



# WHITE COLNE PARISH COUNCIL

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

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*Village of the Year 2025*

14<sup>th</sup> January 2026

## 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 20<sup>th</sup> January 2026** at **1930hrs** for the purpose of transacting the following business. Members of the public and press have a right and are cordially invited to be present at the meeting. There will be an opportunity to address the Council under Agenda item 3.

**Jim Morris, Clerk to the Council**

## AGENDA

### 1. APOLOGIES FOR ABSENCE

To RECEIVE any apologies for absence.

### 2. DISCLOSURES OF INTERESTS

To RECEIVE any disclosure by members of interests in Agenda items.

### 3. PUBLIC SESSION

To RECEIVE questions and statements from members of the public.

### 4. MINUTES

To RECEIVE and SIGN as correct records the Minutes of the White Colne Parish Council Meeting held on Tuesday 18<sup>th</sup> November 2025 (Appendix A).

### 5. MATTERS ARISING

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

### 6. CO-OPTION OF NEW MEMBER

To RECEIVE and CONSIDER any applications to fill the council's vacant seat.

### 7. REPRESENTATIVES' REPORTS

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

### 8. FINANCE

- i. To RECEIVE and CONSIDER bank reconciliations for 2025-26 Q3 (to be tabled at meeting).
- ii. To note lists of payments made in 2025-26 Q2 & Q3 (Appendix C).
- iii. Maintenance quotes: Village Green, Village Hall, The Meadows (to be tabled at meeting).
- iv. Village Hall fees 2026 (see Background Paper).
- iii. To CONSIDER and APPROVE White Colne Parish Council budget for financial year 2026-27 (Appendix D).
- iv. To APPROVE White Colne Parish Council Precept requirement for 2026-27 (Appendix E).

## **9. COMMUNITY LIAISON**

*To RECEIVE and CONSIDER items relating to liaison with the local community & outside bodies:*

- i. Correspondence: *Have your say on our budget proposals for 2026-27* (Appendix F).
- ii. Correspondence: *Community Café 2<sup>nd</sup> & 4<sup>th</sup> Friday* (Appendix G).
- iii. Joint meeting with Chappell, Earls Colne, and Wakes Colne Parish Councils.

## **10. PLANNING**

*To RECEIVE and CONSIDER Planning Applications, Appeals or Consultations notified by Braintree District Council, Essex County Council, or any other relevant body, including any received between the date of the Agenda and the meeting.*

### **i. Planning Applications:**

- a) Ref: [25/02816/ELD](#) (Appendix H).

Location: Brookfield Stables, Wakes Colne Road, White Colne, Essex, CO6 2QE.

Proposal: Application for a lawful development certificate for an existing use - Use of two static homes as a dwelling.

- b) Ref: [25/02834/REM](#) (Appendix I).

Location: Land To The Rear Of, 5 Colne Park Road, White Colne.

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

- c) Ref: [25/02869/FUL](#) (Appendix J).

Location: OS 7271 Land South West of Fox and Pheasant Farm Colchester Road, White Colne.

Proposal: Change of use of land for the creation of additional 2 no. Gypsy/Traveller Pitches, comprising the siting of 1 mobile home, 1 touring caravan, alongside the erection of a semi-detached utility building (Part retrospective).

- d) Ref: [26/00049/TPOCON](#) (Appendix K).

Location: 44 Colneford Hill, White Colne.

Proposal: Notice of intent to carry out works to trees in a Conservation Area: Fell Leylandii trees located on the boundary between 42 & 44 Colneford Hill.

### **ii. Planning Decisions:** None received.

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

- iv. Braintree District Council Local Plan Review (Appendix L).

- v. Colchester City Council Local Plan Review – Regulation 16 Consultation (Appendix M).

- vi. Great Bardfield Neighbourhood Plan – Regulation 16 Consultation (Appendix N).

- vii. Residents' parking areas on Colneford Hill.

## **11. LEISURE & FACILITIES**

*To RECEIVE and CONSIDER items relating to parish council managed facilities:*

- i. Village Hall: Bridge Club; User Agreement; Solar Energy Report (Appendix O).
- ii. Outdoor Gym progress report (Appendix P).
- iii. Grant application to Enovert Trust for updating play equipment.
- iv. Energy Local Clubs report (Appendix Q).
- v. Allotments – request to place a shed on Plot 13.
- vi. Tree Survey (to be tabled at meeting).

## **12. GOVERNANCE**

- i. Local Government Reorganisation Consultation – Parish Council response (Appendix R).
- ii. Policy review: Freedom of Information, Complaints & Feedback Policy (Appendix S).

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

To RECEIVE from members any items for future consideration.

## **14. DATE OF THE NEXT MEETING**

To NOTE the date of the next meeting: Tuesday 17<sup>th</sup> March 2026.



## WHITE COLNE PARISH COUNCIL

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# RCCE VILLAGE OF THE YEAR 2025

**Minutes of the White Colne Parish Council Meeting held at White Colne Village Hall on  
Tuesday 18<sup>th</sup> November 2025 at 19:30hrs.**

Present: Cllr Paul Batchford  
Cllr Jim Bond  
Cllr Michael Field  
Cllr Jason Pryke  
Cllr Jane Taylor (Chairperson)  
Cllr John Wilson  
Jim Morris, Parish Clerk  
Cllr George Courtauld, Colnes Ward  
Cllr Chris Siddall, Halstead Division  
Two members of the public

### **063/25 APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted from Cllr Gabrielle Spray, Colnes Ward.

### **064/25 DISCLOSURES OF INTERESTS**

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

Cllr Bond declared an interest in Agenda item 10,i,d: Planning: *Refs 25/02425/HH & 25/02271/LBC*, but agreed to provide factual background, if needed. Cllr Bond was a former owner of the property.

### **065/25 PUBLIC SESSION**

A local resident raised concerns over the Planning Application received for Chestnut Cottage. The new fencing and log store installations behind the flood wall would obstruct access needed during flooding and would block the public footway. Movement of bins would still be possible, but fixed structures cannot be moved safely in an emergency.

It was also noted that the streetlight at the bend of Colne Park Road/Hill was still missing. It had been removed several years ago following a collision and a replacement has been promised. There was a continued danger to pedestrians due to lack of illumination.

**RESPONSE: members thanked the resident for their contribution. The Planning Applications were due to be considered at the meeting. The Clerk would follow up with ECC Highways over the missing streetlight.**

### **066/25 MINUTES**

The Minutes of the White Colne Parish Council Meeting held on 16.09.2025 were approved as being a true and correct record by council and signed by the Chairperson.

### **067/25 MATTERS ARISING**

Members considered the parish council's list of matters arising and ongoing (attached to record Minutes). Additional fittings were required to fit two of the *Village of the Year* signs; the council had displayed its own signage during Road Safety Week; and hardware for the Speed Indicator Device was still to be returned. Other matters had either been resolved or were due to be considered at the meeting or were scheduled for future meetings.

**It was RESOLVED: that the matters arising be noted.**

## 068/25 CO-OPTION OF NEW MEMBER

Members considered co-opting a parishioner to the parish council. Cllr Taylor proposed the co-option of Paula Bull, which was seconded by Cllr Wilson and unanimously agreed.

**It was RESOLVED: that Paula Bull be co-opted as a White Colne parish councillor.**

Cllr Bull completed the Declaration of Acceptance of Office of Parish Councillor and joined the meeting as member of the council.

## 069/25 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 Footnote<sup>1</sup>).

Colnes Ward Cllr George Courtauld offered a report to the meeting. Cllr Spray's excellent report was noted. BDC's Local Plan Review was progressing, although there were problems with increasing pressure from large-scale housing developments between Earls Colne and surrounding parishes. Members had found it difficult to challenge, despite objections. Cllr Courtauld had benefitted from a free scheme to mark farm machinery under a new theft-prevention scheme, and encouraged parishioners to apply.

**RESPONSE: Cllr Taylor thanked Cllr Courtauld for his recent gift of £700, via his Members' Allowance, towards the project to replace and permanently install festive lights on the Village Green.**

Halstead Division Cllr Chris Siddall offered a report to the meeting. Repairs had been completed to priority pavements in Earls Colne and surrounding areas via ECC's Member-led scheme. North Essex Parking Partnership had been consulting on new paid-parking controls in Halstead High Street; Cllr opposed the measures due to their inevitable impact on local trade. The Local Government Review could lead to either three or five unitary authorities replacing current councils; timelines were still fluid. The Local Highway Panel, which Cllr Siddall chaired, had been instructed to clear the backlog before any new schemes could be added. Any new works would be assessed and carried out by the new Unitary Council. Cllr Siddall noted that grants were available under Healthy Habits Fund (up to £5,000) for community health initiatives.

**RESPONSE: Cllr Taylor thanked Cllr Courtauld for report.**

## 070/25 FINANCE

i. Members received and considered bank reconciliations for 2025-26 Q2 (tabled at meeting).

**It was RESOLVED: that Cllrs Batchford, Bond, Field, & Pryke approve the reconciliations.**

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### **<sup>1</sup> REPORT FOR PARISH COUNCILS NOVEMBER 2025**

**LOCAL PLAN:** Following the 'site selection' meetings which have taken place over the last 6 months, there remains a gap of 1,100 houses to be allocated by the Local Plan sub-Committee. We do need to ensure there are sufficient houses in the draft Plan to make our housing target, so the Committee will meet on 11<sup>th</sup> December to review a number of sites previously unallocated. The draft Plan will then go to Full Council in February before the 6 week Regulation 18 public consultation begins.

**HEALTHWATCH SLIPPER SWAP:** Braintree Council's Cost of Living Fund is once again funding a Slipper Swap programme aimed at supporting those who are the most vulnerable in our communities, particularly those most at risk of slips, trips and falls. The nearest Swap event for the Colnes Ward will be held at Earls Colne Recreation Club on **9<sup>th</sup> December from 10am-1pm**. There is no need to bring old slippers along, Healthwatch will provide new ones!

**OPEN SPACES IMPROVEMENTS UPDATE:** Braintree's Planning Policy team has emailed all Town and Parish Councils regarding the annual update for the Potential Open Space Improvements (POSI) plan. This is a key document used by planning officers to identify local projects which could benefit from S106 money acquired through housing or commercial developments. It is important that the document is kept up to date; a response form is attached to the email and should be used to remove any projects already completed, correct errors in existing information and add new items for future consideration. The form needs to be returned by no later than 30<sup>th</sup> January 2026.

**COMMUNITY SAFETY PARTNERSHIP – MARKER KITS FOR FARMS:** This is an excellent scheme to help provide reassurance and security to farmers and landowners within the district. I have sent the details on a separate paper

**ESSEX BIRD AWARE:** On 21<sup>st</sup> October I attended a Partnership Day in Shoeburyness, Southend to learn more about the work that **Bird Aware Essex Coast** are carrying out to protect birdlife along our coast. The group of councillors and Officers walked along the sea front for an hour before being given a presentation by staff and volunteers on their work. It was very interesting – and the sun shone!

With best regards, Cllr Gabrielle Spray

ii. Members considered the budget vs actual finance report for 2025-26 Q2 (attached to record Minutes).

**It was RESOLVED: that the 2025-26 Q2 report be approved.**

iii. Members considered items for expenditure in financial year 2026-27 (attached to record Minutes). The council's budget for 2026-27 would be finalised and set at the January meeting. Village Hall hire charges would be reviewed; with current rates compared with nearby Halls. Councillor allowances would be included, and it was noted that the Village Hall's floor needed to be re-varnished. The Precept was likely to rise but council would consider all options.

**It was RESOLVED: that the item be noted.**

iv. Correspondence: *MPLC Licensing - White Colne Village Hall* (attached to record Minutes). The Council had been notified that it must purchase a Motion Picture Licence for the Village Hall if anything other than live news or sports events were shown on the Hall's equipment. The Licence would cost £440.46 per annum.

**It was RESOLVED: that the Village Hall User Agreement be updated to state that A/V equipment was to be used for viewing live sports and news events only.**

## **071/25 COMMUNITY LIAISON**

i. Joint meeting with Chappell, Earls Colne, and Wakes Colne Parish Councils (attached to record Minutes). The meeting had discussed formulating coordinated responses to large housing allocations, which would inevitably affect A1124 traffic. Parishes were keen to prepare collective objections during Local Plan Review Consultations being carried out by both BDC and Colchester City Council. Proposal to form a small cross-parish WhatsApp liaison group. A 'Colne Valley' Speedwatch collaboration was proposed across multiple villages on same day. Following the meeting, Colne Engaine had expressed a wish to attend in future.

**It was RESOLVED: that the report be noted. Cllr Pryke would represent White Colne if a whatsapp liaison group was created. The Clerk would contact the parishes to arrange a date for a future meeting.**

ii. Cost of Living – Residents Survey 2025 (attached to record Minutes).

**It was RESOLVED: that the Survey be noted.**

iii. Community Engagement Opportunity – Simpler Recycling Legislation (June 2026) (attached to record Minutes).

**It was RESOLVED: that the report be noted. The Waste & Minimisation Team would be invited to attend a future Warm Hub.**

iv. Website redesign. Cllr Field had received a quote to redevelop the parish council's website. Members considered the cost to be higher than hoped.

**It was RESOLVED: that the item be noted. The Clerk would provide Cllrs Bull & Field with login details for the existing website.**

## **072/25 PLANNING**

i. Applications

a) Ref: [25/02211/TPOCON](#) (attached to record Minutes).

Location: 18 Colne Park Road, White Colne, CO6 2PL.

Proposal: Notice of intent to carry out works to trees in a Conservation Area- Oak tree- trim to the tree to reduce height by 2m and tidy width.

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

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

b) Ref: [25/02400/PLD](#) (attached to record Minutes).

Location: The Old Baptist Chapel, 50 Colchester Road, White Colne, CO6 2PP.

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

c) Ref: [25/02437/HHPA](#) (attached to record Minutes).

Location: Orchard House, Bures Road, White Colne, CO6 2QF.

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

d) Ref: [25/02425/HH](#) & [25/02271/LBC](#) (attached to record Minutes).

Location: Chestnut Cottage, 32 Colneford Hill, White Colne, CO6 2PJ.

Proposal: Retention of change of property colour from cream to sage green, installation of log store, picket fence & outdoor light.

**RESPONSE: White Colne Parish Council objects to Application refs 25/02425/HH & 25/02271/LBC.** Items including the log store, picket fence, and outdoor light have been placed on land which forms part of the footway and is owned and managed by ECC Highways. The picket fencing and log store prevent pedestrian access on the footway, which should be accessible at all times and is crucial for resident safety in the event of flooding from the River Colne. The Applicant's Design & Access Statement claim, that: "The fence is freestanding and not fixed to the ground, so it can be removed if flood gates are in use or pedestrian access is required" fails to address the requirement for pedestrian access to be available at all times, not just when the flood gates are in use.

The flood wall was erected by the Environment Agency following planning approval under scheme ref 02/02432/FUL (available at: [02/02432/FUL | Construction of earth/cabion bund across flood meadow and construction of brick faced flood wall | 18/20 Colneford Hill White Colne Colchester Essex](#)). No decision on the proposed scheme should be made until both Essex County Council's Highways Dept., and the Environment Agency have responded to requests for consultation.

The works proposed in this retrospective Application alter and harm the setting of the Listed Building, in contravention of NPPF para 213. Documents entered as part of the Application do not offer the required 'clear and convincing justification' for the alterations.

In addition, the outdoor light shines into neighbouring dwellings, and has been a subject of concern for local residents. White Colne Parish Council requests that the Applications be refused at the earliest opportunity. However, White Colne Parish Council does not object to the property's new colour scheme.

ii. Decisions – none received.

iii. Appeals – none received.

iv. Braintree District Council Local Plan Review (attached to record Minutes). Cllr Spray had advised that the Consultation was due to take place in February 2026.

**It was RESOLVED: that the item be noted.**

v. Colchester City Council Local Plan Review (attached to record Minutes).

**It was RESOLVED: that the item be noted.**

vi. Bures Hamlet & Bures St Mary Neighbourhood Plan – Regulation 16 Consultation (attached to record Minutes).

**It was RESOLVED: that the item be noted.**

vii. Stisted Neighbourhood Plan – Regulation 16 Consultation (attached to record Minutes).

**It was RESOLVED: that the item be noted.**

viii. Road Safety Week 16.11.2025-22.11.2025. The item had been discussed at *Matters Arising*.

**It was RESOLVED: that the item be noted and plans made to take part in future years.**

## 073/25 LEISURE & FACILITIES

i. Correspondence: *Potential Open Space Improvements (POSI) Update* (attached to record Minutes). Cllr Taylor noted that the published POSI document included items that were no longer required. The council discussed revising the description of the Wildlife Corridor and seeking additional improvements to The Meadows, including pond works, dipping platform, habitat boxes, and a carvings trail.

**It was RESOLVED: that an updated submission be made.**

ii. Tree Survey. The tree survey had not been received by the time of the meeting.

**It was RESOLVED: that the item be considered at a future meeting.**

iii. Schedule of maintenance: Village Green, Village Hall, The Meadows. Members considered confirmation from the council's contractor of the frequency and cost of grass cutting. It was noted that cuts had been carried out when not required.

**It was RESOLVED: to seek comparative quotes and assess at a future meeting.**

iv. The Meadows Management Plan. A local resident had offered to help co-create a Management Plan for The Meadows. Members discussed the upcoming 21<sup>st</sup> anniversary of owning the site, and suggested including some historical information. Grant funding opportunities would be explored.

**It was RESOLVED: that the creation of a Management Plan be progressed.**

v. Playground Inspections (attached to record Minutes). Recent inspections had noted that the Agility trail and swings were reaching end of life. They were likely to be replaced rather than refurbished, but minor safety repairs would proceed in the interim.

**It was RESOLVED: that the council's contractor be appointed to carry out repairs.**

vi. Outdoor Gym – Community Survey (attached to record Minutes): Cllr Taylor shared the results of the survey (attached at Footnote<sup>2</sup>). The results from ninety-six responses had been strongly positive. The council agreed to progress phased grant applications to Sport England Movement Fund for adult equipment (possibly up to £15K), and Enovert for outdoors gym equipment. Match funding of up to 10% may be required. The existing concrete adjacent to the Village Hall was considered to be the most appropriate area.

**It was RESOLVED: that design proposals, quotations, and grant applications be progressed.**

vii. Allotments – to resolve a motion proposed by Cllr Pryke regarding netting at Allotments (attached to record Minutes). Members discussed the concerns over monofilament netting, which could trap birds and wildlife. The council agreed to notify plot holders of issue, and request use and appropriate maintenance of wildlife-safe mesh (recommended 19–25mm). The updated rule would be included in 2026-27 Allotment Agreements.

**It was unanimously RESOLVED: that the motion be passed. Cllr Wilson abstained from the vote.**

viii. Appointment of Winter Hub staff members. Two new members of staff had been appointed. Caroline Lingley would work four hours a week, and Kelly Smith as and when cover was needed.

**It was RESOLVED: that the appointment of new staff members be approved.**

ix. Energy Local Club; Village Hall Solar Energy Report (attached to record Minutes). Members noted the electricity generation, and income, figures for September 2024 – August 2025, and September 2025 to date. It was noted that generation began partway through September 2024. Cllr Taylor had been in discussions with Power Circle and Urbanchain through the Colne Valley Community Energy Project with a view to entering into a peer-to-peer trading scheme. Progress had stalled, but ECC were supporting *Local Energy Clubs* (LEC) in which White Colne Parish Council would be classed as an 'Asset Holder,' with resident members receiving cheap clean energy. Households with their own solar array would also be able to trade within the club. Cllr Taylor had accepted an offer of free training on LEC formation, scheduled for Jan 8<sup>th</sup> and 9<sup>th</sup>.

**It was RESOLVED: that the reports be noted.**

x. Unsafe suspended bus stop (attached to record Minutes). Roadworks adjacent to Fox & Pheasant Farm had caused the bus stop to be suspended. A temporary stop had been placed at the

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**<sup>2</sup> White Colne Outdoor Gym Survey – Summary of Findings (Nov 2025)**

Total responses: 96

**Overall picture:** There is strong local support for installing free outdoor gym equipment by the Village Hall. Three-quarters of respondents say they would be likely to use it, with interest spread across all adult age groups, including older and retired residents.

**Who responded:** Most respondents were aged 45–74, with a mix of working and retired people. Around 40% live in White Colne and almost 60% live or work nearby, showing wider community benefit beyond the village boundary.

**Current activity levels:** Most people are already active to some degree (walking and gardening dominate), but many are not doing structured exercise or gym activity. Cost, lack of facilities, and lack of time were the biggest barriers to getting more active.

**Impact of a free local gym:** A no-cost, local facility directly addresses the most common barriers and would remove the financial and travel obstacles that stop people joining indoor gyms.

**Likely use:** Around 75% say they are "very likely" or "quite likely" to use the outdoor gym. Usage would be spread across mornings, weekends, and weekdays, reinforcing the suitability of the Village Hall site where access and visibility are good.

**Equipment preferences:** The most requested options are low-impact cardiovascular and strength/resistance equipment. This supports a compact, accessible set suitable for all ages, including those with joint or mobility issues. Stretching and balance features were also popular. Some interest was expressed in children's and accessible equipment for future consideration.

**Comments / themes:** Feedback was overwhelmingly positive. A small number mentioned privacy and visibility concerns or asked for clear instructions. No significant objections were raised.

**Conclusions:**

- Clear community demand and majority support for a free outdoor gym
- Strong alignment with Sport England priorities: cost-free, local, inclusive, health-improving
- Suitable for older adults and those less confident in traditional gyms
- Village Hall location supported by the data
- Evidence strongly supports progressing to funding application and design stage

top of the hill, not accessible by pedestrians. Cllr Taylor had raised the issue with both Konect Bus and ECC, neither of which would accept responsibility.

**It was RESOLVED: that the report be noted.**

**074/25 GOVERNANCE**

i. *Braintree District Council Polling Place Review 2025 - Invitation for comments* (attached to record Minutes). No alterations were suggested that would affect White Colne residents.

**It was RESOLVED: that the Review be noted.**

ii. Policy review: Health & Safety, Lone Working, Safeguarding, & Risk Management Policy (attached to record Minutes). The Policy was an amalgamation of existing White Colne Parish Council Policies, and included Risk Assessments.

**It was RESOLVED: that the Health & Safety, Lone Working, Safeguarding, & Risk Management Policy be adopted.**

iii. Minutes of White Colne Parish Council meeting held 23.04.2013 (attached to record Minutes). Members received and considered the Minutes of the meeting held in April 2013, at which Cllr Bond had been co-opted. Cllr Bond had tendered his resignation, to take effect at the end of the meeting. Cllr Taylor presented Cllr Bond with a gift from current and former members of the council, and thanked him for giving his time, energy, and good humour to the council and community. Cllr Bond stated that it had "been a great privilege to serve the community."

**It was RESOLVED: that Cllr Bond's resignation be accepted.**

**075/25 ITEMS FOR INCLUSION ON THE AGENDA OF A FUTURE MEETING**

No new items were suggested.

**076/25 DATE OF NEXT MEETING**

The next meeting of White Colne Parish Council was scheduled to take place on Tuesday 20<sup>th</sup> January 2026 at White Colne Village Hall at 1930hrs.

The meeting closed at 21:10hrs.

Signed.....

Date.....



## WHITE COLNE PARISH COUNCIL

WHITE COLNE VILLAGE HALL,  
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# RCCE VILLAGE OF THE YEAR 2025

## MATTERS ARISING & ONGOING

### 066/24 COMMUNITY LIAISON

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

### 009/25 MATTERS ARISING

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

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

ACTION ARISING: Clerk to add further detail.

### 038/25 FINANCE

ACTION ARISING: Council to budget for member allowances in 2026-27.

### 040/25 LEISURE & FACILITIES

ACTION ARISING: Enter application for outdoor gym to Enovert Community Trust.

### 055/25 PLANNING

ACTION ARISING: Purchase and installation of *Village of the Year* signs.

### 056/25 LEISURE & FACILITIES

ACTION ARISING: Reconsider recycled clothing banks at a future meeting.

### 065/25 PUBLIC SESSION

ACTION: Clerk to follow up with ECC Highways over the missing streetlight.

### 070/25 FINANCE

ACTION: Seek quotes for Village Hall floor and add to 2026-27 budget.

ACTION: Amend Village Hall User Agreement.

### 071/25 COMMUNITY LIAISON

ACTION: Seek date and venue confirmation for Four Parishes meeting; Contact Colne Engaine.

ACTION: Invite Waste & Minimisation team to attend a future Warm Hub.

### 072/25 PLANNING

ACTION: Plan for Road Safety Week 2026.

### 073/25 LEISURE & FACILITIES

ACTION: Respond to POSI survey.

ACTION: Seek quotes for grass cutting.

ACTION: Develop Meadows Management Plan.

ACTION: Appoint contractor for play equipment repairs.

ACTION: Write to Allotment plot holders regarding netting; update 2026-27 Allotment Agreement.

# Whitecolne Parish Council

13 January 2026 (2025-2026)

## PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
124	Cleaning	01/07/2025		Unity Trust Bank - Ci		Village Hall	Samantha Mason	X	199.88		199.88
123	Subscriptions	01/07/2025		Unity Trust Bank - Ci		Subscription	Starboard Systems Limited	S	23.00	4.60	27.60
152	Meadows	02/07/2025		Unity Trust Bank - Ci		Open Spaces	Huws Gray	S	145.09	29.02	174.11
125	Play Areas	02/07/2025		Unity Trust Bank - Ci		Open Spaces	Playsafety Ltd	S	160.00	32.00	192.00
126	Deposit	02/07/2025		Unity Trust Bank - Ci		Village Hall	WCVH Hirer	X	50.00		50.00
127	Deposit	02/07/2025		Unity Trust Bank - Ci		Village Hall	WCVH Hirer	X	50.00		50.00
153	Village Hall Open Spaces	02/07/2025		Unity Trust Bank - Ci		Village Hall	Key Signs	S	48.80	9.76	58.56
156	Community Events	02/07/2025		Unity Trust Bank - Ci		Village Hall	Black Horse Cafe	S	38.83	7.77	46.60
158	Community Events	02/07/2025		Unity Trust Bank - Ci		Village Hall	Black Horse Cafe	S	38.83	7.77	46.60
151	Office	02/07/2025		Unity Trust Bank - Ci		Office	HP Inc UK Ltd	S	20.40	4.08	24.48
159	Banking Fees	02/07/2025		Unity Trust Bank - Ci		Card payments	LLoyds Multipay	X	9.00		9.00
157	Grant Expenditure - Summer H	02/07/2025		Unity Trust Bank - Ci		Grant Expenditure - Village Hal	Sainsbury's	X	41.47		41.47
154	Grant Expenditure - Summer H	02/07/2025		Unity Trust Bank - Ci		Grant Expenditure - Village Hal	Milk & More	X	28.80		28.80
155	Grant Expenditure - Summer H	02/07/2025		Unity Trust Bank - Ci		Grant Expenditure - Village Hal	Sainsbury's	X	38.27		38.27
160	Fees	04/07/2025		Unity Trust Bank - Ci		Village Hall	Stripe	X	1.28		1.28
161	Fees	07/07/2025		Unity Trust Bank - Ci		Village Hall	PayPal	X	3.78		3.78
128	Water	07/07/2025		Unity Trust Bank - Ci		Village Hall	Everflow	X	310.28		310.28
129	Grant Expenditure - Summer H	08/07/2025		Unity Trust Bank - Ci		Staff salary	Rachael Jennings	X			
130	Grant Expenditure - Summer H	08/07/2025		Unity Trust Bank - Ci		Staff salary	Gini Bryant	X			
135	Allotments	15/07/2025		Unity Trust Bank - Ci		Allotments	Stephen Holt	X	75.00		75.00
133	Deposit	15/07/2025		Unity Trust Bank - Ci		Village Hall	WCVH Hirer	X	50.00		50.00
134	Grant Expenditure - Projects	15/07/2025		Unity Trust Bank - Ci		Grant Expenditure - Natural Pla	Stephen Holt	X	120.00		120.00
131	Grant Expenditure - Summer H	15/07/2025		Unity Trust Bank - Ci		Staff salary	Gini Bryant	X			
132	Grant Expenditure - Summer H	15/07/2025		Unity Trust Bank - Ci		Staff salary	Rachael Jennings	X			
162	Fees	21/07/2025		Unity Trust Bank - Ci		Village Hall	PayPal	X	5.53		5.53
139	Cleaning	22/07/2025		Unity Trust Bank - Ci		Village Hall	Gallen Windows	X	14.00		14.00
136	Grant Expenditure - Summer H	22/07/2025		Unity Trust Bank - Ci		Grant Expenditure - Village Hal	East of England Co Op	X	17.13		17.13
137	Grant Expenditure - Summer H	22/07/2025		Unity Trust Bank - Ci		Staff salary	Rachael Jennings	X			
138	Grant Expenditure - Summer H	22/07/2025		Unity Trust Bank - Ci		Staff salary	Gini Bryant	X			
140	Subscriptions	24/07/2025		Unity Trust Bank - Ci		Subscription	Starboard Systems Limited	S	23.00	4.60	27.60
141	Electricity	28/07/2025		Unity Trust Bank - Ci		Village Hall	Scottish Power	L	179.72	8.99	188.71
163	Fees	28/07/2025		Unity Trust Bank - Ci		Village Hall	PayPal	X	4.07		4.07
146	Community Events	29/07/2025		Unity Trust Bank - Ci		General Administration	Paula Bull	X	24.00		24.00

## PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
145	Subscriptions	29/07/2025		Unity Trust Bank - Ci		Subscription	Braintree Association of Lo	X	24.00		24.00
144	Grant Expenditure - Warm Hub	29/07/2025		Unity Trust Bank - Ci		Grant Expenditure - Village Hal	Gini Bryant	S	20.00	4.00	24.00
142	Grant Expenditure - Summer H	29/07/2025		Unity Trust Bank - Ci		Staff salary	Rachael Jennings	X			
143	Grant Expenditure - Summer H	29/07/2025		Unity Trust Bank - Ci		Grant Expenditure - Village Hal	Kirsten Thomas	X	36.63		36.63
148	Salary	31/07/2025		Unity Trust Bank - Ci		Staff salary	Jim Morris	X			
148	Work from Home Allowance	31/07/2025		Unity Trust Bank - Ci		Staff salary	Jim Morris	X			
149	Community Events	31/07/2025		Unity Trust Bank - Ci		Open Spaces	Those Colchester Buskers	X	360.00		360.00
149	Community Events	31/07/2025		Unity Trust Bank - Ci		Open Spaces	Those Colchester Buskers	X	300.00		300.00
147	Booking Secretary	31/07/2025		Unity Trust Bank - Ci		Village Hall	Jade Lock	X	104.00		104.00
164	Fees	31/07/2025		Unity Trust Bank - Ci		Village Hall	Stripe	X	1.78		1.78
150	Banking Fees	31/07/2025		Unity Trust Bank - Ci		General Administration	Unity Trust Bank	X	6.00		6.00
165	Subscriptions	01/08/2025		Unity Trust Bank - Ci		Subscription	Starboard Systems Limited	S	23.00	4.60	27.60
197	Fees	04/08/2025		Unity Trust Bank - Ci		Village Hall	PayPal	E	5.52		5.52
169	Cleaning	05/08/2025		Unity Trust Bank - Ci		Village Hall	Samantha Mason	X	127.64		127.64
196	Fees	05/08/2025		Unity Trust Bank - Ci		Village Hall	SumUp	E	2.05		2.05
166	Water	05/08/2025		Unity Trust Bank - Ci		Village Hall	Everflow	X	150.00		150.00
167	Grant Expenditure - Summer H	05/08/2025		Unity Trust Bank - Ci		Staff salary	Aster Chatton	X			
168	Grant Expenditure - Summer H	05/08/2025		Unity Trust Bank - Ci		Staff salary	Gini Bryant	X			
172	Village Hall Open Spaces	13/08/2025		Unity Trust Bank - Ci		Village Hall	Summit Essex Ltd	S	2,323.32	464.66	2,787.98
170	Grant Expenditure - Summer H	13/08/2025		Unity Trust Bank - Ci		Staff salary	Aster Chatton	X			
171	Grant Expenditure - Summer H	13/08/2025		Unity Trust Bank - Ci		Staff salary	Gini Bryant	X			
200	Fees	14/08/2025		Unity Trust Bank - Ci		Village Hall	Stripe	E	3.13		3.13
188	Meadows	18/08/2025		Unity Trust Bank - Ci		Grasscutting	JPB Landscapes	S	2.14	0.43	2.57
188	Village Green	18/08/2025		Unity Trust Bank - Ci		Grasscutting	JPB Landscapes	S	79.16	15.83	94.99
183	Community Events	18/08/2025		Unity Trust Bank - Ci		Open Spaces	Sainsbury's	E	37.35		37.35
180	Community Events	18/08/2025		Unity Trust Bank - Ci		Open Spaces	eBay	X	12.45		12.45
181	Community Events	18/08/2025		Unity Trust Bank - Ci		Open Spaces	Netagon Ltd	S	12.46	2.49	14.95
182	Community Events	18/08/2025		Unity Trust Bank - Ci		Open Spaces	Remora Electrical Ltd	S	9.92	1.98	11.90
187	Community Events	18/08/2025		Unity Trust Bank - Ci		Open Spaces	Braintree District Council	E	21.00		21.00
188	Village Hall Open Spaces	18/08/2025		Unity Trust Bank - Ci		Grasscutting	JPB Landscapes	S	20.82	4.16	24.98
173	Community Events	18/08/2025		Unity Trust Bank - Ci		Village Hall	Milk & More	E	7.20		7.20
178	Community Events	18/08/2025		Unity Trust Bank - Ci		Village Hall	Sainsbury's	E	261.10		261.10
179	Community Events	18/08/2025		Unity Trust Bank - Ci		Village Hall	Black Horse Cafe	S	38.83	7.77	46.60
198	Fees	18/08/2025		Unity Trust Bank - Ci		Village Hall	PayPal	E	4.07		4.07
175	WCVH H&S	18/08/2025		Unity Trust Bank - Ci		Village Hall	Amazon EU	S	26.66	5.33	31.99

## PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
183	General Expenditure	18/08/2025		Unity Trust Bank - Ci		Open Spaces	Sainsbury's	S	12.71	2.54	15.25
185	Office	18/08/2025		Unity Trust Bank - Ci		Office	HP Inc UK Ltd	S	10.40	2.08	12.48
186	Office	18/08/2025		Unity Trust Bank - Ci		Office	Adobe Software Systems	S	16.64	3.33	19.97
184	Banking Fees	18/08/2025		Unity Trust Bank - Ci		Card payments	LLoyds Multipay	X	9.00		9.00
177	Grant Expenditure - Street Cle	18/08/2025		Unity Trust Bank - Ci		Grant Expenditure - Street Cle	Techtronic Industries (UK)	S	149.99	30.00	179.99
176	Grant Expenditure - Summer H	18/08/2025		Unity Trust Bank - Ci		Grant Expenditure - Village Hal	Amazon EU	E	17.44		17.44
174	Grant Expenditure - Summer H	18/08/2025		Unity Trust Bank - Ci		Grant Expenditure - Village Hal	Milk & More	E	10.65		10.65
191	Electricity	19/08/2025		Unity Trust Bank - Ci		Village Hall	Scottish Power	L	179.72	8.99	188.71
189	Grant Expenditure - Summer H	19/08/2025		Unity Trust Bank - Ci		Staff salary	Aster Chatton	X			
190	Grant Expenditure - Summer H	19/08/2025		Unity Trust Bank - Ci		Staff salary	Gini Bryant	X			
201	Fees	21/08/2025		Unity Trust Bank - Ci		Village Hall	Stripe	E	0.92		0.92
199	Fees	26/08/2025		Unity Trust Bank - Ci		Village Hall	PayPal	E	3.49		3.49
192	Salary	29/08/2025		Unity Trust Bank - Ci		Staff salary	Jim Morris	X			
193	PAYE/NI	29/08/2025		Unity Trust Bank - Ci		PAYE/NI	HMRC	X			
192	Work from Home Allowance	29/08/2025		Unity Trust Bank - Ci		Staff salary	Jim Morris	X			
194	Booking Secretary	29/08/2025		Unity Trust Bank - Ci		Village Hall	Jade Lock	X	117.00		117.00
202	Fees	29/08/2025		Unity Trust Bank - Ci		Village Hall	Stripe	E	0.50		0.50
195	Banking Fees	31/08/2025		Unity Trust Bank - Ci		General Administration	Unity Trust Bank	X	6.00		6.00
203	Subscriptions	01/09/2025		Unity Trust Bank - Ci		Subscription	Starboard Systems Limited	S	23.00	4.60	27.60
233	Fees	01/09/2025		Unity Trust Bank - Ci		Village Hall	PayPal	X	6.40		6.40
204	Cleaning	02/09/2025		Unity Trust Bank - Ci		Village Hall	Gallen Windows	X	14.00		14.00
205	Grant Expenditure - Summer H	02/09/2025		Unity Trust Bank - Ci		Staff salary	Aster Chatton	X			
206	Grant Expenditure - Summer H	02/09/2025		Unity Trust Bank - Ci		Staff salary	Gini Bryant	X			
207	Water	05/09/2025		Unity Trust Bank - Ci		Village Hall	Everflow	X	97.57		97.57
234	Fees	08/09/2025		Unity Trust Bank - Ci		Village Hall	PayPal	X	2.48		2.48
211	Meadows	12/09/2025		Unity Trust Bank - Ci		Grasscutting	JPB Landscapes	S	104.14	20.83	124.97
211	Village Green	12/09/2025		Unity Trust Bank - Ci		Grasscutting	JPB Landscapes	S	79.16	15.83	94.99
212	Cleaning	12/09/2025		Unity Trust Bank - Ci		Village Hall	Samantha Mason	X	214.74		214.74
208	Deposit	12/09/2025		Unity Trust Bank - Ci		Village Hall	WCVH Hirer	X	50.00		50.00
211	Village Hall Open Spaces	12/09/2025		Unity Trust Bank - Ci		Grasscutting	JPB Landscapes	S	20.82	4.16	24.98
209	Grant Expenditure - Summer H	12/09/2025		Unity Trust Bank - Ci		Staff salary	Gini Bryant	X			
210	Grant Expenditure - Summer H	12/09/2025		Unity Trust Bank - Ci		Staff salary	Gini Bryant	X			
214	Office	15/09/2025		Unity Trust Bank - Ci		Office	HP Inc UK Ltd	S	17.07	3.41	20.48
215	Office	15/09/2025		Unity Trust Bank - Ci		Office	Adobe Software Systems	S	16.64	3.33	19.97
216	Banking Fees	15/09/2025		Unity Trust Bank - Ci		Card payments	LLoyds Multipay	X	6.00		6.00

## PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
213	Grant Expenditure - Summer H	15/09/2025		Unity Trust Bank - Ci		Grant Expenditure - Village Hal	East of England Co Op	X	78.09		78.09
218	Grant Expenditure - Summer H	16/09/2025		Unity Trust Bank - Ci		Grant Expenditure - Village Hal	East of England Co Op	S	0.12	0.03	0.15
218	Grant Expenditure - Summer H	16/09/2025		Unity Trust Bank - Ci		Grant Expenditure - Village Hal	East of England Co Op	Z	11.54		11.54
217	Grant Expenditure - Summer H	16/09/2025		Unity Trust Bank - Ci		Staff salary	Gini Bryant	X			
235	Fees	19/09/2025		Unity Trust Bank - Ci		Village Hall	Stripe	X	3.65		3.65
223	Deposit	23/09/2025		Unity Trust Bank - Ci		Village Hall	WCVH Hirer	X	50.00		50.00
222	Village Hall Open Spaces	23/09/2025		Unity Trust Bank - Ci		Village Hall	Summit Essex Ltd	S	125.00	25.00	150.00
219	Audit	23/09/2025		Unity Trust Bank - Ci		General Administration	PKF Littlejohn LLP	S	420.00	84.00	504.00
220	Grant Expenditure - Summer H	23/09/2025		Unity Trust Bank - Ci		Staff salary	Rachael Jennings	X			
221	Grant Expenditure - Summer H	23/09/2025		Unity Trust Bank - Ci		Staff salary	Gini Bryant	X			
224	Electricity	29/09/2025		Unity Trust Bank - Ci		Village Hall	Scottish Power	L	179.72	8.99	188.71
231	Salary	30/09/2025		Unity Trust Bank - Ci		Staff salary	Jim Morris	X			
230	PAYE/NI	30/09/2025		Unity Trust Bank - Ci		PAYE/NI	HMRC	X			
231	Work from Home Allowance	30/09/2025		Unity Trust Bank - Ci		Staff salary	Jim Morris	X			
227	Booking Secretary	30/09/2025		Unity Trust Bank - Ci		Village Hall	Jade Lock	X	156.00		156.00
225	Deposit	30/09/2025		Unity Trust Bank - Ci		Village Hall	WCVH Hirer	X	40.00		40.00
226	Community Events	30/09/2025		Unity Trust Bank - Ci		Village Hall	Christine Potter	X	30.00		30.00
232	Banking Fees	30/09/2025		Unity Trust Bank - Ci		General Administration	Unity Trust Bank	X	6.00		6.00
228	Grant Expenditure - Summer H	30/09/2025		Unity Trust Bank - Ci		Staff salary	Rachael Jennings	X			
229	Grant Expenditure - Summer H	30/09/2025		Unity Trust Bank - Ci		Staff salary	Gini Bryant	X			
								Total	12,148.96	836.96	12,985.92

# Whitecolne Parish Council

14 January 2026 (2025-2026)

## PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
236		01/10/2025		Unity Trust Bank - Ci		Subscription	Starboard Systems Limited		23.00	4.60	27.60
253		03/10/2025		Unity Trust Bank - Ci		Village Hall	SumUp		2.61		2.61
237		06/10/2025		Unity Trust Bank - Ci		Village Hall	Starboard Systems Limited		102.86		102.86
238		08/10/2025		Unity Trust Bank - Ci		Grasscutting	JPB Landscapes		204.12	40.82	244.94
239		08/10/2025		Unity Trust Bank - Ci		Expenses	Jim Morris		73.13		73.13
240		08/10/2025		Unity Trust Bank - Ci		Grant Expenditure - Village Hal	Rachael Jennings				
241		08/10/2025		Unity Trust Bank - Ci		Grant Expenditure - Village Hal	Gini Bryant				
246		14/10/2025		Unity Trust Bank - Ci		Village Hall	Gallen Windows		14.00		14.00
248		14/10/2025		Unity Trust Bank - Ci		Village Hall	Samantha Mason		206.25		206.25
244		14/10/2025		Unity Trust Bank - Ci		Village Hall	Black Horse Cafe		18.00	3.60	21.60
245		14/10/2025		Unity Trust Bank - Ci		Village Hall	Christine Potter		30.00		30.00
247		14/10/2025		Unity Trust Bank - Ci		General Administration	Paula Bull		24.00		24.00
242		14/10/2025		Unity Trust Bank - Ci		Grant Expenditure - Village Hal	Gini Bryant				
243		14/10/2025		Unity Trust Bank - Ci		Grant Expenditure - Village Hal	Rachael Jennings				
265		16/10/2025		Unity Trust Bank - Ci		Card payments	Sainsbury's		32.67		32.67
266		16/10/2025		Unity Trust Bank - Ci		Card payments	Sainsbury's		40.22		40.22
267		16/10/2025		Unity Trust Bank - Ci		Card payments	Black Horse Cafe		18.00	3.60	21.60
268		16/10/2025		Unity Trust Bank - Ci		Card payments	We Can Source It		6.83	1.37	8.20
262		16/10/2025		Unity Trust Bank - Ci		Card payments	Moreco Dairy		29.40		29.40
274		16/10/2025		Unity Trust Bank - Ci		Card payments	Ideal 365 Ltd		13.29	2.66	15.95
275		16/10/2025		Unity Trust Bank - Ci		Card payments	We Can Source It		13.27	2.66	15.93
277		16/10/2025		Unity Trust Bank - Ci		Card payments	HP Inc UK Ltd		11.24	2.25	13.49
278		16/10/2025		Unity Trust Bank - Ci		Card payments	Adobe Software Systems		16.64	3.33	19.97
279		16/10/2025		Unity Trust Bank - Ci		Card payments	Tesco Stores		6.80		6.80
280		16/10/2025		Unity Trust Bank - Ci		Card payments	Apple Distribution Internati		14.57	2.92	17.49
276		16/10/2025		Unity Trust Bank - Ci		Card payments	LLoyds Multipay		6.00		6.00
264		16/10/2025		Unity Trust Bank - Ci		Card payments	Sainsbury's		40.50		40.50
263		16/10/2025		Unity Trust Bank - Ci		Card payments	East of England Co Op		85.46		85.46
269		16/10/2025		Unity Trust Bank - Ci		Card payments	We Can Source It		6.39	1.28	7.67
270		16/10/2025		Unity Trust Bank - Ci		Card payments	Amazon EU		32.11	6.42	38.53
271		16/10/2025		Unity Trust Bank - Ci		Card payments	Barmans Ltd		14.16	2.83	16.99
272		16/10/2025		Unity Trust Bank - Ci		Card payments	Home Deco London Ltd		25.62	5.13	30.75
273		16/10/2025		Unity Trust Bank - Ci		Card payments	Fenrir Trading Ltd		5.82	1.17	6.99

## PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
249		21/10/2025		Unity Trust Bank - Ci		Village Hall	WCVH Hirer		50.00		50.00
251		21/10/2025		Unity Trust Bank - Ci		Village Hall	John Watt Photography		32.50	6.50	39.00
250		21/10/2025		Unity Trust Bank - Ci		Grant Expenditure - Village Hal	High Speed Training		20.00	4.00	24.00
252		21/10/2025		Unity Trust Bank - Ci		Grant Expenditure - Village Hal	Caroline Lingley				
281		27/10/2025		Unity Trust Bank - Ci		Village Hall	PayPal		2.04		2.04
282		28/10/2025		Unity Trust Bank - Ci		Village Hall	PayPal		7.57		7.57
256		28/10/2025		Unity Trust Bank - Ci		General Administration	Paula Bull		19.00		19.00
257		28/10/2025		Unity Trust Bank - Ci		Grant Expenditure - Summer H	East of England Co Op		22.19		22.19
258		28/10/2025		Unity Trust Bank - Ci		Grant Expenditure - Summer H	Jane Taylor		160.00		160.00
254		28/10/2025		Unity Trust Bank - Ci		Staff salary	Rachael Jennings				
255		28/10/2025		Unity Trust Bank - Ci		Staff salary	Gini Bryant				
259		31/10/2025		Unity Trust Bank - Ci		Staff salary	Jim Morris				
260		31/10/2025		Unity Trust Bank - Ci		Village Hall	Jade Lock		130.00		130.00
261		31/10/2025		Unity Trust Bank - Ci		Expenses	Unity Trust Bank		6.00		6.00
283		03/11/2025		Unity Trust Bank - Ci		Subscription	Starboard Systems Limited		23.00	4.60	27.60
284		04/11/2025		Unity Trust Bank - Ci		Staff salary	Gini Bryant				
285		04/11/2025		Unity Trust Bank - Ci		Staff salary	Rachael Jennings				
286		04/11/2025		Unity Trust Bank - Ci		Staff salary	Caroline Lingley				
330		05/11/2025		Unity Trust Bank - Ci		Village Hall	SumUp		4.91		4.91
331		10/11/2025		Unity Trust Bank - Ci		Village Hall	PayPal		3.20		3.20
291		11/11/2025		Unity Trust Bank - Ci		Open Spaces	JRB Enterprise Ltd		64.75	12.95	77.70
292		11/11/2025		Unity Trust Bank - Ci		Grasscutting	JPB Landscapes		204.12	40.82	244.94
290		11/11/2025		Unity Trust Bank - Ci		Staff salary	Rachael Jennings				
287		11/11/2025		Unity Trust Bank - Ci		Staff salary	Caroline Lingley				
288		11/11/2025		Unity Trust Bank - Ci		Staff salary	Gini Bryant				
289		11/11/2025		Unity Trust Bank - Ci		Staff salary	Rachael Jennings				
298		17/11/2025		Unity Trust Bank - Ci		Grant Expenditure - Summer H	Sainsbury's		30.38		30.38
299		17/11/2025		Unity Trust Bank - Ci		Grant Expenditure - Summer H	Black Horse Cafe		18.00	3.60	21.60
309		17/11/2025		Unity Trust Bank - Ci		Open Spaces	DHF Products Ltd		283.50	56.70	340.20
295		17/11/2025		Unity Trust Bank - Ci		Community Cafe	Sainsbury's		47.72		47.72
307		17/11/2025		Unity Trust Bank - Ci		Office	HP Inc UK Ltd		11.24	2.25	13.49
308		17/11/2025		Unity Trust Bank - Ci		Office	Adobe Software Systems		16.64	3.33	19.97
310		17/11/2025		Unity Trust Bank - Ci		Card payments	Jim Morris		9.43		9.43
304		17/11/2025		Unity Trust Bank - Ci		Card payments	Jane Taylor		29.40		29.40

## PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
306		17/11/2025		Unity Trust Bank - Ci		Expenses	Lloyds Multipay		6.00		6.00
305		17/11/2025		Unity Trust Bank - Ci		Grant Expenditure - Warm Hub	Sainsbury's		85.04		85.04
293		17/11/2025		Unity Trust Bank - Ci		Grant Expenditure - Summer H	Amazon EU		18.43		18.43
294		17/11/2025		Unity Trust Bank - Ci		Grant Expenditure - Summer H	Sainsbury's		18.25		18.25
296		17/11/2025		Unity Trust Bank - Ci		Grant Expenditure - Summer H	Sainsbury's		53.72		53.72
297		17/11/2025		Unity Trust Bank - Ci		Grant Expenditure - Summer H	Sainsbury's		17.55		17.55
300		17/11/2025		Unity Trust Bank - Ci		Grant Expenditure - Summer H	Argos Ltd		27.24	5.45	32.69
301		17/11/2025		Unity Trust Bank - Ci		Grant Expenditure - Summer H	Amazon EU		22.00	4.40	26.40
302		17/11/2025		Unity Trust Bank - Ci		Grant Expenditure - Summer H	We Can Source It		6.89	1.38	8.27
303		17/11/2025		Unity Trust Bank - Ci		Grant Expenditure - Summer H	Oylpa.com LLP		116.63	23.33	139.96
319		18/11/2025		Unity Trust Bank - Ci		Open Spaces	JRB Enterprise Ltd		235.15	47.03	282.18
317		18/11/2025		Unity Trust Bank - Ci		Open Spaces	Stephen Holt		795.00		795.00
314		18/11/2025		Unity Trust Bank - Ci		Community Cafe	Christine Potter		30.00		30.00
318		18/11/2025		Unity Trust Bank - Ci		Open Spaces	Stephen Holt		30.00		30.00
311		18/11/2025		Unity Trust Bank - Ci		Staff salary	Kelly Smith				
312		18/11/2025		Unity Trust Bank - Ci		Staff salary	Caroline Lingley				
313		18/11/2025		Unity Trust Bank - Ci		Staff salary	Gini Bryant				
315		18/11/2025		Unity Trust Bank - Ci		Grant Expenditure - Street Clea	Stephen Holt		120.00		120.00
316		18/11/2025		Unity Trust Bank - Ci		Grant Expenditure - Street Clea	Stephen Holt		51.50		51.50
324		25/11/2025		Unity Trust Bank - Ci		Village Hall	Essex PAT Testing		73.95		73.95
325		25/11/2025		Unity Trust Bank - Ci		Village Hall	E&J Fire Security		49.00	9.80	58.80
323		25/11/2025		Unity Trust Bank - Ci		Office	Page Computers		70.83	14.17	85.00
320		25/11/2025		Unity Trust Bank - Ci		Staff salary	Rachael Jennings				
321		25/11/2025		Unity Trust Bank - Ci		Staff salary	Gini Bryant				
322		25/11/2025		Unity Trust Bank - Ci		Staff salary	Caroline Lingley				
326		28/11/2025		Unity Trust Bank - Ci		Staff salary	Jim Morris				
327		28/11/2025		Unity Trust Bank - Ci		PAYE/NI	HMRC				
328		28/11/2025		Unity Trust Bank - Ci		Village Hall	Jade Lock		130.00		130.00
332		28/11/2025		Unity Trust Bank - Ci		Village Hall	Stripe		10.38		10.38
329		30/11/2025		Unity Trust Bank - Ci		Expenses	Unity Trust Bank		6.00		6.00
334		01/12/2025		Unity Trust Bank - Ci		Village Hall	PayPal		7.42		7.42
333		01/12/2025		Unity Trust Bank - Ci		Subscription	Starboard Systems Limited		23.00	4.60	27.60
339		02/12/2025		Unity Trust Bank - Ci		Village Hall	WCVH Hirer		50.00		50.00
338		02/12/2025		Unity Trust Bank - Ci		Community Cafe	Christine Potter		30.00		30.00

## PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
341		02/12/2025		Unity Trust Bank - Ci		Village Hall	SumUp		9.28		9.28
335		02/12/2025		Unity Trust Bank - Ci		Staff salary	Caroline Lingley				
336		02/12/2025		Unity Trust Bank - Ci		Staff salary	Gini Bryant				
337		02/12/2025		Unity Trust Bank - Ci		Staff salary	Rachael Jennings				
340		02/12/2025		Unity Trust Bank - Ci		Grant Expenditure - Street Clea	Stephen Holt		580.00		580.00
347		09/12/2025		Unity Trust Bank - Ci		Open Spaces	AMP Electrical		2,333.05	466.62	2,799.67
348		09/12/2025		Unity Trust Bank - Ci		Village Hall	Gallen Windows		14.00		14.00
342		09/12/2025		Unity Trust Bank - Ci		Village Hall	Samantha Mason		296.25		296.25
346		09/12/2025		Unity Trust Bank - Ci		Grant Expenditure - Warm Hub	East of England Co Op		2.45		2.45
349		09/12/2025		Unity Trust Bank - Ci		Grant Expenditure - Warm Hub	East of England Co Op		6.80		6.80
343		09/12/2025		Unity Trust Bank - Ci		Staff salary	Caroline Lingley				
344		09/12/2025		Unity Trust Bank - Ci		Staff salary	Gini Bryant				
345		09/12/2025		Unity Trust Bank - Ci		Staff salary	Rachael Jennings				
350		15/12/2025		Unity Trust Bank - Ci		Village Hall	Smartest Energy		90.81	4.54	95.35
351		15/12/2025		Unity Trust Bank - Ci		Village Hall	PayPal		2.04		2.04
367		16/12/2025		Unity Trust Bank - Ci		Open Spaces	DHF Products Ltd		17.00	3.40	20.40
357		16/12/2025		Unity Trust Bank - Ci		Community Cafe	Amazon EU		34.52		34.52
358		16/12/2025		Unity Trust Bank - Ci		Community Cafe	Black Horse Cafe		18.00	3.60	21.60
361		16/12/2025		Unity Trust Bank - Ci		Community Cafe	Sainsbury's		34.92		34.92
362		16/12/2025		Unity Trust Bank - Ci		Community Cafe	Black Horse Cafe		18.00	3.60	21.60
365		16/12/2025		Unity Trust Bank - Ci		Office	HP Inc UK Ltd		11.24	2.25	13.49
366		16/12/2025		Unity Trust Bank - Ci		Office	Adobe Software Systems		16.64	3.33	19.97
364		16/12/2025		Unity Trust Bank - Ci		Card payments	LLoyds Multipay		6.00		6.00
352		16/12/2025		Unity Trust Bank - Ci		Grant Expenditure - Warm Hub	Social Supermarket		5.00		5.00
353		16/12/2025		Unity Trust Bank - Ci		Grant Expenditure - Warm Hub	Amazon EU		6.16	1.23	7.39
354		16/12/2025		Unity Trust Bank - Ci		Grant Expenditure - Warm Hub	Argos Ltd		9.17	1.83	11.00
355		16/12/2025		Unity Trust Bank - Ci		Grant Expenditure - Warm Hub	Sainsbury's		58.08		58.08
356		16/12/2025		Unity Trust Bank - Ci		Village Hall	Amazon EU		14.20	2.84	17.04
363		16/12/2025		Unity Trust Bank - Ci		Grant Expenditure - Warm Hub	Sainsbury's		57.68		57.68
359		16/12/2025		Unity Trust Bank - Ci		Grant Expenditure - Warm Hub	Sainsbury's		74.86		74.86
360		16/12/2025		Unity Trust Bank - Ci		Grant Expenditure - Warm Hub	Sainsbury's		60.75		60.75
368		22/12/2025		Unity Trust Bank - Ci		Village Hall	WCVH Hirer		66.00		66.00
369		22/12/2025		Unity Trust Bank - Ci		Village Hall	WCVH Hirer		110.00		110.00
370		22/12/2025		Unity Trust Bank - Ci		Village Hall	WCVH Hirer		50.00		50.00

## PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
371		22/12/2025		Unity Trust Bank - Ci		Village Hall	WCVH Hirer		50.00		50.00
375		22/12/2025		Unity Trust Bank - Ci		Village Hall	Hallmaster		268.84	53.76	322.60
372		22/12/2025		Unity Trust Bank - Ci		Staff salary	Caroline Lingley				
373		22/12/2025		Unity Trust Bank - Ci		Staff salary	Gini Bryant				
374		22/12/2025		Unity Trust Bank - Ci		Staff salary	Rachael Jennings				
376		23/12/2025		Unity Trust Bank - Ci		Staff salary	Gini Bryant				
377		23/12/2025		Unity Trust Bank - Ci		Staff salary	Rachael Jennings				
378		23/12/2025		Unity Trust Bank - Ci		Staff salary	Caroline Lingley				
379		24/12/2025		Unity Trust Bank - Ci		Village Hall	Jade Lock		156.00		156.00
380		29/12/2025		Unity Trust Bank - Ci		Village Hall	Stripe		2.05		2.05
382		31/12/2025		Unity Trust Bank - Ci		Staff salary	Jim Morris				
381		31/12/2025		Unity Trust Bank - Ci		PAYE/NI	HMRC				
383		31/12/2025		Unity Trust Bank - Ci		Office	Unity Trust Bank		6.00		6.00
								Total	14,428.65	876.55	15,305.20

## Appendix D

## Budget 2025-26 Q3 Report &amp; 2026-27 Forecast

Item	Year End 2024-25	Budget 2025-26	Q3 2025-26	Year-End Forecast	Budget 2026-27
1010 Precept	£ 12,243.00	£ 12,652.00	£ 12,652.00	£ 12,652.00	£ 13,435.00
1020 Allotment Fees	£ 299.90	£ 365.00	£ 377.75	£ 377.75	£ 365.00
1021 Community Event Income (new)	£ -	£ -	£ -	£ -	£ -
1030 WCVH Hire	£ 12,329.43	£ 13,000.00	£ 8,526.65	£ 11,368.87	£ 11,500.00
1031 WCVH Community Events	£ 3,058.35	£ 3,000.00	£ 1,881.03	£ 2,508.04	£ 2,500.00
1033 WCVH Other Income	£ 155.39	£ -	£ 64.21	£ 85.61	£ 75.00
1040 Misc Income	£ 60.65	£ -	£ 767.15	£ 1,022.87	£ 650.00
1041 VAT126	£ 5,834.37	£ -	£ 1,375.82	£ 2,243.37	£ -
1042 Bank Interest	£ -	£ -	£ 56.56	£ 75.41	£ 120.00
1050 Grant Income	£ 70,640.74	£ -	£ 4,136.58	£ -	£ -
1060 Energy Income	£ -	£ -	£ 1,338.88	£ 1,785.17	£ 1,750.00
<b>Total Income</b>	<b>£ 104,621.83</b>	<b>£ 29,017.00</b>	<b>£ 31,176.63</b>	<b>£ 32,119.09</b>	<b>£ 30,395.00</b>

Item	Year End 2024-25	Budget 2025-26	Q3 2025-26	Year-End Forecast	2026-27 Budget	2026-27 EMR
4010 Salary	£ 9,555.54	£ 11,981.00	£ 8,923.79	£ 11,898.39	£ 12,402.00	£ -
4011 PAYE/NI	£ 395.69	£ -	£ 175.89	£ 234.52	£ -	£ -
4012 Employee Pension	£ -	£ -	£ -	£ -	£ 653.00	£ -
4013 Employer Pension	£ -	£ -	£ -	£ -	£ 392.00	£ -
4015 Work from Home Allowance	£ 78.00	£ 312.00	£ 234.00	£ 312.00	£ 312.00	£ -
4016 Member Allowance	£ -	£ -	£ -	£ -	£ 1,790.00	£ -
<b>001 General Admin TOTAL Expenditure</b>	<b>£ 10,029.23</b>	<b>£ 12,293.00</b>	<b>£ 9,333.68</b>	<b>£ 12,444.91</b>	<b>£ 15,549.00</b>	<b>£ -</b>
4020 Allotments	£ 3.75	£ -	£ 107.67	£ 143.56	£ -	£ -
4021 Meadows	£ 2,731.48	£ 2,150.00	£ 2,665.85	£ 3,554.47	£ -	£ -
4022 Play Areas	£ 156.00	£ 950.00	£ 160.00	£ 213.33	£ -	£ -
4023 Village Green	£ 1,359.74	£ 1,200.00	£ 712.44	£ 949.92	£ -	£ -
4024 Defibrillator	£ 165.21	£ 240.00	£ 115.00	£ 153.33	£ -	£ -
4025 Christmas	£ 265.36	£ 265.00	£ 1,749.72	£ 1,749.72	£ -	£ -
4026 Outdoors Community Events (new)	£ -	£ -	£ 1,203.78	£ 1,605.04	£ -	£ -
<b>002 Leisure &amp; Facilities TOTAL Expenditure</b>	<b>£ 4,681.54</b>	<b>£ 4,805.00</b>	<b>£ 6,714.46</b>	<b>£ 8,369.37</b>	<b>£ -</b>	<b>£ -</b>
4030 WCVH Booking Secretary	£ 1,753.60	£ 1,500.00	£ 1,157.00	£ 1,542.67	£ 1,500.00	£ -
4031 Cleaning	£ 2,775.15	£ 2,300.00	£ 2,053.57	£ 2,738.09	£ 3,000.00	£ -
4032 Deposit	£ 675.00	£ 500.00	£ 866.00	£ 1,154.67	£ 1,250.00	£ -
4033 WCVH Open Spaces	£ 270.66	£ 500.00	£ 2,714.50	£ 3,619.33	£ -	£ -
4034 Community Event Expenditure	£ 5,851.78	£ 2,554.00	£ 1,231.61	£ 1,642.15	£ -	£ -
4035 Electricity	£ 709.07	£ 150.00	£ 1,080.71	£ 1,440.95	£ 1,440.00	£ -
4036 Gas (deleted)	£ 484.95	£ -	£ -	£ -	£ -	£ -
4036 Fees	£ -	£ -	£ 418.79	£ 558.39	£ 560.00	£ -
4037 Water	£ 728.03	£ 750.00	£ 786.40	£ 1,048.53	£ 1,050.00	£ -
4038 WiFi	£ -	£ -	£ 13.32	£ 17.76	£ -	£ -
4039 WCVH H&S	£ 13,002.09	£ 1,000.00	£ 368.65	£ 491.53	£ -	£ -
<b>003 WCVH TOTAL Expenditure</b>	<b>£ 26,250.33</b>	<b>£ 9,254.00</b>	<b>£ 10,690.55</b>	<b>£ 14,254.07</b>	<b>£ 8,800.00</b>	<b>£ -</b>
4040 Staff Training	£ -	£ -	£ -	£ -	£ -	£ -
4041 Councillor Training	£ 216.00	£ 200.00	£ 32.68	£ 43.57	£ 500.00	£ -
4042 General Maintenance	£ -	£ -	£ -	£ -	£ -	£ -
4043 General Expenditure	£ 503.51	£ 240.00	£ 200.62	£ 267.49	£ -	£ -
4044 Subscriptions	£ 1,753.72	£ 750.00	£ 677.48	£ 903.31	£ 750.00	£ -
4045 Office	£ -	£ -	£ 409.93	£ 546.57	£ -	£ -
4046 Audit	£ 455.00	£ 500.00	£ 680.00	£ 906.67	£ 680.00	£ -
4047 Insurance	£ 887.98	£ 890.00	£ 536.00	£ 714.67	£ 540.00	£ -
4048 Banking Fees	£ 71.40	£ 85.00	£ 114.00	£ 152.00	£ 155.00	£ -
<b>004 Miscellaneous TOTAL Expenditure</b>	<b>£ 3,887.61</b>	<b>£ 2,665.00</b>	<b>£ 2,650.71</b>	<b>£ 3,534.28</b>	<b>£ 2,625.00</b>	<b>£ -</b>
4050 Grant Exp Warm Hub <b>EMR</b>	£ 1,081.80	£ 4,000.00	£ 880.91	£ 1,174.55	£ -	£ -
4051 Grant Exp Warm Hub Staff Salary <b>EMR</b>	£ 4,314.18	£ 6,000.00	£ 3,050.70	£ 4,067.60	£ -	£ -
4052 Grant Exp WCVH <b>EMR</b>	£ 50,278.60	£ 1,400.00	£ -	£ -	£ -	£ -
4053 Grant Exp Projects <b>EMR</b>	£ 3,847.16	£ -	£ 1,643.71	£ 2,191.61	£ -	£ -
4054 Grant Exp Street Cleaning	£ -	£ 1,036.58	£ 901.49	£ 1,201.99	£ -	£ -
4055 Grant Exp Summer Hub	£ -	£ 600.00	£ 928.81	£ -	£ -	£ -
4056 Grant Exp Summer Hub Salary	£ -	£ 1,800.00	£ 1,193.99	£ -	£ -	£ -
<b>005 Grants TOTAL Expenditure</b>	<b>£ 59,521.74</b>	<b>£ 14,836.58</b>	<b>£ 8,599.61</b>	<b>£ 8,635.75</b>	<b>£ -</b>	<b>£ -</b>
<b>Total Expenditure</b>	<b>£ 104,370.45</b>	<b>£ 43,853.58</b>	<b>£ 37,989.01</b>	<b>£ 47,238.37</b>	<b>£ 26,974.00</b>	<b>£ -</b>
<b>Income minus Expenditure</b>	<b>£ 251.38</b>	<b>-£ 14,836.58</b>	<b>-£ 6,812.38</b>	<b>-£ 15,119.28</b>	<b>£ 3,421.00</b>	<b>£ -</b>

**Notes:**

1010 Precept	4.99% increase to a Band D property: £2.92
1030 WCVH Hire	WCVH Hire rates to be resolved
1050 Grant Income	Grants applied for as necessity or availability dictates
4039 WCVH H&S	Quote for floor being sought
4045 Office	The council's laptop is now unable to update - possibly new one required
EMR' is Earmarked Reserve	

**Have your say on our budget proposals for 2026/27**

**07.01.2026 17:05**

Local authorities across the country continue to face significant financial pressures, driven by rising demand for services, increasing costs and inflation.

While we've successfully reduced this year's budget shortfall through a combination of increased income, savings and efficiencies, longer-term challenges remain. The Government is proposing fundamental changes to the funding system for local authorities from April 2026. Over the next four years, we currently project that we need to address a budget gap of up to £2.8 million by 2029/30.

To meet these challenges, we're progressing with our transformation programme, which involves a thorough review of our services. This initiative is focused on delivering efficiencies and savings to secure a stable financial position for the medium and long term. As part of Greater Essex, we are also working across the Essex system on plans for Local Government Reorganisation, which if implemented, would see new Unitary Councils in place from April 2028.

With this approach, we can continue to deliver the best possible services for our residents and communities both now and in the future.

You can view further details on our 2026/27 budget proposals in the [Cabinet Report](#) (see pages 123 to 145 of the agenda) or in the [presentation](#) made to the Corporate Scrutiny Committee.

We welcome your feedback. If you have any comments on our proposals, please email [financialservices@braintree.gov.uk](mailto:financialservices@braintree.gov.uk) by Saturday, 31 January 2026.

The final budget and council tax proposals will be presented to Full Council on Monday, 16 February 2026.

**Braintree District Council**

## Appendix G

### Community Cafe 2nd & 4th Friday

13.01.2026 14:24

Good afternoon,

With reference to your Community Café's as above, are these something that you'd like us to attend, to raise awareness of sight loss and visual impairment and the services that are available? All of our services are free and we do not collect donations.

Please let me have your thoughts.

Kind regards

Dawn Tracey  
Operations/Development Manager

Essex Sight

[dawn@essexsight.org.uk](mailto:dawn@essexsight.org.uk)

07362 549890  
01206 548196





## WHITE COLNE PARISH COUNCIL

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

[www.whitecolneparishcouncil.gov.uk](http://www.whitecolneparishcouncil.gov.uk)

[clerk@whitecolneparishcouncil.gov.uk](mailto:clerk@whitecolneparishcouncil.gov.uk)

*Village of the Year 2025*

**To:** Planning Department

Braintree District Council

**Date:** 14/01/2026

**Ref:** 25/02816/ELD

**Details:** Application for a lawful development certificate for an existing use - Use of two static homes as a dwelling - Brookfield Stables Wakes Colne Road White Colne Essex CO6 2QE.

**White Colne Parish Council response:**

Jim Morris

Parish Clerk, White Colne Parish Council

**Email:** [clerk@whitecolneparishcouncil.gov.uk](mailto:clerk@whitecolneparishcouncil.gov.uk)

**Website:** [www.whitecolneparishcouncil.gov.uk](http://www.whitecolneparishcouncil.gov.uk)



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*Village of the Year 2025*

**To:** Planning Department

Braintree District Council

**Date:** 14/01/2026

**Ref:** 25/02834/REM

**Details:** Application for Approval of Reserved Matters (in respect of Landscaping) pursuant to outline planning permission 22/02902/OUT granted 27.02.2023 for: Outline planning application with all matters reserved for the construction of 1 No. 3 bedroom bungalow - Land To The Rear Of, 5 Colne Park Road, White Colne

**White Colne Parish Council response:**

Jim Morris

Parish Clerk, White Colne Parish Council

**Email:** [clerk@whitecolneparishcouncil.gov.uk](mailto:clerk@whitecolneparishcouncil.gov.uk)

**Website:** [www.whitecolneparishcouncil.gov.uk](http://www.whitecolneparishcouncil.gov.uk)



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*Village of the Year 2025*

**To:** Planning Department

Braintree District Council

**Date:** 14/01/2026

**Ref:** 25/02869/FUL

**Details:** **Change of use of land for the creation of additional 2 no. Gypsy/Traveller Pitches, comprising the siting of 1 mobile home, 1 touring caravan, alongside the erection of a semi-detached utility building. (Part retrospective) - OS 7271 Land South West Of Fox And Pheasant Farm Colchester Road, White Colne, Essex**

**White Colne Parish Council response:**

Jim Morris

Parish Clerk, White Colne Parish Council

**Email:** [clerk@whitecolneparishcouncil.gov.uk](mailto:clerk@whitecolneparishcouncil.gov.uk)

**Website:** [www.whitecolneparishcouncil.gov.uk](http://www.whitecolneparishcouncil.gov.uk)



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*Village of the Year 2025*

**To:** Planning Department

Braintree District Council

**Date:** 14/01/2026

**Ref:** 26/00049/TPOCON

**Details:** **Notice of intent to carry out works to trees in a Conservation Area: Fell Leylandii trees located on the boundary between 42 & 44 Colneford Hill - 44 Colneford Hill, White Colne, Essex**

**White Colne Parish Council response:**

Jim Morris

Parish Clerk, White Colne Parish Council

**Email:** [clerk@whitecolneparishcouncil.gov.uk](mailto:clerk@whitecolneparishcouncil.gov.uk)

**Website:** [www.whitecolneparishcouncil.gov.uk](http://www.whitecolneparishcouncil.gov.uk)

## Local Plan update - consultation coming soon

06.01.2026 16:46

[Over] The past few months our Local Plan Sub-Committee ~~have~~ has reviewed all proposed sites submitted to ~~us~~ it for [consideration in] the updated Local Plan, ~~where they've allocated those they~~ it considered suitable and rejected others.

**The government ~~have~~ has set us a mandatory housing target** which means we need to bring forward more land for development to help deliver 11,000 new homes, including much needed affordable homes.

A Local Plan is reviewed every five years and lets us decide the **most sustainable locations and protect areas where development shouldn't happen**, shaped by community input.

Without a Local Plan, national policy might mean the Council has to say yes to sites which are not currently allocated for development or the developer can appeal to the Planning Inspectorate ~~who~~, which might approve the application regardless.

[About the Local Plan Review – Local Plan Review – Braintree District Council](#)

### How to keep updated

Next month we'll be launching the first official round of consultation where you'll be able to comment and share your views on the draft Local Plan document, which will include the proposed sites, before any decisions are made.

We'd strongly encourage everyone to take part so your feedback can help shape the final plan.

We'll share all updates via this newsletter. You can also [sign up to receive email updates from our planning team](#) when it launches.

**Braintree District Council**



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[clerk@whitecolneparishcouncil.gov.uk](mailto:clerk@whitecolneparishcouncil.gov.uk)

*Village of the Year 2025*

### White Colne Parish Council responses to Colchester City Council Preferred Options Local Plan Regulation 18 Consultation

#### Vision & Approach to the Local Plan

##### **COMMENT:**

White Colne Parish Council welcomes the opportunity to comment on the Preferred Options Local Plan. Although White Colne lies within Braintree District, development proposed in the northwest of Colchester District will have a direct and significant effect on the village due to the shared A1124 transport corridor which links the Earls Colne / Wakes Colne area to Colchester.

In particular, White Colne Parish Council notes the following site allocations:

- PP28: Land West of Station Road, Wakes Colne – approx. 200 dwellings
- PP27: Swan Grove, Chappel – approx. 35 dwellings
- PP36: Great Tey – approx. 125 dwellings
- PP31 & PP32: Land North of Halstead Road, Eight Ash Green – approx. 300 dwellings combined
- PEP12: Wakes Hall Business Centre – employment expansion

Taken together, these allocations amount to well over 800 new homes in the immediate A1124 catchment between Great Tey / Wakes Colne and the western edge of Colchester. All vehicular movements from these sites will necessarily travel along the A1124 or its immediate feeder routes, and a significant proportion will pass through or impact White Colne, a rural village already experiencing high traffic volumes, issues with speeding vehicles, limited crossing points, no continuous footway on parts of the A1124, and bus service unreliability.

The draft plan requires individual developments to demonstrate that they will not be “detrimental to highway capacity or safety,” yet the cumulative impact of 800+ dwellings (plus new employment land) on the A1124 corridor has not been assessed.

White Colne Parish Council therefore requests:

#### **1. A full cumulative highways impact assessment**

This must consider all allocations that use the A1124 as their primary route into Colchester, including those in Wakes Colne, Chappel, Great Tey, Eight Ash Green, and Copford.

#### **2. Identification of required mitigation measures**

Including but not limited to:

- junction improvements,
- speed management,
- pedestrian safety enhancements,
- bus service improvements,
- measures to protect rural villages from increased through-traffic.

#### **3. Cross-boundary engagement**

Colchester City Council must work proactively with Braintree District Council, Essex County Highways, and White Colne Parish Council, as the impacts of proposed Policies will fall substantially outside Colchester's own administrative boundary.

#### **4. Recognition that infrastructure needs do not stop at district boundaries**

The Local Plan should explicitly acknowledge the dependency of new development on the A1124 and commit to ensuring that rural communities such as White Colne are not disproportionately affected by growth elsewhere.

White Colne Parish Council supports sustainable, well-planned development. However, without a clear cumulative transport strategy, the draft plan risks delivering significant adverse impacts on road safety, noise, air quality, and the rural character of our village.

### **Policy ST5: Colchester's Housing Need**

#### **COMMENT:**

White Colne Parish Council notes the proposed site allocations in the north-western area of the Colchester Preferred Options Local Plan:

PP17: Land south of A12 & Marks Tey Village;

PP18: Land North of A120, Marks Tey;

PP27: Swan Grove, Chappel;

PP28: Land West of Station Road, Wakes Colne;

PP31: Land North of Halstead Road East of Wood Lane, Eight Ash Green;

PP32: Land North of Halstead Road West of Fiddlers Wood, Eight Ash Green;

PP33: Land East of Plummers, Fordham;

PP36: Land at Earls Colne Road, Great Tey;

PP45: Land off New Road, Aldham.

Taken together, these allocations amount to 3,330 dwellings.

### **Policy ST6: Colchester's Employment Needs**

#### **COMMENT:**

White Colne Parish Council notes the proposed site allocations in the north-western area of the Colchester Preferred Options Local Plan:

PEP5: Land south of A12 Marks Tey, 16ha;

PEP6: Anderson's Site, Marks Tey, 3.2ha;

PEP9: Bullbanks Farm, Eight Ash Green, 0.8ha;

PEP10: Lodge Lane, Langham, 1ha;

PEP12: Land at Wakes Hall Business Centre, 0.9ha.

Taken together, these allocations amount to 21.9ha.

### **Policy ST7: Infrastructure Delivery and Impact Mitigation**

#### **COMMENT:**

The wording of Policy ST7 is woefully inadequate. Developers cannot be “expected to contribute” towards infrastructure delivery: they must be committed to contribute. Any loophole provided by poorly worded Policy will be exploited by developers, and anything less than a clear Policy statement risks the potential loss of significant developer contributions towards providing infrastructure. It must also be clear that any contributions and infrastructure improvements must be made before dwellings are offered for sale.

In addition, the Local Plan should not become ‘made’ until the Council has made the necessary changes needed in order to adopt Community Infrastructure Levy (CIL) in tandem with the Local Plan Review.

### **Policy PP28: Land West of Station Road, Wakes Colne**

#### **COMMENT:**

White Colne Parish Council strongly objects to the scale of the proposed allocation at Wakes Colne. The site allocation lies directly adjacent to White Colne. The proposed allocation represents a substantial expansion disproportionate to the size and function of Wakes Colne, virtually doubling its population. Development on this scale will increase traffic on local roads, particularly the A1124, negatively impacting adjacent parishes. The Wakes Colne link road required under PP28 will channel more traffic directly onto the A1124, increasing congestion, noise and safety risks through White Colne.

Policy PP28 does not ensure that the entire area will not be developed. The Policy should state that 200 dwellings is the maximum allocation.

White Colne has experienced flooding incidents, which could be exacerbated by the increase in hardstanding and impermeable surfaces at the proposed development site.

### **Policy PEP12 Land at Wakes Hall Business Centre**

#### **COMMENT:**

White Colne Parish Council objects to the proposed extension of the existing business centre. Further development of the site would encroach into open countryside towards the edge of White Colne. Expansion of the site will increase the risk of flooding, and will increase traffic on local roads, particularly the A1124, negatively impacting adjacent parishes.

### **Policy PP31: Land North of Halstead Road and East of Wood Lane, Eight Ash Green**

#### **COMMENT:**

White Colne Parish Council objects to the scale of the proposed allocation at Eight Ash Green. Development on this scale will increase traffic on local roads, particularly the A1124, negatively impacting adjacent parishes.

### **Policy PP32: Land North of Halstead Road and West of Fiddlers Wood Eight Ash Green**

#### **COMMENT:**

White Colne Parish Council objects to the scale of the proposed allocation at Eight Ash Green. Development on this scale will increase traffic on local roads, particularly the A1124, negatively impacting adjacent parishes.

### **Policy PP36: Land at Earls Colne Road, Great Tey**

#### **COMMENT:**

White Colne Parish Council objects to the scale of the proposed allocation at Great Tey. Development on this scale will increase traffic on local roads, particularly the A1124, negatively impacting adjacent parishes.

## Great Bardfield Neighbourhood Plan – Regulation 16 Consultation

02.12.2025 09:07

### Great Bardfield Neighbourhood Plan Consultation.

You have received this email because you are registered on the Braintree District Council Planning Policy mailing list or have indicated an interest in the Great Bardfield Neighbourhood Plan.

A Great Bardfield Neighbourhood Plan has been submitted to Braintree District Council by the Parish Council. We are now seeking views on the Plan (under Regulation 16 of The Neighbourhood Planning (General) Regulations 2012).

### Where can I view and comment on the plan and supporting documents?

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

The consultation is open until 5pm on Friday 26th January 2026

Once the consultation has closed an independent examiner will consider the plan along with evidence documents and all the comments. If approved, a local referendum will then follow and if the plan is supported by most of the votes it will be adopted as part of the Development Plan for Braintree.

Hard copies of the documents and response forms are also available at:

- Community Information Point, Dunmow Road, (Between the Town Hall and the Bell Public House), Great Bardfield CM7 4SA – Thursdays and Saturdays 10:00-12:00;
- Braintree Council Offices, Causeway House, Bocking End CM7 9HB during opening hours.

### What is a Neighbourhood Plan?

A Neighbourhood Plan is a way for communities – in this case Great Bardfield Parish Council, to take a proactive approach to deciding the future of the places where they live and work. Once 'made' (adopted) a Neighbourhood Plan has the same legal status as the district wide Local Plan and is used alongside the Local Plan in deciding planning applications that fall within its area.

For more information, please see <https://www.braintree.gov.uk/neighbourhoodplan>

Yours faithfully

Alan Massow MRTPI

Principal Planning Policy Officer

**Appendix O**

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

<b>Energy useage 2025-26</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Total</b>
Production kWh	12400	615.3	412.4	396.8									<b>13824.5</b>
Export kWh	881.9	196.8	44.9	44.9									<b>1168.5</b>
Grid Purchase kWh	15	66.4	400.4	400.4									<b>882.2</b>
Consumption kWh	345.2	459.7	631.2	631.2									<b>2067.3</b>
Monta EV income		£ 23.28		£ 20.49									<b>£ 43.77</b>
Scottish Power income			£ 279.36										<b>£ 279.36</b>
<b>Total Income</b>													<b>£ 323.13</b>

<b>Total Income to date:</b>	<b>£ 1,462.44</b>
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## **Outdoor Gym Progress Report**

### Background and due diligence

The clerk, the Chair and Cllr Field have been exploring the installation of a small, low-impact outdoor gym located close to the Village Hall, aimed at supporting inclusive physical activity for residents of all ages, particularly older residents and Hub users. Demand for this facility has been evidenced through the parish survey and usage data from the Village Hub.

A review of suitable suppliers was undertaken, focusing on:

- Compliance with relevant safety standards
- Suitability of equipment for a wide range of abilities
- Installation experience and ongoing support
- Value for money within Sport England funding thresholds

Following this review, Caloo Ltd was identified as the preferred supplier.

### Preferred supplier and cost

Caloo Ltd has provided a fully itemised quotation (Quotation-076404, dated 4 December 2025) for the supply and installation of EN16630-certified outdoor gym equipment, including safety surfacing, signage, delivery, installation, and site preliminaries.

The total project cost is £14,995 (net), with VAT additional.

The supplier has confirmed that the quotation validity has been extended until the end of March, allowing sufficient time for the funding decision and, if successful, orderly project delivery.

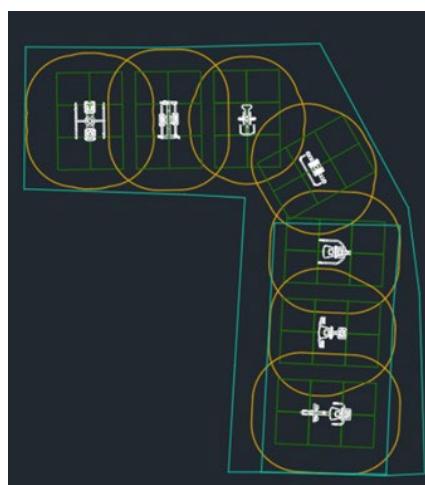
### Funding application

An application to Sport England's Movement Fund has been prepared for the full net amount of £14,995. Submission of the application requires formal council approval.

### Recommendation

Councillors are asked to:

1. Note that appropriate due diligence has been carried out in selecting Caloo Ltd as the preferred supplier for the outdoor gym project; and
2. Approve submission of the Sport England funding application for £14,995 to support delivery of the project



### Briefing Note: Energy Local – Current Position

#### What is Energy Local?

Energy Local is a community energy model that allows households to buy locally generated renewable electricity at a much-reduced price when their electricity use matches local generation. Households choose whether to join an Energy Local Club and benefit by adjusting their electricity use to times when local generation is available. The local generator receives a higher unit price than standard export rates. Participation is voluntary and customer-led.

#### Our current generation position

The Village Hall solar array exports approximately 8,500 kWh per year to the national grid, generating income for the parish. At this scale:

- Only around 8–10 households could realistically participate
- In a village of approximately 220 households, this would benefit only a small minority
- Demand to join would likely exceed supply

This would place the Parish Council in the position of deciding which households benefit, which is not an appropriate role for the council.

#### Domestic solar installations

Domestic solar installations cannot be included as generators within an Energy Local Club. Current legislation and supplier arrangements do not permit household-scale systems to participate. In addition, surplus electricity from domestic installations is typically too small and intermittent to support a viable club.

#### Why scale matters

Energy Local is most effective where:

- There are multiple, larger local generators
- Generation is sufficient to support many households
- Residents can choose to join without Parish Council involvement in selection

This ensures the scheme remains customer-led and equitable.

#### Current recommendation

The Parish Council should:

- Continue exporting surplus electricity to the grid
- Retain the income within parish finances, benefiting all residents by reducing pressure on the precept
- Energy Local should be kept under review if additional local generation becomes available at a scale that allows open participation.

#### Recommendation:

That the Parish Council notes Energy Local as an innovative model, but agrees it is not currently appropriate at the present scale of local generation.



## WHITE COLNE PARISH COUNCIL

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

[www.whitecolneparishcouncil.gov.uk](http://www.whitecolneparishcouncil.gov.uk)

[clerk@whitecolneparishcouncil.gov.uk](mailto:clerk@whitecolneparishcouncil.gov.uk)

*Village of the Year 2025*

### Local Government Reorganisation – Survey Responses

#### Proposals for Essex

The main reform under discussion would replace the existing 15 councils in Greater Essex (county + district/borough + existing unitaries) with either three, four or five new unitary authorities. The proposals are available at: [Proposals | Essex Local Government Reorganisation Hub](#).

**Consultation on the Proposal from Southend-on-Sea City Council, Chelmsford City Council, Basildon Borough Council, Brentwood Borough Council, Castle Point Borough Council, Colchester City Council, Harlow District Council, Maldon District Council, Tendring District Council and Uttlesford District Council for FIVE unitary councils: [Greater Essex 5UA LGR Proposal - Creating a greater future for Essex - Executive Summary.pdf](#)**

1. **West:** Uttlesford, Harlow, Epping Forest
2. **North East:** Braintree, Colchester, Tendring
3. **Mid:** Brentwood, Chelmsford, Maldon
4. **South West:** Thurrock, Basildon
5. **South East:** Castle Point, Southend, Rochford

1. To what extent do you agree or disagree that the proposal suggests councils that are based on sensible geographies and economic areas?

Strongly Agree	Somewhat Agree	<b>Neither Agree nor Disagree</b>	Somewhat Disagree	Strongly Disagree	Don't Know
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2. To what extent do you agree or disagree that the proposed councils will be able to deliver the outcomes they describe in the proposal?

Strongly Agree	Somewhat Agree	<b>Neither Agree nor Disagree</b>	Somewhat Disagree	Strongly Disagree	Don't Know
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3. To what extent do you agree or disagree that the proposed councils are the right size to be efficient, improve capacity and withstand financial shocks?

Strongly Agree	Somewhat Agree	Neither Agree nor Disagree	<b>Somewhat Disagree</b>	Strongly Disagree	Don't Know
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4. To what extent do you agree or disagree that this proposal will put local government in the area as a whole on a firmer footing, particularly given that some councils in the area are in Best Value Intervention and in receipt of Exceptional Financial Support?

Strongly Agree	Somewhat Agree	<b>Neither Agree nor Disagree</b>	Somewhat Disagree	Strongly Disagree	Don't Know
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5. To what extent do you agree or disagree that the proposed councils will deliver high quality, sustainable public services?

Strongly Agree	Somewhat Agree	<b>Neither Agree nor Disagree</b>	Somewhat Disagree	Strongly Disagree	Don't Know
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6. To what extent do you agree or disagree that the proposal has been informed by local views and will meet local needs?

Strongly Agree	Somewhat Agree	<b>Neither Agree nor Disagree</b>	Somewhat Disagree	Strongly Disagree	Don't Know
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7. To what extent do you agree or disagree that establishing the councils in this proposal will support devolution arrangements, for example, the establishment of a strategic authority?

Strongly Agree	Somewhat Agree	<b>Neither Agree nor Disagree</b>	Somewhat Disagree	Strongly Disagree	Don't Know
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8. To what extent do you agree or disagree that the proposal enables stronger community engagement and gives the opportunity for neighbourhood empowerment?

Strongly Agree	Somewhat Agree	<b>Neither Agree nor Disagree</b>	Somewhat Disagree	Strongly Disagree	Don't Know
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9. If you would like to, please use the free text box to explain the answers you have provided to questions 1-8 referring to the question numbers as part of your answer. You may also use the box to provide any other comments you have on this proposal.

**Local Government Reorganisation should simplify governance and strengthen the most local tier. Introducing Neighbourhood Delivery Committees risks weakening parish councils — the bodies best placed to represent communities — and recreating a layer of governance that LGR is intended to remove.**

**Consultation on the Proposal from Essex County Council, Braintree District Council and Epping Forest District Council for THREE unitary councils: [10611 3 Councils Business Case Overview V5 ACCESSIBLE.pdf](#)**

1. **North:** Braintree, Colchester, Tendring, Uttlesford
2. **Mid:** Harlow, Epping Forest, Brentwood, Chelmsford, Maldon
3. **South:** Thurrock, Basildon, Castle Point, Rochford, Southend

1. To what extent do you agree or disagree that the proposal suggests councils that are based on sensible geographies and economic areas?

Strongly Agree	<b>Somewhat Agree</b>	Neither Agree nor Disagree	Somewhat Disagree	Strongly Disagree	Don't Know
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2. To what extent do you agree or disagree that the proposed councils will be able to deliver the outcomes they describe in the proposal?

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Strongly Agree	Somewhat Agree	<b>Neither Agree nor Disagree</b>	Somewhat Disagree	Strongly Disagree	Don't Know
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6. To what extent do you agree or disagree that the proposal has been informed by local views and will meet local needs?

Strongly Agree	Somewhat Agree	<b>Neither Agree nor Disagree</b>	Somewhat Disagree	Strongly Disagree	Don't Know
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**Local Government Reorganisation should simplify governance and strengthen the most local tier. Introducing Neighbourhood Delivery Committees risks weakening parish councils — the bodies best placed to represent communities — and recreating a layer of governance that LGR is intended to remove.**

#### Consultation on the Proposal from Rochford District Council for FOUR unitary councils:

[Best4Essex Executive Summary Submission Version 2025-09-24.pdf](#)

1. **North:** Braintree, Colchester, Tendring
2. **West:** Epping Forest, Harlow, Uttlesford
3. **Central:** Brentwood, Chelmsford, Maldon, Rochford
4. **South:** Basildon, Castle Point, Southend, Thurrock

1. To what extent do you agree or disagree that the proposal suggests councils that are based on sensible geographies and economic areas?

Strongly Agree	<b>Somewhat Agree</b>	Neither Agree nor Disagree	Somewhat Disagree	Strongly Disagree	Don't Know
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2. To what extent do you agree or disagree that the proposed councils will be able to deliver the outcomes they describe in the proposal?

Strongly Agree	Somewhat Agree	<b>Neither Agree nor Disagree</b>	Somewhat Disagree	Strongly Disagree	Don't Know
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Strongly Agree	Somewhat Agree	<b>Neither Agree nor Disagree</b>	Somewhat Disagree	Strongly Disagree	Don't Know
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**Local Government Reorganisation should simplify governance and strengthen the most local tier. Introducing Neighbourhood Delivery Committees risks weakening parish councils — the bodies best placed to represent communities — and recreating a layer of governance that LGR is intended to remove.**

**Consultation on the Proposal from Thurrock Council for FOUR unitary councils: [Greater Essex LGR, Thurrock's 4U Proposal, The Right Balance, Exec Summary, Sept 2025.pdf](#)**

1. **West:** Harlow, Epping Forest, Brentwood, Thurrock
2. **North:** Uttlesford, Braintree, Chelmsford
3. **East:** Maldon, Colchester, Tendring
4. **South:** Basildon, Castle Point, Southend, Rochford

1. To what extent do you agree or disagree that the proposal suggests councils that are based on sensible geographies and economic areas?

Strongly Agree	Somewhat Agree	Neither Agree nor Disagree	<b>Somewhat Disagree</b>	Strongly Disagree	Don't Know
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2. To what extent do you agree or disagree that the proposed councils will be able to deliver the outcomes they describe in the proposal?

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Strongly Agree	Somewhat Agree	Neither Agree nor Disagree	<b>Somewhat Disagree</b>	Strongly Disagree	Don't Know
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5. To what extent do you agree or disagree that the proposed councils will deliver high quality, sustainable public services?

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6. To what extent do you agree or disagree that the proposal has been informed by local views and will meet local needs?

Strongly Agree	Somewhat Agree	Neither Agree nor Disagree	Somewhat Disagree	<b>Strongly Disagree</b>	Don't Know
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7. To what extent do you agree or disagree that establishing the councils in this proposal will support devolution arrangements, for example, the establishment of a strategic authority?

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9. If you would like to, please use the free text box to explain the answers you have provided to questions 1-8 referring to the question numbers as part of your answer. You may also use the box to provide any other comments you have on this proposal.

**Combining Braintree District with Uttlesford and Chelmsford will not give the northern parishes proper representation. There is a distinct danger that a Unitary Authority based on this make up will regard itself as a “Mini Essex County Council”, with assets and responsibilities likely focused on Chelmsford City, to the detriment of the more rural areas. There is a potential for a similar focus of responsibilities and assets towards Colchester in the East, whilst there is no clear centre of administration for the remaining two proposed authorities. This option is the most unworkable.**

**Local Government Reorganisation should simplify governance and strengthen the most local tier. Introducing Neighbourhood Delivery Committees risks weakening parish councils — the bodies best placed to represent communities — and recreating a layer of governance that LGR is intended to remove.**



# WHITE COLNE PARISH COUNCIL

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

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*Village of the Year 2025*

## **Freedom of Information, Complaints & Feedback Policy**

### **Contents**

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### **1. Freedom of Information Policy**

**1.01 Introduction** – The Freedom of Information Act gives you the right to obtain information held by public authorities unless there are good reasons to keep it confidential.

**1.02 The Information Commissioner's Office**

1.03 The ICO is the UK's independent public body set up to promote access to official information and protect personal information. It has responsibility for ensuring that information is disclosed promptly and that exemptions from disclosure, such as covered by Data Protection legislation, are applied lawfully. Some information could be exempt from disclosure.

**1.04 How do I make a request?**

1.05 Make the information as specific as possible. If your request is too broad the Council may ask you to clarify it. This could mean it takes longer to get the information.

1.06 Provide as full a description as possible of the information you require.

1.07 Be clear about the format you would prefer to receive the information in, for example, by e-mail or as a paper copy.

**1.08 What happens once my request has been received?**

1.09 Any request for information should be treated by the Council as a formal request for information and the Council suggests that e-mails or letters are clearly marked as freedom of information requests to avoid any confusion.

1.10 The Council must respond promptly to requests or, in any event, within 20 working days although the Council has longer to consider whether the disclosure of normally exempt

information would be in the public interest. When considering the public interest test, the Council must do so 'within a reasonable time.'

**1.11 What if the information is refused?**

1.12 Where the Council decides not to disclose the information requested it must give reasons for its decision, it must explain how the exemption or exception applies and it must explain the arguments under the public interest test. The Council must also inform you of your right to complain to the ICO.

**1.13 How can the ICO help and what is the legal process?**

1.14 You may apply to the ICO for a decision about whether the request has been dealt with according to the Act, for example, you believe there has been excessive delay or if you wish to dispute the application of an exemption or refusals made on public interest grounds.

1.15 The ICO may serve a decision notice on the Council either confirming the decision made by the Council or directing it to disclose information within a certain time. Non-compliance with a decision notice may constitute contempt of court.

1.16 If you or the Council disagrees with the ICO's decision you have 28 days to appeal to the independent **Information Tribunal**. The Information Tribunal may uphold the ICO's decision notice, amend it (for example change the time frame for release of information) or overturn it. Non-compliance with the Information Tribunal's notice may also constitute contempt of court.

**1.17 Additional Information**

1.18 Additional guidance on the Freedom of Information Act is available on the ICO website at [www.ico.gov.uk](http://www.ico.gov.uk) or by telephone to the helpline 01625 545745.

**2. Publication Scheme**

**2.01 Introduction**

2.02 Under Freedom of Information it is the duty of every public authority to adopt and maintain a publication scheme.

2.03 The Information Commissioner's Office (ICO) changed the emphasis in the approval and operation of publication schemes to a generic model which should be adopted and operated by all public authorities.

2.04 The model commits a public authority to 'produce and publish the method by which the specific information will be available so that it can be easily identified and accessed by members of the public'.

2.05 This must be adopted in full, unedited and promoted alongside the guide to information. Local councils are not required to inform the Information Commissioner's Office that they have adopted the scheme; it will be assumed they have done so unless the ICO hears otherwise.

2.06 The publication scheme provides a list of all the information the Council will make routinely available, explain how it can be accessed (either via the Parish Council website or hard copy) and whether a charge will be made for it.

## **2.07 Classes of Information**

2.08 The information held by White Colne Parish Council has been recorded under the following classes of information:

- Class 1 Who we are and what we do
- Class 2 What we spend and how we spend it
- Class 3 What our priorities are and how we are doing
- Class 4 How we make decisions
- Class 5 Our policies and procedures
- Class 6 Lists and registers
- Class 7 The services we offer

## **2.09 Website**

2.10 Some information is routinely available from the Parish Council's website at no charge. The Parish Council's website can be found at: [www.whitecolneparishcouncil.gov.uk](http://www.whitecolneparishcouncil.gov.uk). A copy of this publication scheme is also available on the Parish Council website.

## **2.11 Charges for Information Published under this Scheme**

2.12 Information available through this Council's publication scheme should be readily available at minimum cost to the public. In most cases charges will be made on the basis of cost recovery.

2.13 Charges may be made for actual disbursements (e.g. photocopying and postage) and information that the council is legally authorised to charge for.

2.14 Anyone requesting information will be notified of any charge before the information is provided. Payment will be requested before the information is supplied.

## **2.15 FOI requests and the Publication Scheme**

2.16 It is important to note that a publication scheme simply sets out the information that is routinely available. Information that is not listed in the guide can still be requested and should be made available unless it can be legitimately withheld.

## **2.17 Availability of Datasets**

2.18 The Protection of Freedoms Act 2012 amended clause 11 of the Freedom of Information Act 2000 to make datasets available for re-use by members of the public. Once a dataset is disclosed following an FOI request, White Colne Parish Council will make that dataset more widely available and any updated version of that dataset by inclusion on our website. All datasets published in this way will be in a format capable of re-use wherever possible, i.e. not in a PDF format.

2.19 For datasets which do not contain copyright material the usual FOI charging provisions will apply as set out in this Publication Scheme – i.e. the Council will only be able to charge photocopying, postage and any disbursements.

2.20 However, if datasets are published which contain copyright material then the Council may exercise any power it has under other enactments to charge a fee in connection with making the relevant copyright work available for re-use. – This only covers re-use and *not* access to the information.

2.21 The list of information published by the parish council, and how that information may be obtained can be found below. Most of our public documents are available to access in several ways:

#### **Hard copy**

Where a document is available in hard copy, please contact the Parish Clerk. There may be a small charge for providing copies of documents, and for postage.

#### **Inspection at White Colne Village Hall**

With appropriate notification, hard copy documents can be viewed at White Colne Village Hall on evenings when the parish council is in session. Contact [clerk@whitecolneparishcouncil.gov.uk](mailto:clerk@whitecolneparishcouncil.gov.uk) to make arrangements.

#### **Website**

Many documents are available online at: [Documents and Policies](#).

#### **Electronic copy (E-copy)**

Electronic copies are available from the clerk to the council. Please email: [clerk@whitecolneparishcouncil.gov.uk](mailto:clerk@whitecolneparishcouncil.gov.uk)

#### **Parish Council noticeboards**

Agendas, notification of electors' rights to view the parish council's accounts, and other important information are disseminated on the parish council's noticeboards.

#### **Newsletter**

The Parish Council produces an occasional newsletter containing pertinent and useful information. The newsletter is delivered to every accessible household and business.

**This list is not definitive. The parish council also uses local publications and events, where appropriate, to enable residents to access information.**

### **3. Complaints Procedure**

#### **3.01 Introduction**

3.02 White Colne Parish Council is committed to providing the best service it can for the benefit of the people who live or work in its area or are visitors to the locality. This Complaints Procedure sets out how any dissatisfaction regarding the standard of the service that has been received from this Council or any action, or lack of action, by this Council can be brought to their attention and how the Council will try to resolve any issues. White Colne Parish Council believes a complaints procedure demonstrates that the Council:

- Wishes to provide a good service
- Values feedback
- Undertakes its business in an open and honest manner
- Wishes to deal with complaints fairly

3.04 The Council believes that complaints and suggestions provide a valuable opportunity for improving its services and performance. This Complaints Procedure applies to complaints about council administration and procedures and may include complaints about how council employees have dealt with your concerns.

#### **3.05 What is a complaint?**

3.06 For the purposes of this procedure, a complaint is defined as: *An expression of dissatisfaction, however made, about the standard of service, actions or lack of action by the Council or its staff affecting an individual, group or organisation.* This definition covers most complaints – such as:

- Dissatisfaction with the administration of policy and decisions
- Delays in responding to service requests
- Failure to achieve standards of service
- Failure to fulfil statutory responsibilities
- Employee's behaviour or attitude

### **3.07 How we deal with complaints**

3.08 Most complaints will be reviewed by the Clerk whose responsibility it is to investigate, as necessary, and respond as quickly as possible. On receipt of a complaint, the Clerk, or Chairperson of the Council, whichever is applicable, shall (except where the complaint is against their own actions) try to settle the complaint directly with the complainant in a timely and efficient manner. If the complainant is not satisfied with the action taken, the complainant will be asked to put the complaint officially in writing to the Clerk. This may be by letter or by e-mail. The Clerk will usually acknowledge receipt of the complaint within five working days. In normal circumstances a response should be sent within ten working days. Where this is not possible an interim response should be sent giving an indication of when a full reply can be expected. If a complainant is dissatisfied with the full response, this fact should be drawn to the attention of the Chairperson of the Council. In consultation with other Members, as necessary, and after obtaining any further relevant information, the Chairperson will issue a further response.

3.09 Should the complainant indicate that he would prefer not to put the complaint to the Clerk he shall be advised to put it in writing to the Chairperson of the Council. The Clerk or the Council (as appropriate) will investigate each complaint, obtaining further information as necessary from the complainant and/ or staff or members of the Council. The Clerk or Chairperson shall bring any written complaint which cannot be settled to the next meeting of the council, and the Clerk shall notify the complainant of the date on which the complaint will be considered. The Council shall consider whether the circumstances surrounding any complaint should be discussed in the absence of press and public, but any decision on a complaint dealt with in this way shall be announced at the next Council meeting in public session.

3.10 The Clerk or Chairperson of the Council will notify the complainant of the outcome of the complaint and of what action (If any) the Council proposes to take. The time frame for this is usually 20 working days but, in exceptional cases, this may be extended. The complainant will be notified.

### **3.11 Complaints about Members of White Colne Parish Council**

3.12 All Councillors have signed an undertaking that they will observe the Council's Code of Conduct. The Code – which is the Model Code of Conduct for Members approved by Parliament – specifies a Councillor's obligations. Alleged breaches of the Code must be reported in writing to the Monitoring Officer at Braintree District Council.

### **3.13 Complaints about services provided by other public organisations**

3.14 Given that some public services in White Colne are provided by either Braintree District Council or Essex County Council – and that the division of responsibilities between public bodies can often be confusing – White Colne Parish Council will advise and, if appropriate,

assist those wishing to pursue complaints against other public organisations providing services in the parish.

**3.15 This Complaints Procedure does not apply to:**

- Complaints from one Council employee against another Council employee, or between a Council employee and the Council as an employer. These matters are dealt with under the Council's disciplinary and grievance procedure.
- Complaints against Councillors are covered by the Code of Conduct for Members. If a complaint against a Councillor is received by the Council, it will be referred to the Monitoring Officer of Braintree District Council. Further information on the process of dealing with complaints against Councillors may be obtained from the Monitoring Officer.
- Complaints concerning financial irregularities should be directed to the Parish Council's external auditors. Contact details may be obtained from the Clerk.
- Complaints concerning criminal activity which should be reported to the Police.

**4. Vexatious Complaints Policy**

**4.01 INTRODUCTION**

4.02 Dealing with a complaint is normally a positive and helpful process, but in a small minority of cases, people pursue their complaints in a way which can impede the investigation of their complaint or can have a significant resource cost for the council. This can happen either whilst their complaint is being investigated, or once the council has dealt with the complaint.

4.03 White Colne Parish Council is committed to dealing with all complaints equitably, comprehensively, and in a timely manner, and we will not normally limit the contact which complainants have with council staff or councillors.

4.04 However, the council does not expect staff or councillors to tolerate unacceptable behaviour by any customer. The council will take action to protect staff and councillors from such behaviour. Unacceptable behaviour includes behaviour which is abusive, offensive or threatening.

4.05 If a complainant behaves in a way that is repetitive, habitual or vexatious, the council will follow this policy to manage the interaction.

4.06 Raising legitimate queries or criticisms of a complaints procedure, for example if agreed timescales are not met, would not in itself lead to someone being regarded as a habitual and/or vexatious complainant.

4.07 Similarly, the fact that a complainant is unhappy with the outcome of a complaint and seeks to challenge it once, or more than once, would not necessarily cause them to be regarded as a habitual and/or vexatious complainant.

**4.08 AIM OF THE POLICY**

4.09 To clarify how the council will decide which complainants will be treated as habitual and/or vexatious, and what the council will do in those circumstances.

**4.10 DEFINITIONS**

4.11 White Colne Parish Council defines habitual and vexatious complainants as those who, because of the frequency or nature of their contacts with the council, hinder the council's consideration of theirs or other people's complaints.

4.12 Examples include using repetitive methods or frequent contacts to raise their complaint with staff and councillors or responding inappropriately when informed of the council's decision about the complaint.

4.13 An habitual and/or vexatious complainant may:

- Have insufficient grounds for their complaint and be making the complaint mainly to annoy or embarrass or to waste time;
- Refuse to specify the grounds of a complaint despite offers of assistance;
- Refuse to co-operate with the complaint's investigation process;
- Refuse to accept that issues are not within the remit of the complaints policy and procedure despite having been given information about the policy and procedure;
- Refuse to accept that issues are not within the power of the council to investigate or influence e.g. a complaint about something that is the responsibility of another organisation;
- Refuse to accept the outcome of the complaint process after its conclusion;
- Refuse to accept that the response or information given is truthful or accurate;
- Insist on the complaint being dealt with in ways which are incompatible with the complaint's procedure or with good practice;
- Make an unreasonable number of contacts with the council, in relation to a specific complaint or complaints;
- Harass or verbally abuse or seek to intimidate staff dealing with their complaint;
- Repeatedly introduce new information whilst the complaint is being investigated, and expect this to be taken into account;
- Deny statements they made at an earlier stage in the complaint process;
- Make the same complaint repeatedly, after the complaint's procedure has been concluded;
- Persist in seeking an outcome which is unrealistic for legal, policy, or other valid reasons.

#### **4.14 IMPOSING RESTRICTIONS WHEN BEHAVIOUR IS CONSIDERED VEXATIOUS**

4.15 White Colne Parish Council will always first ensure that the complaint is being, or has been, investigated properly according to the Council's Complaints Procedure.

4.16 If the complainant's behaviour appears to be problematic, the clerk will consult with the Council to agree how to proceed.

4.17 The clerk will contact the complainant to explain why their behaviour is causing concern and ask them to moderate their behaviour. The clerk will explain the actions that the council may take if the behaviour does not change and supply a copy of this procedure.

4.18 If the problem behaviour continues, the Council will consider the situation and may decide that the behaviour is Vexatious. The Clerk will inform the complainant in writing of this, and of any limitations or procedures which have been put in place and for what period.

4.19 Any restrictions that are imposed on the complainant's contact with the council will be appropriate and proportionate. In most cases restrictions will apply for 3 or 6 months but in exceptional cases may be extended to 12 months. In such cases the restrictions would be reviewed annually.

4.20 Restrictions will be tailored to deal with the individual circumstances of the complainant and may include;

- Requiring the complainant to make telephone contact only through a third party, e.g. a solicitor, councillor, or friend acting on their behalf;
- Requiring the complainant to send emails only to a specific nominated individual;
- Requiring contact to take place with one named member of staff only;
- Restricting telephone calls to specified times or of limited duration;
- Requiring any personal contact to take place only in the presence of an appropriate witness;
- Advising the complainant that the council will not respond to any further contact from them on the specified topic of that complaint.

4.21 When the decision has been taken to apply this policy to a complainant, the clerk will contact the complainant in writing to explain:

- Why the council has taken the decision;
- What action the council is taking;
- The duration of that action;
- The review process of this policy.

The clerk will enclose a copy of this policy in the letter to the complainant. The fact that the complainant is judged to be a vexatious complainant and any restrictions imposed on the council's contact with them, will be recorded in Council Minutes.

#### **4.22 NEW COMPLAINTS FROM COMPLAINANTS WHO ARE TREATED AS HABITUAL AND/OR VEXATIOUS**

4.23 New complaints from people who have come under this policy will be treated on their merits.

4.24 The Clerk will decide and advise the council whether any restrictions which have been applied before are still necessary and appropriate in relation to the new complaint.

4.25 White Colne Parish Council does not support a 'blanket policy' of ignoring genuine service requests or complaints where they are raised. Any new issue raised will be given proper consideration.

#### **4.26 REVIEW**

4.27 The status of a complainant judged to be habitual and/or vexatious will be reviewed by the Clerk and the Council after three months, and at the end of every subsequent three months, during the period in which the policy applies.

4.28 If, for reasons of persistent vexatious behaviour, a complainant is restricted for a longer period of 12 months, that decision will be reviewed annually.

4.29 The complainant will be informed of the result of the review, and whether the decision to apply this policy to them has been changed or extended.

#### **4.30 RECORD KEEPING**

4.31 Adequate records will be retained by the Clerk of the details of the case and the action that has been taken.

### **5. Privacy Policy**

#### **5.01 INTRODUCTION**

5.02 White Colne Parish Council may collect, hold, and process information, including personal information, in order 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.

5.03 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 may use information about you, and the ways in which the council protects your privacy.

5.04 '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.

5.05 The Council may collect, hold and use 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.

5.06 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. The council 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.
- To process financial transactions including grants.
- Where you have consented to the processing.
- Where necessary to protect individuals from harm or injury.
- 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 the council needs to investigate any worries or complaints you have about services the council provides.

5.07 White Colne Parish Council may 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.

**5.08 How the law allows the council to use your personal information.**

5.09 There are a number of legal reasons why the council may 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, the council collects and uses personal information where:

- you, or your legal representative, have given consent
- you have entered into a contract with the council

- it is necessary to perform the council's statutory duties
- it is necessary to protect someone in an emergency
- it is required by law
- it is necessary for employment purposes
- you have made your information publicly available
- it is necessary for legal cases
- it is to the benefit of society as a whole
- it is necessary to protect public health
- it is necessary for archiving, research, or statistical purposes

5.10 If the council has 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](mailto:clerk@whitecolneparishcouncil.gov.uk) regarding which service you're using so the council can deal with your request.

5.11 White Colne Parish Council is continually working to improve how it provides services to the citizens of White Colne. The council may hold a customer record, comprising of your name and address, for example. For some services the council 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.

5.12 Telephone calls are not recorded.

5.13 The law gives you a number of rights to control *what* personal information is used by the council and *how* it is used.

5.14 You are also legally entitled to request access to any records held by White Colne Parish Council about yourself. When the council receives a request from you in writing, it must normally give you access to everything we have recorded about you. However, the council will not let you see any parts of your record which contain:

- confidential information about other people; or
- if the council considers that a crime may be prevented or found out by disclosing information to you.

This applies to paper and electronic records.

5.15 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 the council so that any errors can be investigated and corrected.

5.16 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)
- Where there is no legal reason for the use of your information
- Where deleting the information is a legal requirement

5.17 Please note that we cannot delete your information where:

- the council is required to have it by law
- it is used for freedom of expression
- it is necessary for legal claim

5.18 You have the right to complain about any matter relating to our service, including how the council uses your personal data. In the first instance please contact the Clerk to the Council.

5.19 The council will take appropriate steps to make sure it holds records about you (on paper and electronically) in a secure way, and it will only make them available to those who have a right to see them. The council's security includes:

- encryption
- access controls on systems
- security training for all staff

5.20 The council 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.

5.21 If you would like further information or if you have any concerns about how the Council is handling your personal data, please contact the Clerk in writing.

5.22 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](http://www.ico.org.uk) or email [caserwork@ico.org.uk](mailto:caserwork@ico.org.uk).

5.23 The council may use Google Analytics to collect information about how people use the website. The council would do this to make sure it's meeting its users' needs and to understand how it could do it better.

5.24 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.

5.25 The council may also collect information on the number of times particular search terms are used and the number of failed searches. The council would use this information to improve access to the site and to identify gaps in the information content, so it can plan appropriate expansion of the system. Unless the law allows it to, the council does not:

- share any of the information it collects about you with others
- use this information to identify individuals.

5.26 White Colne Parish Council will review and update this privacy notice, as needed, to reflect changes in its services as well as to comply with changes in the law. When such changes occur, the council will revise the "last updated" date at the bottom of this notice. The council encourages you to periodically visit the Council's web site to both review this notice, and to be informed of how White Colne Parish Council is protecting your information.

**5.27 CUSTOMER SERVICE, ALLOTMENTS, VILLAGE HALL**

5.28 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

5.29 The Council has a requirement to process the above information for the investigation of Complaints, Compliments and/or Comments. The council operates under the Data

Protection Act 2018 and other regulations such as GDPR. The council requests the minimum amount of information, and it is stored securely in a protected server.

5.30 The council may keep your personal information up to 6 years after the record has been closed.

## **6. Data Protection Policy**

### **6.01 Introduction**

6.02 One of the Council's roles is to encourage community involvement and participation; publication of some personal information is integral to this aim. At the same time, such publication must minimise any potential negative impact on individuals, e.g. intrusive marketing or identity theft.

6.03 The Council is bound by law to abide by the provisions of the Data Protection Act 1998. The eight principles of the act are given at the end of this Policy along with a link to the full online definition of the Act. It should be noted that any individual has the right to make a complaint to the Information Commissioner and that any upheld complaint against the Council could result in a fine.

6.04 The simplest way of ensuring compliance is to adopt a simple set of over-arching principles, since individuals acting for the Council may not be familiar with the full Act. The following principles apply:

#### **Principle 1: Permission**

The Council will not gather or publish any personal data unless the purpose of the data is made clear to, and permission has been obtained from, the data owner.

#### **Principle 2: Single Use**

Any personal data gathered as above will not be used for any purpose other than that stated when it was obtained. For example, if the Council gathers personal data for a paper publication it may not subsequently publish that data on the internet, and vice versa.

#### **Principle 3: Protection of Electronic Data**

The Council will ensure the safe keeping of any electronic files containing personal data and will not release those files to any external party except for the purpose of printing or publication. The Council will require that any files thus released are deleted after use.

6.05 As further protection, avoid presenting long lists of personal data. In general, contact information should be "dotted around" and presented in the context of other information. This is because there are always people who will use data from the internet for purposes other than that intended. An example would be gathering contact lists for onward sale; in this case, understanding the demographic or locality of contacts makes them more valuable. The way data is presented online may deter such misuse.

### **6.06 The Data Protection Act 1998**

6.07 For full information see: [http://www.ico.gov.uk/for\\_organisations/data\\_protection.aspx](http://www.ico.gov.uk/for_organisations/data_protection.aspx)

6.08 The following are the eight principles of the Act reproduced from the Information Commissioner's website:

- i. Personal data shall be processed fairly and lawfully and, in particular, shall not be processed unless: (a) at least one of the conditions in Schedule 2 is met, and (b) in the case of sensitive personal data, at least one of the conditions in Schedule 3 is also met.
- ii. Personal data shall be obtained only for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes.
- iii. Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed.
- iv. Personal data shall be accurate and, where necessary, kept up to date.
- v. Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.
- vi. Personal data shall be processed in accordance with the rights of data subjects under the Act.
- vii. Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.
- viii. Personal data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

## **6.09 Responsibilities**

- 6.10 White Colne Parish Council is the Data Controller and must ensure that any processing of personal data for which it is responsible complies with the Act.
- 6.11 The Data Protection Officer (DPO) is Braintree District Council.
- 6.12 The Proper Officer of the Council is responsible for:
  - Fully observing conditions regarding the fair collection and use of information
  - Meeting the council's legal obligations to specify the purposes for which information is used
  - Collecting and processing relevant information, only to the extent that is required to fulfil operational needs/to comply with legal requirements
  - Ensuring the quality of information used
  - Applying strict checks to determine the length of time that information is held
  - Ensuring that the rights of the people whom information is held are able to be fully exercised under the Act
  - Taking appropriate technical and organisational security measures to safeguard personal information
  - Ensuring that personal information is not transferred abroad without suitable safeguards
  - Ensuring that everyone managing and handling personal information:
    - Fully understands that they are contractually responsible for following good practice in terms of protection
    - Is adequately trained to do so
    - Are appropriately supervised

## **6.13 Storage & retention**

- 6.14 Personal data is kept in paper-based systems and/or on a password-protected computer system.
- 6.15 The Council will keep different types of information for differing lengths of time, depending on legal and operational requirements.

#### **6.16 Access to information**

- 6.17 Any employees, councillors, residents, customers, and other data subjects have a right to:
  - Ask what personal information the council holds
  - Ask what this information is used for
  - Be provided with a copy of the information
  - Be given details of the purposes for which the council uses the information and any other persons or organisations to whom it is disclosed
  - Ask that any incorrect data is corrected
- 6.18 If it is felt by the data subject that any personal information held is incorrect the individual may request that it be amended. The council must advise the individual within 21 days whether or not the amendment has been made.

#### **6.19 Breach of Policy**

- 6.20 Compliance with the Act is the responsibility of all councillors, residents, customers, and members of staff. Any deliberate or reckless breach of the Policy may lead to disciplinary action and, where appropriate, legal protection
- 6.21 Any individual who believes that the council has breached any of the requirements of the Data Protection Act 1998 should raise the matter with the Clerk to the council in the first instance.

#### **6.22 White Colne Parish Council's Data Protection Policy meets the council's responsibilities under Standing Orders 11, 19, 20, & 21.**

### **7. Data Breach Policy**

- 7.01 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”.
- 7.02 Examples include:
  - Access by an unauthorised third party.
  - Deliberate or accidental action (or inaction) by a controller or processor.
  - Sending personal data to an incorrect recipient.
  - Computing devices containing personal data being lost or stolen.
  - Alteration of personal data without permission.
  - Loss of availability of personal data.
- 7.03 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.
- 7.04 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.

7.05 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.

7.06 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.

7.07 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);
- Communicate the name and contact details of the Proper Officer.
- 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.

7.08 WHEN NOTIFYING AN INDIVIDUAL OF A BREACH, THE COUNCIL MUST:

- Communicate the name and contact details of the Proper Officer.
- 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.

7.09 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.

7.10 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.

7.11 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
- Type of breach
- No. individuals affected
- No. records affected
- Reporting date to ICO/individual
- Cause of breach
- Likely consequences Preventative actions taken

7.12 Data breaches should be reported to the ICO via:  
<https://ico.org.uk/for-organisations/report-a-breach/>

**Date of policy: 20<sup>th</sup> January 2026**

**Date for next review: January 2027**