

WHITE COLNE PARISH COUNCIL

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

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

9th July 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 15th July 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 Annual Meeting held on Tuesday 20th May 2025 (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. Cllr George Courtauld & Cllr Gabrielle Spray, Braintree District Colnes Ward.
- ii. Cllr Chris Siddall, Essex County Halstead Division.

7. FINANCE

- i. **To RECEIVE, CONSIDER and APPROVE** the schedule of payments 01.04.2025 30.06.2025 totalling £11,950.26 (Appendix C).
- ii. To RECEIVE and CONSIDER Q1 financial summary report (Appendix D).
- iii. To NOTE completed bank reconciliations for 2024-25 (to be tabled at meeting).
- iv. **To RECEIVE and CONSIDER** quotes for electrical installation works on the Village Green (to be tabled at meeting).
- v. **To RECEIVE and CONSIDER** information on Parish Councillor Allowances (see Background Paper).

8. 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: 25/01405/HH (Appendix E; see Background Paper).

Location: 35 Colne Park Road, White Colne.

Proposal: 4-bay outbuilding for garage/workshop use

- ii. Planning Decisions: None received.
- iii. Planning Appeals: None received.
- iv. BDC Local Plan: White Colne (see Background Paper).
- v. Speeding traffic on A1124 adjacent to Village Green.
- vi. Designated parking request on Colne Park Road / Village Green (see Background Paper).

9. LEISURE & FACILITIES

- i. Kissing Gate at Anglian Water site (see Background Paper).
- ii. Request for dog bin on Boley Road (see Background Paper).
- iii. Street Cleaning tasks identified and completed.
- iv. Allotments skip quotes.
- v. Allotments overgrown plots (see Background Paper).
- vi. Policy review: Allotment Agreement (Appendix F).
- vii. Correspondence: White Colne Meadows (Appendix G).
- viii. Play Area Safety Report: The Meadows (Appendix H).
- ix. Play Area Safety Report: Bures Road (Appendix I).
- x. Village Hall energy update (Appendix J).
- xi. Village Hall works needed to adjacent canopy.
- xii. Haverhill Wranglers country music band (Appendix K).
- xiii. Outdoor Gym location and possible grant funding (Appendix L(i)).

10. COMMUNITY LIAISON

- i. Grant funding updates (Appendix L(ii)).
- ii. Community Supermarket Progress Report (Appendix M).
- iii. Joint meeting with Wakes Colne Parish Council.
- iv. Allotment Plot holders' event 12th September 2025.
- v. Reports on Police Forum Meetings held 02.06.25 & 30.06.25 (Appendix N).

11. GOVERNANCE

- i. Parish Clerk's Annual Appraisal (Appendix O).
- ii. Action Plan 2025-26 Q1 Review (Appendix P).
- iii. Privacy Policy (Appendix Q).
- iv. Pavillion Hire Policy (Appendix R).
- v. Information Technology (IT) Policy (Appendix S).
- vi. Confirmation of Delegated Responsibilities (Appendix T).

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 meeting: Tuesday 16th September 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. STAFF PENSION SCHEME

To RECEIVE and CONSIDER information on staff pension schemes (see Background Paper).



WHITE COLNE PARISH COUNCIL

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Minutes of the White Colne Parish Council Annual Meeting held at White Colne Village Hall on Tuesday 20th May 2025 at 19:30hrs.

Present: Cllr Paul Batchford

Cllr Jim Bond Cllr Jason Pryke

Cllr Jane Taylor (Chairperson)

Cllr John Wilson

Jim Morris, Parish Clerk

Cllr George Courtauld, Colnes Ward

One member of the public

001/25 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllr Chris Siddall, Halstead Division; and Cllr Gabrielle Spray, Colnes Ward.

002/25 ELECTION OF CHAIRPERSON (Item managed by Parish Clerk)

Cllr Jane Taylor was nominated by Cllr Batchford, seconded by Cllr Wilson, and unanimously elected Chairperson for 2025-26.

003/25 ACCEPTANCE OF OFFICE OF CHAIRPERSON

Cllr Jane Taylor signed the Declaration of Acceptance of Office of Chairperson for 2025-26.

Cllr Taylor resumed chairing the meeting.

004/25 ELECTION OF VICE-CHAIRPERSON

Cllr Jim Bond was nominated by Cllr Taylor, seconded by Cllr Batchford, and unanimously elected Vice-Chairperson for 2025-26.

005/25 ACCEPTANCE OF OFFICE OF VICE-CHAIRPERSON

Cllr Jim Bond signed the Declaration of Acceptance of Office of Vice-Chairperson for 2025-26.

006/25 PUBLIC SESSION

A parishioner noted the deterioration of the wave shelter installed adjacent to the Village Hall. The canopy had several defects and was not draining properly. Some suggestions for remedial works were discussed, which would hopefully avoid having to dismantle it altogether.

RESPONSE: members thanked the parishioner for their intervention. The item was due to be considered at Agenda item 28v.

007/25 DISCLOSURES OF INTERESTS

In accordance with Standing Order 13 (Code of Conduct and Dispensations), Cllr Wilson noted that his spouse was the tenant of an Allotment plot. Cllr Wilson requested dispensation to take part in discussions and any vote regarding Agenda item 28 – Allotments, and any further items regarding the Allotments in 2025-26.

It was RESOLVED: that Cllr Wilson be granted dispensation to take part in any consideration of matters or vote concerning the parish council's Allotments during 2025-26, in accordance with Standing Order 13(e).

008/25 MINUTES

The Minutes of the White Colne Parish Council meeting held on 15.04.2025 were approved by council and signed by the Chairperson as a true and correct record.

009/25 MATTERS ARISING

Members considered the parish council's list of matters arising and ongoing. A quote of £475 for works to the silt trap had been received (Minute ref 064/24). Cllr Pryke had been in contact with Cllr Siddall regarding placing the SID in Bures Road. Cllr Taylor had liaised with Wakes Colne Parish Council and members were asked to provide their availability on Tuesdays in June for a meeting. It was RESOLVED: that the quote for works to the silt trap be approved. Other matters arising were noted and would be progressed at future meetings.

010/25 REPRESENTATIVES' REPORTS

Colnes Ward Cllr Gabrielle Spray had offered apologies for absence and had provided a written report for the meeting to consider (attached at Footnote¹).

Halstead Division Cllr Chris Siddall had offered apologies for absence.

Colnes Ward Cllr George Courtauld offered a report to the meeting. Braintree District Council (BDC) had been deluged with offers of land for housing during its Local Plan Review. The council was required to allocate land capable of delivering 1,400 dwellings per annum, yet proposals received would provide fourteen times the figure. Small sites were therefore unlikely to be considered. Cllr Spray had offered a calm and considered approach as Chairperson of Sub-Committee meetings. BDC was still arguing over how many bins it would provide to residents. The recent Consultation had prompted 8,000 responses. The process could be made irrelevant by the upcoming changes to local government, meetings about which had been endless and had offered scant decision making. RESPONSE: Cllr Bond noted that s.106 contributions from developers tended to be allocated to larger settlement areas, to the detriment of villages such as White Colne and asked for Cllr Courtauld's support in lobbying for equitable distribution of s.106 monies across parishes. White Colne Parish Council urged Cllr Courtauld to press BDC to committing a share of s.106 monies received to smaller parishes.

011/25 FINANCE

i. Members received and considered the schedule of payments 01.03.2025 - 31.03.2025 totalling £5,126.70 (attached to record Minutes).

It was RESOLVED: that the schedule of payments totalling £5,126.70 be approved.

ii. Bank reconciliations for 2024-25 had been due to be tabled at the meeting. An oversight prevented members from viewing the reconciliations.

It was RESOLVED: that scans of the bank reconciliations for 2024-25 be provided to members via email and noted at a future meeting.

Local Plan: The Local Plan sub-Committee met on Thursday 15th May to discuss the Draft Spatial Strategy i.e. broadly where in the District we would prefer to see development taking place. This item did not cover specific sites, those discussions will start with a meeting on Thursday 22nd May and continue through to the end of July. There is a break in August, with meetings resuming from September – October.

Please do look out for meetings where sites specific to The Colnes villages will be examined. Currently, we have: Earls Colne (as a key service village) on 5th June; Colne Engaine 12th June; Pebmarsh 19th June; White Colne 25th June. Whilst it is hoped to stick to this timetable, it is subject to change if necessary, so do check the BDC website to be sure. Agendas will be published five working days prior to each meeting. This is very much a **draft allocation process**; the Reg 18 Public consultation will follow in November/December when anyone will be able to submit comments on what the Committee has decided. There will be a further public consultation in early 2026 before the draft Plan goes to the Planning Inspectorate. So, a long way to go yet! **Waste Service Review**: There has been the biggest, and most detailed, consultation that District Councillors can remember on the proposed changes to how the District's waste is collected. A reminder that this is a change required by Government in order to increase recycling rates and standardise collections across the country. A final decision on exactly how the District will change the service, in terms of number of bins provided and frequency of collections will be decided at a meeting of the Cabinet on 27th May.

Norwich-Tilbury energy scheme: The decision to grant or refuse this National Grid scheme will be taken by the Planning Inspectorate as it is classed as a Nationally Significant Infrastructure Project (NSIP). Braintree Council, through the planning team, continue to lobby National Grid to at least consider the off-shore option, for running cables undersea along the coast, rather than erecting multiple pylons across fields and farmland over three Counties. To date, National Grid are not receptive to looking at this option.

Councillor Grant Fund: A reminder that for the Council year 2025/2026 District Councillors each have £1,250.00 to donate towards local projects. Bids welcome! With best regards, Cllr Gabrielle Spray

¹ REPORT FOR PARISH COUNCILS MAY 2025

iii. Quotes for electrical installation works on the Village Green were tabled. It was apparent that there had been a discrepancy between information given to potential contractors. Members discussed what the works should include.

It was RESOLVED: that the scheme would include the running of cable to the copse of trees on the hill, but would not extend further. The Clerk would respond to each contractor, offering full details of the scheme as resolved. The council would consider revised quotes at a future meeting. Cllr Taylor noted that £500 was due from the maintenance team, and that District Councillors had access to grant funding of up to £1,250 for local projects. A fundraising quiz night could be held at WCVH.

iv. Street cleaning expenditure via BDC grant funding. Members discussed potential items for inclusion.

It was RESOLVED: that the grant monies be spent on a battery-powered power washer, and a programme of street cleaning be progressed. The council's handyman would invoice for time spent.

v. Internal Audit report for year-end 2024-25 (attached to record Minutes). The auditor had noted: that an FOI / Publication Scheme was not available on the website; that WCPC's Financial Regulations did not agree with Standing Order 18a v which requires a tender process for expected spend over £25,000 (presumed ex VAT although not stated), although tender thresholds could be brought into alignment when the new model Standing Orders are adopted in 2025/26; that there was a potential for linking Scribe to making tax digital systems for auto submission of tax returns in the future; that the council had sufficient reserves to fund projects such as Allotment fencing or Christmas lights installation, should grants not be available, and to keep them on the action tracker (matters arising); that income from WCVH had not been grossed up in 2024/25 accounts but would be separated out to show the fees as expenditure in 2025/26; and, that Major council decisions such as employment of staff, and taking on associated responsibilities and risks should be Minuted as resolutions of the council.

The auditor had recommended: that section 8 of the Financial Regs be updated to reflect the council's practice of having 2 cards, and the spend limits; that the council's invoice approval system be written into the new model financial regs, as part of section 6.5 which offered alternatives to full council authorisation by resolution; that some sort of poll, or use of a WhatsApp group would evidence councillor scrutiny of source documents against the payments list; that changing direct debits to payment of full invoice would solve any potential VAT126 issues; that the council's strategic risk assessment be reviewed in 2025/26, along with the other assessments; that a 'checklist' might also be useful for the hall (to include the café and hub activities) showing annual, monthly, weekly and specific event tasks as they relate to premises management, with a checklist listing the statutory requirements for the hall (e.g., boiler/gas service, music licence, servicing of fire extinguishers etc.), the date they were last done and the next due date, and that implications and risks associated with new projects (such as the warm hub) be considered at the time they are proposed to ensure compliance with FR 2.3; that opening a savings account with Unity would earn interest for the council; that one other person be able to 'submit' payments, as a backup for the clerk; and, checking that £14,131 was sufficient for total loss of the pavilion.

The auditor assumed ECC insured the Village Hall under its global buildings cover and was aware of the addition of solar panels to the roof.

It was RESOLVED: that the Internal Audit Report be noted. Council approved the creation of a whatsapp group to approve invoices with an audit trail; and that a savings account with Unity be opened. Other items raised would be considered at a future meeting.

vi. Annual Governance & Accountability Return Internal Audit Report 2024-25 (attached to record Minutes). The auditor noted that it was a legal requirement for the council to set up a pension scheme and auto enrol the clerk / RFO. The clerk could opt out of the scheme but if remaining in, the council will need to pay contributions from 01/01/25. This would affect the 2025/26 budget, but the council had sufficient reserves to cover this cost. The council had therefore failed to meet the requirement of Section G of the Annual Internal Audit Report: Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.

The auditor had offered the wording: The parish council has not enrolled the clerk / RFO into a pension scheme. The council agreed to increase the SCP and number of hours per week with effect from 01/01/25 with the effect that the annual salary then exceeded the auto enrolment threshold. This is a genuine oversight that will be remedied in 2025/26 to be entered with the AGAR Internal Audit Report.

It was RESOLVED: that the AGAR Internal Audit Report be noted. The Clerk would provide information on pension schemes at a future meeting.

vii. Confirmation of the Dates of the Period for the Exercise of Public Rights (attached to record Minutes).

It was RESOLVED: that the dates for the period for the exercise of public rights be noted.

012/25 ANNUAL RETURN – GOVERNANCE STATEMENT 2024-25

Members received and considered Section 1: Governance Statement of the Annual Governance & Accountability Return for the year ended 31.03.2025 (attached to record Minutes), which had been prepared for the external auditors PKF Littlejohn LLP as required by the Accounts and Audit (Amendment) Regulations 2006.

It was RESOLVED: that Section 1: Governance Statement of the Annual Governance & Accountability Return for the year ended 31.03.2025 be approved. Section 1 was signed by the Chairperson and counter-signed by the Clerk.

013/25 ANNUAL RETURN – ACCOUNTING STATEMENT 2024-25

Members received and considered Section 2: Accounting Statement of the Annual Governance & Accountability Return for the year ended 31.03.2025 (attached to record Minutes), which had been prepared for the external auditors PKF Littlejohn LLP as required by the Accounts and Audit (Amendment) Regulations 2006.

It was RESOLVED: that Section 2: Accounting Statement of the Annual Governance & Accountability Return for the year ended 31.03.2025 be approved. Section 2 was signed by the Responsible Financial Officer and counter-signed by the Chairperson.

014/25 REVIEW OF DELEGATION ARRANGEMENTS

Members reviewed the Scheme of Delegation and Delegation Arrangements to Committees, Sub-Committees, staff and other local authorities (attached to record Minutes).

It was RESOLVED: that the Scheme of Delegation be approved. Members would confirm their areas of responsibility following the meeting.

015/25 APPOINTMENT OF COMMITTEES

Members considered the appointment of any new committees in accordance with White Colne Standing Order 4.

It was RESOLVED: that no new Committees would be appointed.

016/25 REVIEW OF STANDING ORDERS & FINANCIAL REGULATIONS

Members reviewed White Colne Parish Council Standing Orders and Financial Regulations, which had been circulated with the Agenda. Amendments noted by the auditor and amendments suggested by the Clerk had been distributed to members ahead of the meeting for consideration. It was RESOLVED: that the suggested amendments be adopted. Standing Order 3 i was removed altogether.

017/25 REVIEW OF: ARRANGEMENTS WITH OTHER LOCAL AUTHORITIES, NOT-FOR-PROFIT BODIES, & BUSINESSES; SUBSCRIPTIONS; & REPRESENTATION OR WORK WITH EXTERNAL BODIES

Members reviewed arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses; the Council's and/or staff subscriptions to other bodies; & representation on or work with external bodies and arrangements for reporting back (attached to record Minutes).

It was RESOLVED: that the arrangements, subscriptions, and representation or work with external bodies be noted.

018/25 REVIEW OF INVENTORY OF LAND & ASSETS

Members reviewed the inventory of land and other assets including buildings and office equipment (attached to record Minutes).

It was RESOLVED: that the Fixed Asset Register be noted.

019/25 REVIEW OF INSURANCE COVER

Members reviewed and confirmed arrangements for insurance cover in respect of all insurable risks, which had been provided in the Background Paper. The council's insurance was due for renewal, and the Fixed Asset Register would be provided to potential suppliers.

It was RESOLVED: that the arrangements for insurance cover be approved. Three quotes would be sought, with a resolution on preferred supplier to be made after the meeting.

020/25 REVIEW OF COMPLAINTS PROCEDURE

Members reviewed the Council's complaints procedure (attached to record Minutes). It was RESOLVED: that the Complaints Procedure be adopted.

021/25 REVIEW OF FREEDOM of INFORMATION and DATA PROTECTION PROCEDURES

Members reviewed the Council's policies, procedures and practices in respect of its obligations under Freedom of Information and Data Protection legislation, which were tabled at the meeting. It was RESOLVED: that the Data Protection, and Freedom of Information Policies & Procedures be adopted. Further information would be added to the Fol Policy at a later date.

022/25 REVIEW OF PRESS / MEDIA POLICY & PROCEDURES

Members reviewed the Council's policy for dealing with the press/media, which was tabled at the meeting.

It was RESOLVED: that the Press & Media Policy be adopted.

023/25 REVIEW OF EMPLOYMENT POLICY & PROCEDURES

Members reviewed the Council's employment policies and procedures, which was tabled at the meeting.

It was RESOLVED: that the Staff Recruitment & Employment Policy & Procedure be adopted. Further information would be considered and added to the Policy at a future meeting.

024/25 REVIEW OF OTHER WHITE COLNE PARISH COUNCIL POLICIES & PROCEDURES

Members reviewed the Council's existing policies and procedures, which had been viewed on the council's website Documents and Policies beforehand:

Advertising Policy

Allotments Privacy Policy

Biodiversity Policy

Customer Service Privacy Policy

Data Breach Policy

Equality & Diversity Policy

Habitual or Vexatious Complaints Policy

Lone Working Policy (not adopted)

Model Council Officer Protocol

Privacy Policy

Safeguarding Policy

Village Hall Hire Privacy Policy

It was RESOLVED: that the existing Policies & Procedures be adopted.

025/25 REVIEW OF LOCAL GOVERNMENT ACT S137 EXPENDITURE

Members reviewed the Council's expenditure incurred under s.137 of the Local Government Act 1972. The council had not made any expenditure under s.137.

It was RESOLVED: that the non-expenditure of s.137 monies be noted.

026/25 WHITE COLNE PARISH COUNCIL MEETINGS 2025-26

Members received and considered the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council (attached to record Minutes).

It was RESOLVED: that the Schedule of Meetings be approved.

027/25 PLANNING

i. Applications

a) Ref: 25/00915/FUL (attached to record Minutes)

Location: Baggaretts Farm, Dawes Hall Road, White Colne.

Proposal: Proposed agricultural workers dwelling.

RESPONSE: White Colne Parish Council has no comment on Applications ref 25/00382/HH & 25/00383/LBC.

b) Ref: <u>25/00943/TPOCON</u> (attached to record Minutes).

Location: 40 Colneford Hill, White Colne, Essex.

Proposal: Notice of intent to carry out works to trees in a Conservation Area: Remove 2 No. Thuja

RESPONSE: White Colne Parish Council has no comment on Applications ref 25/00382/HH & 25/00383/LBC.

c) Ref: 25/00966/TPOCON (attached to record Minutes).

Location: The Kings Head, 19 Colchester Road, White Colne.

Proposal: Notice of intent to carry out works to trees in a Conservation Area: T1 - Fig to crown reduce by 3m in height; T2 - Conifer to reduce by 1m in height; T3 - Conifer to reduce by 1m in height.

RESPONSE: White Colne Parish Council has no comment on Applications ref 25/00382/HH & 25/00383/LBC.

<u>ii. Decisions</u> – Cllr Bond had attended BDC Planning Committee to speak on WCPC's response to Planning Application ref 24/02538/FUL. The Committee had allowed the Application.

It was RESOLVED: that the decision be noted.

iii. Appeals - none received.

iv. Correspondence: *Guidance for queries regarding the Local Plan Review* (attached to record Minutes).

It was RESOLVED: that the correspondence be noted.

028/25 LEISURE & FACILITIES

i. Allotments – area of residence. Members considered the extent of the area of residence for Allotment Plot holders. A lengthy discussion was held over possible alternative ways of measuring the distance from White Colne. Cllr Bond noted that two Allotment sites were available in Halstead but had been unable to ascertain whether there was a current waiting list.

It was RESOLVED: that the area of residence for White Colne Allotments be set at a radius of 3 miles from the Allotments site. Cllr Wilson would liaise with individuals on the waiting list, asking that they respond within a fortnight.

ii. Allotments – disposal of debris and arisings. An accumulation of debris, including picnic tables which had formerly been on The Meadows, had been expanding adjacent to Allotment Plots 10 & 17. The arisings had been on plots which had changed ownership. It looked unsightly and it was suggested that the parish council could provide a skip.

It was RESOLVED: that Cllr Wilson would seek quotes for providing a skip. Allotment holders would be encouraged to carry out the clearance. The Allotment Agreement would be assessed at a future meeting.

iii. Allotments – repair / replace boundary fencing. There had been no available grants that could be applied for re-fencing the Allotments. The site was fenced by the council in 2005 at a cost of £4,000. Free hedgerow whips would be available from the Woodland Trust, which would increase biodiversity and provide a barrier. It was hoped that the fence could be repaired in places. The noticeboard also needed minor repairs.

It was RESOLVED: that CIIr Wilson would seek quotes for fencing repair. Hedgerow whips would be considered wherever possible. CIIr Taylor offered two posts for noticeboard repairs.

iv. Village Hall – energy update. The council's application to obtain a Smart Export Guarantee from Scottish Power was progressing. 7,880kWh had been generated since September 2024, with 4,390kWh exported. It was hoped that the Hall would receive £0.12 per kWh from export to the grid. Scottish Power charged £0.281 per kW for import, with a standing charge of £1.179 per day. Urban Chain was offering import at £0.203 per kW, with £0.85 daily standing charge.

It was RESOLVED: that the import supply for the Hall be moved to Urban Chain.

v. Village Hall – works needed to adjacent canopy (attached to record Minutes). The canopy had been installed with funding via a £10,000 grant. The installation had met with difficulties due to location and ground conditions. Various repair and modification options were discussed.

It was RESOLVED: that advice and quotes be sought from local roofing contractors.

029/25 **COMMUNITY LIAISON**

i. Parish Council Action Plan 2025-26 (attached to record Minutes). The Action Plan was a new initiative, designed with the intention of focussing attention on items the council aspired to and wished to progress, and would help with future grant applications. Cllr Bond noted that Neighbourhood Plans were being accorded increasing weight in planning decisions, and that they may gain further importance under devolved government plans and housebuilding targets.

It was RESOLVED: that the creation of a Neighbourhood Plan be added as an aspiration. ii. Police Parish Liaison Meeting (attached to record Minutes). Cllr Wilson had attended the meeting, which had been useful but poorly attended by other parishes. PC James Draper had since attended White Colne to carry out a speed check, recording a top speed of 31mph. Members noted that some near misses had recently been witnessed.

It was RESOLVED: that road safety be raised at a future Parish Liaison Meeting.

iii. Correspondence: Update on Local Government Reorganisation (attached to record Minutes). It was RESOLVED: that the correspondence be noted.

iv. Grant funding applications and updates. An application had been made for £5,640 from Essex Community Foundation to run a 'Summer Hub' at the Village Hall. The Foundation had been supportive of the initiative but was struggling to find funding. A revised application for £2,400 to cover wages for 16 sessions of the Community Supermarket had been entered. Unspent funds from the Winter Hub were being used in the meantime. An upcoming grant opportunity could possibly be used to fund a fitness trail at The Meadows.

It was RESOLVED: that the report be noted.

v. Joint meeting with Wakes Colne Parish Council. The item had been adequately discussed at Agenda item 9.

It was RESOLVED: that the item be noted.

ITEMS FOR INCLUSION ON THE AGENDA OF A FUTURE MEETING 030/25

Items arising and ongoing, and items raised at previous meetings would be included.

DATE OF NEXT MEETING 031/25

The next meeting of White Colne Parish Council was scheduled to take place on Tuesday 15th July 2025 at White Colne Village Hall at 1930hrs.

The meeting closed at 21:20hrs.	
Signed	Date



WHITE COLNE PARISH COUNCIL

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

MATTERS ARISING & ONGOING

050/24 COMMUNITY LIAISON

ACTION ARISING: Members to make facebook posts on a regular basis.

065/24 LEISURE & FACILITIES

ACTION ARISING: Formal event for Allotment plot holders to be held.

066/24 COMMUNITY LIAISON

ACTION ARISING: Local Council Award to be considered at a future meeting.

103/24 FINANCE

ACTION ARISING: Clerk to research Members' Allowances.

009/25 MATTERS ARISING

ACTION ARISING: Members to state availability for meeting with Wakes Colne Parish Council.

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

010/25 REPRESENTATIVES' REPORTS

ACTION ARISING: Cllr Courtauld to press for local distribution of S106 monies.

011/25 FINANCE

ACTION ARISING: Clerk to scan and send bank reconciliations to members.

ACTION ARISING: Clerk to contact potential Christmas lights contractors with revised scheme.

ACTION ARISING: Battery powered jet washer to be purchased.

ACTION ARISING: Items raised at audit to be implemented.

ACTION ARISING: Clerk to research pension schemes.

014/25 REVIEW OF DELEGATION ARRANGEMENTS

ACTION ARISING: Members to confirm areas of interest / responsibility.

021/25 REVIEW OF FREEDOM of INFORMATION and DATA PROTECTION

PROCEDURES

ACTION ARISING: Clerk to add further detail.

023/25 REVIEW OF EMPLOYMENT POLICY & PROCEDURES

ACTION ARISING: Clerk to add further detail.

028/25 LEISURE & FACILITIES

ACTION ARISING: Cllr Wilson to contact Allotment waiting list.

ACTION ARISING: Cllr Wilson to seek quotes for a skip.

ACTION ARISING: Cllr Wilson to seek fencing repair quotes.

ACTION ARISING: WCVH Electricity supply to be moved to Urban Chain.

ACTION ARISING: Seek advice and quotes for WCVH Canopy.

029/25 COMMUNITY LIAISON

ACTION ARISING: Neighbourhood Plan to be added to WCPC Action Plan 2025-26.

ACTION ARISING: Cllr Wilson to raise road safety issues at future Parish Police liaison meeting.

Whitecolne Parish Council PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	/AT Type	Net	VAT	Total
6	Salary	01/04/2025		Unity Trust Bank - Cı		Staff salary	Petra Palfreymen	Х			
8	Cleaning	01/04/2025		Unity Trust Bank - Cı		Village Hall	Samantha Mason	Χ	253.11		253.11
11	Community Events	01/04/2025		Unity Trust Bank - Cı		Community Cafe	Black Horse Cafe	S	38.83	7.77	46.60
7	General Expenditure	01/04/2025		Unity Trust Bank - Cı		Expenses	John Wilson	Χ	17.10		17.10
2	General Expenditure	01/04/2025		Unity Trust Bank - Cı		General Administration	Paula Bull	Χ	54.68		54.68
1	Subscriptions	01/04/2025		Unity Trust Bank - Cı		Subscription	Starboard Systems Limi	ted S	23.00	4.60	27.60
10	Grant Expenditure - Warm Hub	01/04/2025		Unity Trust Bank - Cı		Grant Expenditure - Village Hal	Jane Taylor	Χ	110.00		110.00
3	Grant Expenditure - Staff Salar	01/04/2025		Unity Trust Bank - Cı		Staff salary	Aster Chatton	Χ			
4	Grant Expenditure - Staff Salar	01/04/2025		Unity Trust Bank - Cı		Staff salary	Rachael Jennings	Χ			
5	Grant Expenditure - Staff Salar	01/04/2025		Unity Trust Bank - Cı		Staff salary	Gini Bryant	Χ			
9	Grant Expenditure - Projects	01/04/2025		Unity Trust Bank - Cı		Grant Expenditure - Natural Pla	No Butts Bin Co Ltd	S	269.95	53.99	323.94
33	Fees	07/04/2025		Unity Trust Bank - Cı		Village Hall	PayPal	Χ	8.56		8.56
16	Meadows	08/04/2025		Unity Trust Bank - Cı		Open Spaces	JPB Landscapes	S	104.14	20.83	124.97
16	Village Green	08/04/2025		Unity Trust Bank - Cı		Open Spaces	JPB Landscapes	S	79.16	15.83	94.99
16	Village Hall Open Spaces	08/04/2025		Unity Trust Bank - Cı		Open Spaces	JPB Landscapes	S	20.82	4.16	24.98
12	Subscriptions	08/04/2025		Unity Trust Bank - Cı		Subscription	Rural Community Coun	cils S	51.50	10.30	61.80
13	Grant Expenditure - Staff Salar	08/04/2025		Unity Trust Bank - Cı		Staff salary	Aster Chatton	Χ			
14	Grant Expenditure - Staff Salar	08/04/2025		Unity Trust Bank - Cı		Staff salary	Gini Bryant	Χ			
15	Grant Expenditure - Staff Salar	08/04/2025		Unity Trust Bank - Cı		Staff salary	Rachael Jennings	Χ			
36	Fees	11/04/2025		Unity Trust Bank - Cı		Village Hall	SumUp	Χ	0.58		0.58
34	Fees	14/04/2025		Unity Trust Bank - Cı		Village Hall	PayPal	Χ	4.07		4.07
21	Cleaning	15/04/2025		Unity Trust Bank - Cı		Village Hall	Gallen Windows	Χ	14.00		14.00
24	Community Events	15/04/2025		Unity Trust Bank - Cı		Community Cafe	Black Horse Cafe	S	38.83	7.77	46.60
37	Fees	15/04/2025		Unity Trust Bank - Cı		Village Hall	SumUp	Χ	1.69		1.69
23	Subscriptions	15/04/2025		Unity Trust Bank - Cı		Subscription	Essex Association of Lo	cal · X	188.48		188.48
20	Deposit	15/04/2025		Unity Trust Bank - Cı		Village Hall	WCVH Hirer	Χ	50.00		50.00
17	Grant Expenditure - Staff Salar	15/04/2025		Unity Trust Bank - Cı		Staff salary	Rachael Jennings	Х			
18	Grant Expenditure - Staff Salar	15/04/2025		Unity Trust Bank - Cı		Staff salary	Gini Bryant	Х			
19	Grant Expenditure - Staff Salar	15/04/2025		Unity Trust Bank - Cı		Staff salary	Aster Chatton	Х			
22	Grant Expenditure - Projects	15/04/2025		Unity Trust Bank - Cı		Grant Expenditure - Natural Pla	Fenland Leisure Produc	ts S	56.08	11.22	67.30
46	Cleaning	16/04/2025		Unity Trust Bank - Cı		Village Hall	Ideal 365 Ltd	S	14.49	2.90	17.39
43	Community Events	16/04/2025		Unity Trust Bank - Cı		Community Cafe	Sainsbury's	Е	35.15		35.15
44	Community Events	16/04/2025		Unity Trust Bank - Cı		Community Cafe	Sainsbury's	Е	35.99		35.99
47	Councillor Training	16/04/2025		Unity Trust Bank - Cı		General Administration	Eventbrite	S	32.68	6.54	39.22

Whitecolne Parish Council PAYMENTS LIST

		Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
31	Office	16/04/2025		Unity Trust Bank - Co		Office	HP Inc UK Ltd	S	16.65	3.33	19.98
32	Banking Fees	16/04/2025		Unity Trust Bank - Co		Card payments	LLoyds Multipay	Χ	9.00		9.00
39	Grant Expenditure - Warm Hub	16/04/2025		Unity Trust Bank - Co		Grant Expenditure - Village Hal	Sainsbury's	Е	65.71		65.71
40	Grant Expenditure - Warm Hub	16/04/2025		Unity Trust Bank - Co		Grant Expenditure - Village Hal	Sainsbury's	Е	63.82		63.82
41	Grant Expenditure - Warm Hub	16/04/2025		Unity Trust Bank - Co		Grant Expenditure - Village Hal	Sainsbury's	Е	52.90		52.90
42	Grant Expenditure - Warm Hub	16/04/2025		Unity Trust Bank - Co		Grant Expenditure - Village Hal	Sainsbury's	Е	69.76		69.76
45	Grant Expenditure - Projects	16/04/2025		Unity Trust Bank - Co		Grant Expenditure - Community	Quickdraw Supplies Ltd	S	26.66	5.33	31.99
25	Electricity	28/04/2025		Unity Trust Bank - Co		Village Hall	Scottish Power	L	91.30	4.57	95.87
35	Fees	28/04/2025		Unity Trust Bank - Co		Village Hall	PayPal	Χ	4.36		4.36
38	Fees	28/04/2025		Unity Trust Bank - Co		Village Hall	SumUp	Χ	1.93		1.93
26	Cleaning	29/04/2025		Unity Trust Bank - Co		Village Hall	Suzanna Giera	Χ	12.00		12.00
26	Community Events	29/04/2025		Unity Trust Bank - Co		Village Hall	Suzanna Giera	Χ	30.00		30.00
27	Deposit	29/04/2025		Unity Trust Bank - Co		Village Hall	WCVH Hirer	Χ	50.00		50.00
29	Salary	30/04/2025		Unity Trust Bank - Co		Staff salary	Jim Morris	Χ			
29	Work from Home Allowance	30/04/2025		Unity Trust Bank - Co		Staff salary	Jim Morris	Χ			
28	Booking Secretary	30/04/2025		Unity Trust Bank - Co		Village Hall	Jade Lock	Χ	104.00		104.00
30	Banking Fees	30/04/2025		Unity Trust Bank - Co		General Administration	Unity Trust Bank	Χ	6.00		6.00
49	Fees	01/05/2025		Unity Trust Bank - Co		Village Hall	Stripe	Χ	0.62		0.62
48	Subscriptions	01/05/2025		Unity Trust Bank - Co		Subscription	Starboard Systems Lim	ited S	23.00	4.60	27.60
52	WiFi	07/05/2025		Unity Trust Bank - Co		Village Hall	Amazon EU	S	13.32	2.67	15.99
51	Deposit	07/05/2025		Unity Trust Bank - Co		Village Hall	WCVH Hirer	Χ	50.00		50.00
50	Grant Expenditure - Projects	07/05/2025		Unity Trust Bank - Co		Grant Expenditure - Natural Pla	No Butts Bin Co Ltd	S	350.00	70.00	420.00
53	Fees	08/05/2025		Unity Trust Bank - Co		Village Hall	Stripe	Χ	2.45		2.45
54	Fees	12/05/2025		Unity Trust Bank - Co		Village Hall	SumUp	Χ	1.96		1.96
55	Meadows	15/05/2025		Unity Trust Bank - Co		Grasscutting	JPB Landscapes	S	208.28	41.66	249.94
55	Village Green	15/05/2025		Unity Trust Bank - Co		Grasscutting	JPB Landscapes	S	158.32	31.66	189.98
57	Defibrillator	15/05/2025		Unity Trust Bank - Co		Defibrillator	AA Defib	S	115.00	23.00	138.00
58	Cleaning	15/05/2025		Unity Trust Bank - Co		Village Hall	Samantha Mason	Χ	202.24		202.24
55	Village Hall Open Spaces	15/05/2025		Unity Trust Bank - Co		Grasscutting	JPB Landscapes	S	41.64	8.33	49.97
56	Grant Expenditure - Staff Salar	15/05/2025		Unity Trust Bank - Co		Grant Expenditure - Village Hal	Gini Bryant	Χ			
59	Community Events	16/05/2025		Unity Trust Bank - Co		Village Hall	TV Licensing	Χ	174.50		174.50
61	Community Events	16/05/2025		Unity Trust Bank - Co		Village Hall	Sainsbury's	Е	36.56		36.56
64	Community Events	16/05/2025		Unity Trust Bank - Co		Village Hall	Sainsbury's	Е	49.60		49.60
66	Community Events	16/05/2025		Unity Trust Bank - Co		Village Hall	Sainsbury's	Е	40.42		40.42
67	Community Events	16/05/2025		Unity Trust Bank - Co		Village Hall	Black Horse Cafe	S	38.83	7.77	46.60

Whitecolne Parish Council PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
73	Fees	16/05/2025		Unity Trust Bank - Cı		Village Hall	SumUp	Х	0.57		0.57
71	WCVH H&S	16/05/2025		Unity Trust Bank - Cı		Village Hall	Amazon EU	S	4.99	1.00	5.99
69	WCVH H&S	16/05/2025		Unity Trust Bank - Cı		Village Hall	Amazon EU	S	4.99	1.00	5.99
72	Subscriptions	16/05/2025		Unity Trust Bank - Cı		Expenses	Amazon EU	Χ	9.00		9.00
62	Office	16/05/2025		Unity Trust Bank - Cı		Village Hall	HP Inc UK Ltd	S	14.98	3.00	17.98
60	Grant Expenditure - Warm Hub	16/05/2025		Unity Trust Bank - Cı		Village Hall	Sainsbury's	Е	67.93		67.93
63	Grant Expenditure - Warm Hub	16/05/2025		Unity Trust Bank - Cı		Village Hall	Sainsbury's	Е	45.05		45.05
65	Grant Expenditure - Warm Hub	16/05/2025		Unity Trust Bank - Cı		Village Hall	Sainsbury's	Е	-18.00		-18.00
70	Grant Expenditure - Projects	16/05/2025		Unity Trust Bank - Cı		Grant Expenditure - Community	Quickdraw Supplies Ltd	i s	-26.66	-5.33	-31.99
68	Grant Expenditure - Projects	16/05/2025		Unity Trust Bank - Cı		Village Hall	Oliver's Plants Ltd	Е	50.85		50.85
75	Audit	20/05/2025		Unity Trust Bank - Cı		Expenses	Janet E Stobart FCCA	Χ	260.00		260.00
74	Grant Expenditure - Staff Salar	20/05/2025		Unity Trust Bank - Cı		Grant Expenditure - Village Hal	Rachael Jennings	Χ			
76	Fees	23/05/2025		Unity Trust Bank - Cı		Village Hall	SumUp	Χ	0.13		0.13
77	Fees	23/05/2025		Unity Trust Bank - Cı		Village Hall	PayPal	Χ	5.68		5.68
78	Fees	27/05/2025		Unity Trust Bank - Cı		Village Hall	SumUp	Χ	1.75		1.75
79	Electricity	28/05/2025		Unity Trust Bank - Cı		Village Hall	Scottish Power	L	179.72	8.99	188.71
80	Salary	31/05/2025		Unity Trust Bank - Cı		Staff salary	Jim Morris	Χ			
81	PAYE/NI	31/05/2025		Unity Trust Bank - Cı		PAYE/NI	HMRC	Χ			
80	Work from Home Allowance	31/05/2025		Unity Trust Bank - Cı		Staff salary	Jim Morris	Χ			
82	Booking Secretary	31/05/2025		Unity Trust Bank - Cı		Village Hall	Jade Lock	Χ	117.00		117.00
83	Fees	31/05/2025		Unity Trust Bank - Cı		Village Hall	Stripe	Χ	0.92		0.92
84	Banking Fees	31/05/2025		Unity Trust Bank - Cı		Expenses	Unity Trust Bank	Χ	6.00		6.00
98	Fees	02/06/2025		Unity Trust Bank - Cı		Expenses	PayPal	Е	2.04		2.04
97	Subscriptions	02/06/2025		Unity Trust Bank - Cı		Subscription	Starboard Systems Lim	ited S	23.00	4.60	27.60
100	Cleaning	03/06/2025		Unity Trust Bank - Cı		Window cleaning	Gallen Windows	Χ	14.00		14.00
99	Insurance	03/06/2025		Unity Trust Bank - Cı		Insurance	Zurich Municipal	Е	536.00		536.00
102	Cleaning	03/06/2025		Unity Trust Bank - Cı		Village Hall	Samantha Mason	Χ	251.55		251.55
101	Grant Expenditure - Staff Salar	03/06/2025		Unity Trust Bank - Cı		Staff salary	Gini Bryant	Χ	41.04		41.04
103	Water	05/06/2025		Unity Trust Bank - Cı		Village Hall	Everflow	Χ	125.69		125.69
104	Fees	09/06/2025		Unity Trust Bank - Cı		Expenses	PayPal	Χ	3.96		3.96
105	Meadows	11/06/2025		Unity Trust Bank - Cı		Open Spaces	JPB Landscapes	S	208.28	41.66	249.94
105	Village Green	11/06/2025		Unity Trust Bank - Cı		Open Spaces	JPB Landscapes	S	158.32	31.66	189.98
105	Village Hall Open Spaces	11/06/2025		Unity Trust Bank - Cı		Open Spaces	JPB Landscapes	S	41.64	8.33	49.97
107	Community Events	11/06/2025		Unity Trust Bank - Cı		Village Hall	East of England Co Op		1.29	0.26	1.55
107	Community Events	11/06/2025		Unity Trust Bank - Cı		Village Hall	East of England Co Op	E	5.43		5.43

Whitecolne Parish Council PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
106	WCVH H&S	11/06/2025		Unity Trust Bank - C		Village Hall	Stephen Holt	X	150.00		150.00
108	Grant Expenditure - Warm Hub	11/06/2025		Unity Trust Bank - C		Village Hall	Jane Taylor	Χ	20.00		20.00
106	Grant Expenditure - Projects	11/06/2025		Unity Trust Bank - C		Village Hall	Stephen Holt	Χ	85.00		85.00
106	Grant Expenditure - Projects	11/06/2025		Unity Trust Bank - C		Village Hall	Stephen Holt	Χ	45.00		45.00
106	Grant Expenditure - Projects	11/06/2025		Unity Trust Bank - C		Village Hall	Stephen Holt	Χ	43.00		43.00
109	Fees	13/06/2025		Unity Trust Bank - C		Village Hall	SumUp	Χ	0.35		0.35
85	Cleaning	16/06/2025		Unity Trust Bank - C		Village Hall	Amazon EU	S	16.03	3.21	19.24
86	Community Events	16/06/2025		Unity Trust Bank - C		Village Hall	Sainsbury's	E	46.88		46.88
87	Community Events	16/06/2025		Unity Trust Bank - C		Village Hall	Black Horse Cafe	S	38.83	7.77	46.60
88	Community Events	16/06/2025		Unity Trust Bank - C		Village Hall	Barmans Ltd	S	12.49	2.50	14.99
89	Community Events	16/06/2025		Unity Trust Bank - C		Village Hall	Moreco Dairy	Е	3.55		3.55
90	Community Events	16/06/2025		Unity Trust Bank - C		Village Hall	Sainsbury's	Е	35.42		35.42
91	Community Events	16/06/2025		Unity Trust Bank - C		Village Hall	Moreco Dairy	Е	4.80		4.80
92	Community Events	16/06/2025		Unity Trust Bank - C		Village Hall	Black Horse Cafe	S	38.83	7.77	46.60
93	Community Events	16/06/2025		Unity Trust Bank - C		Village Hall	Moreco Dairy	Е	7.20		7.20
95	Office	16/06/2025		Unity Trust Bank - C		Office	HP Inc UK Ltd	S	22.48	4.50	26.98
96	Banking Fees	16/06/2025		Unity Trust Bank - C		Expenses	LLoyds Multipay	Χ	9.00		9.00
110	Fees	16/06/2025		Unity Trust Bank - C		Village Hall	PayPal	Χ	4.07		4.07
111	Fees	16/06/2025		Unity Trust Bank - C		Village Hall	SumUp	Χ	1.83		1.83
94	Grant Expenditure - Warm Hub	16/06/2025		Unity Trust Bank - C		Village Hall	Moreco Dairy	Е	3.55		3.55
116	Meadows	17/06/2025		Unity Trust Bank - C		Open Spaces	Bespoke Garden Creati	ons X	350.00		350.00
117	Meadows	17/06/2025		Unity Trust Bank - C		Open Spaces	Huws Gray	S	240.60	48.12	288.72
114	Office	17/06/2025		Unity Trust Bank - C		Office	Geoxphere Ltd	S	60.00	12.00	72.00
115	Grant Expenditure - Staff Salar	17/06/2025		Unity Trust Bank - C		Staff salary	Gini Bryant	Χ			
112	Fees	20/06/2025		Unity Trust Bank - C		Village Hall	SumUp	Х	0.35		0.35
118	Deposit	24/06/2025		Unity Trust Bank - C		Village Hall	WCVH Hirer	Χ	50.00		50.00
121	Salary	30/06/2025		Unity Trust Bank - C		Staff salary	Jim Morris	Χ			
121	Work from Home Allowance	30/06/2025		Unity Trust Bank - C		Staff salary	Jim Morris	Χ			
120	Booking Secretary	30/06/2025		Unity Trust Bank - C		Village Hall	Jade Lock	Χ	143.00		143.00
119	Electricity	30/06/2025		Unity Trust Bank - C		Village Hall	Scottish Power	L	179.72	8.99	188.71
113	Fees	30/06/2025		Unity Trust Bank - C		Village Hall	SumUp	Χ	1.93		1.93
122	Banking Fees	30/06/2025		Unity Trust Bank - C		General Administration	Unity Trust Bank	Х	6.00		6.00

Created by Scribe

11,950.26

538.86

11,411.40

Total

Whitecolne Parish Council Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2025 and 30/06/2025)

001 G	eneral Administration		Receipts			Payments		Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1010	Precept	12,652.00	6,326.00	-6,326.00				-6,326.00 (-50%)
4010	Salary				11,981.00			(74%)
4011	PAYE/NI							(N/A)
4012	Employee Pension							(N/A)
4013	Employer Pension							(N/A)
4014	Warm Hub employee							(N/A)
4015	Work from Home Allowance				312.00			(75%)
	SUB TOTAL	12,652.00	6,326.00	-6,326.00	12,293.00			(11%)

002 L	eisure & 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%)
4020	Allotments							(N/A)
4021	Meadows				2,150 00	1,111 30	1,038 70	1,038 70 (48%)
4022	Play Areas				950 00		950 00	950 00 (100%)
4023	Village Green				1,200 00	395 80	804 20	804 20 (67%)
4024	Defibrillator				240 00	115 00	125 00	125 00 (52%)
4025	Christmas				265 00		265 00	265 00 (100%)
	SUB TOTAL	365.00	6.50	-358.50	4,805.00	1,622.10	3,182.90	2,824.40 (54%)

003 V	illage Hall		Receipts			Payments		Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1030	Village Hall Hire	13,000.00	2,258.18	-10,741.82				-10,741.82 (-82%)
1031	Community Events	3,000.00	522.39	-2,477.61				-2,477.61 (-82%)
1032	Village Hall Grant Income							(N/A)
1033	Other Income		68.79	68.79				68.79 (N/A)
4030	Booking Secretary				1,500.00	364.00	1,136.00	1,136.00 (75%)
4031	Cleaning				2,300.00	777.42	1,522.58	1,522.58 (66%)
4032	Caretaker							(N/A)
4033	Village Hall Open Spaces				500.00	104.10	395.90	395.90 (79%)
4034	Community Events		248.25	248.25	2,554.00	713.43	1,840.57	2,088.82 (81%)
4035	Electricity				150.00	450.74	-300.74	-300.74 (-200%)
4036	Fees					49.80	-49.80	-49.80 (N/A)
4037	Water				750.00	125.69	624.31	624.31 (83%)
4038	WiFi					13.32	-13.32	-13.32 (N/A)
4039	WCVH H&S				1,000.00	159.98	840.02	840.02 (84%)
4049	Deposit				500.00	200.00	300.00	300.00 (60%)
	SUB TOTAL	16,000.00	3,097.61	-12,902.39	9,254.00	2,958.48	6,295.52	-6,606.87 (-26%)

Whitecolne Parish Council Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2025 and 30/06/2025)

004 N	/liscellaneous		Receipts			Payments		Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1040	Misc Income		135.00	135.00				135.00 (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	71.78	168.22	168.22 (70%)
4044	Subscriptions				750.00	317.98	432.02	432.02 (57%)
4045	Office					114.11	-114.11	-114.11 (N/A)
4046	Audit				500.00	260.00	240.00	240.00 (48%)
4047	Insurance				890.00	536.00	354.00	354.00 (39%)
4048	Banking Fees				85.00	36.00	49.00	49.00 (57%)
	SUB TOTAL		135.00	135.00	2,665.00	1,368.55	1,296.45	1,431.45 (53%)
005 G	Grants		Receipts			Payments		Net Position
	Grants Title	Budgeted	Receipts Actual	Variance	Budgeted	Payments Actual		Net Position +/- Under/over spend
Code		Budgeted	·	Variance 3,436 58	Budgeted		Variance	
Code 1050	Title	Budgeted	Actual		Budgeted		Variance 480 72	+/- Under/over spend
Code 1050 4050	Title Grant Income	Budgeted	Actual		Budgeted	Actual		+/- Under/over spend 3,436 58 (N/A)
Code 1050 4050 4051	Title Grant Income Grant Expenditure Warm Hub	Budgeted	Actual		Budgeted	Actual		+/- Under/over spend 3,436 58 (N/A) 480 72 (N/A)
Code 1050 4050 4051 4052	Title Grant Income Grant Expenditure Warm Hub Grant Expenditure Staff Salary	Budgeted	Actual		Budgeted	Actual		+/- Under/over spend 3,436 58 (N/A) 480 72 (N/A) (N/A)
Code 1050 4050 4051 4052	Grant Income Grant Expenditure Warm Hub Grant Expenditure Staff Salary Grant Expenditure Village Hall	Budgeted	Actual		Budgeted	Actual 480 72	480 72	+/- Under/over spend 3,436 58 (N/A) 480 72 (N/A) (N/A) (N/A)
Code 1050 4050 4051 4052	Grant Income Grant Expenditure Warm Hub Grant Expenditure Staff Salary Grant Expenditure Village Hall Grant Expenditure Projects	Budgeted	Actual 3,436 58	3,436 58	Budgeted	Actual 480 72 899 88	480 72 899 88	+/- Under/over spend 3,436 58 (N/A) 480 72 (N/A) (N/A) (N/A) 899 88 (N/A)
Code 1050 4050 4051 4052	Title Grant Income Grant Expenditure Warm Hub Grant Expenditure Staff Salary Grant Expenditure Village Hall Grant Expenditure Projects SUB TOTAL Summary NET TOTAL	Budgeted 29,017.00	Actual 3,436 58	3,436 58	Budgeted 29,017.00	Actual 480 72 899 88 2,332.34	480 72 899 88	+/- Under/over spend 3,436 58 (N/A) 480 72 (N/A) (N/A) (N/A) 899 88 (N/A)
Code 1050 4050 4051 4052	Grant Income Grant Expenditure Warm Hub Grant Expenditure Staff Salary Grant Expenditure Village Hall Grant Expenditure Projects SUB TOTAL Summary		Actual 3,436 58 3,436.58	3,436.58		Actual 480 72 899 88 2,332.34	480 72 899 88 -2,332.34	+/- Under/over spend 3,436 58 (N/A) 480 72 (N/A) (N/A) (N/A) 899 88 (N/A) 1,104.24 (N/A)

APPENDIX E



WHITE COLNE PARISH COUNCIL

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

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

To: Planning Department Braintree District Council

Date: 04/07/2025

Ref: 25/01405/HH

Details: Proposed of 4-bay outbuilding for garage/workshop use –

35 Colne Park Road, White Colne, Essex

RESPONSE: White Colne Parish Council...

Jim Morris

Parish Clerk

White Colne Parish Council

Email: clerk@whitecolneparishcouncil.gov.uk

Website: www.whitecolneparishcouncil.gov.uk



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Allotment Agreement 2025-26

An Agreement made on the 1st day of October 2025, between:

- 1. White Colne Parish Council ("the Council") and
- 2. ("the Tenant").

Telephone No:

Email:

WHEREBY IT IS AGREED as follows:

1. Agreement to let

The Council agrees to let and the Tenant agrees to take on a yearly tenancy from the 1st October 2024 of the allotment garden numbered **X** ("the Allotment") in the register of allotment gardens kept by the Council at the yearly rent of £00.00 payable yearly in advance and at a proportionate rent for any part of a year over which the tenancy may extend or such higher yearly rent of which notice shall have been given to the Tenant in accordance with Clause 4 hereof.

2. Tenant's agreements

The Tenant agrees with the Council:

- **2.1 Rent:** To pay the rent agreed in advance and without deduction otherwise than allowed by statute on the 29th day of September in each year.
- **2.2 Use of land**: The Tenant shall use the plot as an Allotment Garden only (that is to say wholly or mainly for the production of vegetables, flowers or fruit crops for consumption by the tenant and family) and for no other purpose, unless for the benefit of an official White Colne allotment society.

2.3 Cultivation:

- **2.3.1** To keep the Allotment clean, free from weeds and otherwise maintain it in a good state of cultivation and fertility and good condition, so as to not allow the allotment to be in neglect;
- **2.3.2** To keep any pathway included in or abutting on the Allotment reasonably free of weeds and equipment, and not restricted by fencing, so as to allow allotment holders and other valid parties free access to different parts of the site;
- **2.3.3** In light of the climate emergency, it is hoped that tenants will take positive steps towards water conservation, biodiversity (no use of chemicals or pesticides), and drought tolerant plants:
- **2.3.4** Hosepipes should only be used to fill water butts (if sufficient water has not been collected). No sprinklers are allowed.

2.4 Nuisance

- 2.4.1 Not to cause or permit any nuisance or annoyance whatsoever to the occupier of any other allotments or obstruct or encroach on any path or roadway set out by the Council for the use of the occupiers of the allotments and all other persons using the Council's land adjoining the Allotment Field of which the allotments form's part ("the Allotment Field").
 2.4.2 Not to park any vehicle or trailer on any path, hardened surface or roadway situated on the Council's land adjoining the Allotment Field, nor on the Meadows, without the Council's consent.
- **2.4.3** Bonfires must not cause any disturbance to users of adjacent land including the allotment field and the Meadows. Not at any time to leave unattended any bonfire on the Allotment, and to ensure that any bonfire is completely extinguished before leaving the Allotment.
- **2.5 Restriction on assignment**: Not to underlet, assign or part with possession of the Allotment or any part of it to another including friends or family, without written consent from the Council.
- **Trees and mineral extraction**: Not without the written consent of the Council to plant, cut or prune any timber or other trees, save for the purposes of maintaining fruit-bearing trees, or to take, sell or carry away any mineral, gravel, sand, earth, or clay.
- **2.7 Fences and gates**: To keep in repair any fences and any gates on the Allotment and to use their best endeavors to protect any other fence or gates in the Allotment Field and any notice board which has been or may at any time during the tenancy be erected by the Council upon the Allotment or the Allotment Field.
 - Entrance points must not be constructed or altered without consent from the Council.
- 2.8 Buildings: Not without the written consent of the Council to erect any building on the Allotment provided that consent shall not be refused under this clause to the erection of any building reasonably necessary for the purpose of keeping hens or rabbits or be unreasonably withheld to the erection of a garden shed.
 Any building permitted by the Council should be sited so as not to interfere with any adjacent allotment, interference to include obstructing rainfall, light or access. No large greenhouses in either glass or poly to be erected.
- **2.9 Barbed wire**: Not to use barbed or razor wire for a fence or any other purpose whatsoever.
- **2.10 Depositing of refuse**: Not to deposit or allow other persons to deposit on the Allotment any waste products, building materials or any decaying matter (except manure or compost in such quantities that may reasonably be required for the use in cultivation) or place such matter in the Allotment Field or on the Council's adjoining land.
- **2.11 Dogs**: Not to bring or cause to be brought into the Allotment Field any dog, unless the dog is on a leash and under control, without consent from the Council.
- **2.12** Restrictions on keeping animals or livestock: Not to keep any animals or livestock of any kind on the Allotment except hens or rabbits to the extent permitted by the Allotments Act 1950 Section 12.
 - Only one beehive is permitted on the whole allotment site at any one time, and the allotment holder is to produce annually a copy of the beekeeping insurance held.
- **2.13 Prohibition of notices**: Not to erect any notice or advertisement on the Allotment.
- **2.14** Restrictions to admittance to the Allotment: That the Council shall have the right to refuse admittance to any person other than the Tenant or a member of their immediate family to the Allotment unless accompanied by the Tenant or a member of their immediate family.
- **2.15 Dispute between occupiers**: That any cause of dispute between the Tenant and other occupier of any other allotment in the Allotment Field shall be referred in writing to the Council whose decision shall be final.
- **2.16 Information of change of address**: That the Tenant shall inform the Council immediately of any change of their address.
- **2.17 Yielding up**: That the Tenant shall yield up the Allotment at the termination of the tenancy created by this agreement in such conditions as shall be in compliance with the terms contained in this agreement and in a state of good order.
- **2.18 Inspection**: That any officer or agent of the Council shall be entitled at any time when so directed by the Council to enter and inspect the Allotment.

2.19 Special conditions: That the tenant shall observe and perform any other special condition which the Council considers necessary to preserve the Allotment from deterioration and of which notice shall be given to the Tenant in accordance with Clause 5.

3. Termination of the tenancy

- 3.1 This tenancy shall terminate on the first rent day following the death of the Tenant.
- **3.2** This tenancy may also be terminated in any of the following ways:
 - i. By the Council giving to the tenant 12 months' notice in writing expiring on or before the 29th September in any year;
 - ii. If the rent, or any part of it, is in arrears for a period exceeding 42 days, whether the arrears has been legally demanded or not;
 - iii. If it appears to the Council that there has been a breach of the conditions and agreements on the part of the tenant contained in this Agreement and provided that if such breach is of the conditions or rules affecting the cultivation of the allotment garden; iv. If 3 months or more has lapsed since the commencement of the tenancy and the allotment has stood empty or fallen into disrepair;
 - v. If the allotment is not maintained regularly and falls into disrepair over a period of 3 months or more:
 - vi. If the tenant changes address to one outside the Parish of White Colne. Termination to be on the first rent day after the move.
- **3.3.1 Succession**: Following the death of the tenant there will be a single right of succession from spouse to spouse or civil partner once only.

4. Rent increases

The Council may from time to time increase the yearly rent referred to in Clause 1. Such an increase will be done with 12 months' notice on the Tenant in accordance with Clause 5. Such rent increase shall commence from the 29th day of September following the expiry of the 12-month notice period.

5. Notices

Any notice required to be given by the Council to the Tenant may be signed on behalf of the Council by the council Clerk and may be served on the Tenant either personally, by email, or by leaving it at his/her last known address or letter sent by the recorded delivery service addressed to him/her there or by fixing the same in some conspicuous manner on the Allotment comprised in this agreement. Any notice required to be given by the Tenant to the Council shall be sufficiently given if signed by the Tenant and sent by email or in a prepaid First-Class post letter to the Clerk to the Council.

Signed Jim Morris Clerk to White Colne Parish Council
Witness Jan e Tay1or Chairperson – White Colne Parish Council
Signed Tenant

Witness



WHITE COLNE PARISH COUNCIL

White Colne Village Hall, Bures Road, White Colne, CO6 2QA. <u>clerk@whitecolneparishcouncil.gov.uk</u>

INVOICE

1st October 2025

Ms X Village Green White Colne Essex

Allotment Plot 0: 01.10.2025 - 30.09.2026

Rent due £00.00

PAYMENT DETAILS: The preferred method is by bank transfer.

White Colne Parish Council Sort Code 60-83-01 Account Number 20394220

Please advise Jim by email after the payment has been made: clerk@whitecolneparishcouncil.gov.uk

White Colne Meadows

29.05.2025 10:44

Hi

Came across the Meadows public area the other day whilst out walking with friends. A really wonderful space and setting.

It is clearly well looked after and a great credit to the Parish Council.

All the best.

Philip Cunningham - from Manningtree



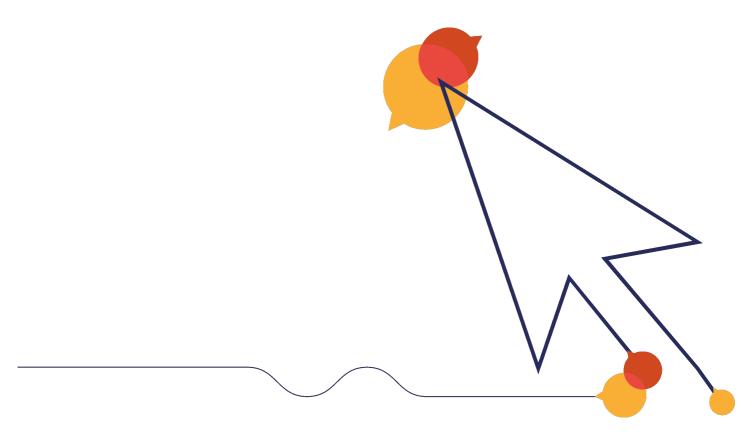
Safety Inspection Report

Annual Inspection

White Colne Meadows



17 June 2025







Safety Inspection Report

Annual Inspection

Site name: White Colne Meadows

Date of inspection: **17 June 2025**Inspector: **Emma Cheshire**

w3w.co/Formless.tidying.square







Signage - Info		Innate risk score: 2
Description	Tasks	Risk score
Fixtures loose or missing.	Tighten/replace.	10
Dog ban & ownership signs recommended.	See https://www.rospa.com/play- safety/advice/signs	6
BBQ Area		Innate risk score: 6
Description	Tasks	Risk score
Monitor.	Monitor.	4
Seating - Benches & Table	S	Innate risk score: 3
Description	Tasks	Risk score

No Findings

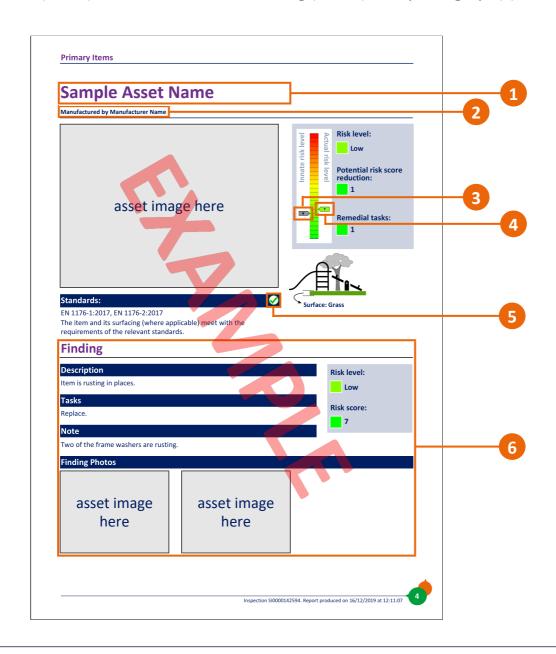
Agility Trail - Timber		Innate risk score: 4
Description	Tasks	Risk score
Timber is decayed.	Replace affected parts.	12
This equipment relies on one post for its stability. Special attention should be paid to maintenance (e.g. by monitoring degradation) and if necessary decommissioning the item before the end of its operating life. This is a requirement of	Consult with the manufacturer's guidance to determine suitable maintenance.	9
Timber is decayed.	Replace affected parts.	6
There are natural splits / shakes in the timbers.	DO NOT fill shakes. Monitor and sand back any splintered edges as required.	6
Surface has holes in it.	Repair.	6
Cap missing.	Replace.	5
Swing - Mixed - 2 Bay 2 Ju	nior 2 Toddler Seat	Innate risk score: 6
Description	Tasks	Risk score
Timber is decayed.		
	Read the notes for further action., We recommend resistance penetration testing to determine the internal condition of the timber. We can undertake this testing at additional cost. Please contact us for details.,	8
Bird fouling present.	recommend resistance penetration testing to determine the internal condition of the timber. We can undertake this testing at additional	8
	recommend resistance penetration testing to determine the internal condition of the timber. We can undertake this testing at additional cost. Please contact us for details., Consider fitting an anti-bird strip or upward-facing cable ties to the top bar	
Bird fouling present.	recommend resistance penetration testing to determine the internal condition of the timber. We can undertake this testing at additional cost. Please contact us for details., Consider fitting an anti-bird strip or upward-facing cable ties to the top bar to prevent birds from landing.	<mark></mark> 8

No Findings

The assets on site are categorised as **Ancillary Items** or **Play Items**, and listed under those headings.

Each item is listed in the style shown in the image below, which contains labels to aid interpretation as follows:

- 1) The name of the asset
- 2) The manufacturer of the asset, if known,
- 3) The innate or default risk score of the asset, assuming it has no faults and complies with standards,
- 4) The actual risk score of the asset at the time of inspection, being the highest of the finding risks or the innate risk,
- 5) A statement about whether the item complies with the appropriate standards, including the names of those standards,
- 6) Details about findings, if any, including what is wrong (Description), what to do about it (Tasks), notes to aid understanding (Notes), and photograph(s) of the issue.



Signage - Info





Maintenance Finding

Description

Fixtures loose or missing.

Tasks

Tighten/replace.

Risk level:

Medium

Risk score:

10



Description

Dog ban & ownership signs recommended.

Tasks

See https://www.rospa.com/play-safety/advice/signs

Risk level:

Low

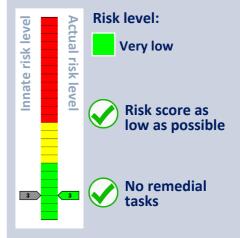
Risk score:

6

Photo not possible

Seating - Benches & Tables





BBQ Area







Maintenance Finding

Description

Monitor.

Tasks

Monitor.

Note

Monitor when in use while children are on site.



Risk level:

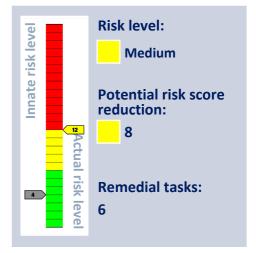
Low

Risk score:

Agility Trail - Timber

Manufactured by Hand Made Places Ltd







Standards:

EN 1176-1:2017+A1:2023

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

Maintenance Finding

Description

Timber is decayed.

Tasks

Replace affected parts.

Note

Lots of decay at ground level and in top bar.

Risk level:

Medium

Risk score:

12









Description

This equipment relies on one post for its stability. Special attention should be paid to maintenance (e.g. by monitoring degradation) and if necessary decommissioning the item before the end of its operating life. This is a requirement of the British Standard.

Risk level: Medium Risk score:

Tasks

Consult with the manufacturer's guidance to determine suitable maintenance.



Description

Timber is decayed.

Tasks

Replace affected parts.

Note

Top of the suspension bridge posts decayed. As well as balance beam.

Risk level: Low Risk score: 6

Finding Photos







Maintenance Finding

Description

There are natural splits / shakes in the timbers.

Tasks

DO NOT fill shakes. Monitor and sand back any splintered edges as required.

Risk level:

Low

Risk score:

6



Description

Surface has holes in it.

Tasks

Repair.

Risk level:

Low

Risk score:

6

Finding Photos



Maintenance Finding

Description

Cap missing.

Tasks

Replace.

Risk level:

Low

Risk score:

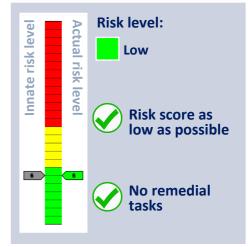
5



Climber - Frame & Net

Manufactured by (Unknown)







Standards:

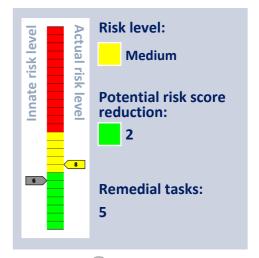
EN 1176-1:2017+A1:2023

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

Swing - Mixed - 2 Bay 2 Junior 2 Toddler Seat

Manufactured by (Unknown)







Standards:

EN 1176-1:2017+A1:2023, EN 1176-2:2017

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

Maintenance Finding

Description

Timber is decayed.

Tasks

Read the notes for further action., We recommend resistance penetration testing to determine the internal condition of the timber. We can undertake this testing at additional cost. Please contact us for details., Replace affected parts.

Risk level:

Medium

Risk score:

8

Note

At least four posts starting to decay at ground level. Monitor all timbers for decay.

Finding Photos







Maintenance Finding

Description

Bird fouling present.

Tasks

Consider fitting an anti-bird strip or upward-facing cable ties to the top bar to prevent birds from landing.

Risk level:

Medium

Risk score:

8



Maintenance Finding

Description

Bolt(s) loose.

Tasks

Read the notes for further action.

Note

Shackles loose in top bar.

Finding Photos



Risk level:

Low

Risk score:

7

How This Inspection Contributes to Your Annual Main Inspection

The owner/operator is responsible for following the guidance of the relevant standards. The standards give guidance on the installation, inspection, maintenance and operation of the various types of facility. The inspection guidance is listed in Table 1, with an indication of which parts will be included in your RoSPA inspection [the items in the first column are the items which comprise an "Annual Main Inspection", the second column shows which elements form part of a RoSPA inspection, items with a cross are not included, some items may have limitations as shown in the notes to the Table 1). The standards also contain additional parts which the owner/operator should follow.

Table 1

Inspection Recommendations of relevant standards	Included in
These form the Annual Main Inspection	RoSPA
	Inspection?
6.1 d) Overall levels of safety of equipment (see note 1)	√ [1]
6.1 d) Overall levels of safety of foundations (see note 1)	√ [1]
6.2 d) Overall levels of safety of playing surfaces (see note 2)	√ [2]
6.1 d) Compliance with the relevant parts of the standard and or risk assessment (see note 3)	√ [3]
6.1 d) Effects of weather	✓
6.1 d) Presence of rot, decay or corrosion (see note 1)	√ [1]
6.1 d) Assessment of repairs made or added or replaced components (see note 4)	√ [4]
6.1 d) Excavation or dismantling/additional measures	×
6.2.1 Assessment of glass reinforced plastics (see note 5)	√ [5]
6.2.1 Inspection of one post equipment (see note 1)	√ [1]
6.2.4 Undertaking the Operators inspection protocol	✓
6.2 c) Presence of rot or corrosion (see note 2)	√ [2]
6.2 c) Assessment of repairs made/added or replaced components (see note 5)	×
N.B. The clause numbers above are taken from BS EN 1176-7:2020. The content is equally applicable to all other relevant standards. Playgrounds contains a range of equipment from different manufacturers and installed over a number of years; operators should implement any guidance provided by the manufacturer. Item specific detail is not readily available to RPII Playground Inspectors, whose report contributes to the operator's overall Annual Main Inspection as details in the relevant standard.	
Notes [1] A manual test only is undertaken for stability. Wear and instability are only detectable where readily apparent without dismantling or destruction and without the use of tools, excavation or specialist equipment. Rot and corrosion are tested for with a hammer and/or steel rod. Decay in timber may exist which can only be found with specialist equipment. We therefore cannot be held responsible for the presence of such decay. [2] Only the visible condition and dimensional compliance of surface extent is considered. Neither testing of impact attenuating properties nor measurement of the thickness of bound surfaces are undertaken on annual inspections. We can conduct impact testing for additional fees. [3] The inspection assesses compliance where this can be tested on site using manual methods without dismantling, destruction and without the use of tools or specialist equipment [4] The operator should use manufacturer's recommended parts, or equivalent. We are unable to verify if such parts have been used, and any subsequent change in quality or performance [5] Visible glass fibres will be noted in reports. The operator is responsible for repairs or replacement.	



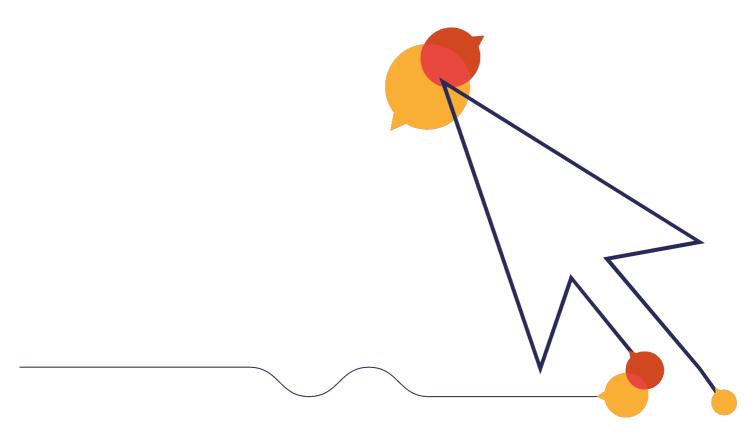
Safety Inspection Report

Annual Inspection

Bures Road



17 June 2025







Safety Inspection Report

Annual Inspection

Site name: Bures Road

Date of inspection: 17 June 2025
Inspector: Emma Cheshire







Seating - Benches	Innate risk score: 3	
Description	Tasks	Risk score
Item is not secure.	Secure.	6
Signage		Innate risk score: 2
Description	Tasks	Risk score
Vegetation obstructing sign or causing hazard.	Remove.	6
Loose in ground.	Monitor.	3

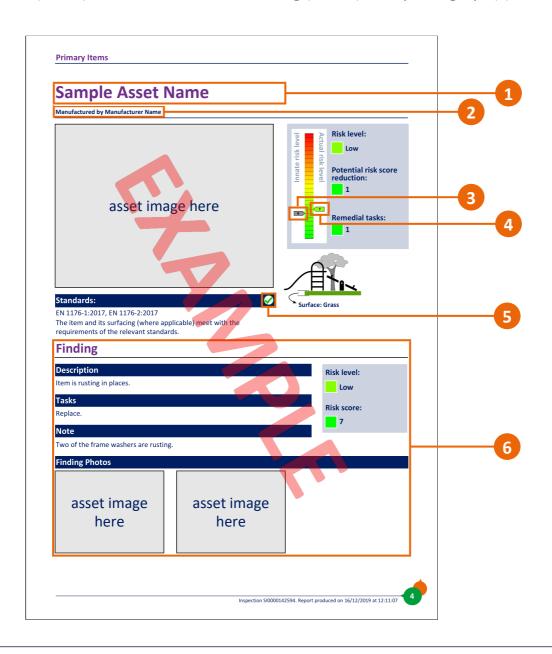
Goal Post - With Rebot	Innate risk score: 8	
Description	Tasks	Risk score
Fixtures loose or missing.	Tighten/replace.	2
Basketball Post		Innate risk score: 7
Description	Tasks	Risk score
No Findings		
Table Tennis Table		Innate risk score: 7
Description	Tasks	Risk score

No Findings

The assets on site are categorised as **Ancillary Items** or **Play Items**, and listed under those headings.

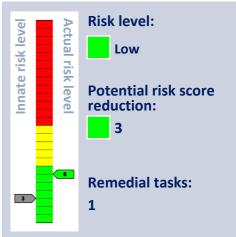
Each item is listed in the style shown in the image below, which contains labels to aid interpretation as follows:

- 1) The name of the asset
- 2) The manufacturer of the asset, if known,
- 3) The innate or default risk score of the asset, assuming it has no faults and complies with standards,
- 4) The actual risk score of the asset at the time of inspection, being the highest of the finding risks or the innate risk,
- 5) A statement about whether the item complies with the appropriate standards, including the names of those standards,
- 6) Details about findings, if any, including what is wrong (Description), what to do about it (Tasks), notes to aid understanding (Notes), and photograph(s) of the issue.



Seating - Benches





Maintenance Finding

Description

Item is not secure.

Tasks

Secure.

Risk level:



Risk score:





Signage





Maintenance Finding

Description

Vegetation obstructing sign or causing hazard.

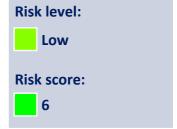
Tasks

Remove.

Note

Cut back vegetation from around the sign.





Maintenance Finding

Description

Loose in ground.

Tasks

Monitor.

Risk level:

Very low

Risk score:

3



Basketball Post

Manufactured by (Unknown)







Standards:

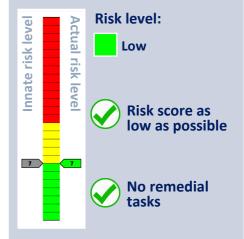
EN 1270:2005, EN 15312:2007+A1:2010

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

Table Tennis Table

Manufactured by (Unknown)







Standards:

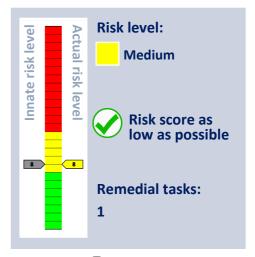
None

There are no standards applicable for this unit, but the safety requirements and principles of other standards have been used to ensure the unit is suitably safe.

Goal Post - With Rebound Panels

Manufactured by (Unknown)







Standards:

EN 748:2013, BS 8461:2005+A1:2009

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

Maintenance Finding

Description

Fixtures loose or missing.

Tasks

Tighten/replace.

Risk level:

Very low

Risk score:

2



General Notes

The risk scores are calculated by plotting the likelihood of harm against the severity of the injury sustained. The likelihood is given a score of 1 to 5, and the severity is given a score of 1 to 5. In doing this a matrix is produced which gives a numerical assessment of the risk on a score of 1 to 25, and a judgement is made as to which risks are low, which are medium and which are high. Risk scores may be adjusted in the light of experience and therefore may not be exactly as per the table. For example, a score of 7 may be noted.

Risks are calculated in this way:

- 1. An assessment of the likelihood of harm taking place is made using the numbers 1 to 5, by following these descriptions:
 - a. 1 = Rare
 - b. 2 = Unlikely
 - c. 3 = Moderate
 - d. 4 = Likely
 - e. 5 = Certain
- 2. An assessment of the severity of the injury sustained is made using the numbers 1 to 5, by following these descriptions:
 - a. 1 = Insignificant
 - b. 2 = Minor
 - c. 3 = Moderate
 - d. 4 = Major
 - e. 5 = Catastrophic
- 3. The two numbers are multiplied to give a risk score on a scale of 1 to 25.
- 4. Scores of 1 to 7 inclusive are considered to be low risk and are considered to be tolerable where this is the innate risk of the item, but where remedial works are identified these should be undertaken,
- 5. Scores of 8 to 12 are considered to be medium risk and some control measures may be identified to reduce the risks to low, tolerable levels,
- 6. Score of 13 and above are considered to be high risk and urgent action is considered to be necessary to reduce the risks to tolerable levels.

General Notes

It is important to note that where an outcome is catastrophic, but for which the likelihood is rare this will present a score of $1 \times 5 = 5 = low risk$. Similarly, a certain event for which the consequence is insignificant will present a score of $5 \times 1 = 5 = low risk$. It is important to consider likelihood and consequence, and not just one of the factors in isolation.

The multiplication of the factors into a risk matrix is given here in Table 1, with a judgement made as to risk scoring indicated by colour.

Green = LOW risk, Amber = MEDIUM risk, Red = HIGH risk.

Table 1 – Risk Score Matrix

	Severity					
		1	2	3	4	5
L		Insignifi-	Minor	Moderate	Major	Catastro-
i		cant				phic
k	1 = Rare	1	2	3	4	5
е		LOW	LOW	LOW	LOW	LOW
I	2 = Unlikely	2	4	6	8	10
i		LOW	LOW	LOW	MEDIUM	MEDIUM
h	3 = Moderate	3	6	9	12	15
0		LOW	LOW	MEDIUM	MEDIUM	HIGH
0	4 = Likely	4	8	12	16	20
d		LOW	MEDIUM	MEDIUM	HIGH	HIGH
	5 = Certain	5	10	15	20	25
		LOW	MEDIUM	HIGH	HIGH	HIGH

Inspection Scope

The inspections are undertaken using the RPII's inspection scope.

Compliance with Standards

Inspections are undertaken with reference to the appropriate standards, which are listed next to each item. Compliance with these standards is not mandatory in law, but it is useful to know whether items comply or not. If we think a change is needed, then this is noted in our report. Non-compliance does not necessarily mean that a change is needed. Where a standard is undated the current version is applied, unless overlap periods are allowed by the standards committee at the time of update. The information provided herein is to assist the owner/operator to fulfil its responsibilities as detailed in the relevant standards. Other standards referenced within the listed standards do not form part of this inspection, unless they are also explicitly listed here.

The listed standards are relevant to all installations of equipment which are publicly accessible, including public parks, pay to play parks, schools, nurseries, public houses, holiday parks, indoor play centres, farm parks and the like. All equipment used in publicly accessible areas should meet with the requirements of the relevant listed standard.

Additionally, EN 1176-7 provides guidance on installation, inspection, maintenance and operation to owners/operators of equipment and ancillary items. In the United Kingdom the National Foreword forms an important part to the understanding and implementation of the recommendations set out in EN 1176-7. It clarifies the application of the document within the UK as best practice guidance, as the document has been used since its initial publication. Therefore the EN 1176-7 contains no requirement in the UK and needs to be read and implemented as guidance, with the use of the terms 'shall' therefore becoming a recommendation, as in the term 'should'.

Domestic equipment falls outside the scope of standards for publicly accessible spaces. Domestic play equipment has its own standard (BS EN 71 – Safety of Toys). Where domestic equipment can be identified this will be acknowledged in the report, but compliance may be assessed to the applicable standard relating to publicly accessible equipment.

When water play items, including spray parks, are inspected any comments concerning compliance within the inspection will refer to EN 1176. We have not assessed these against the requirements of EN 17232 (Water play equipment and features).

Compliance with standards is not always a clear-cut thing. Some interpretation can be needed, and our interpretation may differ from the interpretation of others. In some cases, we may decide not to note non-compliance in cases where we think it may mislead or be unhelpful so to do.

What We Inspect

Annual and Post Installation inspections will take into consideration compliance with current standards and defects related to wear and vandalism. Items not listed in the report have not been included in the inspection. The inspection will cover the playground equipment and the active area (that area which is obviously part of the playground), nominally up to 3.0 metres around, the fence line if closer, or other areas as agreed.

Operational inspections only take into consideration defects related to cleanliness, equipment ground clearances, ground surface finishes, exposed foundations, sharp edges, missing parts, excessive wear (of moving parts), structural integrity, wear and vandalism. Routine visual inspections (if undertaken) relate only to the most obvious defects such as broken or missing parts, vandalism and issues created by severe weather conditions (the intention is to identify hazards created by storm damage).

The inspection is non-dismantling, non-destructive and does not include any structural, toxicology or impact assessments defined in the standard; however, the inspector will undertake a manual test for stability and if equipment fails under manual load, or any other hazard is identified as an unacceptable risk, the owner/operator will be notified as soon as practicably possible.

The inspector will access all reasonably accessible equipment and will assess all reasonably accessible parts above the standing surface. Where it is not possible to access parts of the equipment without employing an alternative means of access the report will record the action required by the owner/operator to ensure the continued safe use of the equipment. Ancillary equipment will be assessed using the inspector's knowledge and experience of the standards named in this document to ensure as far as is reasonably practicable the continued safe use of the items concerned. The owner/operator is responsible for the overall safety of the equipment and area. Inspectors who are trained to use ladders may use them where it is safe to do so, but if members of the public are present on site ladders may not be used to access the equipment.

What We Don't Inspect

The inspector will not undertake any of the following works unless specifically agreed in writing at the time of order:

Checking the depth and underlying structural integrity of any surface areas and/or carrying out any testing of impact absorbing properties of any surfaces. The identification of any corrosion, rot or other deterioration in any apparatus or equipment other than by an external inspection or the inspection of any equipment (or part thereof) that is underground or beneath the playing surface. Tightening any bolts, hinges or other fixing devices on any apparatus or equipment. Assessing or inspecting any electrical installations contained on any site and/or apparatus and/or equipment. Assessing or inspecting any water supplies and/or water features and/or any associated computerised systems (including carrying out any programming).

General Notes

The owner/operator should have a 'design risk assessment' provided by the manufacturer/designer of the area for the equipment and location in which the facility is installed.

We have inspected without dismantling or destruction and so some aspects of the relevant standards may not be testable on site.

The operator is responsible for managing risks of their provision and is required by law to carry out a 'suitable and sufficient assessment' of the risks associated with a site or activity and this inspection shall be considered as contributing to the operator's discharge of this responsibility.

Exposure to Risk

Exposure to acceptable levels of risk and challenge is essential to children's development and allows them to exercise their right to play. Therefore, it can be judged that levels of risk above low risk can be acceptable. The risk scores shown allow the operator to make a judgement after first considering the benefit of the activity to which the risk score relates.

Ownership

There may be cases where we report issues that are not the site owner's responsibility. It is not necessarily possible for us to determine who owns what, and in any case we need to bring all risks to your attention if they can affect the safety of the site's users.

Contemporaneous Findings

Our report shows the findings at the time of inspection. Subsequent events may affect the condition of the site. Suggested remedial actions are based upon our knowledge and experience. The owner/operator should seek the advice of the manufacturer or a competent person when undertaking repairs and/or modifications to equipment.

Timber

Where timbers are set into the ground it is not always possible to determine levels of decay. The owner/operator should ensure it conducts appropriate inspections to identify decay before it becomes a problem.

We can undertake more in-depth testing of your playground timbers using resistance penetration.

Timber is known to decay from the inside out. This makes it very important that you ensure proper testing and inspection is undertaken of your playground timbers, especially where defects may be hidden inside the structures. Testing using resistance penetration can help to identify defects before they become outwardly apparent, but can also confirm the condition of good timbers to prevent premature replacement with its associated costs. The testing is undertaken using a specialist machine, which uses electronically controlled drill resistance measurement. The drill is fine enough that it does not cause permanent damage to reduce the lifespan of the equipment.

Please contact us for pricing and further information.

Planting and Trees

Where planting or trees are mentioned in our report, please be advised that we do not undertake any arboricultural, horticultural or toxicological assessment of suitability or condition. You must ensure you undertake suitable inspections from an appropriate expert.

How This Inspection Contributes to Your Annual Main Inspection

The owner/operator is responsible for following the guidance of the relevant standards. The standards give guidance on the installation, inspection, maintenance and operation of the various types of facility. The inspection guidance is listed in Table 1, with an indication of which parts will be included in your RoSPA inspection [the items in the first column are the items which comprise an "Annual Main Inspection", the second column shows which elements form part of a RoSPA inspection, items with a cross are not included, some items may have limitations as shown in the notes to the Table 1). The standards also contain additional parts which the owner/operator should follow.

Table 1

Inspection Recommendations of relevant standards	Included in
These form the Annual Main Inspection	RoSPA
	Inspection?
6.1 d) Overall levels of safety of equipment (see note 1)	√ [1]
6.1 d) Overall levels of safety of foundations (see note 1)	√ [1]
6.2 d) Overall levels of safety of playing surfaces (see note 2)	√ [2]
6.1 d) Compliance with the relevant parts of the standard and or risk assessment (see note 3)	√ [3]
6.1 d) Effects of weather	✓
6.1 d) Presence of rot, decay or corrosion (see note 1)	√ [1]
6.1 d) Assessment of repairs made or added or replaced components (see note 4)	√ [4]
6.1 d) Excavation or dismantling/additional measures	×
6.2.1 Assessment of glass reinforced plastics (see note 5)	√ [5]
6.2.1 Inspection of one post equipment (see note 1)	√ [1]
6.2.4 Undertaking the Operators inspection protocol	✓
6.2 c) Presence of rot or corrosion (see note 2)	√ [2]
6.2 c) Assessment of repairs made/added or replaced components (see note 5)	×
N.B. The clause numbers above are taken from BS EN 1176-7:2020. The content is equally applicable to all other relevant standards. Playgrounds contains a range of equipment from different manufacturers and installed over a number of years; operators should implement any guidance provided by the manufacturer. Item specific detail is not readily available to RPII Playground Inspectors, whose report contributes to the operator's overall Annual Main Inspection as details in the relevant standard.	
Notes [1] A manual test only is undertaken for stability. Wear and instability are only detectable where readily apparent without dismantling or destruction and without the use of tools, excavation or specialist equipment. Rot and corrosion are tested for with a hammer and/or steel rod. Decay in timber may exist which can only be found with specialist equipment. We therefore cannot be held responsible for the presence of such decay. [2] Only the visible condition and dimensional compliance of surface extent is considered. Neither testing of impact attenuating properties nor measurement of the thickness of bound surfaces are undertaken on annual inspections. We can conduct impact testing for additional fees. [3] The inspection assesses compliance where this can be tested on site using manual methods without dismantling, destruction and without the use of tools or specialist equipment [4] The operator should use manufacturer's recommended parts, or equivalent. We are unable to verify if such parts have been used, and any subsequent change in quality or performance [5] Visible glass fibres will be noted in reports. The operator is responsible for repairs or replacement.	



Playsafety Ltd 78 Shrivenham Hundred Business Park Watchfield SWINDON SN6 8TY +44 (0)1793 317470

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Village Hall Solar Energy Report

Reporting Period: September 2024 – June 2025

Prepared: July 2025

1. Overview

Since installation, the solar panels at the village hall have produced **10.64 MWh** of electricity. The system has contributed to both environmental sustainability and cost savings. However, delays with energy providers have limited the financial benefit to date.

2. Energy Performance

Category	<u>Lifetime Total</u>
Production	10.64 MWh
Exported to Grid	6.55 MWh
Grid Electricity Purchased	2.47 MWh
On-site Consumption	6.31 MWh

Key observations:

- Roughly 62% of all generated electricity was exported to the grid.
- The hall used **6.31 MWh** of electricity, much of it during winter months when solar output was lower.
- Grid imports peaked in January (691.1 kWh), reflecting low winter production and higher energy demand.

3. Financial Summary

Category Amount
EV Charging Income£181
Export Tariff Income Pending
Estimated Export Income (June) ~£188.40 (based on 1.57 MWh @ £0.12/kWh)

We only just succeeded in registering for the **Scottish Power export tariff** at 12p/kWh, after repeated delays dating back to **September 2024**. We expect to begin receiving export payments from **June 2025 onward**. This delay has significantly affected our potential income.

We are also **still waiting to complete registration with Urban Chain**, who offer a more competitive **import tariff** and **lower standing charges**. These negotiations have taken far longer than anticipated.

4. Sector Challenges

Delays in registering councils for export tariffs are becoming a widespread issue. Many local councils have reported similar difficulties in engaging with energy providers. Some councils are **considering complaints to the Energy Ombudsman** due to the lack of responsiveness and prolonged setup periods.

5. Next Steps

- Await first export income invoice from Scottish Power (expected for June).
- Continue negotiations with Urban Chain to finalise import tariff agreement.
- Consider joining any collective parish council representations to the ombudsman or relevant regulatory bodies.
- Monitor usage during summer to further reduce grid dependence.

Energy useage	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Lifetime
kWh unless stated											
								1.85	1.89	2.01	
Production	1MWh	758.2	352.6	200.9	373.2	474.1	774.8	MWh	MWh	MWh	10.64MWh
								1.27	1.47	1.57	
Export	731.7	366.1	16.3	0.8	50.2	45.5	390.5	MWh	MWh	MWh	6.55MWh
Grid Purchase	4.9	52.1	400.6	537.5	691.1	483.8	126.2	63.4	20.3	29.4	2.47MWh
Consumption	249.4	378.2	696.2	709.4	960.1	848.3	462.4	618.4	411.5	456.3	6.31MWh
Monta EV income			22.28		42.66			39.65	29	47	£181

Haverhill Wranglers country music band

27.06.2025 11:07

The Clerk
White Colne Parish Council

Dear Jim Morris

My name is Bill Taylor and I am the founder member of the Haverhill Wranglers country music band.

It is my pleasure to formally introduce our band to the parish council. We are a seven-piece ensemble, and we meticulously design our concerts to best suit the anticipated audience. We take pride in delivering engaging performances that celebrate the rich heritage of country music, and we would love the opportunity to bring our unique sound and energy to your community. If the parish council is interested, we would be delighted to discuss how we can contribute to your upcoming events or gatherings, tailoring our performance to ensure it is both memorable and enjoyable for all attendees.

We are confident that our performance can add a special touch to your community's events, fostering a sense of togetherness and joy through timeless melodies and heartfelt lyrics. Our band is fully equipped to handle all technical aspects, including sound equipment and setup, ensuring a hassle-free and professional experience. Should you wish to explore this collaboration further, we would be happy to provide additional details about our repertoire, availability, and any specific requirements. We would greatly appreciate you taking time to consider this opportunity to bring the spirit of country music to your community.

We would be honored to work closely with you and the parish council to ensure our performance aligns perfectly with the vision and values of your community. Whether it be an intimate gathering, a festive celebration, or a larger community event, our commitment remains unwavering in creating an atmosphere of joy, connection and shared appreciation for country music.

When we perform at events where all the proceeds are used for charitable purposes, the band will play free of charge. For non-charitable events and private functions, we negotiate an appropriate fee.

You may wish to visit our website https://haverhillwranglers.com/

Kindest regards Bill Taylor





Criteria for Rural England Prosperity Fund grants – Rural organisations and Parish Councils

- a) An application can be made by a Community/Voluntary/Parish Council with a project in an eligible rural area.
- The District Council must be satisfied that the application to be in the interests of their b) local inhabitants.
- Applications can be made within the application period as shown on the website, c) although they will only be considered once all information is provided. Projects must **not** start until the Grant funding has been awarded and a signed contract is in place.
- Grants may only be made for capital projects. This means that they must be spent on d) assets such as a building or equipment which are expected to be used for a period of at least one year. This may include enhancements to existing assets which:
 - Significantly lengthen the life of the asset.
 - Significantly increase the value of the asset.
 - Significantly increase usefulness of the asset.

It will not include minor repairs and routine maintenance. Grant recipients cannot use grants to fund domestic property improvements or to buy private vehicles. Grant recipients cannot spend grants on revenue costs such as running costs, commissioning advice, design and project management costs for any projects, or promotional activities.

- The grant must be used for community purposes and should demonstrate value for e) money and additionality. Consideration must be given to how the project may contribute to net zero and nature recovery objectives. As a minimum consideration must be given to the project's impact on natural assets and nature.
 - Consideration will be given to the economic, environmental and social benefits of the project when assessing the application.
- f) REPF cannot be used to support projects or costs where there is a statutory duty to provide them.
- Applicants are required to demonstrate that their project meets the requirements of g) REPF intervention. Further information can be found in Appendix 1 of the application.
- h) Funding for projects on land not directly in the ownership of the rural organisation concerned, will ordinarily only be considered if the rural organisation has obtained

written agreement from the landowner and that the land will be available for use for the purpose of the grant for a period of at least 5 years (e.g. the construction of a multi-use sports area on third party land leased to a rural organisation for a period of over 5 years). The landlord's written permission for the improvements must be obtained where this is a condition of the tenancy. In addition, the applicant must provide written evidence of the tenancy agreement, including the duration of the agreement remaining if it is a fixed term arrangement. The Council may request to see a copy of the full tenancy agreement.

- i) The District Council wishes to see assistance from REPF maximised and, in any event, it may not have sufficient funds to assist all the requests put forward by rural organisations or rural Parish Councils. The District Council would prefer to give assistance to a rural Parish Council or rural organisation that has made efforts to provide a reasonable contribution from its own resources or other sources. Therefore, the contribution to a project in the form of a REPF grant will normally be limited and applicants should be able to demonstrate that co-funding of 20% (discretionary) towards the cost of the project will be met from sources such as:
 - (i) Fundraising generally
 - (ii) Grant applications from other bodies
 - (v) Fundraising from the Parish Precept
 - (vi) Contribution by the Parish Council
- j) In determining the grant application, due regard will also be given to the level of financial reserves held by the Parish Council or rural organisation, the annual income and expenditure, and the ability or otherwise to generate additional income.
- Where funding is awarded the District Council will not be responsible for meeting any ongoing revenue costs. Applicants may be required to demonstrate that arrangements are in place to meet any ongoing costs arising from the project. Evidence may be requested that the project and/or its ongoing operation will meet any legislative requirements (for example health and safety requirements).
- I) Where funding is awarded the recipient rural organisation is required to install a plaque at a location readily visible to the public, bearing the appropriate UK government logos, project name and standardised text. Co-branding is only allowed with lead local authorities or funders. Please refer to the UKSPF branding document for further guidance UK (www.gov.uk). Evidence of compliance with branding and publicity guidance should be provided to Braintree District Council for monitoring and audit purposes.
- m) Where funding is awarded, payment will be made to the recipient upon completion of the Grant funding agreement by both parties. Payment of the grant will then be made. Evidence of the project completion and the costs incurred will need to be provide. Banks statement (of the organisation) showing payments and a copy of the supplier's invoice will need to be provided. Failure to do so may result in the recovery of the grant.
- n) Where funding is awarded, the recipient is required to record the outcomes and outputs of the project and provide these to the District Council by the date given in the Award

- letter. Please refer to the website for further information on the indicative outcomes and outputs and ensure Appendix 2 in the application is fully completed.
- Your application must be accompanied by at least one quote for each item up to £2499. You must provide three quotes for each aspect of the works or goods costing £2,500 or more Awards will be based on the lowest quote provided except where the applicant can demonstrate that this option does not represent the best value for money. The District Council may seek independent corroboration of any costs/quotes set out in the application.
- p) Release of funding will be dependent upon the whole project being fully funded unless otherwise explicitly stated in the Award letter.
- q) Awards must be used only for the purposes set out in the application and as specified in the Award letter. Where a change is proposed to the project, for any reason, the applicant must seek confirmation from the REPF Project Manager that the offer of funding remains valid
- r) If the cost of either the project as a whole or specific items for which a grant has been awarded are less than set out in the application, the District Council will expect the difference to be repaid.
- s) It is expected that VAT will be reclaimed wherever possible where the applicant is a Parish Council. Applications should clearly set out the VAT element of any costs and state the position regarding the reclaiming of VAT. Where, in the opinion of the District Council, VAT may be reclaimed any award will be based on costs net of VAT.

Please contact repfenquiries@braintree.gov.uk if any of the above needs' clarification.

Grant Funding Report – July 2025

Rural Prosperity Fund

The Rural Prosperity Fund has reopened for a new round of applications, although the available funding is significantly reduced compared to previous years.

We initially considered applying for an outdoor gym; however, now that the application form and criteria have been published, it appears unlikely that we would meet the eligibility requirements. The fund continues to emphasise alignment with **net zero objectives**, which our proposed project does not strongly support.

In addition, the accompanying guidance notes state:

"The fund is limited, so priority may be given to projects that have not previously received support, even if applying for a different project."

Given that we received over £40,000 from this fund last year, in addition to separate grants for the community garden and natural play areas, it may be unwise to submit another application so soon. It is likely that any new bid would be deprioritised in favour of first-time applicants.

Recommendation:

I suggest we take time to consult further with residents on future priorities and revisit the outdoor gym proposal later in the year, possibly through an application to the **Enovert Community Trust**, which may be a better fit.

Essex Community Foundation (ECF) Grant - £2,400

We have successfully secured £2,400 from the Essex Community Foundation to support the operation of our Cool Hub, which will run weekly from 7 July through to November. The social supermarket will pop on twice a month on cool hub days too . In November , we plan to transition to the Winter Hub, which is funded by the previously awarded National Lottery grant.

BDC Micro Cost of Living Grant Application – Unsuccessful

We submitted a bid to **Braintree District Council's Micro Cost of Living Grant** for £715, intended to help cover costs for employing a staff member to support volunteers at our **bi-monthly community café**.

Unfortunately, the application was unsuccessful, which was not unexpected. One challenge was the requirement to spend all funds by the end of March, which limited our ability to demonstrate long-term sustainability. As a result, our project may have appeared vulnerable to funders in terms of viability beyond the grant period.

We had indicated that we would seek future funding from alternative sources, but until we secure this, the longer-term future of the café remains uncertain.

Cllr Jane Taylor

Community Supermarket – Progress Report

First Steering Group Meeting: 7th July 2025

Since its launch, the Community Supermarket has made strong progress and is already demonstrating value to local residents.

Key Achievements (up to end of June):

- 81 separate sales recorded
- 1,142 individual items sold
- 92 residents registered as customers
- Average spend per shop: £7.04
- Estimated average cost from other sources: £10.05
- Average saving per shop: £3.00

Growth and Development:

- Stock increased from 45 to 90 items since opening
- Loyalty scheme introduced:
 - 1 stamp per shop, plus an extra stamp for introducing a new customer
 - 10 stamps = 1 free shop worth £7.50

Wider Impact:

- The supermarket is already helping to **reduce social isolation**, offering a welcoming space for residents to connect and engage regularly
- Chilled and frozen food will be added once the new warehouse is completed
- Support agencies will begin visiting the supermarket to provide advice and guidance
- The supermarket will operate on the first and third Monday of each month
- From 7th July, an ECF grant is in place to support venue and staffing costs

The supermarket is off to a promising start, delivering real financial benefits and helping to strengthen community ties.

REPORT ON POLICE, PARISH COUNCIL FORUM 2ND JUNE 2025

The forum was held as a teams meeting present was PC James Draper Chief Inspector Martin Richards, the District Commander in the Braintree and Uttlesford Districts. Representatives from Rayne, Panfield, Witham, Halstead Rural/Greenstead Green, Castle Hedingham and Coggeshall Parish Councils were also present.

James started the meeting by introducing Chief Inspector Martin Richards who proceeded to cover the aims of the Neighbourhood Policing initiative. Essentially Neighbourhood policing is about keeping neighbourhoods safe by knowing the neighbourhood and understanding the things that matter to its residents. The aim is that neighbourhoods will have the confidence in the neighbourhood police teams to keep you safe. He continued with a statement to the effect that Neighbourhood Policing Teams have police officers, police community support officers, and special constables that work to prevent crime, deter criminals and make sure individuals intent on causing our neighbourhoods harm are stopped. He stressed that our Neighbourhood Policing Team will be available to work with local organisations, authorities, and neighbourhood leaders. He then continued with the fact that whilst there are six new support officers currently completing training they will be divided between the Braintree and Uttlesford district areas. He covered the fact that he had the use of limited resources and that the current main uses of these were dealing with domestic abuse. He concluded by saying that if we wanted him or members of his team to attend a Parish meeting that if requested it is something that would be favourably considered. He made it clear that he saw Neighbourhood Policing as a step forward but we cannot expect a policeman or car to arrive in response to most calls.

The meeting was opened to issues that the Parish Council representatives wanted to raise. Without exception the main issue of concern was that of speeding traffic. I thanked James for his recent speed check along Colchester Road and stated our ongoing concerns with regards to Colchester Road, Bures Road and Colne Park Road. I then raised the issue of the horse-drawn vehicle that exits Boley Road onto the main A1124. I provided sufficient detail so that James understood our concerns and he responded positively.

PC Draper finished with the 'The Website for the Month'; in this case Crime stoppers. He stressed the need for detailed information to enable the local police to identify 'hot spots' repeat offenders, so that resources could be targeted effectively.

The forum closed at 20:00hrs and the next meeting is scheduled for 2nd June.

For what it's worth the web site https://www.essex.police.uk/area/your-area/ is worth looking at for a start. Tells you who is who, how to report issues and even an interactive map of crime hot spots for the area.

REPORT ON POLICE, PARISH COUNCIL FORUM 30th JUNE 2025

The forum was held as a teams meeting present was PC James Draper and representatives from Black Notley, Sible Hedingham, Panfield, Kelvedon, Rivenhall, Parish Councils. Helen Popplewell from the Safer Essex Road Partnership was also in attendance.

Due to prior commitments Mr Abbot from Rivenhall PC was allowed to raise what was a matter of ongoing concern to the Parish. This concerned the use of a weight restricted road (7.5 tonnes) by large tipper lorries going to two development sites on the edge of Rivenhall End. This had been brought to the attention of the developers who appeared to have taken little or no action. Understandably the Parish Council were frustrated and asked what action the Police could take. PC Draper agreed to pass this over to the appropriate section to deal with. Mr Abbot then left the forum.

There was then a brief report on the crime statistics for the area for the past month, May, which can be summarised as follows:-

One successful arrest which had effectively closed down a 'County Lines' drug operation Several Stop and search

21 successful traffic enforcements

A spike in theft from /interference with motor vehicles a rise from 19 to 27 which occurred over the weekend 17^{th} and 18^{th} May. These were from a car park and a wedding venue so would appear to be targeted .

Helen Popplewell from Safer Essex Roads Partnership then gave a brief summary as to what was available to us. The main one was driver coaching sessions for the over 70s aimed at keeping them mobile! Further details can be found on https://saferessexroads.org/mature-drivers/ website. The meeting was opened to issues that the Parish Council representatives wanted to raise. Without exception the main issue of concern was that of speeding traffic. This ranged from speeding on the roads coming into Sible Hedingham where the speed limit changes from 60mph to 30 mph to cruising meets on the London Road at Notley. There was concern raised concerning the fixed ANPR cameras on the A120 and A130 into Braintree along with two mobile ANPR cameras to be employed in the area. Once this was explained as to how they are used it seemed to satisfy the councillors for Black Notley and Panfield councils.

PC Draper finished with the 'The Website for the Month'; in this case Police.uk. He stressed the fact that we should look at our local figures to get an idea of what was happening. As for previous meetings he stressed the need to continue to report all issues to the police.

The forum closed at 19:30hrs and the next meeting is scheduled for ^{29th} July

APPENDIX O



WHITE COLNE PARISH COUNCIL

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

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

Annual Appraisal Form – Parish Clerk & RFO Employee Response Form

Employee Name: Jim Morris Appraisal Date: 17.06.2025

Appraiser(s): Cllr Jim Bond, Cllr Jane Taylor

Start Date in Role: May 2024

Section 1: Job Performance

	Employee Response
1. How do you feel the past year has gone in your role as Clerk & RFO?	Not without difficulties! Trying to get to know the parish, the councillors, the rhythm of how WCPC works, etc. I'd taken on too much at once, however, although this was more or less resolved after the first 6 months.
2. What do you consider your main achievements over the last 12 months?	Dealing with the projects that were underway. Getting to know the people and what they do with / for WCPC.
3. Are there any tasks or responsibilities you found particularly challenging?	Understanding the what / where / why about White Colne.
4. How well do you think you have met the objectives set at the start of the year (if applicable)?	I've gotten my 'feet under the table.' Pleased with getting the accounts up to speed.
5. Have you been able to manage your workload effectively?	As per Q1, I'd taken on too much at once (including another parish council). I feel things are much more manageable now.

Section 2: Council Relationships and Communication

	Employee Response
6. How would you describe your working relationship with the Chair	Very good, I hope! Noted three members had left since my
and Councillors?	appointment!
7. Do you feel you are supported by the Council in your role?	Absolutely, 100%.
8. Do you feel your communication	With councillors – good.
with Councillors, and the public is	With public – could be better. Perhaps limited by
effective?	hours needed to carry out everyday work.
	[discussed e-newsletter, whatsapp channel, etc.]
9. Are there any areas where	No doubt could be better.
communication could be improved?	[As above, also discussed the website, traffic to the website, possible use of IT Consultant, aspiration to revamp website]

Section 3: Professional Responsibilities and Governance

	Employee Response
10. How confident do you feel in	Pretty confident – I know <i>how</i> things are done but
understanding and applying relevant	not necessarily what section of what legislation or
legislation, such as Local	procedure they relate to. Common sense approach
Government Act requirements, FOI,	generally works.
GDPR, and planning procedures?	
11. Have you met all statutory	Yes.
deadlines (e.g. agendas, minutes,	
annual governance and audit	
requirements)?	
12. Have you ensured transparency	Yes.
and compliance with the Council's	
policies and procedures?	

Section 4: Administration and Financial Management

	Employee Response
13. Are the Council's financial records being maintained in an accurate and timely manner?	Getting there! [Marked myself 7/10 – better use of Scribe will make it 8/10]

14. How well do you feel the budgeting and financial reporting process went this year?	Good enough although I like to think there's always room for improvement. [discussed WCPC Action Plan and consideration of future budgets at Nov meetings]
15. Is there any support you need to improve the council's financial administration?	I don't <i>think</i> so but always open to ideas.

Section 5: Training and Development

	Employee Response
16. Have you undertaken any	EALC AGM (self-congratulatory)
training in the past year (e.g. SLCC	RCCE Members' Event (very good)
courses, EALC events)?	A couple of devolution webinars (a bit pointless)
17. Are there any areas where you	Hope to attend climate / biodiversity training or
feel further training or development	events.
would help you in your role?	Brush up on Neighbourhood Planning [decided
	probably not necessary]
	[discussed devolution / local gov reorganisation]
18. Given that you already hold the	I'm impressed with RCCE and will keep an eye out
CiLCA qualification, are there any	for potential training / events.
other areas where you'd like to	
deepen your expertise?	

Section 6: Looking Ahead

	Employee Response
19. What goals or priorities do you	Attract potential councillors [check LGA website re
think should be set for the coming	becoming a councillor].
year?	Better reporting – eg quarterly finance reports.
20. Is there anything you feel could	Hopefully filling the seats!
be done to improve the way the	
Council operates?	
21. Are there any resources, tools,	SLCC membership?
or support you feel are missing from	I do have to be careful with my hours as sometimes
your role?	I can only stay on top of day-to-day business.

Section 7: Appraiser Comments and Agreed Actions

	Appraiser Response
Summary of performance:	Jim continues to demonstrate a high level of professionalism, commitment, and capability in his role as Parish Clerk and RFO. His preparation for the appraisal was thorough, and the meeting confirmed that he is organised, proactive, and well-aligned with the needs and priorities of the council. His understanding of legislative and governance responsibilities is strong, and he consistently meets statutory deadlines. The Council particularly appreciates his calm, competent manner, his collaborative approach, and his openness to feedback and development. Communication with councillors and the public remains effective, and the support he provides is highly valued.
Any concerns raised:	No concerns were raised. Jim appears confident in his role, and there were no indications of any issues affecting his performance or wellbeing at work.
Agreed objectives for the next 12 months:	 Continue developing use of tools like Otter and potentially Microsoft Teams to improve internal communication and efficiency. Distribute policy review work more evenly across the year. Explore opportunities for engagement with SLCC or similar professional development networks. Liaise with relevant contacts (e.g. Bill Hadley) to assist with forward planning and compliance. Support the council's ongoing policy review and administrative developments, including refinement of our internal procedures and documentation.
Training needs identified:	No urgent training needs identified. However, Jim expressed a willingness to explore further development areas where relevant, particularly through SLCC resources. Any upcoming training events or networking opportunities that support his role and interests will be considered.
Any additional support needed:	None specifically identified, but the Council reiterates its commitment to supporting Jim in his role, and remains open to providing resources or flexibility that may help him continue to perform effectively.

Signatures
Clerk:
Date:
Appraiser(s):
Date:

APPENDIX P



WHITE COLNE PARISH COUNCIL

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

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

Action Plan 2025-26

1. Environmental Sustainability & Energy Efficiency

- 1.1 Continue optimizing the solar panels, battery storage, and air source heat pump at the Village Hall.
- 1.2 Host renewable energy education events to support the progress of the Colne Valley Community Energy Project.
- 1.3 Support biodiversity and habitat conservation throughout the village.
- 1.4 Create Management Policies for parish council owned and/or managed land.

2. Community Engagement & Volunteers

- 2.1 Continue supporting the Stationmasters Café as a bi-weekly community hub.
- 2.2 Ensure the successful reopening of the Community Warm Hub in November 2025.
- 2.3 Empower the WO Helpers Group to organize events and support community initiatives.
- 2.4 Support the introduction of the new mobile Social Supermarket at the village hall.

3. Infrastructure & Facilities Development

- 3.1 Promote the community garden and continue to engage with local groups, e.g. the Scouts, children's holiday club.
- 3.2 Maximize the use of the upgraded village hall for community events.
- 3.3 Research external funding opportunities to improve playground facilities.

4. Allotments: Fencing, Promotion & Community Involvement

- 4.1 Explore funding for new fencing via budgeting, sponsorship, fundraising, or in-kind support.
- 4.2 Encourage formation of an Allotment Society to:
 - Coordinate group buying for discounts
 - Sell surplus produce to raise funds
 - Assist with site maintenance and representation
- 4.3 Promote available plots and the benefits of allotment gardening.

5. Community Orchard Maintenance

- 5.1 Engage local volunteers or groups for ongoing care and education.
- 5.2 Host orchard-themed events.
- 5.3 Create Management Policy for the Community Orchard.

6. Governance & Financial Stewardship

- 6.1 Manage council finances responsibly, keeping the precept stable if possible.
- 6.2 Complete statutory audits and ensure public rights to view accounts.
- 6.3 Review and update council policies regularly.
- 6.4 Encourage all councillors to undertake relevant training to support their roles and improve the effectiveness of the council.

7. Communication & Community Relations

- 7.1 Keep the council website updated with relevant news and information.
- 7.2 Ensure information leaflets are printed and delivered free to every household at least quarterly, maintaining this as a vital communication channel.
- 7.3 Develop new ways for residents to provide feedback and ideas.

8. Community Safety & Wellbeing

- 8.1 Deploy the mobile SID (Speed Indicator Device) at various locations around the village to monitor vehicle speeds and collect data for sharing with the police.
- 8.2 Continue to fund and maintain the village defibrillator, and to provide training for local volunteers in its use.
- 8.3 Continue to report highway defects and maintenance issues to Essex County Council: Tell us Essex County Council
- 8.4 Attempt to find a new solution to the continued destruction of the pavement in Colneford Hill Identify and implement ways to keep pavements clear, signage clean, and public areas well-maintained to ensure a safe and accessible environment for all residents.

9. Looking Ahead: Devolution and Local Empowerment

- 9.1 Monitor developments in the Essex devolution programme and advocate for increased responsibilities and funding at the parish level.
- 9.2 Continue to pursue the transfer of the village hall tenure via a community asset transfer, in line with the ongoing devolution programme.
- 9.3 Prepare for potential new duties such as local highways maintenance, green space oversight, or small grants administration.
- 9.4 Build partnerships with neighbouring parishes, Braintree District Council, and Essex County Council to demonstrate readiness and capacity for devolved responsibilities.
- 9.5 Develop partnerships, where possible, with forthcoming Unitary Authority.
- 9.6 Aspire to develop a Neighbourhood Plan for White Colne.



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Privacy Policy

1. PRIVACY POLICY

- 1.01 White Colne Parish Council collects, holds and processes a considerable amount of information, including personal information, which allows it to provide services effectively. White Colne Parish Council does this in its capacity as a data controller. Contact details for the data controller can be found in the 'Where can I get advice section?' below.
- 1.02 The Council recognises that this information is important to citizens and that it is responsible to citizens for the information it holds about them. As such, it takes seriously its responsibilities under Data Protection legislation to ensure that any personal information it collects and uses is done so proportionately, correctly, and safely. The privacy notice below explains how the Council uses information about you and the ways in which we protect your privacy.
- 1.03 Personal data means any information relating to an identifiable person who can be directly or indirectly identified, in particular by reference to an identifier.
 This definition provides for a wide range of personal identifiers to constitute personal data, including name, identification numbers, or location data or online identifiers, which reflect changes in technology and the way organisations collect information about people.
- 1.04 The Council collects, holds and uses personal data to allow it to provide services on behalf of the citizens of White Colne. These services include, amongst others, planning, Allotments, and Village Hall hire.
- 1.05 White Colne Parish Council will use your personal data for a limited number of purposes, and at all times within the rules set out in Data Protection legislation. We will process personal data for the following purposes:
 - For the purpose for which you provided the information. e.g., processing information given for an Allotment Agreement, and to monitor the Council's performance in responding to your request.
 - To allow the Council to be able to communicate and provide services appropriate to your needs.
 - To ensure that the council meets its legal requirements, including obligations imposed under the Race Relations Act and Health and Safety Acts.
 - Where the processing is necessary to comply with its legal obligations, e.g., the prevention and/or detection of crime.
 - To process financial transactions including grants.
 - Where you have consented to the processing.
 - Where necessary to protect individuals from harm or injury.

- White Colne Parish Council will use your personal data, after it has been anonymised, to allow the statistical analysis of data, and to allow the Council to effective target and plan the provision of services.
- To deliver services and support to you, to manage those services, to monitor the quality of services provided and to plan new and updated services.
- To train staff.
- Where we need to investigate any worries or complaints you have about your services.
- 1.06 How the law allows us to use your personal information. There are a number of legal reasons why we need to collect and use your personal information. Each privacy notice at the bottom of this page explains for each service which legal reason is being used. Generally, we collect and use personal information where:
 - o you, or your legal representative, have given consent
 - you have entered into a contract with us
 - o it is necessary to perform our statutory duties
 - o it is necessary to protect someone in an emergency
 - o it is required by law
 - o it is necessary for employment purposes
 - o you have made your information publicly available
 - o it is necessary for legal cases
 - o it is to the benefit of society as a whole
 - o it is necessary to protect public health
 - o it is necessary for archiving, research, or statistical purposes

If we have consent to use your personal information, you have the right to remove it at any time. If you want to remove your consent, please contact the Clerk to the Council via clerk@whitecolneparishcouncil.gov.uk and tell us which service you're using so we can deal with your request.

- 1.07 White Colne Parish Council is continually working to improve how it provides services to the citizens of White Colne. The Council holds a customer record, comprising of your name and address. For some services we might also ask for email address and telephone number. The customer record will allow the council to respond to any queries you may have in respect of the provision of services more quickly and efficiently.
- 1.08 Telephone calls are not recorded.
- 1.09 The law gives you a number of rights to control what personal information is used by us and how it is used by us.
- 1.10 You are also legally entitled to request access to any records held by White Colne Parish Council about yourself. When we receive a request from you in writing, we must normally give you access to everything we have recorded about you. However, we will not let you see any parts of your record which contain:
 - o confidential information about other people; or
 - if we think that a crime may be prevented or found out by disclosing information to you.

This applies to paper and electronic records.

- 1.11 Whilst White Colne Parish Council tries to ensure that any personal data it holds about you is correct, there may be situations where the information it holds is no longer accurate. If this is the case, please contact us so that any errors can be investigated and corrected.
- 1.12 You can ask for your personal information to be deleted (the right to be forgotten), for example:

- Where your personal information is no longer needed for the reason why it was collected in the first place
- Where you have removed your consent for us to use your information (where there is no other legal reason for us to use it)
- o Where there is no legal reason for the use of your information
- o Where deleting the information is a legal requirement

Please note that we cannot delete your information where:

- o We are required to have it by law
- o it is used for freedom of expression
- o it is necessary for legal claim
- 1.13 You have the right to complain about any matter relating to our service, including how we use your personal data. In the first instance please contact the Clerk to the Council.
- 1.14 We will take appropriate steps to make sure we hold records about you (on paper and electronically) in a secure way, and we will only make them available to those who have a right to see them. Our security includes:
 - o encryption
 - o access controls on systems
 - o security training for all staff
- 1.15 We will only store your personal information for as long as is necessary. Records will be kept in accordance with the retention policy written by the National Association of Local Councils.
- 1.16 If you would like further information or if you have any concerns about how the Council is handling your personal data, please contact us in writing. For independent advice about data protection, privacy and data sharing issues, you can contact the Information Commissioner's Office (ICO) at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number. Alternatively, visit www.ico.org.uk or email casework@ico.org.uk.
- 1.17 We use Google Analytics to collect information about how people use the website. We do this to make sure it's meeting its users' needs and to understand how we could do it better. Google Analytics stores information about what pages you visit, how long you are on the site, how you got here and what you click on. We do not collect or store your personal information (e.g., your name or address) so this information cannot be used to identify who you are.

We also collect information on the number of times particular search terms are used and the number of failed searches. We use this information to improve access to the site and to identify gaps in the information content so we can plan appropriate expansion of the system. Unless the law allows us to, we do not:

- o share any of the information we collect about you with others
- use this information to identify individuals.
- 1.18 White Colne Parish Council will continually review and update this privacy notice to reflect changes in our services 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 visit the Council's web site to review this notice and to be informed of how White Colne Parish Council is protecting your information.

1.19 CUSTOMER SERVICE, ALLOTMENTS, VILLAGE HALL

1.20 White Colne Parish Council may collect, hold, and process personal data in order to assess and improve its customer service. This may include:

- Customer name
- Contact details (address, telephone number, email address)
- Details of your enquiry
- Bank details
- 1.21 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.
- 1.22 We may keep your personal information up to 6 years after the record has been closed.

2. DATA BREACH POLICY

- 2.01 The General Data Protection Regulations 2018 define a personal data breach as "a breach of security leading to accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data transmitted, stored or otherwise processed".
- 2.02 Examples include:
 - o Access by an unauthorised third party.
 - o Deliberate or accidental action (or inaction) by a controller or processor.
 - Sending personal data to an incorrect recipient.
 - o Computing devices containing personal data being lost or stolen.
 - o Alteration of personal data without permission.
 - Loss of availability of personal data.
- 2.03 A breach of personal data may result in a loss of control of personal data, discrimination, identity theft or fraud, financial loss, damage to reputation, loss of confidentiality of personal data, damage to property or social disadvantage. Therefore, a breach, depending on the circumstances of the breach, can have a range of effects on individuals.
- 2.04 Data breaches do not have to be routinely notified to the Information Commissioner's Office (ICO) or others. GDPR makes informing the ICO and the individuals affected compulsory in certain circumstances.
- 2.05 If the data breach is likely to result in a high risk to the rights and freedoms of the individual (e.g., identity theft), the breach must be reported to the individual and to the ICO without undue delay and, where feasible, not later than 72 hours after having become aware of the breach.
- 2.06 The Proper Officer must be informed immediately. The Proper Officer must report the breach to the ICO. If the ICO is not informed within 72 hours, Proper Officer must give reasons for the delay when they report the breach.
- 2.07 WHEN NOTIFYING THE ICO OF A BREACH, THE COUNCIL MUST:
 - Describe the nature of the breach including the cause and scope (type of data, approximate number of data subjects and data records concerned);
 - o Communicate the name and contact details of the Proper Officer.
 - o Describe the likely consequences of the breach.
 - Describe the measures taken or proposed to be taken to address the personal data breach including mitigation measures and future preventative actions.
- 2.08 WHEN NOTIFYING AN INDIVIDUAL OF A BREACH, THE COUNCIL MUST:
 - o Communicate the name and contact details of the Proper Officer.
 - o Describe the likely consequences of the breach.

 Describe the measures taken or proposed to be taken to address the personal data breach including mitigation measures and future preventative actions.

The Council will not need to notify an individual if the following applies:

- It has previously implemented appropriate technical and organisational measures such that the personal data is unintelligible to any person not authorised to access it (e.g., encryption);
- It has taken subsequent measures to ensure that the high risk to rights and freedoms of individuals is no longer likely to materialise, or;
- It would involve a disproportionate effort.
- 2.09 If a data processor (e.g., payroll provider) becomes aware of a personal data breach, it must notify the Council without undue delay, so that the Council can fulfil its responsibilities under this policy.
- 2.10 All data breaches must be recorded. This record should be used to identify system failures and to improve the security of personal data.
 - Date of breach
 - o Type of breach
 - o No. individuals affected
 - No. records affected
 - Reporting date to ICO/individual
 - o Cause of breach
 - Likely consequences Preventative actions taken
- 2.11 Data breaches should be reported to the ICO via: https://ico.org.uk/for-organisations/report-a-breach/

This Policy replaces existing WCPC Privacy Policies

Adopted: 15.07.2025 Next review: 21.07.2026



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Pavilion Hire Policy

1. INTRODUCTION

- 1.01 White Colne Parish Council has historically allowed its volunteers to use the pavilion free of charge. This has been on an ad hoc arrangement. Following requests from residents if they too can use the pavilion, WCPC seeks to develop and resolve a Hiring Policy.
- 1.02 The pavilion has a fitted kitchen with electricity and water connected. The shed contains chairs, tables, gazebo and games equipment.

2. Fairness and Accessibility

- 2.01 Volunteers using the pavilion for free is a well-earned reward.
- 2.02 Allowing broader community use promotes inclusivity, but comes with risks (damage, misuse, fairness).
- 2.03 Charging a modest fee (e.g., £30 per session) helps cover running costs (electricity, cleaning, wear & tear) and may deter misuse.

3. Stewardship and Risk

- 3.01 Volunteers are invested and take care of the space this may not be true for casual hirers.
- 3.02 Without proper oversight, facilities could be damaged or left untidy.
- 3.03 Clear booking, deposit, and usage rules can help mitigate this.

4. Legal and Insurance Considerations

- 4.01 Public liability insurance.
- 4.02 Health & safety: ensuring the facilities are safe and include basic guidelines (e.g. BBQ use).
- 4.03 Safeguarding: if children's groups are using it, WCPC may need further policies in place.

5. Recommendations

- 5.01 **Introduce a Policy Now**: Even a simple interim policy will give protection and clarity.
- 5.02 **Trial Period**: Open up bookings to non-volunteers on a trial basis (e.g. 6 months), with a review after.
- 5.03 **Volunteer Priority**: Keep volunteer usage free and give booking priority if there are overlaps
- 5.04 We can use our present hall booking secretary and booking system for the pavilion



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Pavilion Use Policy

1. Purpose

1.01 The Pavilion on the Meadows is a valuable community asset provided and maintained by White Colne Parish Council. This policy sets out the terms for its use by residents, volunteers, and local groups to ensure fair access, responsible use, and the continued enjoyment of the facility by all.

2. Eligibility and Priority of Use

- 2.01 The pavilion is available for use by:
 - White Colne residents, community groups and organisations (for hire)
 - Approved volunteers of White Colne Parish Council (no charge). Volunteers may use the facility free of charge as a thank-you for their contribution to the community.
- 2.02 Volunteers will be given priority booking if there is a scheduling conflict.

3. Booking and Hire Charges

- 3.01 All bookings must be made in advance through the on line booking system.
- 3.02 A standard hire fee of £30 per session applies. A "session" is defined as a morning, afternoon or evening.
- 3.03 A refundable security deposit of **£50** is required from all hirers other than approved volunteers. This deposit may be withheld in part or full in the event of:
 - Damage to the facility or its contents
 - · Failure to clean or tidy the premises after use
 - · Breach of usage terms

4. Facilities Included

- 4.01 Use of the pavilion includes:
 - Fitted kitchen (sink, crockery, cutlery, worktops)
 - Access to tables, chairs, and games equipment (to be returned clean and in good condition)
 - Use of the adjacent BBQ (must be supervised and left clean)

5. Conditions of Use

- 5.01 The hirer is responsible for ensuring the pavilion and surrounding area are left clean and tidy.
- 5.02 Rubbish must be taken away unless otherwise agreed in advance.
- 5.03 No amplified music or disruptive activity is permitted.
- 5.04 The pavilion must be vacated and secured by **10.00pm** unless special permission is granted.
- 5.05 Children must be supervised at all times.
- 5.06 Any damage or incidents must be reported immediately to the booking contact.

6. Health, Safety, and Insurance

- 6.01 Hirers are responsible for the safety of their guests and the safe use of all facilities.
- 6.02 Use of the BBQ is at the hirer's own risk. Appropriate fire safety precautions must be taken.
- 6.03 Hirers must ensure that any group activities (e.g. children's events) are appropriately supervised and insured.

7. Council Rights

- 7.01 The Parish Council reserves the right to refuse or cancel a booking at its discretion.
- 7.02 Use of the pavilion may be suspended if damage, nuisance or misuse occurs.

Adopted: 15.07.2025 Next review: 20.01.2026



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clerk@whitecolneparishcouncil.gov.uk

Information Technology (IT) Policy

1. Introduction

White Colne Parish Council recognises the importance of effective and secure information technology (IT) and email usage in supporting its business, operations, and communications. This policy outlines the guidelines and responsibilities for the appropriate use of IT resources and email by council members, employees, volunteers, and contractors.

2. Scope

This policy applies to all individuals who use White Colne Parish Council's IT resources, including computers, networks, software, devices, data, and email accounts.

3. Acceptable use of IT resources and email

White Colne Parish Council IT resources and email accounts are to be used for official council-related activities and tasks. Limited personal use is permitted, provided it does not interfere with work responsibilities or violate any part of this policy. All users must adhere to ethical standards, respect copyright and intellectual property rights, and avoid accessing inappropriate or offensive content.

4. Device and software usage

Where possible, authorised devices, software, and applications will be provided by White Colne Parish Council for work-related tasks.

Unauthorised installation of software on authorised devices, including personal software, is strictly prohibited due to security concerns.

5. Data management and security

All sensitive and confidential White Colne Parish Council data should be stored and transmitted securely using approved methods. Regular data backups should be performed to prevent data loss, and secure data destruction methods should be used when necessary.

6. Network and internet usage

White Colne Parish Council's network and internet connections should be used responsibly and efficiently for official purposes. Downloading and sharing copyrighted material without proper authorisation is prohibited.

7. Email communication

Email accounts provided by White Colne Parish Council are for official communication only. Emails should be professional and respectful in tone. Confidential or sensitive information must not be sent via email unless it is encrypted.

Be cautious with attachments and links to avoid phishing and malware. Verify the source before opening any attachments or clicking on links.

8. Password and account security

White Colne Parish Council users are responsible for maintaining the security of their accounts and passwords. Passwords should be strong and not shared with others. Regular password changes are encouraged to enhance security.

9. Mobile devices and remote Work

Mobile devices provided by White Colne Parish Council should be secured with passcodes and/or biometric authentication. When working remotely, users should follow the same security practices as if they were in the office.

10. Email monitoring

White Colne Parish Council reserves the right to monitor email communications to ensure compliance with this policy and relevant laws. Monitoring will be conducted in accordance with the Data Protection Act and GDPR.

11. Retention and archiving

Emails should be retained and archived in accordance with legal and regulatory requirements. Regularly review and delete unnecessary emails to maintain an organised inbox.

12. Reporting security incidents

All suspected security breaches or incidents should be reported immediately to the designated IT point of contact for investigation and resolution. Report any email-related security incidents or breaches to the IT administrator immediately.

13 Training and awareness

White Colne Parish Council will provide regular training and resources to educate users about IT security best practices, privacy concerns, and technology updates. All employees and councillors will receive regular training on email security and best practices.

14. Compliance and consequences

Breach of this IT and Email Policy may result in the suspension of IT privileges and further consequences as deemed appropriate.

15. Policy review

This policy will be reviewed annually to ensure its relevance and effectiveness. Updates may be made to address emerging technology trends and security measures.

16. Contacts

For IT-related enquiries or assistance, users can contact the Clerk in the first instance. All staff and councillors are responsible for the safety and security of White Colne Parish Council's IT and email systems. By adhering to this IT and Email Policy, White Colne Parish Council aims to create a secure and efficient IT environment that supports its mission and goals.

Adopted: 15.07.2025 Next review: 21.07.2026

APPENDIX T



WHITE COLNE PARISH COUNCIL

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

Delegated Responsibilities 2025-26 (Minute ref 014/24)

Responsibility	Person(s) Responsible
Allotments and Community Garden	Cllr Wilson
Climate Action, inc. Community Energy Project	Cllr Taylor
Community Liaison	Cllr Taylor
Defibrillator	Cllr Pryke
Environment (inc. Footpaths, Litter & Dog Waste Issues)	Cllr Batchford
	Cllr Pryke
	Cllr Wilson
Grant Funded Projects	Cllr Taylor
Highways (inc. Reporting Defects & Potholes, 20 is Plenty,	Cllr Bond
Public Transport, SID)	Cllr Pryke
The Meadows	Cllr Batchford
	Mike King
Planning Applications	Cllr Wilson
Policies	Cllr Wilson
River Colne (inc. Flooding & Drainage)	Cllr Batchford
	Cllr Wilson
Parish Tree Warden	Lynne Brown
Village Green (inc. Christmas Lighting & Maintenance)	Cllr Bond
Village Hall	Cllr Taylor
Village Hall H&S Checks	Mike King
Village Hall Land at Rear	Cllr Bond
	Cllr Taylor
Website (inc. IT & social media)	