Preferred Options consultation will ask residents, parish and town councils, stakeholders, businesses and any interested parties for views on the draft Local Plan including the proposed sites before any final decisions are made on sites.

This will be the next opportunity to have your say and help shape the draft Local Plan before the next stage of developing the plan is taken forward in the spring of 2026, with the aim of having an updated plan adopted in June 2027.

How residents can keep updated
There are many ways residents can keep updated on the Local Plan process:

2. The most up-to-date information on the Local Plan Review and timetable can be found on the council’s website at www.braintree.gov.uk/localplanreview
3. Register to the council’s Local Plan database to get notified first when Local Plan consultations launch: https://braintree-consult.objective.co.uk/kse/
4. Sign up to our planning newsletter to be the first to hear of latest updates relating to planning matters including the Local Plan Review: https://pages.news.braintree.gov.uk/p/newsletters

We hope this update is useful. If you have any questions, please contact the Planning Policy Team at planningpolicy@braintree.gov.uk.

Sarah Ashton MRTPI
Head of Planning

Appendix N

Colchester Local Plan- Documents available online

16.10.2025 16:05

Parish / Town Councils
As you are probably aware the Local Plan Committee is due to consider the new Local Plan at its meeting on 10th November.

There is a lot of background information to inform the local plan and we wanted to remind you that much of the documentation is online already if you wanted to start reading. Below are some links to help you navigate and find the documents.

The new Draft Local Plan Document.ashx

2. Policy Maps - Document.ashx

3. Sustainability Appraisal Document.ashx

4. Topic Papers (Employment; Net Zero; Environment; Water) Topic papers · Colchester City Council

5. Evidence base – extensive list of documents Evidence base and supporting documents · Colchester City Council

Further evidence base reports are due to be added to the website shortly and all remaining evidence and Topic Papers will be added prior to the publication of the Committee Papers. Committee papers will be published by the 31st October.

As part of the consultation 2 sessions dedicated to Town and Parish Councils are being planned. More information about these and how to sign up will follow soon.

During consultation, we request that representations are submitted online and would like to invite you to register on the Opus Consult platform if you haven't already done so: Colchester City Council - Registration email

By increasing online participation, you will find it **quicker and easier to** upload your documents (PDF) as well as allowing you to **comment** on documents in real-time, record your own short summary of your detailed comments and track your submission through the user friendly **MY ACCOUNT** feature on the Opus Consult platform, which allows you to manage your account .

Kind regards
Planning Policy Team
Planning.Policy@colchester.gov.uk

Appendix O

Bures Hamlet and Bures St Mary Neighbourhood Plan – Regulation 16 Consultation

01.10.2025 14:44

Dear Jim Morris
You have received this email because you are registered on the Braintree District Council Planning Policy mailing list.

A joint Neighbourhood Plan for Bures Hamlet (Essex) and Bures St Mary (Suffolk) has been submitted to Braintree District Council and Babergh District Council. We are now seeking views on the Plan (under Regulation 16 of The Neighbourhood Planning (General) Regulations 2012).
By mutual agreement, Babergh District Council are acting as the lead local planning authority in this matter.

Where can I view and comment on the draft Bures Hamlet and Bures St Mary Neighbourhood Plan?

- Online at: https://www.babergh.gov.uk/w/bures-neighbourhood-plan

Printed copies of the draft Plan may also be available to view at the following locations:

- St Mary's Church Church Square, Bures (CO8 5AA),
- Baptist Church, High Street, Bures (CO8 5JG),
- Bank House Tea Room, Bridge Street, Bures (CO8 5AD),
- Bures Community Centre, Nayland Road, Bures St Mary (CO8 5BX), and;
- Beautiful You Hairdressers 1 Bridge Street, Bures (CO8 5AD)

All written comments should be e-mailed to: communityplanning@baberghmidsuffolk.gov.uk
The consultation is open until 4pm on Friday 14th November 2025.
Once the consultation has closed an independent examiner will consider the plan along with evidence documents and all the comments. If approved, a local referendum will then follow.

What is a Neighbourhood Plan?
A Neighbourhood Plan is a way for communities – in this case Bures Hamlet Parish Council and Bures St. Mary Parish Council, to take a proactive approach to deciding the future of the places where they live and work. Once 'made' (adopted) a Neighbourhood Plan has the same legal status as the district wide Local Plan and is used alongside the Local Plan in deciding planning applications that fall within its area. For more information, please see https://www.braintree.gov.uk/neighbourhoodplan

Yours faithfully
Alan Massow MRTPI
Principal Planning Policy Officer
Braintree District Council | Causeway House, Bocking End, Braintree, CM7 9HB

Appendix P

Stisted Neighbourhood Plan – Regulation 16 Consultation

07.11.2025 11:50

Dear Jim Morris,
Thanks to those who have already responded to the Stisted Neighbourhood Plan – Regulation 16 Consultation.
For those still wishing to comment – the consultation period has been extended, and responses can now be submitted up to 5pm on Friday 19th December 2025.
Please see details from our original email with new closing date below:

Stisted Neighbourhood Plan Consultation.
You have received this email because you are registered on the Braintree District Council Planning Policy mailing list or have been involved in the Stisted Neighbourhood Plan.
A Stisted Neighbourhood Plan has been submitted to Braintree District Council by the Parish Council. We are now seeking views on the Plan (under Regulation 16 of The Neighbourhood Planning (General) Regulations 2012).
Where can I view and comment on the plan and supporting documents?

- Online at: https://www.braintree.gov.uk/policyconsultation

The consultation is open until 5 pm on Friday 19th December 2025
Once the consultation has closed an independent examiner will consider the plan along with evidence documents and all the comments. If approved, a local referendum will then follow and if the plan is supported by most of the votes it will be adopted as part of the Development Plan for Braintree.
Hard copies of the documents and response forms are also available at:

- Stisted Community Shop, Montefiore Institute, The Street, Stisted CM77 8AW. Mon & Fri 14:00-16:00, Wednesday 14:00-16:00 & 17:00-19:00, and Saturday 09:00-12:00;
- Braintree Council Offices, Causeway House, Bocking End CM7 9HB during opening hours.

What is a Neighbourhood Plan?
A Neighbourhood Plan is a way for communities – in this case Stisted Parish Council, to take a proactive approach to deciding the future of the places where they live and work. Once 'made' (adopted) a Neighbourhood Plan has the same legal status as the district wide Local Plan and is used alongside the Local Plan in deciding planning applications that fall within its area.
For more information, please see https://www.braintree.gov.uk/neighbourhoodplan
Yours faithfully
Alan Massow MRTPI
Principal Planning Policy Officer

Appendix Q

Potential Open Space Improvements (POSI) Update

14.10.2025 16:19

Dear Cllrs, Clerks and Consultees,
We are writing to parish and town councils plus sporting bodies, interested organisations and district council members regarding our annual update for the Potential Open Space Improvements (POSI) plan.
The Potential Open Space Improvements plan (formerly known as the Open Space Action Plan) is a key document used by Braintree District Council as Local Planning Authority. It demonstrates the need for additional and improved open spaces when seeking S.106 monetary contributions for Public Open Space improvements across the district.
It is important that the document is kept up to date to provide the best opportunity to improve areas of open space, including allotments, across the district.
Please find the link below to the 2025 document to review the information for your area. Then please use the attached form to notify us of any:

- Existing items to be removed
- Projects that have already been delivered and can be removed
- Changes or errors in the existing information
- New items you wish to be included within the 2026 version

Please see attached response form which can be which can be downloaded, completed and returned by email to: planningpolicy@braintree.gov.uk no later than 30th January 2026.
We may not be able to include any responses received after this date.
Link to the current published POSI 2025
Further information on the Open Spaces Action Plan can be found on the Braintree District Council website
When submitting proposals, we would ask that you consider the following:

Use

The POSI plan relates to activities that take place in open space, including playing pitches, greens, courts, ancillary facilities, changing rooms and landscaping. Proposals must address the provision and enhancement of open spaces, which may include formal playing pitches, recreation areas, landscaping, parks and gardens, seating furniture, play equipment, amenity greenspace and allotments.

Land ownership

Sites cannot be included unless the ownership is known and it is available or designated for public use. If leasehold, the proposal should be consistent with the remaining term of the lease.

Deadline

The deadline for the submission of the proposals is the 30th of January 2026. Please contact us if this is likely to cause any issues.
We are here to assist with the submission of proposals. If you have any queries, please do not hesitate to contact us.
Kind regards,

Katerina Zangelidou RIBA
Planning Policy Officer

Braintree District Council

POTENTIAL OPEN SPACES IMPROVEMENT PLAN 2026

NEW/REVISED SITE ENTRY FORM

Please fill in the following boxes and return with a Map showing the location(s) of the entry to:-

Email: planningpolicy@braintree.gov.uk

If you are submitting a new site - please attach a plan for extent identification

What do you wish to tell us about using this form?

New site ◉

Site Update ○

Site to be removed ○

which Ward is the site within?

which Parish is the site within?

Name and Address of site:

If you are submitting a new site please provide a geographic reference (Grid reference or what3words* reference):

*what3words is a program and website that provides a user with three words which are unique to a specific 3 metre square in the world. This helps provided an accurate location for a site. The application can either be downloaded to a smart phone/tablet or can be used on a desk top computer. By searching for the site then by clicking on the map you are provided with three words which are a unique identifier for a square in that location. For example the front entrance to Braintree District Council offices can be found using the words ///rounds.windy.spun. A square in the centre of the site should be used to provide the three words.

Description of the Improvement required (e.g. Improvements to open space access / Improvements to play area / Purchase of land for Public use etc.)

Details of public input/ consultation (i.e site included in a neighbourhood or parish plan)

Ownership of land

Name of Parish / Town / Councillor / Organisation:-

Name of Chairman / clerk / (or equivalent) (PRINT):-

Thank you for completing this form - please don't forget to submit it no later than 30th January 2026. You can complete as many forms as necessary for the sites you wish to advise us of.

We will send you a notification email in due course giving you the reference number given to your site. Please quote this reference in any future correspondence with us on this matter.

The District Council will then consider and assess all submitted sites following the end of the submission period.

Appendix R

White Colne Playground Inspections

01.08.2025 17:57

Good Afternoon Jim,

Thank you for accompanying me on the playground inspections this morning – reports attached.

The Bures Road site all looks OK but we did note the following issues with the Meadows equipment:-

1 - Actiivity Trail - One of the beams is showing signs of decay – I suggest undoing this and then fixing it back on the other way up. Also, one of the support blocks is missing and the other is decaying – I suggest replacing both of these;

2 - on the 'Wobbly Bridge' the tops of the 4 posts are showing signs of decay – I suggest using a wood hardener liquid on the decayed areas and then cover with plastic caps (glued on).

3 - Swings – The bottoms of the main posts are showing minimal signs of decay – I suggest using a wood hardener liquid on the decayed areas and then fixing some metal strimmer bands around the base of the 6 posts.

4 – Climbing Frame – some of the screw fixings are coming loose and a couple of them are missing. I have tightened them up as best I can but some of the threads seem to have stripped off so they are not 'biting in'. I could try using a thread locking solution on them but would recommend getting a couple of dozen replacement screws to make sure. They are stainless steel and are a T20 size Star screw 45mm long. (See attached photo).

I will be removing the remaining watering bags from around the cherry trees soon and will trim off the shoots coming out of the trunks below the main tree canopies (I didn't want to do this while the drought was on). I will also try and remove some of the Blackthorn bushes that are encroaching soon – do we know anyone with a shredder to mince these up?

Kind Regards,

Mike

White Colne Playground Inspections

01.08.2025 17:57

I managed to do the playground inspections last week – copies of the reports attached for your records.

Please note the comments on the email dated 01/08/2025 which are still relevant (although I am re-thinking what to do with the Blackthorn bushes that will be removed – they might be useful to be retained on site somewhere as a safe refuge for birds and small mammals, etc as suggested by James Canton).

Regards,

Mike

WHITE COLNE PARISH COUNCIL

PLAYGROUND INSPECTION RECORD

Name of site: Bures Road **Time: 16:15** **Date: 05/11/2025**

Item	Condition	Maintenance finding	Risk	Suggested Action
Seating - benches	Good	Seats have been replaced with plastic ones		
Signage	Good	Maybe add some signage around the football pitch reminding people not to let their dogs use the pitch as a toilet.	?	Add signage
Basketball Post	Good		-	
Table Tennis Table	Poor	Table top needs cleaning and repainting	-	Clean & repaint
Goal Post – with barriers	Good	Metalwork has some algae on it	-	Clean off algae
Surfaces	Fair			
Other	Fair	Car park fencing & signage – comments as before.	**Low**	

Inspected by: Michael King

WHITE COLNE PARISH COUNCIL

PLAYGROUND INSPECTION RECORD

Name of Site: White Colne Meadows **Time:** 16.00 **Date:** 05/11/2025

Item	Condition	Maintenance finding	Risk	Suggested Action
Signage		Signage is outdated – it still relates to the Covid period and doesn't seem relevant now.		Remove existing signage / provide new, more relevant signage?
BBQ area	Fair			
Seating – benches and tables	Good	Seating is now very good. The tree seat has been replaced and looks very nice.		
Agility Trail – Timber	Fair	Broken end support on the low beam (See Photo) The low beam is showing signs of decay and will need to be replaced in the next year or so. (See Photo) The tops of some posts are beginning to rot away and would benefit from some attention.	**Low**	Replace end support / replace low beam? Put caps on the tops of the posts?
Climber – Frame & Net	Good	Screws are coming loose – see covering email for more information. The safety surfacing looks as though it has been damaged and may need to be replaced soon.		
Swings – 2 junior, 2 toddler	Good			
Surfaces		OK		
Other		Access paths are all good – Steve Holt has done a great job clearing the vehicle access route from Bures Road to The Meadows. Kevin has replaced the balustrading and decking to the front of the pavilion verandah and it now looks very good.		

Inspected by: Michael King

White Colne Outdoor Gym – Community Survey

White Colne Parish Council is exploring the idea of installing an outdoor gym area within the grounds of the Village Hall. We'd like to understand how residents currently keep active, what barriers there are, and whether such a facility would be useful.
This short survey is anonymous and takes about 3 minutes to complete. Your answers will help us apply for grant funding. Please return the form to the village hall postbox .
Or use QR code to fill online. Thank you for helping us .

Section 1 – About You

1. What is your age group?

☐ 16–24
☐ 25–44
☐ 45–64
☐ 75+

2. Do you live in White Colne?

☐ Yes, full time
☐ Yes, part time
☐ No, but I live locally

3. Which best describes your situation? (tick any that apply)

☐ Parent or carer of children under 16.

☐ Retired
☐ Living with a long-term health condition or disability
☐ Providing unpaid care for someone
☐ On a lower or fixed income
☐ Working from home
☐ Employed within the locality
☐ Fully employed
☐ Part-time employed
☐ Unemployed
☐ None of the above

Section 2 – Current Physical Activity

4. How often do you take part in physical activity (e.g. walking, gardening, swimming, gym, sport)?

☐ Daily
☐ Several times a week
☐ Occasionally
☐ Rarely or never

5. What types of activity do you currently do? (tick all that apply)

☐ Walking or dog walking
☐ Gardening or outdoor work
☐ Swimming or pool exercise
☐ Gym or fitness class
☐ Team or racket sports
☐ Running
☐ Cycling
☐ Other: _____

6. What makes it difficult to be more active? (tick all that apply)

☐ Cost of gym membership
☐ Lack of local facilities
☐ Health or mobility issues
☐ Lack of time
☐ Lack of motivation or confidence
☐ No one to go with
☐ Weather or safety concerns
☐ Other: _____

Section 3 – Outdoor Gym Proposal

7. If there were free-to-use outdoor gym equipment by the Village Hall, how likely are you to use it?

☐ Very likely
☐ Quite likely
☐ Not sure
☐ Unlikely
☐ Definitely not

8. When would you most likely use it? (tick all that apply)

☐ Morning
☐ Afternoon
☐ Evening
☐ Weekdays
☐ Weekends

9. What type of equipment would you find most useful? (tick all that apply)

☐ Low-impact (e.g. stepper, air walker, seated bike)
☐ Strength/resistance (e.g. pull-downs, chest press)
☐ Stretching or balance equipment
☐ Equipment for wheelchair or limited-mobility users
☐ Children/youth-friendly options
☐ Other: _____

10. Any suggestions or comments ?

11. Optional - name and email (if you'd like to stay informed

Appendix T

WHITE COLNE PARISH COUNCIL

WHITE COLNE VILLAGE HALL,
BURES ROAD, WHITE COLNE, CO6 2QA.
WWW.WHITECOLNEPARISHCOUNCIL.GOV.UK
CLERK@WHITECOLNEPARISHCOUNCIL.GOV.UK

RCCE VILLAGE OF THE YEAR 2025

Agenda item 11v - Allotments

BACKGROUND:
On Friday 24th October a black bird was seen hanging from its head, entangled in someone's allotment netting. On closer inspection, in hope to free the bird, it was confirmed that there was no saving it. The bird was left hanging and hopefully did not suffer for too long. This seems a sad waste of life, and this is not the first time birds have been caught on the allotment site.

The netting seems to offer no real purpose and only endangers wildlife! No netting is going to be perfect, but some are better than others.

The netting in question appears to have been used for growing crops up, like beans. A much more practical and better option for wildlife and the environment would be bamboo canes, hazel branches or similar. I realise that allotment holders like to reuse items from home (especially in today's economy) to use on the plot, but netting like this can be more of a menace and can present a very sad and distressing scene to passersby.

The Allotment Agreement should include regarding care for wildlife and the environment, what is safe to use, and how to properly maintain all aspects of their plot. If not already present, this could be added so allotment holders can grow their veg but also help to protect nature.

MOTION:
I, Cllr Pryke, propose that netting should not be allowed on the Allotment site, unless: it has holes that are so small no wild animals or pets can get entangled; and, if used, that it is properly maintained.

Appendix U

Short Progress Report: Community Energy / Energy Local Club Proposal

White Colne Parish Council – November 2025

1. Background

- The Village Hall solar array has been generating for over 12 months, producing 14 MWh in that period.
- Surplus electricity is currently exported to the grid at a low export tariff (minimal community financial benefit).
- The Parish Council has been exploring peer-to-peer energy trading as a way to increase local value, but until now we have not found a suitable model.

2. New Opportunity –

Energy Local (Energy Club model)

Energy Local is a UK non-profit model enabling communities to form local energy clubs.
https://energylocal.org.uk

Key features:

- Households and a local generator (Village Hall solar) form a Club.
- Electricity generated locally can be sold and used locally at a mutually beneficial rate.
- Households pay less than standard tariff for Club electricity; the generator receives more than standard export price.
- Households with their own solar can potentially participate in the club model.

3. Important governance point (CIC option)

- If the Club is set up as a CIC (Community Interest Company), any surplus income generated through peer-to-peer trading must be reinvested into the community.
- This means: The solar array generates power → traded locally → income returns to community projects, not external suppliers or private shareholders
- This aligns strongly with our Parish priorities: community benefit, resilience, and reinvestment.

4. Why it fits White Colne

- We already have a renewable generation asset.
- We have active community engagement via the Village Hub.
- Residents have expressed interest in peer-to-peer energy trading – surveying residents in the New Year would inform our decision.
- ECC currently has funding and officer support to help set up Energy Local Clubs.

5. Current status

- Cllr Taylor has been offered free Energy Local training in January 2026.
- The training will give us the technical and governance detail required (metering, tariffs, supplier partners, legal structure).
- No village survey or sign-up activity will begin until after training, to ensure we present accurate and informed options.

Appendix U

Energy useage 2024-25	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Total
Production kWh	1000	758.2	352.6	200.9	373.2	474.1	774.8	1850	1890	2010	1620	1570	**12873.8**
Export kWh	731.7	366.1	16.3	0.8	50.2	45.5	390.5	1270	1470	1570	1250	1270	**8431.1**
Grid Purchase kWh	4.9	52.1	400.6	537.5	691.1	483.8	126.2	63.4	20.3	29.4	3.8	15.9	**2429**
Consumption kWh	249.4	378.2	696.2	709.4	960.1	848.3	462.4	618.4	411.5	456.3	345.6	294.2	**6430**
Monta EV income			£ 22.28		£ 42.66			£ 39.65	£ 29.00	£ 47.00		£ 28.36	**£ 208.95**
Scottish Power income												£ 930.36	**£ 930.36**
Total Income													**£ 1,139.31**

Energy useage 2025-26	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Total
Production kWh	1240	615.3											**1855.3**
Export kWh	881.9	196.8											**1078.7**
Grid Purchase kWh	15	66.4											**81.4**
Consumption kWh	345.2	459.7											**804.9**
Monta EV income		£ 23.28											**£ 23.28**
Scottish Power income			£ 279.36										**£ 127.36**
Total Income													**£ 150.64**

Appendix V

URGENT – Unsafe suspended bus stop / lack of response from Konect – White Colne, A1124 (Route 88)

12.11.2025 10:18

White Colne Parish Council has contacted Konect Buses twice (10 Nov and 11 Nov) regarding the suspension of the Route 88 bus stop outside the Fox & Pheasant, A1124, due to roadworks (Halstead to Colchester direction).
There is no safe pedestrian access to the nearest alternative bus stop. The A1124 at this point is derestricted, with no footway, no verge safety, and no controlled crossing. Two people were seen having to walk up Tyburn Hill in the road on a wet afternoon in the dark. Residents rely on this stop to travel to work and for essential journeys.

Konect has removed their customer phone line and has not responded to Parish Council emails.

We request:
1. A temporary safe boarding point
2. Confirmation that a Health & Safety Risk Assessment has been undertaken for suspending the stop without an alternative safe route.

Please treat this as an urgent safety matter.

Regards,
Jane Taylor
Chair – White Colne Parish Council

Appendix W

Braintree District Council Polling Place Review 2025 - Invitation for comments

13.10.2025 15:28

Dear Parish Clerks

I am writing to inform you that Braintree District Council is currently conducting a review of polling places in accordance with the requirements of the Representation of the People Act 1983.

As part of this review, we are seeking feedback from key stakeholders to ensure that polling arrangements remain convenient and accessible for all electors.

Further details about the review can be found on our website at https://www.braintree.gov.uk/voting-elections/braintree-district-council-official-elections/6

I would therefore like to invite you and your parish councillors to provide any comments or suggestions you may have regarding the existing polling places within this district.
Whilst there are only five changes being proposed, the consultation is on polling places within the whole of the district, and therefore it is possible, as part of the consultation, to comment on any of the polling places used within the district.
Your input will be considered before any final recommendations are made.

If you wish to submit comments, please send them to elections@braintree.gov.uk by Friday 21 November.

Thank you for your time and for your continued support in ensuring fair and accessible electoral arrangements.

Yours sincerely,

Heather Patarou (AEA Cert.)
Elections Manager

WHITE COLNE PARISH COUNCIL

White Colne Village Hall, Bures Road, White Colne, CO6 2QA.
www.whitecolneparishcouncil.gov.uk
clerk@whitecolneparishcouncil.gov.uk

HEALTH & SAFETY, LONE WORKING, SAFEGUARDING, & RISK MANAGEMENT POLICY

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I. Health & Safety Policy & Procedure

1. Statement of Intent.

1.1 This is the Health & Safety Policy of White Colne Parish Council.

1.2 The Council's Health & Safety Policy is to:

- Prevent accidents and cases of work-related ill health
- Manage health and safety risks in our workplace
- Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work
- Provide personal protective equipment
- Consult with our employees on matters affecting their health and safety
- Provide and maintain safe plant and equipment
- Ensure safe handling and use of substances
- Maintain safe and healthy working conditions
- Implement emergency procedures, including evacuation in case of fire or other significant incident
- Review and revise this policy regularly

2. Responsibilities:

2.1 Overall and final responsibility for health and safety: **White Colne Parish Council**

2.2 Day-to-day responsibility for ensuring this policy is put into practice:
- The Clerk to the Council
- Chairperson of the Parish Council
- Vice-Chairperson of the Parish Council
- Any individual member of the Parish Council
- Any individual member of staff
- Any sub-contractor to the Parish Council
- Any individual volunteer

2.3 To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:
- The Clerk to the Council - safety, risk assessments, accidents, first aid, monitoring, accident and ill-health investigation, emergency procedures, training.
- Chairperson of the Parish Council – consulting employees, work-related ill health.
- Mike King - maintaining equipment, information, instruction and supervision, fire and evacuation.

2.4 All employees, volunteers and sub-contractors should: co-operate with supervisors and managers on health and safety matters; take reasonable care of their own health and safety; and report all health and safety concerns to an appropriate person (as detailed above).

3. Arrangements for health & safety:

3.1 Risk Assessment
We will complete relevant risk assessments and take action.
We will review risk assessments when working habits or conditions change.

3.2 Training
We will give staff and volunteers health and safety induction and provide appropriate training.
We will provide personal protective equipment.
We will make sure suitable arrangements are in place for employees who work remotely.

3.3 Consultation
We will consult staff routinely on health and safety matters as they arise and formally when we review health and safety.

3.4 Evacuation
We will make sure escape routes are well signed and kept clear at all times.
Evacuation plans are tested from time to time and updated if necessary.

II. Lone Working Policy

4. Introduction

4.1 White Colne Parish Council recognises that its employees are sometimes required to work by themselves without close or direct supervision in the community, in isolated work areas and out of office hours. Under the Health & Safety at Work Act 1974 and the Management of Health & Safety at Work Regulations 1999, White Colne Parish Council has a duty of care to advise and assess risk for workers when they work by themselves in these circumstances.

4.2 Employees also have responsibilities to take reasonable care of both themselves, and other people affected by their work and to co-operate with their employers in meeting their legal obligations.

4.3 Lone workers are people who work on their own with little or no supervision. Thus, in the event of an emergency there may be no one to give assistance or summon help. There is no time limit attached to working alone. It may be for the whole work period or only for several minutes. This can take place in a variety of situations.

4.4 A risk assessment is required under the Management of Health and Safety at Work Regulations 1999, which examines how the job is done and identify work hazards, assess the risks involved and ensure that adequate measures are put in place to avoid the person carrying out the work being harmed.

5. Aims

5.1 The aim of this policy is to:

- increase staff awareness of safety issues relating to lone working.
- ensure that the risk of lone working is assessed in a systematic and ongoing way, and that safe systems and methods of work are put in place to reduce the risk so far as is reasonably practicable.
- ensure that appropriate training is available to all staff in all areas that equips them to recognise risk and provides practical advice on safety when working alone.
- ensure that appropriate support is available to staff who must work alone.
- encourage full reporting and recording of all adverse incidents relating to lone working.

6. Responsibilities

6.1 Councillors and the Clerk are responsible for:

- ensuring that all staff are aware of the policy;
- taking all possible steps to ensure that lone workers are at no greater risk than other employees;
- identify situations where people work alone and decide whether a system can be adopted to avoid workers carrying out tasks on their own;
- ensuring that risk assessments are carried out and reviewed regularly;
- putting procedures and safe systems of work into practice which are designed to eliminate or reduce the risks associated with working alone;
- ensuring that staff identified as being at risk are given appropriate information, instruction and training, including training at induction, updating and refreshing this training as necessary;
- managing the effectiveness of preventative measures through an effective system of reporting, investigating and recording incidents;
- ensuring that appropriate support is given to staff involved in any incident; and
- providing a mobile phone and other personal safety equipment, if and where this is felt to be desirable

6.2 Employees are responsible for:

- taking reasonable care of themselves and others affected by their actions
- following guidance and procedures designed for safe working;
- reporting all incidents that may affect the health and safety of themselves or others and asking for guidance as appropriate and complete an accident form;
- taking part in training designed to meet the requirements of the policy;
- reporting any dangers or potential dangers they identify or any concerns they might have in respect of working alone; and

- always maintaining good communication to minimise risk.

6.3 Lone working affects the following staff in White Colne Council:
- Parish Clerk
- Employees
- Contractors
- Volunteers

7. Procedures for safe lone working

7.1 Employees, contractors, and volunteers should:
- Telephone contact with other staff and councillors.
- First Aid Kit available and up to date.
- Escape routes identified.
- When working alone, ensure that door is kept locked.
- At least one other person to be present when locking up after an evening meeting.
- If in any doubt, do not start or continue the work.
- Always ensure a Councillor or a member of staff knows you are working alone.

III. Safeguarding Policy

8. Introduction

8.1 Everyone has a duty to safeguard children and young people and adults in need of care and protection. This policy outlines practice that will promote the safety of children, young people and vulnerable adults using parish council facilities. The policy will be reviewed by the Parish Council annually.

9. Definitions

9.1 *Children and young people*: Anyone under the age of 18 years

9.2 *Adult in Need of Care and Protection*: Anyone 18 and over who:
- Has needs for care and support (regardless of the level of need and whether the local authority is meeting any of those needs)
- Is experiencing, or is at risk of abuse or neglect, and
- As a result of those needs, is unable to protect themselves against the abuse or neglect or the risk of it.

10. To whom this policy applies

10.1 This policy applies to anyone working for or on behalf of White Colne Parish Council whether in a paid, voluntary, or commissioned capacity.

11. Promoting a safe environment

11.1 To promote a safe environment for children, young people and vulnerable adults, White Colne Parish Council wishes to promote a safeguarding culture in its premises and activity areas.

11.2 To achieve this, White Colne Parish Council will:
- Provide safe facilities and undertake regular safety assessments.
- Ensure that employees, and councillors are aware of the safeguarding expectations.

- Ensure staff who may have contact with children are DBS Checked
- Make available on public notice boards and to employees and councillors, the contact details of the following:
    - For concerns about children - Essex Council Children's Social Care (CSC) Initial Response Team (IRT), based at Essex House, Colchester – Tel. **0345 6037627**
    - For concerns about Adults - Essex Social Care Direct, Essex House, Colchester, **0345 6037630**
    - The NSPCC **0808 800 5000**
    - Out of Hours - The Social Care Emergency Duty Team (EDT), **0345 6061212**

12. Responsibilities of all staff

12.1 Employees, councillors, contractors, and volunteers all have a duty to protect children, young people, and adults in need of care and protection but are not responsible for deciding whether abuse is taking place. If they have concerns, these should be passed on as soon as possible.

12.2 Always follow the safeguarding policies and procedures, particularly if concerns arise about the safety or welfare of a child or adult in need of support and protection.

12.3 Participate in safeguarding training as required and maintain current working knowledge.

12.4 Discuss any concerns about the welfare of a child or adult with their line manager, and if necessary, the Chairperson of the Parish Council.

12.5 Contribute to actions required including information sharing and attending meetings.

12.6 Work collaboratively with other agencies to safeguard and protect the welfare of people in the premises and activity areas.

12.7 Always remain alert to the possibility of abuse.

12.8 Recognise the impact that diversity, beliefs, and values of people can have.

13. Allegations against staff and volunteers

13.1 All staff should take care not to place themselves in a vulnerable position with a child. It is always advisable for contact with individual children or parents to be conducted in view of other adults.

13.2 No attempt should be made to investigate or act on any allegation regarding staff or volunteers' behaviour with children or young people before consultation with the Local Authority Designated Officer (LADO), **03330 139 797**

13.3 The Parish Council should follow the ESCB and ESAB procedures (SET procedures) for managing allegations against staff/volunteers, a copy of which can be found or on the ESCB (**www.escb.org.uk)** and ESAB **(www. essexsab.org.uk)** websites**.**

14. Whistleblowing

14.1 All staff and volunteers should be aware of their duty to raise concerns about the attitude or actions of colleagues and appropriate advice will be sought from the LADO or Safeguarding Teams.

15. What should be a cause for concern – Children and young people:

15.1 Staff and Volunteers should be concerned by any behaviour, action or inaction, which significantly harms the physical and/or emotional development of a child. A child may be abused by parents, other relatives or carers, professionals and other children, and abuse can occur in any family OR in any other area of society, regardless of social class, wealth, or geographical location.

15.2 Abuse falls into four main categories:
1. Physical Abuse
2. Emotional Abuse
3. Sexual Abuse
4. Neglect

15.3 All staff and volunteers need to have an awareness that there are many other forms of abuse ranging from Child Sexual Exploitation (CSE) through to Female Genital Mutilation (FGM).

15.4 Ideally, staff and volunteers who engage with children will have accessed appropriate child protection training through the Essex Safeguarding Children Board (ESCB) but further information about types of abuse, signs to look for and what to do if you are concerned are also available on the ESCB website **(www.escb.org.uk).** All agencies, whether statutory, voluntary, or other are obliged to follow the procedures laid out on the ESCB website.

16. What should be a cause for concern – Adults in Need of Care and Protection:

16.1 Staff and volunteers should be aware of the possibility of abuse to vulnerable adults from the community, relatives, carers, or professionals in the areas of:
- Physical abuse
- Domestic violence
- Psychological abuse
- Emotional abuse
- Financial or material abuse
- Modern slavery
- Organisational abuse
- Sexual Abuse

16.2 Information is available on the ESAB website **(www. essexsab.org.uk)**

17. White Colne Parish Council's Safeguarding Policy was adopted: 26 July 2022, reviewed: 16 May 2023, reviewed: 21 May 2024, reviewed and incorporated into the *Health & Safety, Lone Working, Safeguarding, and Risk Management Policy*: 18 November 2025.

Date of policy: 18th November 2025
Date for next review: November 2026

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ANNUAL RISK ASSESSMENT

This document has been produced to enable the Parish Council to assess the risks that it faces, and to satisfy itself that it has taken adequate steps to minimise them. The Council is aware that although some risks can never be eliminated fully, it has in place a strategy that provides a structured, systematic and focused approach to managing risk, which: Identifies the subject; Identifies what the risk may be; Identifies the level of risk; Evaluates the management and control of the risk and records findings; Reviews, assesses and revises procedures if required.

Subject	Description of Risk	Risk Level	Management / Control	Mitigation Measures
MANAGEMENT				
Business Continuity	Council not being able to continue its business due to an unexpected or tragic circumstance	Low	All files and recent records are kept at the clerk's home. The clerk makes a weekly back up of files.	Review when necessary
	Council not being able to undertake business without a quorum of 3 councillors	High	Councillors send apologies in advance of meeting if unable to attend, and if numbers are low, the clerk contacts remaining councillors to confirm their attendance. If a meeting is unable to be held, councillors will be contacted, and agreement to essential business obtained by email or video conferencing and confirmed at the next meeting.	Existing procedure adequate

Meeting location	Adequacy of Health and Safety	**Low**	Meetings are held in the village hall. A parish councillor holds a key, and a duplicate is held in the box at the front of the hall under a combination number known to parish councillors. The premises and facilities are considered to be adequate for the Clerk, Councillors and any Public who attend from a health and safety and comfort aspect.	Existing procedure adequate
Council Records	Loss through theft, fire, damage, etc.	**Low**	Papers are held in a cabinet at the clerk's home.	Existing procedure adequate
Council Records electronic	Loss through damage, fire, corruption of computer	**Medium**	The Parish Council's electronic records are stored on the parish council's laptop computer held at the clerk's home. Back-ups of the files are taken at weekly intervals on an external hard drive.	Existing procedure adequate
FINANCE				
Precept	Adequacy of precept	**Medium**	Sound budgeting to determine annual precept. The Parish Council receives detailed quarterly budget information at meetings held in July, November, January, and March. Setting the precept is an agenda item at the January meeting. The parish council holds reserves adequate to meet some unforeseen or uninsured risks.	Existing procedure adequate
Insurance	Adequacy of insurance	**Medium**	An annual review is undertaken of all insurance arrangements in place. Employers Liability, Public Liability, and Fidelity Guarantee are statutory requirements.	Review provision and compliance annually
Banking	Adequacy of controls, risk of loss through dishonesty, fraud	**Low**	The Council's Financial Regulations set out requirements for banking, cheques and reconciliation of accounts.	Existing procedures Adequate. Financial Regulations reviewed annually.

Financial controls and records	Adequacy of controls, risk of loss through dishonesty, fraud Risks involved with the use of electronic banking	**Low**	Monthly reconciliation prepared by Responsible Financial Officer and checked quarterly by the Parish Council. Annual internal and external audits. Financial obligations Resolved and clearly Minuted before commitment. All payments resolved and Minuted quarterly. Village Hall transactions are included in the parish council accounts. Electronic banking with Unity Trust Bank. The RFO inputs payments but cannot authorise. Two separate signatories make payments. Codes and passwords confidential. Controls as above maintained.	Existing procedures adequate
ASSETS				
Street furniture and playground equipment	Damage to play equipment and benches	**Medium**	Asset register is kept up to date, and insurance is held at the appropriate level for all items. Regular checks are made on all equipment by Mike King. ROSPA-approved company makes an annual inspection on the play equipment.	Existing procedures Adequate.
LIABILITY				
Legal Powers	Illegal activity or Payments; Working Parties taking decisions	**Low**	All activity and payments made within the powers of the Parish Council (not ultra viries) and to be resolved and clearly Minuted.	Existing procedures Adequate.
Legality	Non-compliance with statutory requirements	**Low**	Minutes and agendas are produced in the proscribed method and adhere to legal requirements. Minutes are approved and signed at next meeting. Minutes and agendas are displayed according to legal requirements. Business conducted at Council meetings is managed by the Chairperson.	Existing procedures adequate

Public Liability	Public Liability Risk to third party, property or individuals	**Low**	Public liability insurance is in place. Risk assessments of individual events undertaken. Risk assessments of trees on parish council owned or managed land undertaken as per advice. Risk assessment of village hall considered with: 1.Electricity inspected every 5 years. 2.Fire equipment inspected every year. 3.Gas equipment inspected every year. 4.Electrical equipment PAT inspected every year. 5.Lighting and alarms checked monthly.	Existing procedures adequate
COUNCILLORS' PROPRIETY				
Liability	Conflict of interest	**Low**	Councillors have a duty to declare any interests at the start of the meeting Agenda. Disclosure of Pecuniary Interests form reviewed by all members in election years.	Existing procedures adequate
PARISH CLERK				
Liability	Loss of clerk Fraud Actions undertaken	**Medium**	A temporary clerk to be identified pending advertising for replacement, in the event of the clerk resigning, or illness. The requirements of Fidelity Guarantee insurance must be adhered to. Clerk should be provided with relevant training, reference books, access to assistance and legal Advice, with cost budgeted. Monitor working conditions.	Review when necessary. Details of the bank of temporary clerks can be obtained from Essex Association of Local Councils.

V1.2 November 2025

Jim Morris, Parish Clerk.
Date: 20.10.2025

Adopted: 18.11.2025
Next review: Nov 2026

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Risk Assessment: Community Café & Community Hub

Weekly social hub open to all ages (infants to older adults). Activities include preparing and serving soup, cakes, toasties, jacket potatoes, tea, and coffee. Volunteers include two kitchen helpers preparing and serving food, and one front-of-house helper greeting, clearing tables, and assisting visitors.

Risk	Description of Risk	Risk Level	Mitigation Measures
Food safety & handling	Potential harm, including possible infection, to team, volunteers, customers & visitors	Low	At least one kitchen lead to hold Level 2 Food Hygiene Cert. All food to be stored, handled and cooked following food safety standards, e.g. temperature checks; separate utensils and chopping boards. All volunteers to be given training on good practices. Separate handwashing facilities available. Allergen awareness controls & information. No one should enter the kitchen if not part of the kitchen team. Volunteers not to attend if unwell.
Allergies / Dietary Requirements	Potential harm to anyone in contact with foodstuffs.	Low	Ingredients lists available and posters displayed. Gluten / dairy / nut information clearly stated. Menu and labelling reviewed weekly. Volunteers not to offer medical advice.
Slips, trips and falls	Potential harm to individuals where food or drink has been spilled.	Medium	Floors kept clean and dry. Ensure spillages are immediately cleaned up. Signage is available for wet floors. Cables tidy and secured. Tables & chairs adequately spaced. Accessible routes kept clear.

Falling objects	Potential harm to individuals where food or drink has been poorly stacked in cupboards or on worktops.	**Medium**	Ensure packages and containers are safely stacked.
Skin conditions	Potential harm to kitchen team & volunteers		Avoid direct contact with food. Provide appropriate gloves.
Muscular skeletal injuries	Potential harm to individuals not trained in manual handling	**Medium**	Store the heaviest packages and containers at mid height. Use mechanical aids or team lifting where necessary. Consider manual handling training courses.
Burns & scolds	Potential harm to team, volunteers, customers & visitors	**Medium**	Volunteers trained in safe handling. Hot food and drinks to be carried over minimal distance. Hot drinks served with care. Warning notices of hot food & drinks visible for customers and visitors. Children supervised. Staff to assist elderly visitors.
Cuts	Potential harm to kitchen team	**Medium**	Ensure knives are appropriately stored and sharp to ensure no slippage. No knives to be left in washing up water. Store blue plasters to use in the event of a cut.
Machinery & Electrical Equipment	Potential harm to kitchen team	**Low**	Kitchen team to be trained in the safe use of any machinery. Avoid loose clothing which could become entangled. Ensure equipment is PAT tested. Visual check of all machinery before use. Do not overload sockets. Switch off machines when not in use. Reporting system to advise and remove any damaged electrical items.
Fire	Potential harm to team, volunteers, customers & visitors	**Low**	Hot oils and cooking food not to be left unattended. All fire safety signs should be up to date and appropriately displayed. No blocking of doors or escape routes. No candles or open flames. Lead volunteer to be aware of fire assembly points and assume responsibility for all present. All volunteers should be advised to call 999 in the event of a fire.

Crowding / Accessibility	Potential harm to kitchen team & volunteers	**Low**	Hall accessible via ramp. Disabled loo available. Tables & chairs appropriately spaced and monitored. Assistance available if necessary.
Safeguarding / vulnerable adults	Children and young people, older generations, vulnerable adults.	**Low**	Volunteers follow Safeguarding best practices. Never alone with child or vulnerable person. Friendly supervision of the space.
Emotional Distress / Loneliness	Any human being.	**Low**	Friendly atmosphere. Volunteers aware of listening boundaries. Signposting to community and/or health services. Support information available.

Emergency Arrangements

- First aid: First aid kit available in kitchen; at least one volunteer aware of its location.
- Accidents: Record in Village Hall Accident Book; report serious incidents to Parish Clerk or Hall Committee.
- Fire evacuation: Exits clearly marked; Assembly point: car park

Summary of Key Safety Points

- Keep walkways clear and dry.
- Handle hot food and drinks with care.
- Maintain food hygiene and allergen awareness.
- Check electrical safety.
- Know fire exits and first aid location.
- Welcome all visitors respectfully and inclusively.

V1.3 November 2025

Team Leader:
Date:

Volunteer / Team Member:
Date:

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Risk Assessment: Community Litter Pick & Street Cleaning

Risk	Description of Risk	Mitigation Measures
Physical hazards present at site	Example: drowning in river or falling down steep slope.	- Organiser(s) to carry out a pre-site visit to ensure that the area is suitable and carry out a suitable risk assessment. - Ensure any significant findings of the risk assessment are communicated to participants prior to carrying out activity. - Any areas deemed unsuitable or dangerous to be cordoned off prior to litter pick. - Ensure adequate first aid arrangements have been provided (proportionate to the level of risk). - Ensure there is a facility for participants to sign in and out.
Slips, trips and falls	Example: sprained ankle from tripping over rough terrain.	- Anyone undertaking litter picks must follow instructions and be wearing correct personal protective equipment (PPE). - Participants should be informed beforehand of the need to wear sensible footwear (boots, wellingtons) no open toe footwear to be allowed.
Sharp Objects - Glass, needles, nails etc.	Example: Needle stick injury leading to Hepatitis B.	- Any hypodermic needles found should not be picked up or touched under any circumstances.

		- Participants should be informed beforehand of the need to wear sensible footwear (boots, wellingtons) no open toe footwear to be allowed. - Participants should be provided with correct PPE including protective gloves, litter pickers and high visibility vests. - Organiser should give pre-activity briefing session with all participants to include procedures/ instructions, including dealing with hypodermic needles. - Participants instructed not to pick up litter with hands - use litter picker at all times.
Hygiene and potential contact with hazardous objects	Examples: roadkill, faeces, asbestos.	- Participants should be informed beforehand of the need to wear suitable outdoor clothing that does not expose bare areas of skin. - Participants should be instructed to wash hands and forearms before eating, drinking, smoking or going to the toilet. - Participants instructed to cover any cuts before starting litter picking. - Organiser should give pre-activity briefing session with all participants to include instructions / information, including general awareness of hazards (example: what they are and why they're dangerous) - Instructions not to pick up or handle any hazardous material. - At least two members of the organisers should carry mobile phones with signal available at the location.
Manual Handling	Example: back injury from people attempting to move objects.	- Participants should be informed to assess the weight of the waste collection bags before handling. - Wear appropriate PPE. - Minimise repetitive bending wherever possible.

		- Organiser should give pre-activity briefing session with all participants to include instructions on manual handling, including not to lift unless comfortable in doing so. - Young persons and others at significant risk (example: persons with a previous back injury) instructed not to lift.
Weather Issues	Example: extremes of weather can cause injuries.	- Participants should be informed beforehand of the need to wear sensible outdoor clothing, as appropriate, to the weather conditions. - Organiser/team leader to cancel activity if there is extreme weather. - Organiser should consider briefing volunteers to bring adequate sun protection & drinks for the duration of the litter pick.
Lone working/ aggressive people	Example: assault by member of public.	- Participants should always work in teams and should not work alone at any time during the activity. - Participants should be informed to cease litter picking if they encounter anyone who makes them feel uncomfortable or that is acting suspiciously and report back to the organiser.
Hand tools	Cuts, bruises etc.	- All participants involved to be given instruction on the correct use of hand tools. - Organiser should make sure all safety procedures are followed.
Young persons and lack of awareness	Example: a young person taking unnecessary risks.	- Organiser to carry out a pre-site visit to ensure that the area is suitable for young persons. - Organisers to carry out a suitable risk assessment and ensure all participants (including young persons) are given health and safety instructions. - Where young persons (16-18) and/or children (under 16) are involved, the organizer must: 1. ensure that there is adequate supervision for the young persons or children. 2. take specific time to explain procedures and take particular care to describe and point out the potential hazards.

Natural hazards including pollen, dangerous plants, cuts from thorns, wasp & bee nests.	Example: skin rash from plants, bee sting resulting in anaphylactic shock	- Organiser should carry out a pre-site visit to ensure that the area does not contain any dangerous plants, wasp or bee nests. - Participants should be informed beforehand of the need to wear appropriate PPE and sensible outdoor clothing and footwear. - Participants should be instructed to wash hands and forearms before eating, drinking, smoking or going to the toilet. - At least two members of the group should carry a mobile phone with signal available at the location in order to call for emergency assistance.
Fly tipping	Example: finding material dumped	- Participants should be informed not to touch any fly tipped material. - Organisers should call BDC environmental services should fly tipping or any hazardous material be discovered.

V1.2 November 2025

Volunteer Group Leader:
Date:

Volunteer:
Date:

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www.whitecolneparishcouncil.gov.uk
clerk@whitecolneparishcouncil.gov.uk

Risk Assessment: The Meadows

The Meadows is accessible from The Chase in Bures Road. The pond is situated at the lower end of White Colne Meadows, in the field historically named Gosses Fenn. It is an in-line pond, using the existing stream to fill and replenish. *The Meadows* was created in 2005, within the Countryside Agency project, to convert 6 acres of agricultural land into a public open space.

Item	Description of Risk	Risk Level	Mitigation Measures
Pond	Personal injury/drowning Injury/drowning to third party attempting lifesaving	M L	Regular maintenance to ensure the perimeter of the pond is not obscured. Install advisory safety signage for deep water and ice.
Wooden dipping platform	Personal injury/slips, trips or falls	L	Regular inspection and maintenance. Install advisory safety signage for slippery surface.
Signage	Personal injury	L	Signage in visible position advising hazards.
Grass	Personal injury	L	Surface – grass is cut on a regular basis by contractor. Hazards such as broken glass and hardcore which could cause injury will be removed by contractor. Signs of vandalism or wear and tear regularly checked.

Litter	Personal injury Risk to health	L L	Ensure site is kept litter free. Encourage walkers to collect litter and hold regular community litter picks.
Seating	Personal injury	L	Seating is checked to confirm structure and fixings are sound.
Trees	Personal injury	L	The trees are regularly professionally inspected, and any advisory work carried out.
Safety equipment (life buoy)	Broken/out of date/missing	M	Regular inspections to check the fit for purpose

V1.2 November 2025

Adopted: 18.11.2025
Next review: Nov 2026

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Risk Assessment: The Meadows Play Area

The play area is situated at The Meadows, Bures Road, White Colne, Essex, CO6 2QA. The area comprises of an open play area, with a tree seat and bench, a timber agility trail, and spider climber, 2 x junior swings and 2 x toddler swings, a BBQ area and a wooden pavilion. Equipment is visually checked by a volunteer monthly and by a qualified inspection service, annually. All areas are unlit, and access is available at all times.

Item	Description of Risk	Risk Level	Mitigation Measures
Signage	Personal injury	L	Signage is clear and not in locations that can be walked or driven in to.
Grass	Personal injury Trips/falls/sprains	L	Surface – grass is cut on a regular basis by contractor and checked for wear and tear. Hazards such as holes, broken glass and hardcore could cause injury.
Play equipment	Personal injury Risk to third party or individuals Entrapment Falls	M M M M	Equipment is checked to confirm structure and fixings are sound. Surface is checked to ensure area is clear of trip and other hazards. Seating should be kept clean. Children should be accompanied by an adult. Use of equipment should be age appropriate. Users must be considerate to other users. Equipment should all meet the required safety standards. Care should be taken when using elevated equipment which is wet. Dogs should be kept on leads in this area.
Tree seat and benches	Personal injury	L	Seating is checked to confirm structure and fixings are sound. Seating should be kept clean.

Security	Personal injury/abduction	L	The whole area is in a secluded rural location and is surrounded by fields and woodlands. The area is not within the view of any properties and is unlit. Children should be accompanied by adults.
BBQ area	Personal injury	M	The BBQ should be supervised at all times when in use. The area should be kept hazard free from trips and falls.
Pavilion	Personal injury	L	The building is checked to confirm the structure is sound and secured. Hazardous materials are not stored.
Trees	Personal injury	L	The trees are inspected in line with advice, and any advisory work carried out.
Fire/Arson	Personal injury	L	Some equipment and structures are flammable.
Vandalism	Personal injury	L	Vandalism could cause equipment to become unsafe. Regular inspections highlight any issues. Visitors encouraged to report any issues.

V1.2 November 2025

Adopted: 18.11.2025
Next review: Nov 2026

WHITE COLNE PARISH COUNCIL

White Colne Village Hall, Bures Road, White Colne, CO6 2QA.
www.whitecolneparishcouncil.gov.uk
clerk@whitecolneparishcouncil.gov.uk

Risk Assessment: Village Hall Play Area

The play area is in Bures Road, White Colne, Colchester, Essex, CO6 2QA. The area comprises of a small open play area, to the rear of the village hall, next to the car park and natural open space. Equipment is visually checked and recorded by a volunteer monthly, and by a qualified inspection service, annually. The area is unlit, and access is available at all times.

Item	Description of Risk	Risk Level	Mitigation Measures
Signage	Personal injury	L	Signage is clear and not in locations that can be walked or driven in to.
Pitch area	Personal injury	L	Surface – grass is cut on a regular basis by contractor and checked for wear and tear. Hazards such as holes, broken glass and hardcore could cause injury.
Goal posts & barriers	Personal injury	L	Goal posts are checked to confirm structure and fixings are sound.
Basketball post, goal and surfaces	Personal injury	L	Equipment is checked to confirm structure and fixings are sound. Surface is checked to ensure area is clear of trip and other hazards, such as holes or obstacles.
Play equipment	Personal injury Risk to third party or individuals	M M	Children should be accompanied by an adult. Use of equipment should be age appropriate.

	Entrapment Falls	M M	Users must be considerate to other users. Equipment should all meet the required safety standards. Equipment should be used appropriately.
Table Tennis table	Personal injury	L	Surface should be monitored for hazards or slippery surface.
Litter bins	Personal injury Risk to health	L L	Bins are fixed and emptied weekly by BDC. Ensure site is kept litter free.
Seating/benches	Personal injury	L	Seating is checked to confirm structure and fixings are sound. Seating should be kept clean.
Security	Personal injury / abduction	L	The whole area is in a secluded residential/rural location next to fields and woodlands. The area is unlit but can be seen from the rear of some neighbouring properties. Children should be accompanied by adults.
Trees	Personal injury	L	The trees are inspected in line with advice, and any advisory works carried out.
Fire/Arson	Personal injury	L	Some equipment and structures are flammable.
Vandalism	Personal injury	L	Vandalism could cause equipment to become unsafe. Regular inspections will highlight any issues. Visitors are encouraged to report any issues. Signage at the gate area advises the Council is responsible for the Recreation Ground.

WHITE COLNE PARISH COUNCIL

Minutes of the Parish Council Meeting held at
The Village Hall, Bures Road, White Colne on Tuesday 23rd April 2013 at 7 pm.

Present: Cllr Adlem, Cllr Bond (later), Cllr Giles, Cllr Pearcey, Cllr Taylor (Chairman), Cllr Watt.
Also Present: Clerk D Williams, District Cllr Spray and 2 members of the public.

498. APOLOGIES FOR ABSENCE – None

499. DECLARATION OF INTERESTS – None

PUBLIC QUESTION TIME – None

500. PLANNING MATTERS

(a)Applications

(i) 13/00339/FUL – Brookfield Hose, Wakes Colne Road – Installation of ground mounted solar panels in the garden of Brookfield House – application withdrawn.

(ii) 13/00393/FUL – Toad Hall, Colchester Road – erection of rear extension to replace existing conservatory, single storey extension to south-west elevation, garage conversion with single storey infill extension and new cartlodge - We have no comment regarding the extension and alteration to the house. If the District Council is mindful to approve the new cartlodge, then we would ask that consideration is given to the control of exterior lighting, and that it is for the private use of residents of Toad Hall only. 4 councillors approved thse comments, 1 councillor abstained.

(b) Cllr Taylor referred to the recent additional proposed site at 65 Colchester Road to the Draft Site Allocations and Development Management Document. This was discussed and the following comments were agreed:-

The parish council is disappointed to see that the land at 65 Colchester Road White Colne reference number WCH4X is being considered for inclusion in the site allocation document. We object strongly to this inclusion for the following reasons:

1.This land is outside the village envelope.

2.This area forms part of a section of agricultural land which was purchased for gardens several years ago. At that time the Parish Council were unhappy about the situation as most of the properties benefiting from the purchase were a fairly new build on agricultural land - the permission to build was controversial and the development of executive style housing looked overdeveloped with small gardens. The Parish Council therefore asked for permitted development rights to be removed from this new section of amenity land to protect the natural landscape in the area. It is totally inappropriate for this land now to be designated for dwellings.

3.White Colne village design statement, which has been adopted by Braintree District Council as an additional planning document, states that residents are not in favour of the village envelope being opened.

4.There are currently 2 sites in the village with outline planning permission to provide a total of 9 houses, (land behind the village hall, Bures Road and land at 41 Colchester Road.)

5.Over the last five years there has been several new houses built on infill sites within the village. We believe White Colne has already taken its share of providing new homes and we do not want to see the envelope extended in this way.

6.We also believe that the site is too small for 6 dwellings, and will give the appearance of a cramped site in a special landscape area.

7.There are sweeping views from the nearby footpath and by developing this land these views will be lost.

501. CO-OPTION OF PARISH COUNCILLOR

Cllr Taylor said that here are two parish councillor vacancies, and proposed that one of the vacancies be filled by Mr J Bond. All councillors were in favour and Cllr Bond was welcomed and he duly took his seat at the meeting table.

502. ANY OTHER BUSINESS

The clerk reported that he had been advised of a two week delay in the delivery of the play equipment. Cllr Taylor said that she would contact the company concerned to try to minimise the delay.

There being no further business the parish council meeting was closed at 7.25 pm.

Chairperson..... Date.....21/5/13.....