



WHITE COLNE PARISH COUNCIL

White Colne Village Hall, Bures Road, White Colne, CO6 2QA.

13th November 2024

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 19th November 2024 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 item 3 of the Agenda.

Jim Morris, Clerk to the Council

AGENDA

1. APOLOGIES FOR ABSENCE

To **RECEIVE** any apologies for absence.

2. DISCLOSURE 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 a correct record the Minutes of the White Colne Parish Council Meeting held on Tuesday 17th September 2024 (Appendix A).

5. MATTERS ARISING

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

6. REPRESENTATIVES' REPORTS

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

7. 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: 24/01804/FUL (Appendix C)

Details: Retrospective application relating to application ref: 23/00653/T56 approved on 02/05/2023 that required a site move within the water treatment works for operational reasons.

b) Ref: 24/02204/TPOCON (Appendix D)

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

c) Ref: 24/02205/TPOCON (Appendix E)

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

ii. Planning Decisions:

a) Ref: 24/01804/FUL (Appendix F).

iii. **Planning Appeals:** None received.

iv. Potential Open Space Improvements (POSI) (Appendix G).

vii. Finchingfield and Wethersfield Joint Neighbourhood Plan -Regulation 14 Pre-Plan Submission and Public Consultation (Appendix H).

viii. Consultation – Work on a New Design Code Document (Appendix I).

8. HIGHWAYS

i. Loss of resident parking allocation on Colneford Hill.

9. FINANCE

i. **To RECEIVE and APPROVE** the schedule of payments 01.04.2024-31.10.2024 (Appendix J).

ii. **To RECEIVE** suggestions for White Colne Parish Council budget 2025-26.

iii. **To RECEIVE, CONSIDER, and ADOPT** New Model Financial Regulations.

10. LEISURE & FACILITIES

i. Allotment Allocation Policy (Appendix K).

ii. Allotments – annual social event.

iii. Biodiversity Audit on landholdings.

iv. Repairs to Village Hall car park.

11. COMMUNITY LIAISON

i. New Local Council Award criteria (Appendix L).

ii. Open consultation: Enabling remote attendance and proxy voting at local authority meetings (Appendix M).

iii. White Colne Village Hall net zero project & energy provider update.

iv. Colne Valley Community Energy project.

v. Grant funding applications and updates.

vi. White Colne Parish Council social media, livestreaming, and community liaison.

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

To RECEIVE from members any items for future consideration.

13. DATE OF THE NEXT MEETING

To NOTE the date of the next parish council meeting: Tuesday 21st January 2025.

14. EXCLUSION OF PUBLIC & PRESS

To **EXCLUDE** members of the public and press from the remaining Agenda item(s), by reason of the confidential nature of the business to be transacted, in accordance with White Colne Parish Council Standing Order 3(d).

15. CLERK'S PROBATION PERIOD & CONTRACT OF EMPLOYMENT

i. To **CONSIDER** the Parish Clerk's performance during the probation period.

ii. To **CONSIDER** the offer of a Contract of Employment for the Parish Clerk (circulated with Agenda).



WHITE COLNE PARISH COUNCIL

White Colne Village Hall, Bures Road, White Colne, CO6 2QA.

www.whitecolneparishcouncil.gov.uk

clerk@whitecolneparishcouncil.gov.uk

Minutes of White Colne Parish Council meeting held at White Colne Village Hall on Tuesday 17th September 2024 at 19:30hrs.

Present: Cllr Paul Batchford
Cllr Kris Bell
Cllr Denise Drizen
Cllr Jane Taylor (Chairperson)
Cllr John Wilson
Jim Morris, Parish Clerk

Also Present: Cllr George Courtauld, The Colnes Ward
Cllr Chris Siddall, Halstead Division
Three members of the public

039/24 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllr John Brace, Cllr Jim Bond, and Colnes Ward Cllr Gabrielle Spray.

040/24 DISCLOSURES OF INTERESTS

None received.

041/24 PUBLIC SESSION

A parishioner reported some recent issues in the local area, including: that the bottle bank at the Village Hall had not been emptied.

Response: To notify Braintree District Council (BDC).

It was noted that Public Right of Way (PRoW) FP27 had been blocked by maize crops overspilling from the adjacent farmland.

Response: The issue could have been a temporary one, now resolved.

Overgrown hedges were interfering with pedestrian access and egress along footways adjacent to the road.

Response: The issues had been reported to BDC.

A question was raised over progress with livestreaming parish council meetings.

Response: The item was due to be discussed at Agenda item 11.iv.

An Allotment holder had written to the council regarding the destruction of crops on several plots at the site. It had been suggested that the issue could have been the work of badgers, and a question was put forward over the likelihood of installing badger-proof fencing.

The correspondent commended the council's work on securing solar power for the Hall.

Response: The correspondence was due to be discussed at Agenda item 10.i.

042/24 MINUTES OF MEETINGS HELD 16.07.2024 & 09.08.2024

The Minutes of the White Colne Parish Council meeting held on 16.07.2024, and the Extra-Ordinary Meeting held on 09.08.2024 were received, confirmed, and signed as a true and correct record by the Chairperson.

043/24 MATTERS ARISING

Members noted the list of matters arising and ongoing from previous meetings (attached to record Minutes). Waste sacks would be delivered to residents along with the next edition of the parish magazine; Cllr Bell was liaising with the Speed Indicator Device (SID) supplier over a fault with the

machine, and a suitable location for it to be used at Bures Road was potentially troublesome; new model Financial Regulations were to be discussed at Agenda item 9.iv; clarification over Village Hall ownership had been gained and would be discussed at Agenda item 14; the council's maintenance contractor had suggested installing strimmer guards on council-owned outdoor seating, at a likely cost of £20; and, responses to recent Planning Applications and the BDC Local Plan review had been submitted. Some items regarding the Allotments and play areas remained outstanding.
It was RESOLVED: To purchase strimmer guards and fit them to benches.

044/24 REPRESENTATIVES' REPORTS

Colnes Ward Councillor Gabrielle Spray had distributed a report ahead of the meeting. The timetable for BDC's Local Plan review had been revised; BDC was recruiting to its Landscape Team; Cllr Spray had been interviewed on Radio 4's *Farming Today* programme; and, public notices of Planning Applications were being changed from orange to yellow.

Colnes Ward Councillor George Courtauld noted that BDC's call for sites had elicited proposals which would provide 131,000 new dwellings. The most recent Strategic Housing Market Assessment (SHMA) had stated that Braintree District required 1,098 dwellings per year. Cllr Courtauld therefore saw no requirement to accept proposals for more than 13,000 new dwellings over the remaining course of the Local Plan. It was noted that the incoming government apparently favoured development that would deliver 10,000 new dwellings and associated infrastructure.

Halstead Division Cllr Chris Siddall noted that the SHMA was vague on how numbers of dwellings would be delivered, but was hopeful that the new government would create policies to help revitalise rural villages. Elsewhere, Essex County Council (ECC) had upgraded its online reporting facility to include the ability to re-report and upload further photos; £25m had been allocated for highways issues such as resurfacing, signage, line repainting and vegetation works; and, in an effort to reduce food waste Essex residents were being offered the opportunity to buy reduced-price compost bins before the end of October.

ECC was ending the use of landfill sites by October 2025. A new incinerator plant would generate clean electricity to power 66,000 dwellings, offering significant carbon footprint savings; ECC's Transport Strategy Consultation remained open until the end of September; and Cllr Siddall still had funding available for small projects. A brief discussion was held over the potential forthcoming disposal of assets by ECC, the suitability of brownfield sites for potential housing, and ECC's policies on Community Asset Transfers.

In accordance with White Colne Parish Council Standing Order 10.a.vi, the Chairperson moved Agenda item 10.i forward.

045/24 LEISURE & FACILITIES – ALLOTMENTS: CORRESPONDENCE REGARDING CROP DAMAGE

Members received and considered correspondence regarding the loss of crops at the Allotments (attached to record Minutes). A detailed discussion covered the likelihood of badgers being responsible for the damage, legislation regarding badgers, vacant plots, and the likely cost of refencing the site. Fencing had last been replaced in 2006, and it was estimated that around £4,000 would be needed to restore an animal-proof boundary.

It was RESOLVED: To apply to a local grant-funding body for financial help with refencing the Allotments site; to seek quote for strimming and placing membrane on vacant Plots. Allotment Plot holders were encouraged to form a Society.

The order of business as published on the Agenda was resumed.

046/24 PLANNING

i. Applications

Ref: 24/01379/REM.

Location: Land to the Rear of 5 Colne Park Road, White Colne, CO6 2PL.

Proposal: Application for Approval of Reserved Matters (in respect of Access, Appearance, Layout and Scale) pursuant to outline planning permission 22/02902/OUT granted 27.02.2023 for: Outline planning application with all matters reserved for the construction of 1 No. 3 bedroom bungalow.

Response: White Colne Parish Council has no objection to Planning Application ref 24/01379/REM.

ii. Decisions

Ref: 24/00881/FUL.

Location: 1-2 Fox & Pheasant Centre, Colchester Road, White Colne, CO6 2PS.

Proposal: Change of use from Use Class E to mixed Use Class E and Sui Generis (Dog Grooming Salon). Replace windows and doors.

Decision: Granted.

iii. Appeals – none received.

iv. Consultation - Statement of Community Involvement (Attached to record Minutes).

It was RESOLVED: That the Consultation be noted.

v. Consultation - Sustainability Appraisal (SA) of Braintree Local Plan: Scoping Report (Attached to record Minutes).

It was RESOLVED: That the Consultation be noted.

vi. Bures Neighbourhood Plan Pre-Submission (Reg 14) Consultation (Attached to record Minutes).

It was RESOLVED: That the Consultation be noted.

vii. Tendring Colchester Borders Garden Community -Notification of Consultation on Modifications to the Development Plan Document (DPD) (Attached to record Minutes).

It was RESOLVED: That the Consultation be noted.

047/24 HIGHWAYS

i. Correspondence: *Bures Road* (Attached to record Minutes). Members discussed correspondence received regarding an increase in lorry sizes and movements to and from agricultural units on Bures Road. Cllr Wilson recounted a recent occasion on which he had been nearly knocked down by a large vehicle turning into Bures Road. The lack of pavement, the road's unsuitability for use by large vehicles, and concerns raised by a number of parishioners to individual members of the council were noted. Cllr Siddall queried whether the owners of the site had appropriate usage permissions, and offered for the matter to be raised via his direct contact address.

It was RESOLVED: That the Clerk offer a response to the council's correspondent and contact Cllr Siddall following the meeting.

ii. Public consultation launch: Essex Transport Strategy (Attached to record Minutes).

It was RESOLVED: That the Consultation be noted.

iii. Speed Indicator Device data. A fault with the council's SID had prevented any data from being collected.

It was RESOLVED: That the item be noted and considered at a future meeting.

iv. Bures Road drainage and manhole cover. Works to the manhole had been carried out and would be put to the test in due course. An invoice was expected.

It was RESOLVED: That the item be noted.

048/24 FINANCE

i. External Auditor's AGAR S3 Report & Certificate, and Notice of Conclusion of Audit (Attached to record Minutes).

It was RESOLVED: That the External Auditor's AGAR S3 Report & Certificate, and Notice of Conclusion of Audit be approved and published.

ii. Schedule of payments 22.05.2024-31.08.2024. The council's Responsible Financial Officer (RFO) was in the process of entering all income and expenditure into the Scribe accounting package. Full reports would be provided at the next scheduled meeting.

It was RESOLVED: That the item be noted.

iii. Items for White Colne Parish Council budget 2025-26. The council's budget for 2025-26 would be considered at the next scheduled meeting.

It was RESOLVED: That the item be noted.

iv. New Model Financial Regulations (see Background Paper). The RFO had assessed the new model Financial Regulations and made some suggestions for consideration by the council. Cllr Wilson noted unclear wording in Paras 2.2 and 2.6.

It was RESOLVED: That the item be deferred for consideration at the next scheduled meeting.

v. Correspondence: *Marie Curie* (Attached to record Minutes).

It was RESOLVED: That the correspondence be noted.

049/24 LEISURE & FACILITIES

ii. Apple Day. Cllr Taylor had arranged with a parishioner to host a working party at the Orchard on 20th October, with apple cake provided. It was further suggested that the Community Payback scheme could be offered work at the Meadows.

It was RESOLVED: That the date for Apple Day be noted.

050/24 COMMUNITY LIAISON

i. White Colne Village Hall net zero project & energy provider update: £42,000 in grant funding had been received via the UK Levelling Up Prosperity Fund administered by Braintree District Council. The grant had been delivered in arrears, on proof of the works having been carried out and paid, which had caused cashflow issues. Solar panels had been fitted and were supplying the Hall’s energy needs and battery storage, a new heat pump had been installed, and additional radiators added. The heat pump had a delay in achieving correct temperature ahead of a booking, and a slight issue with the thermostat app had been encountered, but could be resolved by the addition of a remote thermostat. Electric Vehicle (EV) chargers had been installed but were yet to be commissioned. The password for the charger would be needed for data gathering. The Hall’s energy board was due to be updated, and a new account opened with Octopus in order to sell excess energy back to the grid. The loos would no longer be plumbed with hot water due to the delay in heating. The Community Payback scheme had been unable to attend to decorate the Hall, and a new date was due to be agreed. Three quotes had been received for additional works to soffits and fascias, which the council considered.

It was RESOLVED: That Fascia Fit Direct be appointed to carry out the additional roof works. The EV charger password would be provided to Cllr Bell.

ii. Colne Valley Community Energy project: The Hall had been booked for Saturday 16th November to host a community event which would showcase the new equipment. Speakers on solar power would be in attendance. It was expected that pay-as-you-go contracts would be launched at the event.

It was RESOLVED: That the item be noted.

iii. Grant funding applications and updates: All but £10 of the £42,000 Levelling Up grant had been spent. Cllr Taylor had successfully applied for £20,000 from the National Lottery Awards for All scheme to fund a weekly warm hub at the Hall over the next two winters. Grants of around £5,600 were being sought for funding new chairs for the Hall and an outdoors natural play area.

It was RESOLVED: That the item be noted. Cllr Taylor was thanked for her efforts.

iv. White Colne Parish Council social media, livestreaming, and community liaison: Cllr Bell provided a breakdown of likely costs for providing livestreaming of parish council meetings. £3,000 would cover the costs of equipment for an appropriate system, which could also be used by people attending the warm hub. The council’s facebook had seventy-five members, and councillors were encouraged to post items on the page on a regular basis.

It was RESOLVED: That a grant funding application for £3,000 to Essex County Council’s Community Initiatives Fund for livestreaming and IT equipment be entered.

051/24 ITEMS FOR INCLUSION ON THE AGENDA OF A FUTURE MEETING

Budget 2025-26; Financial Regulations; and SID results were suggested.

052/24 DATE OF NEXT MEETING

The next meeting of White Colne Parish Council was scheduled to take place on Tuesday 19th November 2024 at White Colne Village Hall at 1930hrs.

The meeting closed at 21:00hrs.

Signed.....

Date.....



WHITE COLNE PARISH COUNCIL

White Colne Village Hall, Bures Road, White Colne, CO6 2QA.

www.whitecolneparishcouncil.gov.uk

clerk@whitecolneparishcouncil.gov.uk

Confidential Minutes of White Colne Parish Council meeting held at White Colne Village Hall on Tuesday 17th September 2024 at 21:00hrs.

Present: Cllr Paul Batchford
Cllr Kris Bell
Cllr Denise Drizen
Cllr Jane Taylor (Chairperson)
Cllr John Wilson
Jim Morris, Parish Clerk

053/24

[REDACTED]

[REDACTED]

054/24

[REDACTED]

[REDACTED]

055/24

[REDACTED]

[REDACTED]

The meeting closed at 21:35hrs.

Signed.....

Date.....



WHITE COLNE PARISH COUNCIL

White Colne Village Hall, Bures Road, White Colne, CO6 2QA.

MATTERS ARISING & ONGOING

012/24 HIGHWAYS

ACTION ARISING: Cllrs Bell and Bond to report speed data comparison.

015/24 ALLOTMENTS

ACTION ARISING: Cllr Taylor to ask for Allotment availability to be advertised in Three Colnes Magazine.

025/24 HIGHWAYS

ACTION ARISING: Cllrs Bell and Bond to gather speed data at Bures Road.

027/24 LEISURE & FACILITIES

ACTION ARISING: Cllr Batchford to assess items arising from The Meadows play area report.
ACTION ARISING: Clerk to update Allotment Allocation Policy.

045/24 LEISURE & FACILITIES

ACTION ARISING: Cllr Taylor to seek grant funding for replacement Allotment fencing.
ACTION ARISING: Cllr Wilson to seek quotes for vacant Allotment plot maintenance.

047/24 HIGHWAYS

ACTION ARISING: Clerk to respond to Bures Road correspondent.
ACTION ARISING: Clerk to liaise with Cllr Siddall over Bures Road agricultural site.

050/24 COMMUNITY LIAISON

ACTION ARISING: Cllr Bell to receive password for EV charger.
ACTION ARISING: Members to make facebook posts on a regular basis.

053/24 LAND AT REAR OF WHITE COLNE VILLAGE HALL

ACTION ARISING: Positive news items regarding White Colne and the work of the parish council to be mediated to appropriate outlets.

054/24 ELECTRIC VEHICLE (EV) CHARGING TARIFFS

ACTION ARISING: To arrange EV charging rates with Octopus.

055/24 BUS SHELTERS

ACTION ARISING: To apply for three new wooden bus shelters.

White Colne Parish Council
Bures Road
White Colne
Essex CO6 2QA

To: Planning Department
Braintree District Council

Date: 21/10/2024

Ref: 24/01804/FUL

Details: Retrospective application relating to application ref: 23/00653/T56 approved on 02/05/2023 that required a site move within the water treatment works for operational reasons.

PROPOSED ARQIVA SMART METERING 1No. OMNI AT 13.45m MEAN MOUNTED ON PROPOSED 12m STREETWORKS POLE.

PROPOSED ARQIVA SMART METERING 1No. GPS ANTENNA AT 12.0m MEAN MOUNTED ON PROPOSED STREETWORKS POLE.

PROPOSED ARQIVA SMART METERING 1No. 3G OMNI ANTENNA AT 4.19m MEAN MOUNTED ON PROPOSED STREETWORKS POLE.

PROPOSED ARQIVA SMART METERING EQUIPMENT ENCLOSURE TO BE INSTALLED ON A ROOT FOUNDATION. - Sewage Works, Colneford Hill, White Colne

White Colne Parish Council response:

White Colne Parish Council does not offer any comment on Planning Application ref 24/01804/FUL.

Jim Morris

Parish Clerk

White Colne Parish Council

Email: clerk@whitecolneparishcouncil.gov.uk

Website: whitecolneparishcouncil.gov.uk

White Colne Parish Council
Bures Road
White Colne
Essex CO6 2QA

To: Planning Department
Braintree District Council

Date: 21/10/2024

Ref: 24/02204/TPOCON

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

Cypress (T8) works required - Fell and treat stump with eco plugs (broadleaved)

Cypress (T9) works required - Fell and treat stump with eco plugs (broadleaved)

Cypress (T10) works required - Fell and treat stump with eco plugs (broadleaved) - 44 Colneford Hill, White Colne, CO6 2PJ.

White Colne Parish Council response:

White Colne Parish Council has no objection to Tree Works Application 24/02204/TPOCON.

Jim Morris

Parish Clerk

White Colne Parish Council

Email: clerk@whitecolneparishcouncil.gov.uk

Website: www.whitecolneparishcouncil.gov.uk

White Colne Parish Council
Bures Road
White Colne
Essex CO6 2QA

To: Planning Department
Braintree District Council

Date: 21/10/2024

Ref: 24/02205/TPOCON

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

Willow Tree (T6) works required - Fell and treat stump with eco plugs (broadleaved)

Plum tree (T11) works required - Fell and treat stump with eco plugs (broadleaved) - Toad Hall , Colchester Road, White Colne

White Colne Parish Council response:

White Colne Parish Council has no objection to Tree Works Application 24/02205/TPOCON.

Jim Morris

Parish Clerk

White Colne Parish Council

Email: clerk@whitecolneparishcouncil.gov.uk

Website: www.whitecolneparishcouncil.gov.uk

Our ref: 24/01804/FUL
Your Ref:
Direct Dial: 01376 312730
Ask for: Sam Trafford
Date: 12.11.2024



Development Management
Causeway House Braintree
Essex CM7 9HB

The Occupier; White Colne Parish Council
Bures Road
White Colne
CO6 2QA

Dear Sir/Madam; White Colne Parish Council

APPLICATION NO : 24/01804/FUL

DESCRIPTION : Retrospective application relating to application ref:
23/00653/T56 approved on 02/05/2023 that required a site move
within the water treatment works for operational reasons.

PROPOSED ARQIVA SMART METERING 1No. OMNI AT
13.45m MEAN MOUNTED ON PROPOSED 12m
STREETWORKS POLE.

PROPOSED ARQIVA SMART METERING 1No. GPS
ANTENNA AT 12.0m MEAN MOUNTED ON PROPOSED
STREETWORKS POLE.

PROPOSED ARQIVA SMART METERING 1No. 3G OMNI
ANTENNA AT 4.19m MEAN MOUNTED ON PROPOSED
STREETWORKS POLE.

PROPOSED ARQIVA SMART METERING EQUIPMENT
ENCLOSURE TO BE INSTALLED ON A ROOT FOUNDATION.

LOCATION : Sewage Works Colneford Hill White Colne Essex

I refer to your representation(s) which was received in connection with the above numbered application, the contents of which were taken into account when determining the application.

I write to inform you that after due consideration the decision is "Application GRANTED". Please note that only the applicant has the right of appeal against the decision.

A copy of the decision notice and officer's delegated report / committee report (as relevant) can be viewed online at www.braintree.gov.uk/pa.

Yours faithfully

Sam Trafford
For Development Manager

DC/501/5

Potential Open Space Improvements (POSI)

03.10.2024 11:44

We are writing to Parish and Town Councils plus sporting bodies 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 a link below to the 2024 document to review the information for your area. Then please 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 2025 version (please use the attached new entry form)

Please submit your response by email to: planningpolicy@braintree.gov.uk no later than 31st January 2025. We may not be able to include any responses received after this date.

[Link to the current published POSI](#)

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 31st of January 2025. 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 | Causeway House, Bocking End, Braintree, CM7 9HB

07.10.2024 16:59

Dear Clerk,

Further to our email of 3rd October regarding Potential Open Space Improvements (POSI). Please attached response form which can be which can be downloaded, completed and returned - to let us know about a new site, send updates or request removal of a site.

Deadline: The deadline for the submission of proposals is the 31st of January 2025. 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 | Causeway House, Bocking End, Braintree, CM7 9HB

POTENTIAL OPEN SPACES IMPROVEMENT PLAN 2024

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 31st January 2025. 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.

Finchingfield and Wethersfield Joint Neighbourhood Plan -Regulation 14 Pre-Plan Submission and Public Consultation.

07.10.2024 16:50

Dear Sir/Madam

In accordance with the Town & Country Planning Act 1990, the Planning & Compulsory Purchase Act 2004, the Localism Act 2011, and the Neighbourhood Planning Regulations 2012 (as amended), Braintree District Council as the local planning authority, designated the Finchingfield and Wethersfield Neighbourhood Plan Area in July 2023 to enable Finchingfield and Wethersfield Parish Councils to prepare a joint Neighbourhood Plan.

To fulfil our obligations under Regulation 14 of the Neighbourhood Planning (General) Regulations 2012, we would like to inform you of the publication for consultation of the joint Finchingfield and Wethersfield Neighbourhood Plan Pre-Submission draft. We welcome comments from the public and any interest parties during the consultation period which runs from 7th October until 22nd November.

You are receiving the attached letter as a Statutory Consultee, and further details of how to review and comment can be found in the attached letter.

Kind regards
Donna Roder

Clerk and RFO
Wethersfield Parish Council
Email: clerk@wethersfield-pc.gov.uk

Consultation – Work on a New Design Code Document

01.11.2024 08:20

Our Colleagues in Development Management are working with us to produce a new Design Code Supplementary Planning Document (SPD). They have asked us to share the following consultation they are undertaking:

On Monday 4th November 2024 we are launching a 6-week public consultation in relation to our new Design Code project. The Design Code will be a planning policy document used when determining planning applications and will set out clear expectations of good quality design principles for new development for the district.

What is a Design Code?

Design Codes outline in detail to developers, housebuilders and architects what is required from their proposed plans before they are submitted, guaranteeing standards are upheld and removing the uncertainty which can lead to delays in the planning process.

What does it include?

Design Codes contain a set of requirements covering everything from the natural environment and buildings to roads and street lighting. The codes can be used to direct the look and feel of a development and how it should interact with the surrounding area.

Why are we doing this?

All councils are required to prepare a Design Code as part of the Levelling Up and Regeneration Act 2023. The council currently uses guidance from the 2005 Essex Design Guide, which this new district wide Design Code will replace with up-to-date principles tailored specifically to the Braintree district.

Share your views with us

We're really keen to understand local aspirations on what high quality design looks like and what you think works well and not so well in terms of the design of buildings, streets and spaces.

The quickest and easiest way to make comments is via our short online survey available at <https://www.braintree.gov.uk/designcode>.

You will also be asked if you're interested in registering your interest in attending future Design Code workshops.

A paper copy of the survey or an alternative format can be requested by emailing our Development Management team at designcode@braintree.gov.uk or calling 01376 552525.

What will happen next?

Feedback will directly inform the final draft of the Design Code which will come back out to public consultation for further comments. We will also seek further views via a series of Design Workshops in 2025 as another opportunity to have your say. Once approved, the new Design Code will become a local planning policy document and will support the council in securing high quality development alongside the work that is currently being undertaken to refresh the Local Plan.

Yours sincerely

Braintree District Council Design Code Project Team

Braintree District Council | Causeway House, Bocking End, Braintree, CM7 9HB

Whitecolne Parish Council

13 November 2024 (2024 - 2025)

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1	PAYE/NI	05/04/2024		Unity Trust Bank - Ci	24-001	PAYE/NI	HMRC	X	█		█
3	Cleaning	05/04/2024		Unity Trust Bank - Ci	24-003	Window cleaning	Gallen Windows	X	14.00		14.00
4	Cafe	05/04/2024		Unity Trust Bank - Ci	24-004	Community Cafe	Jane Taylor	X	42.78		42.78
2	General Expenditure	05/04/2024		Unity Trust Bank - Ci	24-002	Expenses	Petra Palfreyman	X	6.00		6.00
5	Village Hall - other	05/04/2024		Unity Trust Bank - Ci	24-005	Village Hall	E&J Fire Security	S	174.49	34.90	209.39
6	Subscriptions	05/04/2024		Unity Trust Bank - Ci	24-006	Subscription	Rural Community Councils	S	36.75	7.35	44.10
7	Cafe	16/04/2024		Unity Trust Bank - Ci	24-007	Village Hall	LLoyds Multipay	X	651.36		651.36
8	Defibrillator	22/04/2024		Unity Trust Bank - Ci	24-008	Defibrillator	AMP Electrical	S	165.21	33.04	198.25
9	Village Green	22/04/2024		Unity Trust Bank - Ci	24-010	Grasscutting	JPB Landscapes	S	204.12	40.82	244.94
10	Subscriptions	22/04/2024		Unity Trust Bank - Ci	24-009	Subscription	Essex Association of Local	E	180.83		180.83
11	Electricity	29/04/2024		Unity Trust Bank - Ci	24-011	Village Hall	Scottish Power	L	43.03	2.15	45.18
12	Gas	29/04/2024		Unity Trust Bank - Ci	24-012	Village Hall	Scottish Power	L	47.90	2.40	50.30
17	Salary	03/05/2024		Unity Trust Bank - Ci	24-017	Staff salary	Petra Palfreyman	X	█		█
14	PAYE/NI	03/05/2024		Unity Trust Bank - Ci	24-014	PAYE/NI	HMRC	X	█		█
13	Booking Secretary	03/05/2024		Unity Trust Bank - Ci	24-013	Village Hall	Jade Lock	X	352.30		352.30
15	Cafe	03/05/2024		Unity Trust Bank - Ci	24-015	Village Hall	Jane Taylor	X	4.20		4.20
16	Subscriptions	03/05/2024		Unity Trust Bank - Ci	24-015	Subscription	Braintree Association of Lo	X	48.00		48.00
18	General Expenditure	03/05/2024		Unity Trust Bank - Ci	24-018	Expenses	Petra Palfreyman	X	30.62		30.62
24	Village Green	14/05/2024		Unity Trust Bank - Ci	24-024	Grasscutting	JPB Landscapes	S	408.24	81.65	489.89
25	Village Green	14/05/2024		Unity Trust Bank - Ci	24-024 DUPLICATI	Grasscutting	JPB Landscapes	S			
22	Cleaning	14/05/2024		Unity Trust Bank - Ci	24-022	Window cleaning	Gallen Windows	X	14.00		14.00
19	Village Hall - other	14/05/2024		Unity Trust Bank - Ci	24-019	Village Hall	Cahill Renewables	S	300.00	60.00	360.00
20	Deposit	14/05/2024		Unity Trust Bank - Ci	24-020	Village Hall	WCVH Hirer	X	50.00		50.00
21	Village Hall - other	14/05/2024		Unity Trust Bank - Ci	24-021	Village Hall	Applause Rural Touring	X	446.60		446.60
23	Audit	14/05/2024		Unity Trust Bank - Ci	24-023	General Administration	Janet E Stobart FCCA	X	245.00		245.00
26	Cafe	16/05/2024		Unity Trust Bank - Ci	24-025	Village Hall	LLoyds Multipay	X	221.93		221.93
27	Village Green	20/05/2024		Unity Trust Bank - Ci	24-026	Open Spaces	Garden Oasis Ltd	S	741.62	148.33	889.95
28	General Expenditure	21/05/2024		Unity Trust Bank - Ci	24-027	General Administration	Page Computers	X	60.00		60.00
29	Electricity	28/05/2024		Unity Trust Bank - Ci	24-028	Village Hall	Scottish Power	L	43.03	2.15	45.18
30	Gas	28/05/2024		Unity Trust Bank - Ci	24-029	Village Hall	Scottish Power	L	47.90	2.40	50.30
32	Salary	31/05/2024		Unity Trust Bank - Ci	24-031	Staff salary	Petra Palfreyman	X	█		█
31	Booking Secretary	31/05/2024		Unity Trust Bank - Ci	24-030	Village Hall	Jade Lock	X	280.00		280.00
33	Cafe	17/06/2024		Unity Trust Bank - Ci	24-032	Card payments	LLoyds Multipay	X	559.67		559.67

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
35	Salary	26/06/2024		Unity Trust Bank - Ci	24-034	Staff salary	Jim Morris	X			
36	Salary	26/06/2024		Unity Trust Bank - Ci	24-034 DUPLICATI	Staff salary	Jim Morris	X			
37	Play Areas	26/06/2024		Unity Trust Bank - Ci	24-035	Open Spaces	Playsafety Ltd	S	156.00	31.20	187.20
38	Village Green	26/06/2024		Unity Trust Bank - Ci	24-036	Grasscutting	JPB Landscapes	S	204.12	40.82	244.94
34	Insurance	26/06/2024		Unity Trust Bank - Ci	24-033	Insurance	Clear Councils	X	887.98		887.98
42	Salary	28/06/2024		Unity Trust Bank - Ci	24-040	Staff salary	Petra Palfreyman	X			
39	Electricity	28/06/2024		Unity Trust Bank - Ci	24-037	Village Hall	Scottish Power	L	43.03	2.15	45.18
43	Booking Secretary	28/06/2024		Unity Trust Bank - Ci	24-041	Village Hall	Jade Lock	X	302.90		302.90
44	Cleaning	28/06/2024		Unity Trust Bank - Ci	24-042	Village Hall	Gallen Windows	X	14.00		14.00
40	Electricity	28/06/2024		Unity Trust Bank - Ci	24-038	Village Hall	Scottish Power	L	47.90	2.40	50.30
41	General Expenditure	28/06/2024		Unity Trust Bank - Ci	24-039	Expenses	Paula Bull	X	22.00		22.00
45	Banking Fees	30/06/2024		Unity Trust Bank - Ci	24-043	Expenses	Unity Trust Bank	X	18.00		18.00
46	Play Areas	05/07/2024		Unity Trust Bank - Ci	24-044	Grasscutting	JPB Landscapes	S	408.24	81.65	489.89
47	Village Hall Open Spaces	05/07/2024		Unity Trust Bank - Ci	24-045	Village Hall	Stephen Holt	X	825.00		825.00
49	Village Hall Open Spaces	05/07/2024		Unity Trust Bank - Ci	24-047	Village Hall	Ana Kokoszko	X	180.00		180.00
48	Deposit	05/07/2024		Unity Trust Bank - Ci	24-046	Village Hall	WCVH Hirer	X	50.00		50.00
50	Water	15/07/2024		Unity Trust Bank - Ci	24-048	Village Hall	Everflow	X	6.24		6.24
51	Cafe	16/07/2024		Unity Trust Bank - Ci	24-049	Card payments	LLoyds Multipay	X	385.67		385.67
52	Meadows	24/07/2024		Unity Trust Bank - Ci	24-050	Open Spaces	Stephen Holt	X	180.00		180.00
53	Meadows	24/07/2024		Unity Trust Bank - Ci	24-051	Open Spaces	Stephen Holt	X	210.00		210.00
54	Electricity	29/07/2024		Unity Trust Bank - Ci	24-052	Village Hall	Scottish Power	L	43.03	2.15	45.18
55	Gas	29/07/2024		Unity Trust Bank - Ci	24-053	Village Hall	Scottish Power	L	47.90	2.40	50.30
56	Gas	31/07/2024		Unity Trust Bank - Ci	24-054	Staff salary	Jim Morris	X			
57	Booking Secretary	02/08/2024		Unity Trust Bank - Ci	24-055	Village Hall	Jade Lock	X	297.70		297.70
58	Cafe	16/08/2024		Unity Trust Bank - Ci	24-056	Village Hall	LLoyds Multipay	X	91.21		91.21
60	Village Green	19/08/2024		Unity Trust Bank - Ci	24-058	Grasscutting	JPB Landscapes	S	408.24	81.65	489.89
64	Cleaning	19/08/2024		Unity Trust Bank - Ci	24-062	Village Hall	Gallen Windows	X	14.00		14.00
59	Village Hall - other	19/08/2024		Unity Trust Bank - Ci	24-057	Village Hall	AO Retail Limited	S	2,275.00	455.00	2,730.00
61	Subscriptions	19/08/2024		Unity Trust Bank - Ci	24-059	Subscription	Starboard Systems Limited	S	177.00	35.40	212.40
62	Village Hall - other	19/08/2024		Unity Trust Bank - Ci	24-060	Village Hall	Simcott Renewables Limite	S	9,322.50	1,864.50	11,187.00
63	Village Hall - other	19/08/2024		Unity Trust Bank - Ci	24-061	Village Hall	Simcott Renewables Limite	S	1,300.00	260.00	1,560.00
65	Booking Secretary	23/08/2024		Unity Trust Bank - Ci	24-064	Village Hall	Jade Lock	X	377.00		377.00
66	Subscriptions	23/08/2024		Unity Trust Bank - Ci	24-065	General Administration	Starboard Systems Limited	S	23.00	4.60	27.60
68	Village Hall - other	23/08/2024		Unity Trust Bank - Ci	24-067	Village Hall	Simcott Renewables Limite	S	7,797.50	1,559.50	9,357.00

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
69	Village Hall - other	23/08/2024		Unity Trust Bank - Ci	24-068	Village Hall	Simcott Renewables Limite	S	1,300.00	260.00	1,560.00
70	Water	27/08/2024		Unity Trust Bank - Ci	24-069	Village Hall	Everflow	Z	283.42		283.42
71	Electricity	28/08/2024		Unity Trust Bank - Ci	24-070	Village Hall	Scottish Power	L	43.03	2.15	45.18
72	Gas	28/08/2024		Unity Trust Bank - Ci	24-071	Village Hall	Scottish Power	L	47.90	2.40	50.30
73	Salary	30/08/2024		Unity Trust Bank - Ci	24-072	Staff salary	Jim Morris	X			
67	Audit	30/08/2024		Unity Trust Bank - Ci	24-066	General Administration	PKF Littlejohn LLP	S	210.00	42.00	252.00
77	Village Green	04/09/2024		Unity Trust Bank - Ci	24-076	Grasscutting	JPB Landscapes	S	408.24	81.65	489.89
74	Village Hall - other	04/09/2024		Unity Trust Bank - Ci	24-073	Village Hall	Simcott Renewables Limite	S	7,797.50	1,559.50	9,357.00
75	Village Hall - other	04/09/2024		Unity Trust Bank - Ci	24-074	Village Hall	Simcott Renewables Limite	S	1,300.00	260.00	1,560.00
76	Water	04/09/2024		Unity Trust Bank - Ci	24-075	Village Hall	Everflow	E	87.74		87.74
80	Village Hall - other	05/09/2024		Unity Trust Bank - Ci	24-080	Village Hall	Simcott Renewables Limite	S	1,300.00	260.00	1,560.00
81	Village Hall - other	05/09/2024		Unity Trust Bank - Ci	24-081	Village Hall	Simcott Renewables Limite	S	7,797.50	1,559.50	9,357.00
83	Village Green	16/09/2024		Unity Trust Bank - Ci	24-083	Grasscutting	JPB Landscapes	S	208.28	41.66	249.94
83	Play Areas	16/09/2024		Unity Trust Bank - Ci	24-083	Grasscutting	JPB Landscapes	S	158.32	31.66	189.98
82	Cafe	16/09/2024		Unity Trust Bank - Ci	24-082	Village Hall	LLoyds Multipay	X	6.00		6.00
83	Village Hall Open Spaces	16/09/2024		Unity Trust Bank - Ci	24-083	Grasscutting	JPB Landscapes	S	41.64	8.33	49.97
84	Subscriptions	16/09/2024		Unity Trust Bank - Ci	24-084	Subscription	Starboard Systems Limited	S	23.00	4.60	27.60
85	Village Hall - other	18/09/2024		Unity Trust Bank - Ci	24-085	Village Hall	Adexa	S	324.00	64.80	388.80
87	Cafe	20/09/2024		Unity Trust Bank - Ci	24-087	Village Hall	Jane Taylor	X	48.13		48.13
86	Village Hall - other	20/09/2024		Unity Trust Bank - Ci	24-086	Village Hall	Fascia Fit	Z	1,100.00		1,100.00
88	Village Hall - other	27/09/2024		Unity Trust Bank - Ci	24-087	Village Hall	McKnight Roofing Ltd	S	8,750.00	1,750.00	10,500.00
78	Salary	30/09/2024		Unity Trust Bank - Ci	24-077	Staff salary	Jim Morris	X			
79	PAYE/NI	30/09/2024		Unity Trust Bank - Ci	24-078	PAYE/NI	HMRC	X			
92	Booking Secretary	30/09/2024		Unity Trust Bank - Ci	24-092	Village Hall	Jade Lock	X	498.10		498.10
93	Caretaker	30/09/2024		Unity Trust Bank - Ci	24-092	Village Hall	John Watt Photography	S	187.50	37.50	225.00
89	Electricity	30/09/2024		Unity Trust Bank - Ci	24-089	Village Hall	Scottish Power	L	43.03	2.15	45.18
90	Gas	30/09/2024		Unity Trust Bank - Ci	24-090	Village Hall	Scottish Power	L	47.90	2.40	50.30
91	Subscriptions	30/09/2024		Unity Trust Bank - Ci	24-091	Subscription	Adobe Software Systems	S	4.51	0.90	5.41
94	Banking Fees	30/09/2024		Unity Trust Bank - Ci	24-094	General Administration	Unity Trust Bank	X	18.00		18.00
95	General Expenditure	03/10/2024		Unity Trust Bank - Ci	24-095	Expenses	Paula Bull	X	25.00		25.00
99	Village Green	04/10/2024		Unity Trust Bank - Ci	24-099	Open Spaces	JRB Enterprise Ltd	S	296.00	59.20	355.20
96	Cleaning	04/10/2024		Unity Trust Bank - Ci	24-096	Village Hall	Gallen Windows	X	14.00		14.00
97	Deposit	04/10/2024		Unity Trust Bank - Ci	24-097	Village Hall	WCVH Hirer	X	50.00		50.00
98	Subscriptions	04/10/2024		Unity Trust Bank - Ci	24-098	Subscription	Adobe Software Systems	S	4.51	0.90	5.41
100	Water	07/10/2024		Unity Trust Bank - Ci	24-100	Village Hall	Everflow	X	277.47		277.47

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
101	Village Hall - other	10/10/2024		Unity Trust Bank - Ci	24-101	Village Hall	Fascia Fit	X	2,100.00		2,100.00
104	Village Green	16/10/2024		Unity Trust Bank - Ci	24-104	Grasscutting	JPB Landscapes	S	208.28	41.66	249.94
104	Meadows	16/10/2024		Unity Trust Bank - Ci	24-104	Grasscutting	JPB Landscapes	S	158.32	31.66	189.98
102	Cafe	16/10/2024		Unity Trust Bank - Ci	24-102	Village Hall	LLoyds Multipay	X	600.98		600.98
103	Cleaning	16/10/2024		Unity Trust Bank - Ci	24-103	Village Hall	WCVH Hirer	X	18.00		18.00
104	Village Hall Open Spaces	16/10/2024		Unity Trust Bank - Ci	24-104	Grasscutting	JPB Landscapes	S	41.64	8.33	49.97
106	Cafe	17/10/2024		Unity Trust Bank - Ci	24-105	Village Hall	Jane Taylor	X	35.50		35.50
105	Village Hall - other	17/10/2024		Unity Trust Bank - Ci	24-105	Village Hall	Simcott Renewables Limite	S	2,689.00	537.80	3,226.80
107	Village Hall - other	23/10/2024		Unity Trust Bank - Ci	24-105	Village Hall	Huws Gray	S	74.82	14.97	89.79
108	Subscriptions	25/10/2024		Unity Trust Bank - Ci	24-108	Subscription	Adobe Software Systems	S	4.51	0.90	5.41
109	Subscriptions	25/10/2024		Unity Trust Bank - Ci	24-108	Subscription	PPL PRS	S	101.67	20.33	122.00
110	Electricity	28/10/2024		Unity Trust Bank - Ci	24-110	Village Hall	Scottish Power	L	43.03	2.15	45.18
111	Gas	28/10/2024		Unity Trust Bank - Ci	24-111	Village Hall	Scottish Power	L	47.90	2.40	50.30
112	PAYE/NI	31/10/2024		Unity Trust Bank - Ci	24-112	PAYE/NI	HMRC	X			
116	Salary	31/10/2024		Unity Trust Bank - Ci	24-116	Staff salary	Jim Morris	X			
115	Booking Secretary	31/10/2024		Unity Trust Bank - Ci	24-115	Village Hall	Jade Lock	X	339.10		339.10
118	Booking Secretary	31/10/2024		Unity Trust Bank - Ci	24-118	Village Hall	Jade Lock	X	60.00		60.00
113	General Expenditure	31/10/2024		Unity Trust Bank - Ci	24-113	Expenses	Paula Bull	X	34.82		34.82
114	General Expenditure	31/10/2024		Unity Trust Bank - Ci	24-114	Expenses	Paula Bull	X	23.00		23.00
117	Deposit	31/10/2024		Unity Trust Bank - Ci	24-117	Village Hall	WCVH Hirer	X	100.00		100.00
119	Banking Fees	31/10/2024		Unity Trust Bank - Ci	24-119	General Administration	Unity Trust Bank	X	5.40		5.40
								Total	75,838.76	11,530.11	87,368.87



WHITE COLNE PARISH COUNCIL

White Colne Village Hall, Bures Road, White Colne, CO6 2QA.

www.whitecolneparishcouncil.gov.uk

clerk@whitecolneparishcouncil.gov.uk

ALLOTMENT ALLOCATION & PRIVACY POLICY

Allocation:

White Colne Parish Council Allotments are available for lease by parishioners of:

Colne Engaine
Earls Colne
Wakes Colne
White Colne

The White Colne Parish Clerk will keep a record containing a prospective Allotment Plot holder's:

i. Name, ii. Address, iii. Contact details, and iv. Date of request.

Residents of White Colne will have first refusal of available Allotment Plots. Thereafter, Plots will be offered to residents of the remaining three Colnes.

Privacy Policy:

Information collected

The Parish Clerk will keep a record of an Allotment Plot holder's:

- i. Name
- ii. Contact details (address, telephone number, email address)
- iii. Allotment Plot number

Purpose for processing

The Council has a requirement to process the above information for the investigation of Complaints, Compliments and/or Comments. We operate under the Data Protection Act 2018 and other regulations such as GDPR. We request the minimum amount of information, and it is stored securely in a protected server.

Length of time we keep your information

Up to 6 years after the record has been closed.

Updates to this privacy notice

We will continually review and update this privacy notice to reflect changes in our processes and procedures, as well as to comply with changes in the law. When such changes occur, we will revise the "last updated" date at the bottom of this notice. We encourage you to periodically review this notice and to be informed of how White Colne Parish Council is protecting your information.

Adopted: 18 January 2022 Minute ref: 381

This review: November 2024

Next review: April 2026

New LCAS Award Criteria

24.10.2024 14:37

Dear Chair, Councillors, and Clerks,

NALC has launched the new [Local Council Award Scheme \(LCAS\) criteria](#) to help Parish and Town Councils achieve accredited status for the work they do. It recognises the achievements of those in the sector, whilst providing a framework for continuous improvement.

NALC recently reviewed the scheme criteria – seeking feedback on how this and the guide could be improved. The following key changes have been introduced:

- Scheme Award Levels have been renamed
Foundation – renamed to Bronze
Quality – renamed to Silver
Quality Gold – renamed to Gold
- New criteria has been introduced including signing up for the [Civility and Respect Pledge](#) and adopting a [Dignity at Work Policy](#). For Gold level applications evidence will need to be provided on how the Council supports a culture of Civility and Respect.
- Existing criteria has been strengthened with a requirement to show active promotion of elections and democratic engagement. Promotion of elections and vacancies will need to be shown at Bronze level. At Silver you will be required to have a Co-option Policy, and requiring at least two thirds of Councillors to have stood for election at Gold.
- Through all levels of the scheme a Risk Management policy will need to be in place considering the impact of crime and disorder in the Council's local community.

Additionally, some criteria has been amended and new policy requirements have been put in place. Only new applications using the [new criteria form](#) will be accepted for assessments commencing January 2025.

Please note if you are a Council in possession of a valid LCAS Award certificate (Awards last for a period of 4 years) and would like to replace this with a new NALC branded 'Bronze/Silver/Gold' – please email NALC directly localCouncilAwardScheme@nalc.gov.uk. Please note the EALC will be unable to make these changes to the certificates.

If you have any enquiries relating to the above, please may you get in contact with Ann, Head of Member Enquiries at- ann.wood@ealc.gov.uk.

Kind Regards,

Sophie Blair-Wolker
Communications and Office Co-ordinator

Remote Meetings Consultation

01.11.2024 11:48

Dear Chair, Councillors and Clerks,

Since temporary COVID-19 powers ended in May 2021, NALC has been at the forefront of a national campaign, working closely with the Association of Democratic Services Officers and Lawyers in Local Government and supported by other bodies such as the Society of Local Council Clerks.

In her [speech](#) to the Local Government Association Conference on 24 October, Angela Rayner MP said, "It's not our place, for example, to decide whether councillors should attend your meetings remotely or use proxy votes when they need to." She then announced a consultation to "let councils make the decision for themselves."

The government has published the [consultation paper](#), which closes on 19 December 2024. NALC will respond and encourage all parish and town councils, county associations, and individual councillors and clerks to participate in this essential consultation. Your responses are vital in demonstrating the strong support for this flexibility, building on the momentum from the previous call for evidence.

The deadline for submissions is Thursday 19th December 2024.

Kind Regards,

Sophie Blair-Wolker
Communications and Office Co-ordinator



Ministry of Housing,
Communities &
Local Government

Open consultation

Enabling remote attendance and proxy voting at local authority meetings

Published 24 October 2024

Applies to England

Contents

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Ministerial foreword

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The proposal for remote attendance

Proxy voting

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This publication is available at <https://www.gov.uk/government/consultations/enabling-remote-attendance-and-proxy-voting-at-local-authority-meetings/enabling-remote-attendance-and-proxy-voting-at-local-authority-meetings>

Scope of this consultation

Topic of this consultation

This short consultation seeks views on the detail and practical implications of allowing remote and hybrid attendance and proxy voting at local authority meetings in England.

Scope of this consultation

Government is consulting on introducing powers for local authority members to apply to the relevant authority for a dispensation to attend formal council meetings remotely and vote by proxy in certain circumstances.

If any changes to legislation are made as a result of this consultation would apply to England only local authorities meaning:

- a county council
- a unitary authority
- a London borough council
- a district council
- the Common Council of the City of London
- the Greater London Authority
- the Council of the Isles of Scilly
- a parish council
- a joint board continued in being by virtue of section 263(1) of the 1972 Act
- a parish meeting constituted under section 13 of the Local Government Act 1972
- Transport for London, Para.5 of Schedule 10 of the GLA 1999 allows the GLA to regulate its own procedures and committees
- an authority established under section 10 of the Local Government Act 1985
- a joint authority established under Part 4 of the Local Government Act 1985
- a joint committee constituted to be a local planning authority under section 29 of the Planning and Compulsory Purchase Act 2004
- a combined authority established under section 103 of the Local Democracy, Economic Development and Construction Act 2009

- a combined county authority established under section 9 of the Levelling Up and Regeneration Act 2023
- a fire and rescue authority constituted by a scheme under section 2 of the Fire and Rescue Services Act 2004 or a scheme to which section 4 of that Act applies, or created by an order under section 4A of that Act
- a National Park authority as referenced at section 184 of the LGA 1972 and/or established under section 63 of the Environment Act 1995
- the Broads Authority established by section 1 of the Norfolk and Suffolk Broads Act 1988
- a conservation board established under section 86 of the Countryside and Rights of Way Act 2000
- a police and crime panel established under section 28 of the Police Reform and Social Responsibility Act 2011

Geographical scope

The questions in this consultation apply to all relevant local authorities in England as defined above.

They do **not** apply to authorities in Wales, Scotland or Northern Ireland.

Impact assessment

If any policy changes are made following this consultation they will be subject to appropriate assessment. No impact assessment has been conducted at this time.

Basic information

This is an open consultation. We particularly seek the views of individual members of the public; prospective and current local authority members/representatives; all relevant local authorities defined above; and those bodies that represent the interests of local members/representatives at all levels.

Body/bodies responsible for the consultation

The Local Government Capability and Improvement Division in the Ministry of Housing, Communities and Local Government is responsible for conducting this consultation.

Duration

This consultation will last for 8 weeks from 24 October 2024.

Enquiries

For any enquiries about the consultation please contact:
remoteattendanceconsultation@communities.gov.uk

How to respond

You can only respond to this consultation through our online consultation platform, Citizen Space. [Respond via Citizen Space](https://consult.communities.gov.uk/local-government-standards-and-conduct/remote-attendance-and-proxy-voting) (<https://consult.communities.gov.uk/local-government-standards-and-conduct/remote-attendance-and-proxy-voting>).

Ministerial foreword

The government has set out its intention to reset the relationship between central and local government as partners in delivering better outcomes for the communities we collectively represent. Key to this is supporting the sector to modernise democratic engagement, raise standards and widen the range of candidates standing for council by removing unnecessary barriers.

The attendance of elected members at local authority meetings is a core part of the democratic process at the local level and is integral to members carrying out their functions effectively. In addition to the value of members coming together to debate and discuss the issues which impact the lives of the people they represent; it is also important that local residents have the

opportunity to engage directly with the people they have elected to take key decisions on their behalf.

At the same time, the government recognises that there are circumstances in which it may not always be possible for members to attend council meetings in person. It is with this in mind that the government intends to amend the law to introduce provisions for remote attendance at local authority meetings.

The intent is that this increased flexibility will strike the balance between the principle that significant in-person engagement remains vitally important, and a recognition that there will sometimes be a need to accommodate members' requirements to attend council meetings remotely. We hope it will encourage a wider diversity of people willing and able to stand and actively participate in local democracy by creating improved conditions where meetings are accessible and inclusive.

In addition, we are seeking views on the possible introduction of proxy voting for those occasions when an elected member, due to personal circumstances, may be unable to attend even remotely, for example during maternity, paternity or adoption leave.

In line with the government's commitment to working with local government to establish partnerships built on mutual respect, genuine collaboration, and meaningful engagement, this short consultation seeks your views on the detail and practical implications of this proposition to inform our ongoing policy development.

Who we would like to hear from

Responses are invited from local authority elected members, all types and tiers of authorities, and local authority sector representative organisations. We are also particularly keen to hear from those members of the public who have point of view based on their interest in accessing local democracy in their area or standing as a candidate for local government at any tier to represent their local community at some future point.

Question 1

Please tick all that apply - are you responding to this consultation as:

a) an elected member – if so please indicate which local authority type(s) you serve on

- Town or Parish Council

- District or Borough Council
- Unitary Authority
- County Council
- Combined Authority / Combined County Authority
- Fire and Rescue Authority
- Police and Crime Panel
- Other local authority type - please state

b) a council body – if so please indicate which local authority type

- Town or Parish Council
- District or Borough Council
- Unitary Authority
- County Council
- Combined Authority / Combined County Authority
- Fire and Rescue Authority
- Police and Crime Panel
- Other local authority type - please state

c) a member of the public

d) a local government sector body – please state

The proposal for remote attendance

The government intends to legislate to give local authorities the flexibility to allow elected members to attend formal council meetings remotely. We believe that this modernising measure of providing broad flexibility to enable remote attendance will have the dual positive impacts of diversifying the representation of those willing and able to stand for elected office and enhance the resilience of local authorities in the face of local or national emergencies.

The intent is that this legislative change would give local authorities the flexibility to allow members to attend remotely.

Question 2

Do you agree with the broad principle of granting local authorities powers to allow remote attendance at formal meetings?

Yes/No

If you answered No to the above question please go directly to question 4.

Question 3

If you answered Yes to the above question, do you think that there should be specific limitations on remote attendance?

Please tick all the options below that correspond with your view and use the free text box for any other comments.

a) Any formal meeting allowing remote attendance should have at least two thirds of members in physical attendance.

b) Members should only be able to attend council meetings remotely in exceptional circumstances, such as those who are medically or physically unable to attend, or for reasons of local or national emergencies.

c) There should be no limitations placed upon councils with regard to setting arrangements for remote attendance of council meetings, up to and including full remote attendance.

d) [Free text box]

Question 4

If you are an elected member can you anticipate that you personally may seek to attend some of your council meetings remotely?

- yes
- no
- I am not an elected member

Question 4a

If you answered No please use the free text below

[Free text box]

Question 4b

If you answered Yes, could you indicate below which of the following options best describes your likely pattern of attending meetings remotely

- very occasionally
- from time to time

- regularly but not always
- all the time

Question 5

If you are responding to this consultation on behalf of a council as a whole, what proportion of the council's current elected members are likely to seek to attend council meetings remotely over the course of a year?

- less than 10%
- more than 10% but less than 50%
- more than 50% but less than 90%
- most of them 90% to 100%

Question 6

The government recognises that there may be cases in which it is necessary for councils to hold meetings fully remotely. Do you think there should be limitations placed on the number of fully remote meetings councils should be able to hold?

- a) Councils should be able to allow full remote attendance at up to half of council meetings within a twelve-month calendar period.
- b) Councils should only have the flexibility to change a meeting from in-person to online, or vice versa, due to unforeseen and exceptional circumstances.
- c) Councils should not have the flexibility to conduct fully remote meetings to ensure there is always an in-person presence.
- d) [Free text box]

Question 7

Do you think there are there any necessary procedural measures that would help to ensure a remote or hybrid attendance policy is workable and efficient?

Please tick all the options that correspond with your view and use the free text box for any other comments.

- a) Councils should be required to publish a list of attendees joining the meeting remotely and give notice if a meeting is being held with full remote attendance.

b) Councils should be required to ensure that standard constitutional arrangements are followed for hybrid and fully remote meetings.

c) Councils should be required to make arrangements to ensure restricted items (where a council decision is taken in private to protect confidentiality) are managed appropriately and to require remotely attending members to join from a private location.

d) Other [Free text box]

Question 8

Do you think legislative change to allow councillors to attend local authority meetings remotely should or should not be considered for the following reasons?

Tick all the statements below that apply to your point of view.

Should be considered because

Should not be considered because

It is a positive modernising measure.

Councillors should be physically present at all formal meetings.

It would likely increase the diversity of people willing and able to stand for election in their local area, making councils more representative of the communities they serve.

It could lead to a significant number of councillors habitually attending remotely and ultimately reduce the effectiveness of councils.

Councils would be more resilient in the event of local or national emergencies which prevent in-person attendance.

It would be more difficult for councillors to build personal working relationships with colleagues, and engage with members of the public in attendance at meetings.

Free text box – please state any other reasons

Free text box – please state any other reasons

Question 9

In your view, would allowing councillors to attend formal local authority meetings remotely according to their needs particularly benefit or disadvantage individuals with protected characteristics, for example those with disabilities or caring responsibilities?

Please tick an option below:

- it would benefit members
- it would disadvantage members
- neither

Please use the text box below to make any further comment on this question.

[Free text box]

Proxy voting

Proxy voting is a form of voting whereby a member of a decision-making body may delegate their voting power to another representative to enable a vote in their absence.

It is possible some members may find that, due to their personal circumstances, they are temporarily unable to participate in meetings even if remote attendance provisions are in place. Provisions for proxy voting could provide additional flexibility to those who really need it on a time-limited basis, allowing affected members to indirectly exercise their democratic duty, participate in their local authority's governance, and ensure that their views are taken into consideration. In the context of local authorities, the representative would have to be another elected member of the local authority.

Question 10

In addition to provisions allowing for remote attendance, do you consider that it would be helpful to introduce proxy voting?

- yes
- no
- unsure

Question 11

If yes, for which of the following reasons which may prohibit a member's participation in council meetings do you consider it would be appropriate?

Please select all that apply:

- physical or medical conditions
- caring responsibilities
- parental leave or other responsibilities
- other [Free text box]

Question 12

Are there circumstances in which you feel proxy voting would not be appropriate?

[Free text box]

Question 13

If you think proxy voting is appropriate, are there any limitations you think should be placed upon it?

[Free text box]

About this consultation

This consultation has been planned to adhere to the Consultation Principles issued by the Cabinet Office.

Representative groups are asked to give a summary of the people and organisations they represent, and where relevant who else they have consulted in reaching their conclusions when they respond.

Information provided in response to this consultation, including personal data, may be published or disclosed in accordance with the access to information regimes (these are primarily the Freedom of Information Act 2000 (FOIA), the Data Protection Act 2018 (DPA), the UK General Data Protection Regulation, and the Environmental Information Regulations 2004).

If you want the information that you provide to be treated as confidential, please be aware that, as a public authority, the Department is bound by the Freedom of Information Act and may therefore be obliged to disclose all or some of the information you provide. In view of this it would be helpful if you could explain to us why you regard the information you have provided as confidential. If we receive a request for disclosure of the information we will take full account of your explanation, but we cannot give an assurance that confidentiality can be maintained in all circumstances. An automatic

confidentiality disclaimer generated by your IT system will not, of itself, be regarded as binding on the Department.

The Ministry of Housing, Communities and Local Government will process your personal data in accordance with the law and in the majority of circumstances this will mean that your personal data will not be disclosed to third parties. A full privacy notice is included at Annex A.

Individual responses will not be acknowledged unless specifically requested.

Your opinions are valuable to us. Thank you for taking the time to read this document and respond.

Are you satisfied that this consultation has followed the Consultation Principles? If not or you have any other observations about how we can improve the process please contact us via the [complaints procedure](https://www.gov.uk/government/organisations/ministry-of-housing-communities-local-government/about/complaints-procedure) (<https://www.gov.uk/government/organisations/ministry-of-housing-communities-local-government/about/complaints-procedure>).

Annex A: Personal data

The following is to explain your rights and give you the information you are entitled to under the Data Protection Act 2018. Note that this section only refers to your personal data (your name address and anything that could be used to identify you personally) not the content of your response to the consultation.

1. The identity of the data controller and contact details of our Data Protection Officer

The Ministry of Housing, Communities and Local Government (MHCLG) is the data controller. The Data Protection Officer can be contacted at dataprotection@communities.gov.uk

2. Why we are collecting your personal data

Your personal data is being collected as an essential part of the consultation process, so that we can contact you regarding your response and for

statistical purposes. We may also use it to contact you about related matters.

3. Our legal basis for processing your personal data

The Data Protection Act 2018 states that, as a government department, MHCLG may process personal data as necessary for the effective performance of a task carried out in the public interest. i.e. a consultation.

4. With whom we will be sharing your personal data

We use a third-party platform, Citizen Space, to collect consultation responses. In the first instance, your personal data will be stored on their secure UK-based servers.

5. For how long we will keep your personal data, or criteria used to determine the retention period.

Your personal data will be held for 2 years from the closure of the consultation.

6. Your rights, e.g. access, rectification, erasure

The data we are collecting is your personal data, and you have considerable say over what happens to it. You have the right:

- a) to see what data we have about you
- b) to ask us to stop using your data, but keep it on record
- c) to ask to have all or some of your data deleted or corrected
- d) to lodge a complaint with the independent Information Commissioner (ICO) if you think we are not handling your data fairly or in accordance with the law. You can contact the ICO at <https://ico.org.uk/> (<https://ico.org.uk/>), or telephone 0303 123 1113.

7. Your personal data will not be sent overseas

8. Your personal data will not be used for any automated decision making

9. Your personal data will be stored on a secure government IT system

Your data will be transferred to our secure government IT system as soon as possible after the consultation has closed, and it will be stored there for the standard 2 years of retention before it is deleted.

OGI

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