



Village Hall
York Road
Earls Colne
CO6 2RN

11th March 2026

To: Members of Earls Colne Parish Council

You are hereby summoned to attend

**THE PARISH COUNCIL MEETING
TO BE HELD AT THE VILLAGE HALL (LARGE HALL)
ON TUESDAY 17TH MARCH 2026 AT 7.15 PM**

for the purpose of transacting the following business

S Gaeta

Clerk to the Council

AGENDA

1. **Election of Chairman**
2. **Declaration of Acceptance of Office**
3. **Election of Vice Chairman**
4. **Apologies for Absence**
5. **Minutes of the Parish Council Meeting** held on 17th February 2026 to be taken as read and signed as a correct record by the Chairman.
6. **Co-option**
To consider the co-option of Laurence Hull.
7. **Declarations of Interest (existence and nature)** with regards to items on the Agenda. Councillors are reminded that the code of conduct provides that should they have a disclosable pecuniary interest in any matter under discussion, they should speak only in the public session, then withdraw from the room and not seek to influence a decision about the matter.
8. **Essex County Councillor Update**
To receive an update from Councillor Siddall.
9. **Braintree District Councillor Update**
To receive an update from Councillors Spray and Courtauld.
10. **Public Participation session** with respect to items on the Agenda and other matters that are of mutual interest.
3 minutes per person; 15 minutes max

11. Clerk's Report

To receive an update from the Clerk.

12. Finance and Internal Control

- (a) To receive a budget update.
- (b) To appoint Heelis and Lodge as Internal Auditor for the financial year 2025/26 at a cost of £440.
- (c) To receive an update on the Action Tracker and Plan progress.
- (d) To discuss and agree that the bi-weekly coffee morning that receives a £1,000 Council contribution and free use of the village hall will be regularly publicised to the whole village, ensuring all residents are aware of and able to attend.
- (e) To appoint a Planting Committee, agree the Terms of Reference and appoint a Chairman and Vice Chairman.
- (f) To appoint a Vice Chairman to the Personnel Committee.
- (g) To appoint a Chairman and Vice Chairman to the Finance and Internal Control Committee.
- (h) To consider and agree the Council's support and training subscription arrangements for 2026/27, including whether to subscribe to Essex Association of Local Councils (including National Association of Local Councils), Council Wise, both organisations, or neither.

13. Planning

To consider the following planning applications:

- (a) **26/00511/FUL** – Conversion of agricultural building and stables to a single dwelling at Nearleigh Farm, Coggeshall Road.
- (b) **26/00315/LBC**– Repairs and re-decorations to external elevations at East of England Co-operative Society, 31 High Street.
- (c) **26/00418/TPOCON**– Tree works at Colne Place, 97 High Street.
- (d) **26/00411/TPOCON**– Tree works at 54 Park Lane.
- (e) **26/00357/TPOCON** – Tree works at 93 High Street.
- (f) **26/00317/TPOCON** – Tree works at 15-17 Upper Holst Street.
- (g) **26/00381/TPOCON** – Tree works at 18 High Street.
- (h) **26/00254/FUL** – Erection of a timber framed storage barn at Holmwood Farm, Tey Road.
- (i) **26/00389/TPO** – Tree works at Bamboozle Bungalow, 7 Coggeshall Road.
- (j) **26/00391/TPOCON** – Tree works at 21 Queens Road.
- (k) To consider the Parish Council's response to Braintree District Council's Local Plan.

14. Village Environment

- (a) To consider two options for the purchase of a new mower: (a) Kubota BX at £17,257 net; or (b) Husqvarna P524X at £13,838 net; and to agree any extended warranty purchase. The sale of the previous mower for £5,500 will be put towards this purchase.
- (b) To purchase and install two cameras: one to cover the public toilet area compliant with privacy law and another to be placed at an agreed location to cover the remainder of the car park and entrance road.
- (c) To agree to the establishment of an 'Earls Colne in Bloom' community group to support the planting, maintenance and enhancement of public spaces within the village, allocating an initial budget of up to £500 to support the group's activities.

15. Section 106

All items are subject to approval of the projects by Braintree District Council prior to the formal award of contract.

To consider proposals for enhancements to the village greens and agree to progress these as a Section 106 open spaces project.

16. Health and Safety

To receive an update on health and safety matters.

17. Village Hall

- (a) To receive an update on Village Hall matters.
- (b) To purchase and install a security camera for staff safety in Chambers.

18. Events

- (a) To agree to hold a Christmas village social event on Friday 11th December from the Christmas budget of £500.
- (b) To agree to donate the £200 raised from the 2025 Christmas raffle to the village Christmas lights fund.
- (c) To agree to waive hall charges for the Four Colnes Horticultural Society and Earls Colne PTA Christmas event booking on Saturday 12th December.
- (d) To approve the use of community workers to help decorate the village hall for the Christmas events.

19. Accounts for Payment

To approve the accounts for payment.

20. General Information

To receive any brief notices or reminders from Councillors or the Clerk. No decisions will be made under this item.



REQUEST FOR ITEMS ON THE AGENDA

**Sections shaded Blue to be completed by
the requesting member**
**Sections unshaded to be completed by
the Proper Officer or their delegate**

Item topic	Christmas 26
Advisory Group/Committee recommendation?	Yes – Events WG
Proposed by	L Bauckham-Leys
Seconded by (if known)	June Jemmett
Proposed outcome – i.e. discussion, decision *	Decision
If motion, please indicate required wording *	<p style="text-align: center;">Required Motion Wording (if approved)</p> <p>It is resolved that ECPC:</p> <ol style="list-style-type: none"> 1. ECPC Christmas Village Social Friday 11th December (mulled wine, mince pies etc from Christmas Budget £500) 2. Donate the £200 raised as a result of the '25 Christmas Raffle to the Village Christmas lights fund. 3. VH is booked for FCHS and ECPTA Saturday 12th December free of charge as a community event and '25 invoice cancelled. 4. CW support the decoration of VH
Background (provided by the proposer)	See Appendix A
Background (provided by the Proper Officer)	Item 3 modified as the 2025 booking was provided free of charge.
Financial implication (anticipated by the proposer)	Within Christmas Budget circa £250-£300



Financial implication (anticipated by the Proper Officer)	As above
Legal implications	None
Proposer's signature	

Appendix A



Sections shaded Blue to be completed by
Committee/WG Lead

Committee / Working Group Report to ECPC

NAME OF COMMITTEE/WG	Events
NAME OF COMMITTEE/WG LEAD	L Bauckham-Leys
DATE	8 th February 2026
Report	
Meeting held Tuesday 13th February 2026 6pm	
Present : ECPS PTA - Laura, FCHS Sarah & Robert, WI - Helen, ECPC LBL, EC Business - Claire, St Andrews Maria	
To discuss plans for EC Christmas 2026	
1. 29 th November - St Andrews Church High Mass and lighting of the Star	
2. Saturday 12 th December - FCHS Christmas Fayre 11-4. Will set up on the day. Request that this is provided free of charge as key community event (as per for Dec 23 and 24) and '25 invoice cancelled.	
3. Friday 11 th December – Carols at the War Memorial followed by Mince Pies etc at Village Hall (tba by ECPC)	
4. Village Hall to be decorated first week of Dec	
5. Village Christmas lights - £500 support funding needed as beyond repair	
6. Much greater emphasis on advertising:	
a. Advert for Parish Mag to be prepared by September	
b. Leaflets to be agreed and included in Hymn books, Parish Magazine, Shops, School Bags, WI copies, CW distribute etc	
c. New Banners	
d. Christmas countdown on FB and Noticeboards	
e. Posters Highlighting main events to added in key locations	
f. ECPS not keen on visit to Santa – under discussion	
7. Poster Competition - with possibility of publishing Winners across village as part of decorations .	



Need advance prep

8. Letter to Santa – under consideration as ECPC letters box/letters appreciated. Sarah to speak with Con Club to understand position on their Letters to Santa e.g. work with Parish Council etc
9. December Calendar of all Events across village to be prepared
7. Clare to speak to Sue at Rec Club regarding involvement and Santa etc

Next Meeting : 21st April 6.pm at Village Hall Chambers

Proposer's signature

L Bauckham-Leys

Explanatory Notes:

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- * 2. If discussion or consideration is required *without* a decision, please indicate 'to discuss', 'to consider' etc;
- * 3. If a decision is sought and a motion required (for example, a recommendation by a committee), please indicate this.

Standing Orders 9 and 10 apply to notices of motion:

9. Motions for a meeting that require written notice to be given to the Proper Officer

A motion shall relate to the responsibilities of the meeting which it is tabled for and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.

No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least five clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.

The Proper Officer may, before including a motion on the agenda received in accordance with Standing Order 9(b) above, correct obvious grammatical or typographical errors in the wording of the motion.

If the Proper Officer considers the wording of a motion received in accordance with Standing Order 9(b) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer so that it can be understood at least three clear days before the meeting.

If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the



Councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.

Subject to Standing Order 9(e) above, the decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.

Motions received shall be recorded in a book for that purpose and numbered in the order that they are received.

Motions rejected shall be recorded in a book for that purpose with an explanation by the Proper Officer for their rejection.

10. Motions at a meeting that do not require written notice

- a. The following motions may be moved at a meeting without written notice to the Proper Officer:
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 - ii. to move to a vote;
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 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;
 - viii. to require a written report;
 - ix. to appoint a Committee or sub-Committee and their members;
 - x. to extend the time limits for speaking;
 - xi. to exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest;
 - xii. to not hear further from a Councillor or a member of the public;
 - xiii. to exclude a Councillor or member of the public for disorderly conduct;
 - xiv. to temporarily suspend the meeting;
 - xv. to suspend a particular Standing Order (unless it reflects mandatory statutory requirements);
 - xvi. to adjourn the meeting; or
 - xvii. to close a meeting.

REQUEST FOR ITEMS ON THE AGENDA

**Sections shaded Blue to be completed by
the requesting member**

**Sections unshaded to be completed by
the Proper Officer or their delegate**

Item topic	Governance/Transparency/Audit Trail
Advisory Group/Committee recommendation?	No
Proposed by	L Bauckham-Leys
Seconded by (if known)	
Proposed outcome – i.e. discussion, decision *	Discussion and Decision
If motion, please indicate required wording *	<p style="text-align: center;">Required Motion Wording (if approved)</p> <p>1. Committees and Working Groups - Discussion and Decision</p> <p>It is resolved that ECPC:</p> <ul style="list-style-type: none"> a. Appoints a Vice Chair to the HR Committee. b. Appoints a Chair and Vice Chair to the Finance & Governance Committee. c. Appoints a Chair and Vice Chair to the Planting Committee. <p>2. Chairman’s Report and Clerk’s Report- Decision</p> <p>It is resolved that ECPC:</p> <ul style="list-style-type: none"> a. Records within the minutes that the Chairman’s and Clerk’s Reports are available on the ECPC website or upon request. b. Publishes these reports alongside the approved minutes on the ECPC website. <p>3. General Reports and Agenda Item Requests- Decision</p> <p>It is resolved that ECPC:</p> <ul style="list-style-type: none"> a. Records within the minutes that submitted reports and agenda item background papers are available on the ECPC website or upon request. b. Publishes these reports alongside the minutes on the ECPC website.

	<p>4. Committee and Working Group Reporting – Decision</p> <p>It is resolved that ECPC:</p> <ol style="list-style-type: none"> a. Requires each Committee and Working Group Lead to provide a written update on actions, issues, and progress within their area of responsibility. b. Confirms that these updates do not replace agenda item requests. c. Requires reports to be submitted to the Clerk for inclusion in the Monthly Pack. d. Adds a standing agenda item to record receipt of these reports. e. Records within the minutes that these reports are available on the ECPC website or upon request. f. Publishes these reports alongside the minutes on the ECPC website.
<p>Background (provided by the proposer)</p>	<p>1. Committees and Working Groups</p> <p>An update to the membership of Committees is required. In addition, it should be noted there are currently no Terms of Reference (ToR) in place for the Planting Committee.</p> <p>Proposal</p> <ol style="list-style-type: none"> a. Agree Vice Chair for the HR Committee b. Agree Chair and Vice Chair for the Finance & Governance Committee c. Agree Chair and Vice Chair for the Planting Committee d. Clerk to provide draft Terms of Reference Planting Committee for agreement and approval by ECPC <p>2. Chairman’s Report & Clerk’s Report</p> <p>At present, these reports are only noted in the meeting minutes with no recorded detail. This does not provide the community with meaningful information; unless members of the public were present, they will have no understanding of the content of these reports. This does not meet the requirements of transparency and does not provide a clear audit trail.</p> <p>Proposal</p> <ol style="list-style-type: none"> a. The minutes should record that these reports are available on the ECPC website or upon request. b. These reports should be published alongside the minutes on the ECPC website. <p>3. General Reports and Agenda Item Requests</p>

	<p>Currently, reports and agenda item requests are only seen by ECPC members. This does not provide the community with sufficient information and, unless they attended the meeting, they will have no understanding of the reports or the essential background information. This does not meet the requirements of transparency and does not provide a clear audit trail.</p> <p>Proposal</p> <ol style="list-style-type: none"> a. The minutes should record that these reports are available on the ECPC website or upon request. b. These reports should be published alongside the minutes on the ECPC website. <p>4. General Reporting</p> <p>At present, updates from Committees and Working Groups are ad hoc and are generally only provided when financial assistance is requested. This does not provide ECPC or the community with a clear picture of ongoing actions. This does not meet the requirements of transparency and does not provide a clear audit trail.</p> <p>Proposal</p> <ol style="list-style-type: none"> a. The lead of each Committee or Working Group should provide a written update on actions, issues, and progress within their area. b. These updates will not replace agenda item requests. c. Reports should be submitted to the Clerk for inclusion in the Monthly Pack. d. A standard agenda item should be added to record that these reports are forthcoming. e. The minutes should note that these reports are available on the ECPC website or upon request. f. These reports should be published alongside the minutes on the ECPC website
<p>Background (provided by the Proper Officer)</p>	<p>Item 1 - included on the agenda.</p> <p>Item 2 – Chairman’s report removed from the agenda due to pending change in Chairman. Items the Clerk reports on will be minuted. Therefore, this item has not been included on the agenda.</p> <p>Item 3 – the Clerk has downloaded free software to merge PDFs for publication. From March 2026, agenda request forms (and any reports submitted) will be published with the agenda. Therefore, this item has not been included on the agenda.</p> <p>Item 4 – the Clerk notes that standing agenda items are determined administratively and do not require a formal</p>

	<p>resolution of Council. As such, this will not be included as a motion on the agenda. However, the Clerk will introduce a standing item for committee/working group leads to provide updates at each meeting as requested. These reports will be included in the agenda pack published on the website.</p> <p>The Clerk will be looking at the current Publication Scheme shortly and updating it as required to include where the public can access meeting reports, including requesting them from the office.</p>
Financial implication (anticipated by the proposer)	NA
Financial implication (anticipated by the Proper Officer)	None
Legal implications	None
Proposer's signature	L Bauckham-Leys

HR Committ ee	Fin & Gov Committ ee	Planting Committ ee	Events	H&S	Open Spaces	Village Hall	Allotmen ts	Car Parks, Chargers , toilets	Church Clock	Climate Change, Environ ment	ECHM	Highway s, Footpath s, transport	Local Business Liaison	Planning	Tree Warden	War Memoria l	Project - Hub
P Wall			LBL	P Wall	R Dalton	B Lucking	B Lucking P Wall	P Wall	B Cook	J Jemmett	B Cook	I Sparks	J Jemmett	C Dennis	R Dalton	I Sparks	B Cook
J Jemmett LBL B Cook C Dennis			J Jemmett 1 Public	LBL M Jackson B Lucking	C Dennis P Wall	B Cook M Jackson	B Lucking P Wall	B Lucking M Jackson	1 Public		B Lucking	C Dennis	NA		NA	NA	C Dennis

Appendix B

Clerk to the Council
Sarah Gaeta

**Committee / Working
Group Report to ECPC**

Sections shaded Blue to be completed by
Committee/WG Lead

NAME OF COMMITTEE/WG	
NAME OF COMMITTEE/WG LEAD	
DATE	

Report

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Proposer's signature	
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Explanatory Notes:

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- * 3. If a decision is sought and a motion required (for example, a recommendation by a committee), please indicate this.

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REQUEST FOR ITEMS ON THE AGENDA

**Sections shaded Blue to be completed by
the requesting member**
**Sections unshaded to be completed by
the Proper Officer or their delegate**

Item topic	Community Coffee Morning Funding, Hall Use, and Governance
Advisory Group/Committee recommendation?	Yes
Proposed by	L B Leys
Seconded by (if known)	J Jemmett
Proposed outcome – i.e. discussion, decision *	Decision
If motion, please indicate required wording *	<p>The ECPC Resolves either A or B</p> <p style="padding-left: 40px;">A. That the bi-weekly coffee morning may continue to receive the £1,000 council contribution and free use of the village hall and the event will be regularly publicised to the whole village, ensuring all residents are aware of and able to attend.</p> <p style="text-align: center;">Or</p> <p style="padding-left: 40px;">B. The council funding will cease and the standard hall hire fee will apply.</p>
Background (provided by the proposer)	<p>I would like to acknowledge and thank the lady who kindly organises and runs the coffee mornings. It is clearly done with goodwill and community spirit, and that effort is hugely appreciated.</p> <p>However, my understanding is that the council is now contributing £1,000 towards this activity and is also providing the village hall free of charge. As these are public funds and a community facility, their use should follow proper governance principles, transparency, and fairness for the whole village.</p> <p>Guidance associated with the National Association of Local Councils emphasises that parish councils have a</p>



	<p>responsibility to ensure public money is used openly, transparently, and for the benefit of the wider community, and that such decisions should be capable of being clearly justified to residents.</p> <p>At present, the coffee morning does not appear to be publicised to the village at all, meaning many residents may not even be aware that it exists. By contrast, neighbouring parishes such as White Colne regularly advertise their community events so that all residents have the opportunity to attend and benefit.</p> <p>As the use of public money and a community facility must be fair and transparent, I propose that the council agree one of the following:</p> <p>A. The coffee morning continues to receive the £1,000 contribution and free hall use on the condition that it is clearly and regularly publicised to the whole village, ensuring all residents are aware and able to attend.</p> <p>B. If the event is not publicly advertised and open to the whole village, the council withdraws the £1,000 contribution and the standard hall hire fee applies.</p> <p>The intention of raising this is not to criticise the organiser, whose efforts are appreciated, but to ensure that council resources are used transparently, fairly, and in a way that benefits the entire community.</p> <p>I would therefore ask the council to discuss and agree which of these two options it wishes to adopt.</p>
<p>Background (provided by the Proper Officer)</p>	<p>Option B not included on the agenda as it is within 6 months from the date of resolution (16th December 2025). Standing Order 7(a)</p>
<p>Financial implication (anticipated by the proposer)</p>	
<p>Financial implication (anticipated by the Proper Officer)</p>	<p>None</p>
<p>Legal implications</p>	<p>None</p>



Proposer's signature

L B Leys

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REQUEST FOR ITEMS ON THE AGENDA

**Sections shaded Blue to be completed by
the requesting member**
**Sections unshaded to be completed by
the Proper Officer or their delegate**

Item topic	Earls Colne in Bloom
Advisory Group/Committee recommendation?	No
Proposed by	Lorraine Bauckham-Leys
Seconded by (if known)	June Jemmett
Proposed outcome – i.e. discussion, decision *	Decision
If motion, please indicate required wording *	Earls Colne Parish Council approves the establishment of an “Earls Colne in Bloom” community group to support the planting, maintenance, and enhancement of public spaces within the village, and allocates an initial budget of up to £500 to support the group’s activities.
Background (provided by the proposer)	<p>This proposal recommends the creation of an “Earls Colne in Bloom” group, a community-led initiative working with the ECPC to improve and maintain the village’s public spaces. Membership is open to all, and volunteers can contribute as much or as little as they can.</p> <p>The group will focus on:</p> <ul style="list-style-type: none"> • Planting, watering, and maintaining planters, flowerbeds, and greens • Supporting council projects, including North Green, South Green, High Street improvements etc • Engaging residents and local organisations, including the Four Colnes Horticultural Society, to share expertise and volunteer support <p>Objectives</p> <ul style="list-style-type: none"> • Support Council Projects – Assist with planting and maintenance of council-managed spaces. • Promote Community Engagement – Encourage residents, schools, businesses, and the horticultural society to participate. • Enhance Village Appearance – Create colourful, well-maintained displays and focal points. • Build Local Pride – Foster ownership and a sense of community through visible, meaningful improvements.



	<p>Proposed initial budget: £500 (tools, hi viz, etc)</p> <p>Next Steps – subject to agreement</p> <ol style="list-style-type: none"> 1. Council approval to establish the group 2. Confirm ECPC councillors to be involved 3. Engage the Four Colnes Horticultural Society 4. Launch a volunteer recruitment campaign via noticeboards, newsletter, and social media 5. Hold an initial volunteer meeting to plan activities 6. Begin first planting and maintenance projects in coordination with council improvements
Background (provided by the Proper Officer)	Will support the work of the Planting Committee and ongoing maintenance
Financial implication (anticipated by the proposer)	Max £500 (if required)
Financial implication (anticipated by the Proper Officer)	As above
Legal implications	None
Proposer's signature	

Explanatory Notes:

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REQUEST FOR ITEMS ON THE AGENDA

**Sections shaded Blue to be completed by
the requesting member**

**Sections unshaded to be completed by
the Proper Officer or their delegate**

Item topic	Cameras to be placed to cover toilet area and carpark
Advisory Group/Committee recommendation?	No
Proposed by	Ian Sparks
Seconded by (if known)	Bob Cook
Proposed outcome – i.e. discussion, decision *	The item to be discussed and decision to be voted on FOR DISCUSSION AND VOTING AT MARCH 17 TH MEETING
If motion, please indicate required wording *	Proposal” To install cameras, two, one to cover the toilet area as set out by discussion paper regarding privacy Law and another to be place at a position tba that will cover the remainder of the car park and entrance road”
Background (provided by the proposer)	At the moment, there are anti-social problems occurring at the toilets. The object of the cameras will be to be non-intrusive to the privacy of members of the public using the toilets by not covering the doors completely. The cameras would be used to record any vandalism, anti-social behaviour, theft of and from vehicles and notice abandoned vehicles left in the car park. The cameras would produce video surveillance which would be sent to a computer via wifi with a restricted viewing arrangement.
Background (provided by the Proper Officer)	
Financial implication (anticipated by the proposer)	Costing of purchase of two cameras, approx. £400, purchase of SIM cards for monthly payment, any erection costs unknown at present but below £100, and any Licence fees if required but probably not required.



Financial implication (anticipated by the Proper Officer)	
Legal implications	Mainly the invasion of public privacy which will be addressed legally and correctly, correct signage informing the public of the instalment.
Proposer's signature	Ian Sparks

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REQUEST FOR ITEMS ON THE AGENDA

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Item topic	Support and training subscriptions
Advisory Group/Committee recommendation?	Yes / No
Proposed by	Item raised by Clerk/RFO
Seconded by (if known)	
Proposed outcome – i.e. discussion, decision *	To consider and agree the Council’s support and training subscription arrangements for 2026/27, including whether to subscribe to Essex Association of Local Councils (including National Association of Local Councils), Council Wise, both organisations, or neither.
If motion, please indicate required wording *	
Background (provided by the proposer)	
Background (provided by the Proper Officer)	<ul style="list-style-type: none"> • Council Wise subscription for 2026/27: £500 • Essex Association of Local Councils subscription for 2025/26: £894.14 (2026/27 cost not yet confirmed) <p>Councillors are asked to decide whether the council will subscribe to one, both, or neither organisation for support, training and advice in 2026/27.</p> <p>The EALC underwent significant changes during 2025 – including staff restructure, redundancies and financial difficulties. They relocated to an office in Feering, with training provided around the county in remote ‘hubs’. The CEO has recently resigned.</p> <p>Council Wise was formed in December 2025 by Pearl Willcox and Ann Wood, former longstanding employees of EALC.</p>
Financial implication (anticipated by	



the proposer)	
Financial implication (anticipated by the Proper Officer)	As above.
Legal implications	None.
Proposer's signature	

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REQUEST FOR ITEMS ON THE AGENDA

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Item topic	Security of Clerk in Chambers
Advisory Group/Committee recommendation?	Full Council approval required
Proposed by	Ian Sparks
Seconded by (if known)	
Proposed outcome – i.e. discussion, decision *	January meeting for discussion and vote approval
If motion, please indicate required wording *	To purchase and instal a security camera for the Clerk’s safety in Chambers
Background (provided by the proposer)	<p>The Clerk is usually alone in her office whilst working. Whilst she has the electronic aural door answering system, she has to rely on the visitor’s definition of themselves to admit. The proposal is to instal a camera at the top of the stairs point in down to the door. The camera would be of the type that is linked to her computer so that on activation she will be notified of a person using the stairs. This would also assist if a person came through the main hall into the stair lobby via the door being unlocked. On notification, the Clerk would be able to see if she is happy to meet the person or if she has concerns to lock herself in her office until she is certain of her safety.</p> <p>If this seems ott, then a second option is to change the outside door bell system to a system that would incorporate a camera and two way aural contact. However there would have to be an additional electronic ability to unlock the door from the office.</p> <p>Research needed to be carried out to ensure either correct viable system be purchased.</p>



Background (provided by the Proper Officer)	
Financial implication (anticipated by the proposer)	Obviously the initial purchase of a unit and installation with a possible monthly/yearly licence fee.
Financial implication (anticipated by the Proper Officer)	
Legal implications	Mainly the Health and Safety security side for the Clerk as provided by the Parish Council. Notice that CCTV was in operation for visitors information.
Proposer's signature	Ian Sparks

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