



## 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)

# RCCE VILLAGE OF THE YEAR 2025

**Minutes of the White Colne Parish Council Meeting held at White Colne Village Hall on  
Tuesday 15<sup>th</sup> July 2025 at 19:30hrs.**

**Present:** Cllr Paul Batchford  
Cllr Jim Bond  
Cllr Jason Pryke  
Cllr Jane Taylor (Chairperson)  
Cllr John Wilson  
Jim Morris, Parish Clerk  
Cllr George Courtauld, Colnes Ward

**Absent:** Cllr Chris Siddall, Halstead Division

Cllr Taylor noted that White Colne had won the RCCE *Essex Village of the Year* Award. Cllr Taylor had attended the awards ceremony with the parish clerk, and had since been warmly congratulated by local residents.

### **032/25 APOLOGIES FOR ABSENCE**

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

### **033/25 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.

### **034/25 PUBLIC SESSION**

No public in attendance.

### **035/25 MINUTES**

The Minutes of the White Colne Parish Council Annual Meeting held on 20.05.2025 were approved by council and signed by the Chairperson as a true and correct record.

### **036/25 MATTERS ARISING**

Members considered the parish council's list of matters arising and ongoing. Activity on facebook had increased; a date for a meeting with Wakes Colne was being discussed; Cllr Pryke was liaising with Cllr Siddall over additional locations for the SID; Cllr Courtauld noted that S106 monies were not distributed locally despite his protestations; a jet washer had been purchased; the council's Action Plan had been updated; and, Cllr Wilson had raised road safety issues at recent Parish Police liaison meetings. Other matters were due to be considered at the meeting or were scheduled for future meetings.

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

### **037/25 REPRESENTATIVES' REPORTS**

Colnes Ward Cllr George Courtauld offered a report to the meeting. Recent hot and dry weather had adversely affected many local farmers. The weather had been odd, and there was nothing parish or district councils could do about it. Looking long term, a county council meeting on climate change suggested it might be fantastic for Essex, with vineyards, and olive groves, but in the short term it was causing absolute panic. Not only were seeds not germinating, but there wasn't enough moisture to plant anything else instead. It had been a terrible shock.



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>).

Halstead Division Cllr Chris Siddall was not present.

**RESPONSE: the representatives' reports were noted.**

## **038/25 FINANCE**

i. Members received and considered the schedule of payments for Q1: 01.04.2025 - 30.06.2025 totalling £11,950.26 (attached to record Minutes).

**It was RESOLVED: that the schedule of payments totalling £11,950.26 be approved. Cllr Taylor noted that some items had been misattributed to the wrong budget lines.**

ii. Q1 financial summary report (attached to record Minutes).

**It was RESOLVED: that the Q1 financial summary report be approved. Cllr Taylor noted that grant spending was not depicted as being from an earmarked reserve budget.**

iii. Bank reconciliations for 2024-25 were checked and approved by Cllrs Batchford, Bond, Pryke, and Wilson. Bank reconciliations for 2025-26 Q1 were checked and approved by Cllr Taylor, and double checked by Cllrs Bond, Pryke, and Wilson.

**It was RESOLVED: that bank reconciliations for 2024-25 be approved. Bank reconciliations for 2025-26 Q1 were also approved.**

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<sup>1</sup> **Local Plan:** Weekly meetings of the Local Plan sub Committee were held throughout May and June to examine sites put forward as a result of the Call-for-Sites process that was held in summer of 2024. This first tranche of meetings concentrated on the small sites i.e. less than 500 homes, in and around the three towns and our villages. Due to the number of sites submitted, and in order not to overload Committee agendas, sites for Coggeshall, Gosfield, Rivenhall and Silver End will be discussed at 24<sup>th</sup> and 31<sup>st</sup> July meetings. There will then be a break during August before meetings resume in September/October to look at the larger strategic sites, some of which are for 1000's dwellings.

Decisions made on The Colnes Ward villages:

- **Earls Colne:** nine sites put forward for housing, no sites allocated apart from EARL2127 Land South of Morleys Road which already has permission for 20 homes; site EARL2123 Earls Colne Farm, Halstead Road, allocated as suitable for a Biodiversity Net Gain site; EARL2125 Colne Valley Golf Club to be discussed in Sept/Oct as a large strategic site for homes
- **White Colne:** two sites put forward, neither was allocated
- **Pebmarsh:** six sites put forward, none allocated
- **Colne Engaine:** two sites put forward, one not allocated, the other COLE2100 Land east of Bluebridge Ind Estate to be discussed Sept/Oct as a strategic site

This is very much a **draft allocation process**; the Reg 18 Public consultation will follow in November/December when anyone will be able to submit comments on what the Committee has decided. There will be a further public consultation in early 2026 before the draft Plan goes to the Planning Inspectorate. So, a long way to go yet!

**Rivenhall Incinerator:** the Independent and Green Group proposed a Motion at Full Council on June 2<sup>nd</sup> asking BDC to support a Call-In to Angela Raynor, the Secretary of State (SoS) for Housing, Communities and Local Government, to consider the planning applications for the Rivenhall Incinerator. This request was on the grounds that the Incinerator scheme has moved away from its original proposals, as a Waste Management and Recycling facility, leaving just the Incinerator to burn waste. As the Cabinet member for Planning, I responded and, whilst agreeing with the reason for the Motion, rejected the request for a Call-In to the SoS as this is not the appropriate course of action. The Motion was subsequently voted down. I did, however, say that BDC Planning Officers would write to the National Planning Casework Unit asking that body to investigate; that letter has been sent and we await their response.

**Devolution and Local Government Reorganisation (LGR):** Canvassing by candidates for the Essex Mayoral elections, to take place in May 2026, is well underway. Discussions are ongoing amongst the 15 Essex Local Authorities as to how they would like to proceed with changes to local government. A business case must be submitted to national Government by the end of September this year. It is proposed that elections to the new Unitary Authorities will take place in April 2027 and will operate as 'shadow' bodies until 31<sup>st</sup> March 2028 at which time the existing District and Borough Councils will cease to operate.

**Age Well Fair:** On 10<sup>th</sup> June I attended an Age Well Fair in Causeway House. This was an excellent event, really well attended, with lots of stalls from organisations offering advice and support for the older members of our residents.

**Earls Colne Play Park:** On Monday 9<sup>th</sup> June I attended the official opening of the new Play Park adjacent to Earls Colne Rec Club. The new play equipment and groundwork has been funded by S106 money from housing development in the village and it is now a really great place for families to visit

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

With best regards, Cllr Gabrielle Spray



iv. Quotes for electrical installation works on the Village Green were tabled. A revised scheme was due to be sent to potential contractors.

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

v. Parish Councillor Allowances. Members reviewed and discussed information on offering members a stipend. The introduction of an annual allowance for councillors would be in line with powers granted under the Local Authorities (Members' Allowances) (England) Regulations 2003. It would: encourage wider participation, especially from those balancing work, family, or caring commitments; recognise the time commitment involved in council duties — attendance at meetings, reading papers, liaising with residents and officers; and improve retention and recruitment: most new councillors serve out of goodwill, but recognition may help remove practical barriers. An allowance of £240 per annum would equate to roughly £30 per meeting (assuming 8 per year – 6 scheduled, annual electors, and one EGM), and the proposal was intended to be symbolic but meaningful. It would be a step up from a token figure such as £120 but would remain affordable and proportionate when compared with similar councils. It would also: position White Colne as progressive, but not excessive, and keep the annual budget impact modest (around £1,790 per year). The allowance would be run through payroll, and could be declined by any councillor who wished not to accept it.

**It was RESOLVED: that the scheme would be piloted for financial year 2026-27.**

## **039/25 PLANNING**

### i. Applications

a) Ref: [25/01405/HH](#) (attached to record Minutes).

Location: 35 Colne Park Road, White Colne.

Proposal: 4-bay outbuilding for garage/workshop use

**RESPONSE: White Colne Parish Council has no comment on application ref 25/01405/HH.**

ii. Decisions – none received.

iii. Appeals – none received.

iv. BDC Local Plan: White Colne. Minutes of the Local Plan Sub-Committee meeting held on 25<sup>th</sup> June 2025 indicated that no sites in the parish were being allocated (extract attached at Footnote<sup>2</sup>). Cllr Bond noted that landowners could still enter planning applications, and that a Neighbourhood Plan could help mitigate future development proposals.

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## **<sup>2</sup> BRAINTREE DISTRICT LOCAL PLAN REVIEW – REGULATION 18 DRAFT ALLOCATIONS – WHITE COLNE**

**INFORMATION:** Consideration was given to a report on proposed sites for inclusion in the Braintree District Local Plan Review. It was reported that as part of the review of the Local Plan, the Council had carried out a 'call for sites' process in which developers, landowners and their agents had been invited to submit sites to be considered for allocation in the Local Plan. The report related to proposed site allocations for White Colne. Members of the Local Plan Sub-Committee were requested to determine which sites should be allocated for development. Other sites had already been allocated for development in the existing Local Plan and these would be carried forward automatically. In addition, it was proposed that sites for which planning permission had been granted should be allocated.

Members of the Sub-Committee were advised that a site should be allocated only if the proposal would be in general accordance with planning policy and that an allocation could be removed at a later stage if a site was no longer suitable. Furthermore, development proposals for allocated sites would require planning permission. An Inset map would be produced for each defined settlement within the District setting out key data including development boundaries, Conservation Areas, areas of flood risk and areas protected for specific purposes such as open space, allotments, or employment. Inset maps for White Colne were attached as an Appendix to the report. The Inset maps also showed sites allocated for development and alternative sites put forward through the 'call for sites' process.

In accordance with the statutory Plan making process, it was proposed that the Council should conduct public consultation in the Autumn of 2025 on preferred options the outcome of which would be reported to the Local Plan Sub-Committee. If necessary, further amendments would be made to the Local Plan Review prior to pre-submission public consultation in 2026.

It was reported that further evidence was being prepared to support the Local Plan Review and it was possible that changes would be required to the status of draft allocations, particularly in respect of highways, heritage matters, landscaping, trees, infrastructure and Sustainability Appraisals (SA)/Strategic Environmental Assessments (SEA).

**DECISION:** White Colne That the Inset maps for White Colne including site allocations, as set out in the Appendix to the report, be approved for public consultation and that the following recommendations be agreed in relation to individual sites:-

(1) That site WHIC2302 - Land North of Colchester Road, White Colne is not allocated for development.

(2) That site WHIC2306 - The Meadow, Colne Park Road, White Colne is not allocated for development.



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

v. Speeding traffic on A1124 adjacent to Village Green. Recent roadworks had shut Colne Park Road, opening the top of the Village Green to two-way traffic. Several residents had raised issues over speeding traffic. Community Speedwatch, signage, and ANPR cameras were discussed.

**It was RESOLVED: to liaise with Earls Colne and Wakes Colne Parish Councils over running a potential road awareness campaign. The item would be considered at a future meeting.**

vi. Designated parking request on Colne Park Road / Village Green. Cllr Taylor had responded to a request from a resident for an allocated disabled parking bay to be installed on the Village Green. Although Essex County Council was obliged to create a parking bay for blue badge holders, there was no room on the highway and the land used for parking was designated Village Green. A formal disabled parking bay could not be created in the requested position. As a compromise, the resident had been offered the opportunity to erect a sign asking people not to park there on the basis that it would not have any legal status, nor would it be enforceable, but that it may help to relieve the situation. A sign had been added which indicated that the request for a space to be left free was for a specific property. Members noted that this could cause future issues for the council.

**It was RESOLVED: that Cllr Taylor would liaise with the correspondent.**

#### **040/25 LEISURE & FACILITIES**

i. Kissing Gate at Anglian Water site. Following communication from a local resident concerning restricted access to the footpath leading from the Anglian Water site, Cllr Taylor had researched the legality of placing kissing gates on Public Rights of Way (attached at Footnote<sup>3</sup>).

**It was RESOLVED: that a letter be sent to Anglian Water requesting clarification on the gate's legal status.**

ii. Request for dog bin on Boley Road. A member of the public had put forward a request for a dog bin to be installed adjacent to the footpath.

**It was RESOLVED: that a request for a new dog bin be entered to BDC.**

iii. Street Cleaning – tasks identified included: street names and highways signs to be cleaned; the telephone box to be cleaned and repainted; interpretation boards to be cleaned; sweeping of pavements; bus stops to be cleaned, and hedges and verges cut back.

**It was RESOLVED: that the list of tasks be passed on to the council's handyman.**

iv. Allotments – skip quotes. Cllr Wilson had not been successful in securing a reasonably priced skip, but was confident that the arisings would be disposed of at no cost to the council.

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

v. Allotments – overgrown plots. Three Allotment plots were judged to be unworked.

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<sup>3</sup> If there is a kissing gate across a public footpath that: has been in place for many years; is not currently needed (e.g. no livestock); and restricts access for prams, wheelchairs, or those with limited mobility you can take several steps as a parish council or concerned group to address the situation.

#### **Contact the Highway Authority**

Your first step is to report the issue to your local Highway Authority's Public Rights of Way (PROW) team. In Essex, that's Essex County Council. You can explain that: the gate no longer serves its intended purpose (no livestock); it presents an accessibility barrier; you are concerned it may be an unlawful obstruction if it no longer meets the conditions under which it was authorised (typically Section 147 of the Highways Act 1980). They can investigate: whether the gate was ever authorised; whether it now breaches accessibility requirements (e.g. fails to comply with BS5709); whether the landowner should be required to remove or replace it.

#### **Ask for an Accessibility Review**

Under the Equalities Act 2010, local authorities have a duty to improve access to public rights of way. Gates that unnecessarily hinder access can be challenged.

You can ask for: a review of the gate under the authority's Rights of Way Improvement Plan (ROWIP); a replacement with an **accessible structure** (e.g. a wide self-closing gate or a gap if safe).

#### **Parish Council Options**

As a parish council, you could: log the issue formally with ECC PROW and ask for a site visit; include the case in any Parish Paths Partnership (P3) reports if you're part of that scheme; liaise with the landowner (if known) and encourage voluntary removal or upgrade; document any complaints received to demonstrate public concern.

#### **A Note on Longstanding Structures**

Even if the kissing gate has been there for "years," that doesn't make it lawful or exempt from current standards. There is no automatic right for a landowner to install or keep a structure across a public footpath without continuing justification.



**It was RESOLVED: that letters be sent to relevant plot holders. Three months' notice would be given ahead of a further check being carried out, in accordance with Allotment Agreement Clause 3.2.v.**

vi. Policy review: Allotment Agreement (attached to record Minutes). Members noted Clause 2.11, regarding allowing dogs at the site, and Clause 3.2.vi, regarding the Allotments recently revised area of benefit.

**It was RESOLVED: that Clause 2.11 be updated to read: *Not to bring or cause to be brought into the Allotment Field any dog, unless the dog is under control, without consent from the Council. In this respect either a fenced plot or leash is considered to be satisfactory.* It was also resolved that Clause 3.2.vi be updated to read: *If the tenant changes address to one outside the Parish of White Colne or the area of benefit.***

vii. Correspondence: *White Colne Meadows* (attached to record Minutes).

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

viii. Play Area Safety Report: The Meadows (attached to record Minutes).

**It was RESOLVED: that the Report be accepted and noted.**

ix. Play Area Safety Report: Bures Road (attached to record Minutes).

**It was RESOLVED: that the Report be accepted and noted.**

x. Village Hall – energy update (attached to record Minutes). The Hall was well on the way to achieving and possibly surpassing the estimated annual electricity generation.

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

xi. Village Hall – works needed to adjacent canopy. The job had been advertised via *Checkatrade*. One quote had been received, which proposed the replacement of the roof structure with a wooden frame.

**It was RESOLVED: that further quotes be sought. The council resolved to vote on potential contractors via secure messaging, should further quotes become available ahead of the next scheduled meeting.**

xii. Haverhill Wranglers country music band (attached to record Minutes).

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

xiii. Outdoor Gym – location and possible grant funding (attached to record Minutes). Cllr Taylor noted that the scheme was unlikely to meet criteria set out by Rural England Prosperity Fund. Having attended a recent event hosted by Enovert, however, Cllr Taylor suggested entering an application for funding to a future funding round.

**It was RESOLVED: that a future application for funding from Enovert Community Trust be supported and progressed.**

#### **041/25 COMMUNITY LIAISON**

i. Grant funding updates (attached to record Minutes). Cllr Taylor had successfully secured £2,400 from the Essex Community Foundation to support the operation of the Cool Hub, which was due to run weekly from 7 July through to November. The social supermarket would run twice a month on cool hub days too. The Winter Hub would continue from November, funded by the previously awarded National Lottery grant. A bid submitted to Braintree District Council's Micro Cost of Living Grant for £715, intended to help cover costs for employing a staff member to support volunteers at our bi-monthly community café, had been unsuccessful.

**It was RESOLVED: that the report be noted. Members thanked Cllr Taylor for her work.**

ii. Community Supermarket Progress Report (attached to record Minutes). Since its launch, the Community Supermarket had made strong progress, demonstrating value to local residents, delivering financial benefits and strengthening community ties.

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

iii. Joint meeting with Wakes Colne Parish Council. Dates in September would be proposed to Wakes Colne.

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

iv. Allotment Plot holders' event – 12<sup>th</sup> September 2025. The event could be hosted at The Meadows.

**It was RESOLVED: that the date and location for a Plot holders' event be noted.**

v. Reports on Police Forum Meetings held 02.06.25 & 30.06.25 (attached to record Minutes).

**It was RESOLVED: that the item be noted. Members thanked Cllr Wilson for attending the meetings.**

#### **042/25 GOVERNANCE**

i. Parish Clerk's Annual Appraisal (attached to record Minutes).



**It was RESOLVED: that the Annual Appraisal be noted and a hard copy signed by participants.**

ii. Action Plan 2025-26 Q1 Review (attached to record Minutes). Members discussed the addition of an 'Apple Day' event and the removal of the aspiration to develop a Neighbourhood Plan.

**It was RESOLVED: that the Action Plan be updated.**

iii. Privacy Policy (attached to record Minutes). The new Policy was an amalgamation of four existing, overlapping Policies.

**It was RESOLVED: that the Privacy Policy be adopted.**

iv. Pavillion Hire Policy (attached to record Minutes). Concerns were raised over food scraps potentially attracting rodents. Any monies raised from Pavilion hire would be put towards installing a soakaway.

**It was RESOLVED: that the Pavilion Hire Policy be adopted.**

v. Information Technology (IT) Policy (attached to record Minutes). The new Policy had been sent to local councils via the National Association of Local Councils.

**It was RESOLVED: that the Information Technology Policy be adopted.**

vi. Confirmation of Delegated Responsibilities (attached to record Minutes). Cllr Bond wished to be removed from current responsibilities. Cllr Pryke would take on responsibility for the defibrillator. Vacancies in website, and social media were noted.

**It was RESOLVED: that members' Delegated Responsibilities be updated.**

#### **043/25 ITEMS FOR INCLUSION ON THE AGENDA OF A FUTURE MEETING**

Members resolved to host a Garden Party at The Meadows on 2<sup>nd</sup> August 2025 in celebration of the Village of the Year Award. Budgets for hiring performers and any other costs would be approved via secure messaging ahead of the event, and ratified at a future meeting, with potential fundraising events also to be discussed. Apple day, and road signs would be included as items on a future Agenda.

#### **044/25 DATE OF NEXT MEETING**

The next meeting of White Colne Parish Council was scheduled to take place on Tuesday 16<sup>th</sup> September 2025 at White Colne Village Hall at 1930hrs.

#### **045/25 EXCLUSION OF PUBLIC & PRESS**

In accordance with White Colne Parish Council Standing Order 3(d), members of the public were excluded for the remaining Agenda item.

#### **046/25 STAFF PENSION SCHEME**

Members received and considered information regarding adopting a staff pension scheme for the Parish Clerk. The Clerk would seek further information from Standard Life, with the intention of keeping the process straightforward.

**It was RESOLVED: that the Clerk be entered into a pension scheme meeting the requirements to comply with legal duties under automatic enrolment rules set out by The Pensions Regulator (TPR).**

The meeting closed at 21:05hrs.

Signed.....

Date.....





# WHITE COLNE PARISH COUNCIL

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

## MATTERS ARISING & ONGOING

### **050/24 COMMUNITY LIAISON**

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

### **065/24 LEISURE & FACILITIES**

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

### **066/24 COMMUNITY LIAISON**

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

### **103/24 FINANCE**

ACTION ARISING: Clerk to research Members' Allowances.

### **009/25 MATTERS ARISING**

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

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

### **010/25 REPRESENTATIVES' REPORTS**

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

### **011/25 FINANCE**

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

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

ACTION ARISING: Battery powered jet washer to be purchased.

ACTION ARISING: Items raised at audit to be implemented.

ACTION ARISING: Clerk to research pension schemes.

### **014/25 REVIEW OF DELEGATION ARRANGEMENTS**

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

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

ACTION ARISING: Clerk to add further detail.

### **023/25 REVIEW OF EMPLOYMENT POLICY & PROCEDURES**

ACTION ARISING: Clerk to add further detail.

### **028/25 LEISURE & FACILITIES**

ACTION ARISING: Cllr Wilson to contact Allotment waiting list.

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

ACTION ARISING: Cllr Wilson to seek fencing repair quotes.

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

ACTION ARISING: Seek advice and quotes for WCVH Canopy.

### **029/25 COMMUNITY LIAISON**

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

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



# Whitecolne Parish Council

9 July 2025 (2025-2026)

## PAYMENTS LIST

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



## PAYMENTS LIST

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



## PAYMENTS LIST

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



## PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
106	WCVH H&S	11/06/2025		Unity Trust Bank - Ci		Village Hall	Stephen Holt	X	150.00		150.00
108	Grant Expenditure - Warm Hub	11/06/2025		Unity Trust Bank - Ci		Village Hall	Jane Taylor	X	20.00		20.00
106	Grant Expenditure - Projects	11/06/2025		Unity Trust Bank - Ci		Village Hall	Stephen Holt	X	85.00		85.00
106	Grant Expenditure - Projects	11/06/2025		Unity Trust Bank - Ci		Village Hall	Stephen Holt	X	45.00		45.00
106	Grant Expenditure - Projects	11/06/2025		Unity Trust Bank - Ci		Village Hall	Stephen Holt	X	43.00		43.00
109	Fees	13/06/2025		Unity Trust Bank - Ci		Village Hall	SumUp	X	0.35		0.35
85	Cleaning	16/06/2025		Unity Trust Bank - Ci		Village Hall	Amazon EU	S	16.03	3.21	19.24
86	Community Events	16/06/2025		Unity Trust Bank - Ci		Village Hall	Sainsbury's	E	46.88		46.88
87	Community Events	16/06/2025		Unity Trust Bank - Ci		Village Hall	Black Horse Cafe	S	38.83	7.77	46.60
88	Community Events	16/06/2025		Unity Trust Bank - Ci		Village Hall	Barmans Ltd	S	12.49	2.50	14.99
89	Community Events	16/06/2025		Unity Trust Bank - Ci		Village Hall	Moreco Dairy	E	3.55		3.55
90	Community Events	16/06/2025		Unity Trust Bank - Ci		Village Hall	Sainsbury's	E	35.42		35.42
91	Community Events	16/06/2025		Unity Trust Bank - Ci		Village Hall	Moreco Dairy	E	4.80		4.80
92	Community Events	16/06/2025		Unity Trust Bank - Ci		Village Hall	Black Horse Cafe	S	38.83	7.77	46.60
93	Community Events	16/06/2025		Unity Trust Bank - Ci		Village Hall	Moreco Dairy	E	7.20		7.20
95	Office	16/06/2025		Unity Trust Bank - Ci		Office	HP Inc UK Ltd	S	22.48	4.50	26.98
96	Banking Fees	16/06/2025		Unity Trust Bank - Ci		Expenses	LLoyds Multipay	X	9.00		9.00
110	Fees	16/06/2025		Unity Trust Bank - Ci		Village Hall	PayPal	X	4.07		4.07
111	Fees	16/06/2025		Unity Trust Bank - Ci		Village Hall	SumUp	X	1.83		1.83
94	Grant Expenditure - Warm Hub	16/06/2025		Unity Trust Bank - Ci		Village Hall	Moreco Dairy	E	3.55		3.55
116	Meadows	17/06/2025		Unity Trust Bank - Ci		Open Spaces	Bespoke Garden Creations	X	350.00		350.00
117	Meadows	17/06/2025		Unity Trust Bank - Ci		Open Spaces	Huws Gray	S	240.60	48.12	288.72
114	Office	17/06/2025		Unity Trust Bank - Ci		Office	Geosphere Ltd	S	60.00	12.00	72.00
115	Grant Expenditure - Staff Salar	17/06/2025		Unity Trust Bank - Ci		Staff salary	Gini Bryant	X			
112	Fees	20/06/2025		Unity Trust Bank - Ci		Village Hall	SumUp	X	0.35		0.35
118	Deposit	24/06/2025		Unity Trust Bank - Ci		Village Hall	WCVH Hirer	X	50.00		50.00
121	Salary	30/06/2025		Unity Trust Bank - Ci		Staff salary	Jim Morris	X			
121	Work from Home Allowance	30/06/2025		Unity Trust Bank - Ci		Staff salary	Jim Morris	X			
120	Booking Secretary	30/06/2025		Unity Trust Bank - Ci		Village Hall	Jade Lock	X	143.00		143.00
119	Electricity	30/06/2025		Unity Trust Bank - Ci		Village Hall	Scottish Power	L	179.72	8.99	188.71
113	Fees	30/06/2025		Unity Trust Bank - Ci		Village Hall	SumUp	X	1.93		1.93
122	Banking Fees	30/06/2025		Unity Trust Bank - Ci		General Administration	Unity Trust Bank	X	6.00		6.00
Total									11,411.40	538.86	11,950.26



# Summary of Receipts and Payments

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

## 001 General Administration

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

## 002 Leisure & Facilities

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
1020	Allotment Income	365 00	6 50	358 50				358 50 (-98%)
4020	Allotments							(N/A)
4021	Meadows				2,150 00	1,111 30	1,038 70	1,038 70 (48%)
4022	Play Areas				950 00		950 00	950 00 (100%)
4023	Village Green				1,200 00	395 80	804 20	804 20 (67%)
4024	Defibrillator				240 00	115 00	125 00	125 00 (52%)
4025	Christmas				265 00		265 00	265 00 (100%)
SUB TOTAL		365.00	6.50	-358.50	4,805.00	1,622.10	3,182.90	2,824.40 (54%)

## 003 Village Hall

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



## Summary of Receipts and Payments

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

## 004 Miscellaneous

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1040	Misc Income		135.00	135.00				135.00 (N/A)
1041	VAT126							(N/A)
4040	Staff Training							(N/A)
4041	Councillor Training				200.00	32.68	167.32	167.32 (83%)
4042	General Maintenance							(N/A)
4043	General Expenditure				240.00	71.78	168.22	168.22 (70%)
4044	Subscriptions				750.00	317.98	432.02	432.02 (57%)
4045	Office					114.11	-114.11	-114.11 (N/A)
4046	Audit				500.00	260.00	240.00	240.00 (48%)
4047	Insurance				890.00	536.00	354.00	354.00 (39%)
4048	Banking Fees				85.00	36.00	49.00	49.00 (57%)
SUB TOTAL			135.00	135.00	2,665.00	1,368.55	1,296.45	1,431.45 (53%)

## 005 Grants

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1050	Grant Income		3,436 58	3,436 58				3,436 58 (N/A)
4050	Grant Expenditure Warm Hub					480 72	480 72	480 72 (N/A)
4051	Grant Expenditure Staff Salary							(N/A)
4052	Grant Expenditure Village Hall							(N/A)
4053	Grant Expenditure Projects					899 88	899 88	899 88 (N/A)
SUB TOTAL			3,436.58	3,436.58		2,332.34	-2,332.34	1,104.24 (N/A)

## Summary

NET TOTAL	29,017.00	13,001.69	-16,015.31	29,017.00	11,411.40	17,605.60	1,590.29 (2%)
V.A.T.					538.86		
GROSS TOTAL		13,001.69			11,950.26		





## 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)

**To:** Planning Department  
Braintree District Council

Date: 04/07/2025

Ref: 25/01405/HH

Details: Proposed of 4-bay outbuilding for garage/workshop use –  
35 Colne Park Road, White Colne, Essex

**RESPONSE: White Colne Parish Council...**

Jim Morris

Parish Clerk

White Colne Parish Council

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

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





# WHITE COLNE PARISH COUNCIL

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

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

## Allotment Agreement 2025-26

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

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

Telephone No:

Email:

WHEREBY IT IS AGREED as follows:

### 1. Agreement to let

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

### 2. Tenant's agreements

The Tenant agrees with the Council:

- 2.1 Rent:** To pay the rent agreed in advance and without deduction otherwise than allowed by statute on the 29<sup>th</sup> day of September in each year.
- 2.2 Use of land:** The Tenant shall use the plot as an Allotment Garden only (that is to say wholly or mainly for the production of vegetables, flowers or fruit crops for consumption by the tenant and family) and for no other purpose, unless for the benefit of an official White Colne allotment society.
- 2.3 Cultivation:**
  - 2.3.1** To keep the Allotment clean, free from weeds and otherwise maintain it in a good state of cultivation and fertility and good condition, so as to not allow the allotment to be in neglect;
  - 2.3.2** To keep any pathway included in or abutting on the Allotment reasonably free of weeds and equipment, and not restricted by fencing, so as to allow allotment holders and other valid parties free access to different parts of the site;
  - 2.3.3** In light of the climate emergency, it is hoped that tenants will take positive steps towards water conservation, biodiversity (no use of chemicals or pesticides), and drought tolerant plants;
  - 2.3.4** Hosepipes should only be used to fill water butts (if sufficient water has not been collected). No sprinklers are allowed.



## **2.4 Nuisance**

**2.4.1** Not to cause or permit any nuisance or annoyance whatsoever to the occupier of any other allotments or obstruct or encroach on any path or roadway set out by the Council for the use of the occupiers of the allotments and all other persons using the Council's land adjoining the Allotment Field of which the allotments form's part ("the Allotment Field").

**2.4.2** Not to park any vehicle or trailer on any path, hardened surface or roadway situated on the Council's land adjoining the Allotment Field, nor on the Meadows, without the Council's consent.

**2.4.3** Bonfires must not cause any disturbance to users of adjacent land including the allotment field and the Meadows. Not at any time to leave unattended any bonfire on the Allotment, and to ensure that any bonfire is completely extinguished before leaving the Allotment.

**2.5 Restriction on assignment:** Not to underlet, assign or part with possession of the Allotment or any part of it to another including friends or family, without written consent from the Council.

**2.6 Trees and mineral extraction:** Not without the written consent of the Council to plant, cut or prune any timber or other trees, save for the purposes of maintaining fruit-bearing trees, or to take, sell or carry away any mineral, gravel, sand, earth, or clay.

**2.7 Fences and gates:** To keep in repair any fences and any gates on the Allotment and to use their best endeavors to protect any other fence or gates in the Allotment Field and any notice board which has been or may at any time during the tenancy be erected by the Council upon the Allotment or the Allotment Field.

Entrance points must not be constructed or altered without consent from the Council.

**2.8 Buildings:** Not without the written consent of the Council to erect any building on the Allotment provided that consent shall not be refused under this clause to the erection of any building reasonably necessary for the purpose of keeping hens or rabbits or be unreasonably withheld to the erection of a garden shed.

Any building permitted by the Council should be sited so as not to interfere with any adjacent allotment, interference to include obstructing rainfall, light or access. No large greenhouses in either glass or poly to be erected.

**2.9 Barbed wire:** Not to use barbed or razor wire for a fence or any other purpose whatsoever.

**2.10 Depositing of refuse:** Not to deposit or allow other persons to deposit on the Allotment any waste products, building materials or any decaying matter (except manure or compost in such quantities that may reasonably be required for the use in cultivation) or place such matter in the Allotment Field or on the Council's adjoining land.

**2.11 Dogs:** Not to bring or cause to be brought into the Allotment Field any dog, unless the dog is on a leash and under control, without consent from the Council.

**2.12 Restrictions on keeping animals or livestock:** Not to keep any animals or livestock of any kind on the Allotment except hens or rabbits to the extent permitted by the Allotments Act 1950 Section 12.

Only one beehive is permitted on the whole allotment site at any one time, and the allotment holder is to produce annually a copy of the beekeeping insurance held.

**2.13 Prohibition of notices:** Not to erect any notice or advertisement on the Allotment.

**2.14 Restrictions to admittance to the Allotment:** That the Council shall have the right to refuse admittance to any person other than the Tenant or a member of their immediate family to the Allotment unless accompanied by the Tenant or a member of their immediate family.

**2.15 Dispute between occupiers:** That any cause of dispute between the Tenant and other occupier of any other allotment in the Allotment Field shall be referred in writing to the Council whose decision shall be final.

**2.16 Information of change of address:** That the Tenant shall inform the Council immediately of any change of their address.

**2.17 Yielding up:** That the Tenant shall yield up the Allotment at the termination of the tenancy created by this agreement in such conditions as shall be in compliance with the terms contained in this agreement and in a state of good order.

**2.18 Inspection:** That any officer or agent of the Council shall be entitled at any time when so directed by the Council to enter and inspect the Allotment.



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

### **3. Termination of the tenancy**

**3.1** This tenancy shall terminate on the first rent day following the death of the Tenant.

**3.2** This tenancy may also be terminated in any of the following ways:

i. By the Council giving to the tenant 12 months' notice in writing expiring on or before the 29<sup>th</sup> September in any year;

ii. If the rent, or any part of it, is in arrears for a period exceeding 42 days, whether the arrears has been legally demanded or not;

iii. If it appears to the Council that there has been a breach of the conditions and agreements on the part of the tenant contained in this Agreement and provided that if such breach is of the conditions or rules affecting the cultivation of the allotment garden;

iv. If 3 months or more has lapsed since the commencement of the tenancy and the allotment has stood empty or fallen into disrepair;

v. If the allotment is not maintained regularly and falls into disrepair over a period of 3 months or more;

vi. If the tenant changes address to one outside the Parish of White Colne. Termination to be on the first rent day after the move.

**3.3.1 Succession:** Following the death of the tenant there will be a single right of succession from spouse to spouse or civil partner once only.

### **4. Rent increases**

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

### **5. Notices**

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

Signed *Jim Morris* Clerk to White Colne Parish Council

Witness **Jan e Taylor** Chairperson – White Colne Parish Council

Signed ..... Tenant

Witness .....





**WHITE COLNE PARISH COUNCIL**  
White Colne Village Hall, Bures Road, White Colne, CO6 2QA.  
[clerk@whitecolneparishcouncil.gov.uk](mailto:clerk@whitecolneparishcouncil.gov.uk)

# INVOICE

1<sup>st</sup> October 2025

Ms X  
Village Green  
White Colne  
Essex

**Allotment Plot 0: 01.10.2025 – 30.09.2026**

**Rent due** **£00.00**

**PAYMENT DETAILS:** The preferred method is by bank transfer.

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

Please advise Jim by email after the payment has been made: [clerk@whitecolneparishcouncil.gov.uk](mailto:clerk@whitecolneparishcouncil.gov.uk)



**White Colne Meadows**

**29.05.2025 10:44**

Hi

Came across the Meadows public area the other day whilst out walking with friends.  
A really wonderful space and setting.  
It is clearly well looked after and a great credit to the Parish Council.

All the best.

Philip Cunningham - from Manningtree



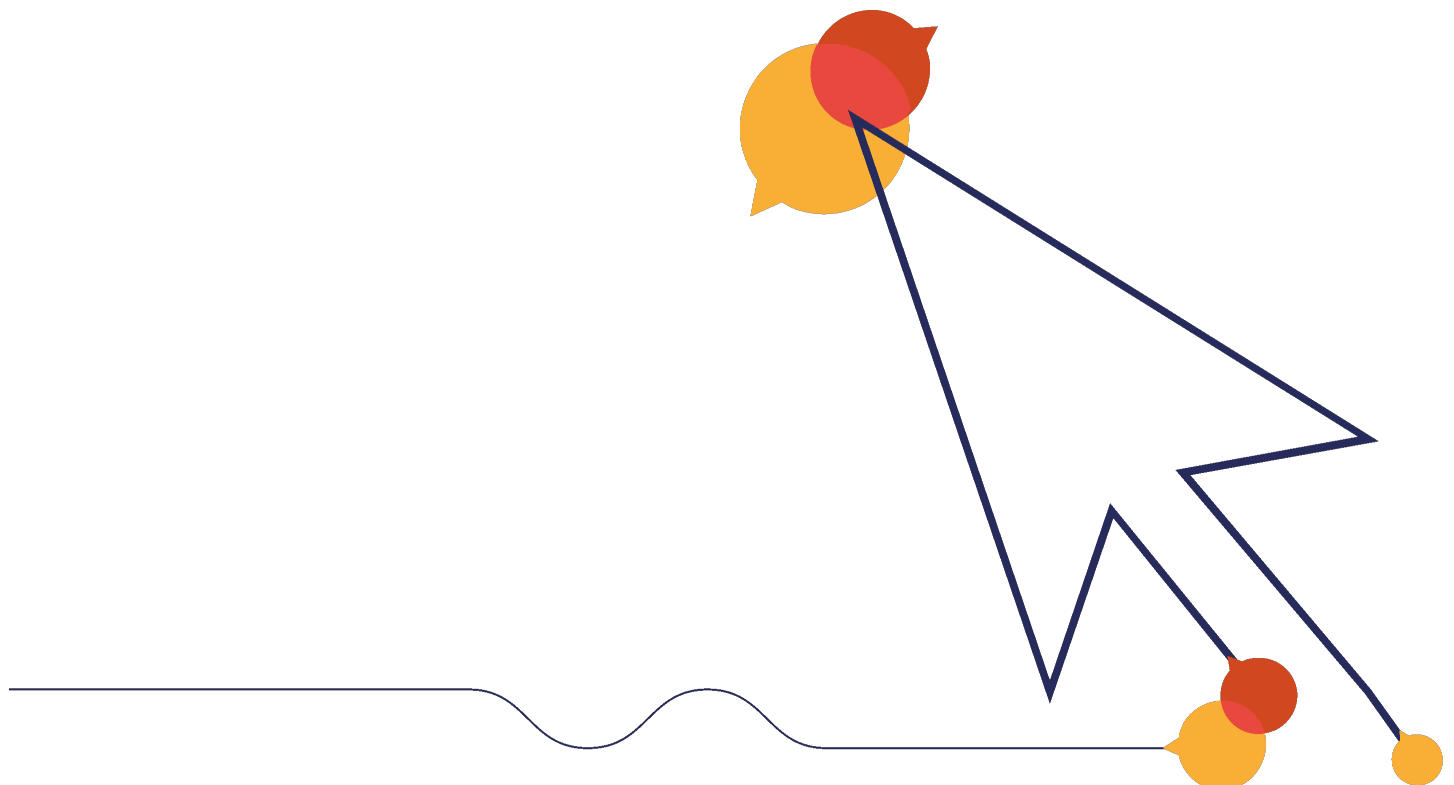
# Safety Inspection Report

Annual Inspection

## White Colne Meadows

White Colne Parish Council

17 June 2025





# Safety Inspection Report

## Annual Inspection

Site name: **White Colne Meadows**

Date of inspection: **17 June 2025**

Inspector: **Emma Cheshire**

[w3w.co/Formless.tidying.square](https://w3w.co/Formless.tidying.square)





## Signage - Info

Innate risk score:

 2

Description	Tasks	Risk score
Fixtures loose or missing.	Tighten/replace.	 10
Dog ban & ownership signs recommended.	See <a href="https://www.rospa.com/play-safety/advice/signs">https://www.rospa.com/play-safety/advice/signs</a>	 6

## BBQ Area

Innate risk score:

 6

Description	Tasks	Risk score
Monitor.	Monitor.	 4

## Seating - Benches & Tables

Innate risk score:

 3







Description	Tasks	Risk score
No Findings		



## Agility Trail - Timber

Innate risk score:




 4

Description	Tasks	Risk score
Timber is decayed.	Replace affected parts.	 12
This equipment relies on one post for its stability. Special attention should be paid to maintenance (e.g. by monitoring degradation) and if necessary decommissioning the item before the end of its operating life. This is a requirement of	Consult with the manufacturer's guidance to determine suitable maintenance.	 9
Timber is decayed.	Replace affected parts.	 6
There are natural splits / shakes in the timbers.	DO NOT fill shakes. Monitor and sand back any splintered edges as required.	 6
Surface has holes in it.	Repair.	 6
Cap missing.	Replace.	 5

## Swing - Mixed - 2 Bay 2 Junior 2 Toddler Seat

Innate risk score:

 6

Description	Tasks	Risk score
Timber is decayed.	Read the notes for further action., We recommend resistance penetration testing to determine the internal condition of the timber. We can undertake this testing at additional cost. Please contact us for details.,	 8
Bird fouling present.	Consider fitting an anti-bird strip or upward-facing cable ties to the top bar to prevent birds from landing.	 8
Bolt(s) loose.	Read the notes for further action.	 7

## Climber - Frame & Net

Innate risk score:

 6

Description	Tasks	Risk score
No Findings		



## How to read your report

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

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

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

**Primary Items**

---

**Sample Asset Name**

Manufactured by Manufacturer Name

asset image here

Innate risk level

Actual risk level

Risk level:  
Low

Potential risk score reduction:  
1

Remedial tasks:  
1

Surface: Grass

**Standards:**

EN 1176-1:2017, EN 1176-2:2017  
The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

**Finding**

**Description**

Item is rusting in places.

**Tasks**

Replace.

**Note**

Two of the frame washers are rusting.

**Finding Photos**

asset image here

asset image here

Risk level:  
Low

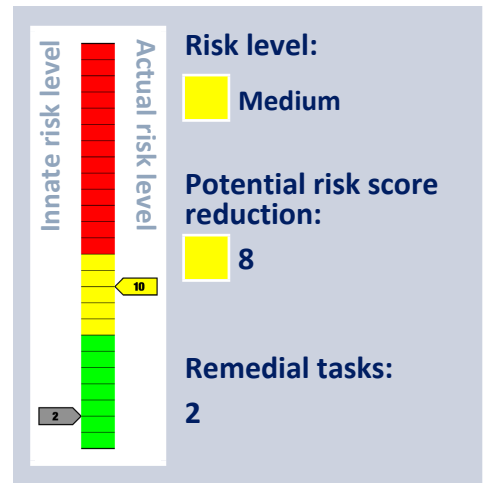
Risk score:  
7

Inspection SI0000142594. Report produced on 16/12/2019 at 12:11:07

4



## Signage - Info



## Maintenance Finding

### Description

Fixtures loose or missing.

### Tasks

Tighten/replace.

**Risk level:**

Medium

**Risk score:**

10

### Finding Photos





# Maintenance Finding

Description

Dog ban & ownership signs recommended.

Tasks

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

Risk level:

 Low

Risk score:

 6

Photo not possible



# Seating - Benches & Tables



Innate risk level

Actual risk level

3

3

Risk level:

Very low

✓

Risk score as low as possible

✓

No remedial tasks

Inspection SI0000284597. Report produced on 18/06/2025 at 13:19:28

A3



# BBQ Area



Innate risk level

Actual risk level

6

6

Risk level:

Low

✓

Risk score as low as possible

Remedial tasks:

1

Surface: Brick

## Maintenance Finding

Description
Monitor.
Tasks
Monitor.
Note
Monitor when in use while children are on site.

Risk level:

Low

Risk score:

4

### Finding Photos











## Maintenance Finding

### Description

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

### Tasks

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

**Risk level:**  
**Medium**

**Risk score:**  
**9**

### Finding Photos





# Maintenance Finding

## Description

Timber is decayed.

## Tasks

Replace affected parts.

## Note

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

Risk level:  
 Low

Risk score:  
 6

## Finding Photos



# Maintenance Finding

## Description

There are natural splits / shakes in the timbers.

## Tasks

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

Risk level:  
 Low

Risk score:  
 6

## Finding Photos





## Maintenance Finding

**Description**

Surface has holes in it.

**Tasks**

Repair.

Risk level:

 Low

Risk score:

 6

**Finding Photos**



## Maintenance Finding

**Description**

Cap missing.

**Tasks**

Replace.

Risk level:

 Low

Risk score:

 5

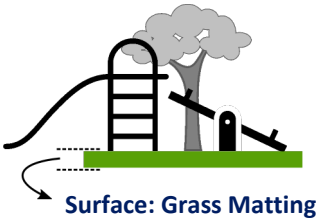
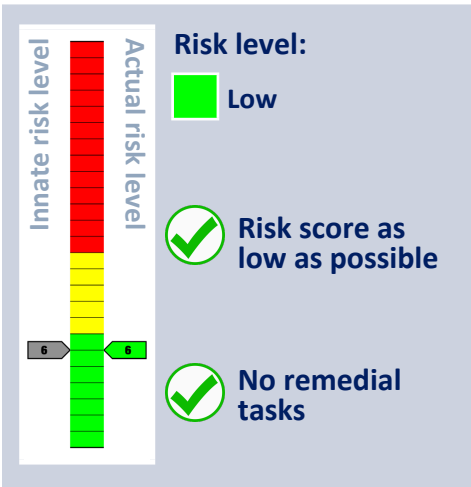
**Finding Photos**





# Climber - Frame & Net

Manufactured by (Unknown)



## Standards:

EN 1176-1:2017+A1:2023

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



Manufactured by (Unknown)



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

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



Surface: Grass Matting



## Maintenance Finding

**Description**

Timber is decayed.

**Tasks**

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

**Note**

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

Risk level:

Medium

Risk score:

8

**Finding Photos**



## Maintenance Finding

**Description**

Bird fouling present.

**Tasks**

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

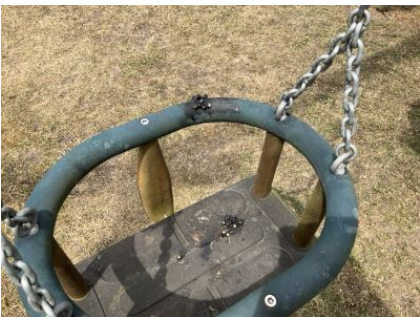
Risk level:

Medium

Risk score:

8

**Finding Photos**





# Maintenance Finding

Description

Bolt(s) loose.

Tasks

Read the notes for further action.

Note

Shackles loose in top bar.

Risk level:  
 Low

Risk score:  
 7

Finding Photos





## General Notes

### How This Inspection Contributes to Your Annual Main Inspection

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

**Table 1**

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



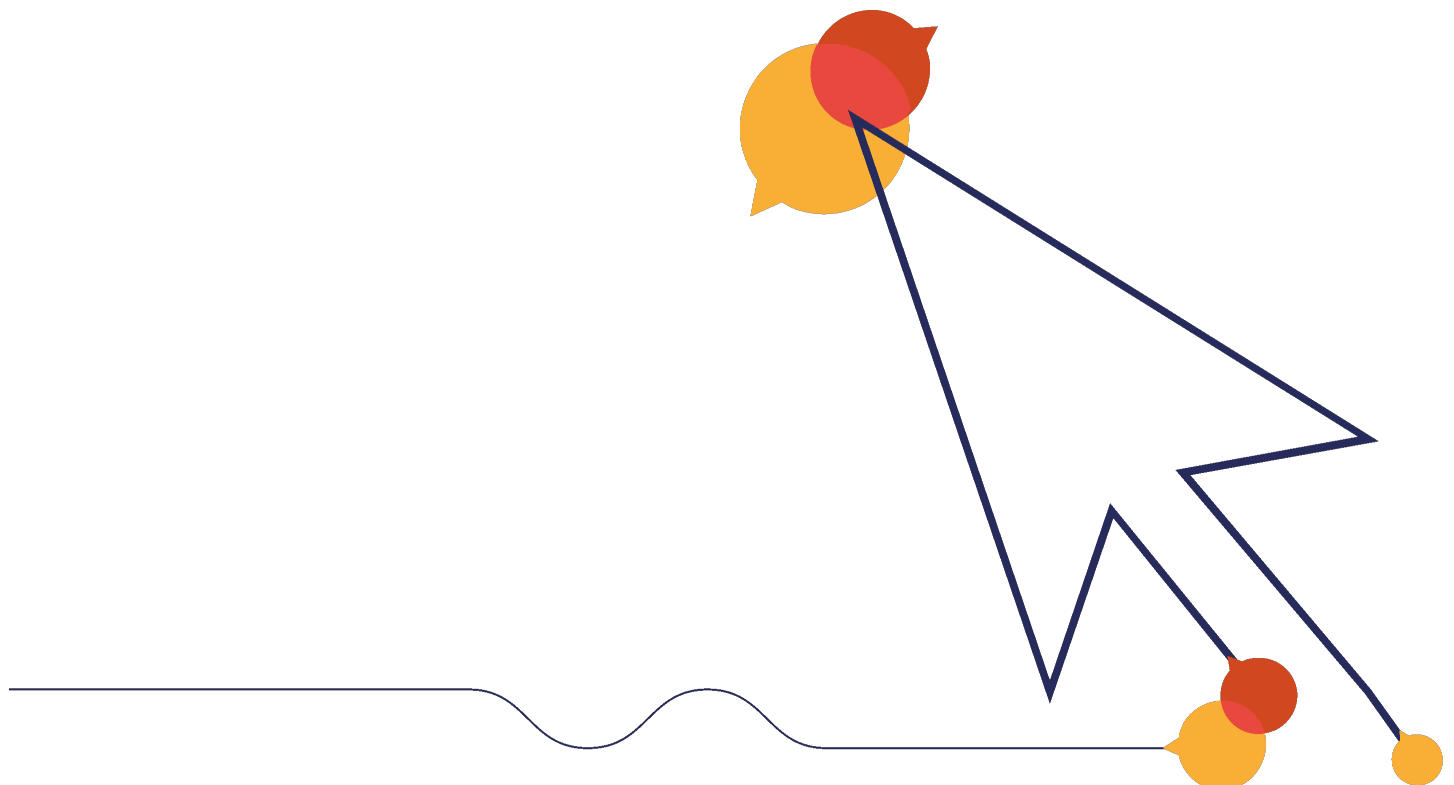
# Safety Inspection Report

Annual Inspection

## Bures Road

White Colne Parish Council

17 June 2025





# Safety Inspection Report

## Annual Inspection

Site name: **Bures Road**  
Date of inspection: **17 June 2025**  
Inspector: **Emma Cheshire**







Seating - Benches

Innate risk score:  
 3

Description	Tasks	Risk score
Item is not secure.	Secure.	 6

Signage

Innate risk score:  
 2

Description	Tasks	Risk score
Vegetation obstructing sign or causing hazard.	Remove.	 6
Loose in ground.	Monitor.	 3



Goal Post - With Rebound Panels

Innate risk score:  
 8

Description	Tasks	Risk score
Fixtures loose or missing.	Tighten/replace.	 2

Basketball Post

Innate risk score:  
 7

Description	Tasks	Risk score
No Findings		

Table Tennis Table

Innate risk score:  
 7

Description	Tasks	Risk score
No Findings		



## How to read your report

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

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

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

**Primary Items**

---

**Sample Asset Name**

Manufactured by Manufacturer Name

asset image here

**Risk level:**  
Low  
Potential risk score reduction: 1  
Remedial tasks: 1

**Standards:**  
EN 1176-1:2017, EN 1176-2:2017  
The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

**Finding**

**Description**  
Item is rusting in places.

**Tasks**  
Replace.

**Note**  
Two of the frame washers are rusting.

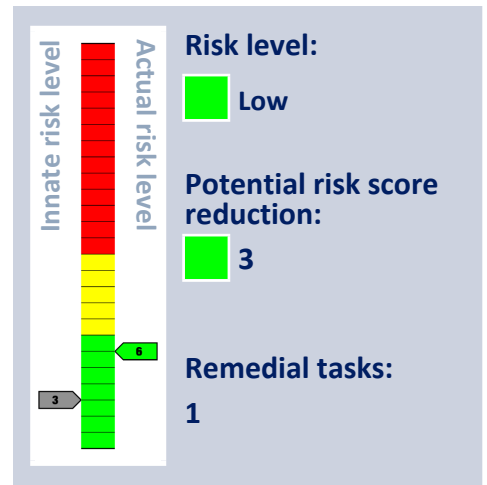
**Finding Photos**

asset image here      asset image here

Surface: Grass

Inspection SI0000142594. Report produced on 16/12/2019 at 12:11:07

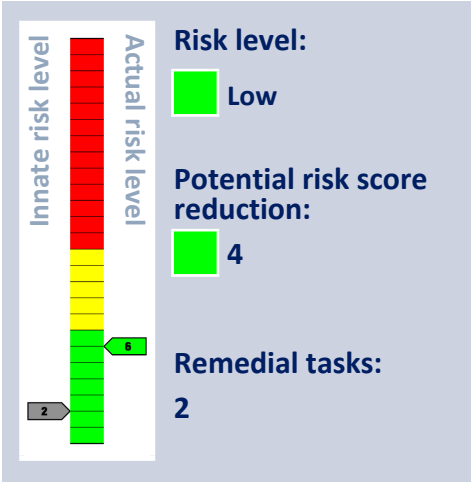




## A photograph of a simple wooden bench with a flat top and four legs, situated on a grassy area. The bench is made of dark wood and has a horizontal support beam in the middle. It is positioned on a patch of grass and gravel.



# Signage



## Maintenance Finding

Description
Vegetation obstructing sign or causing hazard.
Tasks
Remove.
Note
Cut back vegetation from around the sign.

Risk level:
Low
Risk score:
6

## Finding Photos





# Maintenance Finding

## Description

Loose in ground.

## Tasks

Monitor.

Risk level:

Very low

Risk score:

3

## Finding Photos





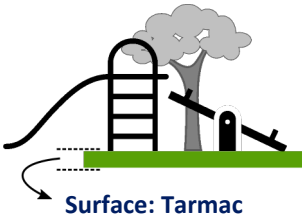
# Basketball Post

Manufactured by (Unknown)



**Standards:**

EN 1270:2005, EN 15312:2007+A1:2010  
The item and its surfacing (where applicable) meet with the requirements of the relevant standards.





# Table Tennis Table

Manufactured by (Unknown)



## Standards:

None

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





# Goal Post - With Rebound Panels

Manufactured by (Unknown)



Innate risk level

Actual risk level

8

8

Risk level:

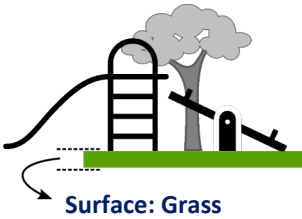
Medium

✓

Risk score as low as possible

Remedial tasks:

1



## Standards:

EN 748:2013, BS 8461:2005+A1:2009  
The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

## Maintenance Finding

### Description

Fixtures loose or missing.

### Tasks

Tighten/replace.

Risk level:

Very low

Risk score:

2

## Finding Photos





## General Notes

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

Risks are calculated in this way:

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



## General Notes

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

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

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

Table 1 – Risk Score Matrix

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



## General Notes

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### Inspection Scope

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

### Compliance with Standards

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

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

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

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

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

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





## General Notes

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### What We Inspect

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

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

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

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

### What We Don't Inspect

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

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





## General Notes

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

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

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

### **Exposure to Risk**

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

### **Ownership**

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

### **Contemporaneous Findings**

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

### **Timber**

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

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

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

Please contact us for pricing and further information.

### **Planting and Trees**

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





## General Notes

### How This Inspection Contributes to Your Annual Main Inspection

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

**Table 1**

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





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

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## Village Hall Solar Energy Report

**Reporting Period: September 2024 – June 2025**

**Prepared: July 2025**

### 1. Overview

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

### 2. Energy Performance

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

Key observations:

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

### 3. Financial Summary

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

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

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

### 4. Sector Challenges

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



## 5. Next Steps

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

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



**Haverhill Wranglers country music band**

**27.06.2025 11:07**

The Clerk  
White Colne Parish Council

Dear Jim Morris

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

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

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

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

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

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

Kindest regards  
Bill Taylor



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

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

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

- e) The grant must be used for community purposes and should demonstrate value for money and additionality. Consideration must be given to how the project may contribute to net zero and nature recovery objectives. As a minimum consideration must be given to the project's impact on natural assets and nature.

Consideration will be given to the economic, environmental and social benefits of the project when assessing the application.

- f) REPF cannot be used to support projects or costs where there is a statutory duty to provide them.
- g) Applicants are required to demonstrate that their project meets the requirements of REPF intervention. Further information can be found in Appendix 1 of the application.
- h) Funding for projects on land not directly in the ownership of the rural organisation concerned, will ordinarily only be considered if the rural organisation has obtained



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

- i) The District Council wishes to see assistance from REPF maximised and, in any event, it may not have sufficient funds to assist all the requests put forward by rural organisations or rural Parish Councils. The District Council would prefer to give assistance to a rural Parish Council or rural organisation that has made efforts to provide a reasonable contribution from its own resources or other sources. Therefore, the contribution to a project in the form of a REPF grant will normally be limited and applicants should be able to demonstrate that co-funding of 20% (discretionary) towards the cost of the project will be met from sources such as:
  - (i) Fundraising generally
  - (ii) Grant applications from other bodies
  - (v) Fundraising from the Parish Precept
  - (vi) Contribution by the Parish Council
- j) In determining the grant application, due regard will also be given to the level of financial reserves held by the Parish Council or rural organisation, the annual income and expenditure, and the ability or otherwise to generate additional income.
- k) Where funding is awarded the District Council will not be responsible for meeting any ongoing revenue costs. Applicants may be required to demonstrate that arrangements are in place to meet any ongoing costs arising from the project. Evidence may be requested that the project and/or its ongoing operation will meet any legislative requirements (for example health and safety requirements).
- l) Where funding is awarded the recipient rural organisation is required to install a plaque at a location readily visible to the public, bearing the appropriate UK government logos, project name and standardised text. Co-branding is only allowed with lead local authorities or funders. Please refer to the UKSPF branding document for further guidance [UK Shared Prosperity Fund: branding and publicity \(6\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/614441/UKSPF_branding_and_publicity_6.pdf). Evidence of compliance with branding and publicity guidance should be provided to Braintree District Council for monitoring and audit purposes.
- m) Where funding is awarded, payment will be made to the recipient upon completion of the Grant funding agreement by both parties. Payment of the grant will then be made. Evidence of the project completion and the costs incurred will need to be provide. Banks statement (of the organisation) showing payments and a copy of the supplier's invoice will need to be provided. Failure to do so may result in the recovery of the grant.
- n) Where funding is awarded, the recipient is required to record the outcomes and outputs of the project and provide these to the District Council by the date given in the Award



letter. Please refer to the website for further information on the indicative outcomes and outputs and ensure Appendix 2 in the application is fully completed.

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

Please contact [repfenquiries@braintree.gov.uk](mailto:repfenquiries@braintree.gov.uk) if any of the above needs clarification.



## Grant Funding Report – July 2025

### Rural Prosperity Fund

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

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

In addition, the accompanying guidance notes state:

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

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

#### Recommendation:

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

### Essex Community Foundation (ECF) Grant – £2,400

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

### BDC Micro Cost of Living Grant Application – Unsuccessful

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

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

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

Cllr Jane Taylor



## Community Supermarket – Progress Report

*First Steering Group Meeting: 7th July 2025*

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

### Key Achievements (up to end of June):

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

### Growth and Development:

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

### Wider Impact:

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

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



**REPORT ON POLICE, PARISH COUNCIL FORUM 2<sup>ND</sup> JUNE 2025**

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

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

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

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

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

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



## REPORT ON POLICE, PARISH COUNCIL FORUM 30<sup>th</sup> JUNE 2025

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

Due to prior commitments Mr Abbot from Rivenhall PC was allowed to raise what was a matter of ongoing concern to the Parish. This concerned the use of a weight restricted road (7.5 tonnes) by large tipper lorries going to two development sites on the edge of Rivenhall End. This had been brought to the attention of the developers who appeared to have taken little or no action.

Understandably the Parish Council were frustrated and asked what action the Police could take. PC Draper agreed to pass this over to the appropriate section to deal with. Mr Abbot then left the forum.

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

One successful arrest which had effectively closed down a 'County Lines' drug operation

Several Stop and search

21 successful traffic enforcements

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

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

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

The forum closed at 19:30hrs and the next meeting is scheduled for 29<sup>th</sup> July





## APPENDIX O

# 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)

## Annual Appraisal Form – Parish Clerk & RFO Employee Response Form

Employee Name: Jim Morris  
Appraisal Date: 17.06.2025  
Appraiser(s): Cllr Jim Bond, Cllr Jane Taylor  
Start Date in Role: May 2024

### Section 1: Job Performance

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



## Section 2: Council Relationships and Communication

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

## Section 3: Professional Responsibilities and Governance

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

## Section 4: Administration and Financial Management

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



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

## Section 5: Training and Development

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

## Section 6: Looking Ahead

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



## Section 7: Appraiser Comments and Agreed Actions

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

### Signatures

Clerk: \_\_\_\_\_

Date: \_\_\_\_\_

Appraiser(s): \_\_\_\_\_

Date: \_\_\_\_\_





# 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)

## Action Plan 2025-26

### 1. Environmental Sustainability & Energy Efficiency

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

### 2. Community Engagement & Volunteers

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

### 3. Infrastructure & Facilities Development

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

### 4. Allotments: Fencing, Promotion & Community Involvement

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



## **5. Community Orchard Maintenance**

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

## **6. Governance & Financial Stewardship**

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

## **7. Communication & Community Relations**

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

## **8. Community Safety & Wellbeing**

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

## **9. Looking Ahead: Devolution and Local Empowerment**

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





# WHITE COLNE PARISH COUNCIL

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

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

## Privacy Policy

### 1. PRIVACY POLICY

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



- White Colne Parish Council will use your personal data, after it has been anonymised, to allow the statistical analysis of data, and to allow the Council to effective target and plan the provision of services.
- To deliver services and support to you, to manage those services, to monitor the quality of services provided and to plan new and updated services.
- To train staff.
- Where we need to investigate any worries or complaints you have about your services.

1.06 How the law allows us to use your personal information. There are a number of legal reasons why we need to collect and use your personal information. Each privacy notice at the bottom of this page explains for each service which legal reason is being used.

Generally, we collect and use personal information where:

- you, or your legal representative, have given consent
- you have entered into a contract with us
- it is necessary to perform our 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

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

1.07 White Colne Parish Council is continually working to improve how it provides services to the citizens of White Colne. The Council holds a customer record, comprising of your name and address. For some services we might also ask for email address and telephone number. The customer record will allow the council to respond to any queries you may have in respect of the provision of services more quickly and efficiently.

1.08 Telephone calls are not recorded.

1.09 The law gives you a number of rights to control what personal information is used by us and how it is used by us.

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

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

This applies to paper and electronic records.

1.11 Whilst White Colne Parish Council tries to ensure that any personal data it holds about you is correct, there may be situations where the information it holds is no longer accurate. If this is the case, please contact us so that any errors can be investigated and corrected.

1.12 You can ask for your personal information to be deleted (the right to be forgotten), for example:



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

Please note that we cannot delete your information where:

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

- 1.13 You have the right to complain about any matter relating to our service, including how we use your personal data. In the first instance please contact the Clerk to the Council.
- 1.14 We will take appropriate steps to make sure we hold records about you (on paper and electronically) in a secure way, and we will only make them available to those who have a right to see them. Our security includes:
- encryption
  - access controls on systems
  - security training for all staff
- 1.15 We will only store your personal information for as long as is necessary. Records will be kept in accordance with the retention policy written by the National Association of Local Councils.
- 1.16 If you would like further information or if you have any concerns about how the Council is handling your personal data, please contact us in writing.  
For independent advice about data protection, privacy and data sharing issues, you can contact the Information Commissioner's Office (ICO) at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number. Alternatively, visit [www.ico.org.uk](http://www.ico.org.uk) or email [casework@ico.org.uk](mailto:casework@ico.org.uk).
- 1.17 We use Google Analytics to collect information about how people use the website. We do this to make sure it's meeting its users' needs and to understand how we could do it better. Google Analytics stores information about what pages you visit, how long you are on the site, how you got here and what you click on. We do not collect or store your personal information (e.g., your name or address) so this information cannot be used to identify who you are.  
We also collect information on the number of times particular search terms are used and the number of failed searches. We use this information to improve access to the site and to identify gaps in the information content so we can plan appropriate expansion of the system. Unless the law allows us to, we do not:
- share any of the information we collect about you with others
  - use this information to identify individuals.
- 1.18 White Colne Parish Council will continually review and update this privacy notice to reflect changes in our services as well as to comply with changes in the law. When such changes occur, we will revise the "last updated" date at the bottom of this notice. We encourage you to periodically visit the Council's web site to review this notice and to be informed of how White Colne Parish Council is protecting your information.
- 1.19 CUSTOMER SERVICE, ALLOTMENTS, VILLAGE HALL**
- 1.20 White Colne Parish Council may collect, hold, and process personal data in order to assess and improve its customer service. This may include:



- Customer name
- Contact details (address, telephone number, email address)
- Details of your enquiry
- Bank details

- 1.21 The Council has a requirement to process the above information for the investigation of Complaints, Compliments and/or Comments. We operate under the Data Protection Act 2018 and other regulations such as GDPR. We request the minimum amount of information, and it is stored securely in a protected server.
- 1.22 We may keep your personal information up to 6 years after the record has been closed.

## **2. DATA BREACH POLICY**

- 2.01 The General Data Protection Regulations 2018 define a personal data breach as “a breach of security leading to accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data transmitted, stored or otherwise processed”.
- 2.02 Examples include:
- 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.
- 2.03 A breach of personal data may result in a loss of control of personal data, discrimination, identity theft or fraud, financial loss, damage to reputation, loss of confidentiality of personal data, damage to property or social disadvantage. Therefore, a breach, depending on the circumstances of the breach, can have a range of effects on individuals.
- 2.04 Data breaches do not have to be routinely notified to the Information Commissioner’s Office (ICO) or others. GDPR makes informing the ICO and the individuals affected compulsory in certain circumstances.
- 2.05 If the data breach is likely to result in a high risk to the rights and freedoms of the individual (e.g., identity theft), the breach must be reported to the individual and to the ICO without undue delay and, where feasible, not later than 72 hours after having become aware of the breach.
- 2.06 The Proper Officer must be informed immediately. The Proper Officer must report the breach to the ICO. If the ICO is not informed within 72 hours, Proper Officer must give reasons for the delay when they report the breach.
- 2.07 WHEN NOTIFYING THE ICO OF A BREACH, THE COUNCIL MUST:
- Describe the nature of the breach including the cause and scope (type of data, approximate number of data subjects and data records concerned);
  - 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.
- 2.08 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.

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

- It has previously implemented appropriate technical and organisational measures such that the personal data is unintelligible to any person not authorised to access it (e.g., encryption);
- It has taken subsequent measures to ensure that the high risk to rights and freedoms of individuals is no longer likely to materialise, or;
- It would involve a disproportionate effort.

2.09 If a data processor (e.g., payroll provider) becomes aware of a personal data breach, it must notify the Council without undue delay, so that the Council can fulfil its responsibilities under this policy.

2.10 All data breaches must be recorded. This record should be used to identify system failures and to improve the security of personal data.

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

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

**This Policy replaces existing WCPC Privacy Policies**

**Adopted: 15.07.2025**

**Next review: 21.07.2026**





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## Pavilion Hire Policy

### 1. INTRODUCTION

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

### 2. Fairness and Accessibility

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

### 3. Stewardship and Risk

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

### 4. Legal and Insurance Considerations

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

### 5. Recommendations

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





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## Pavilion Use Policy

### 1. Purpose

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

### 2. Eligibility and Priority of Use

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

### 3. Booking and Hire Charges

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

### 4. Facilities Included

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



## **5. Conditions of Use**

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

## **6. Health, Safety, and Insurance**

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

## **7. Council Rights**

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

**Adopted: 15.07.2025**

**Next review: 20.01.2026**





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## Information Technology (IT) Policy

### 1. Introduction

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

### 2. Scope

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

### 3. Acceptable use of IT resources and email

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

### 4. Device and software usage

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

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

### 5. Data management and security

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

### 6. Network and internet usage

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

### 7. Email communication

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

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



## **8. Password and account security**

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

## **9. Mobile devices and remote Work**

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

## **10. Email monitoring**

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

## **11. Retention and archiving**

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

## **12. Reporting security incidents**

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

## **13 Training and awareness**

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

## **14. Compliance and consequences**

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

## **15. Policy review**

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

## **16. Contacts**

For IT-related enquiries or assistance, users can contact the Clerk in the first instance.

All staff and councillors are responsible for the safety and security of White Colne Parish Council's IT and email systems. By adhering to this IT and Email Policy, White Colne Parish Council aims to create a secure and efficient IT environment that supports its mission and goals.

**Adopted: 15.07.2025**

**Next review: 21.07.2026**





## APPENDIX T

# WHITE COLNE PARISH COUNCIL

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

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