



Electoral Services Office  
Causeway House  
Braintree  
Essex  
CM7 9HB  
Tel: 01376 552525

Mr J Douglass  
Clerk to Belchamp Otten & Belchamp St Paul  
Parish Council  
Libracan,  
Bakers Road  
Belchamp St Paul  
CO10 7DG

Ask for: Elections  
Ext: 01376 557751  
Date: 12 December 2025

Dear John

**Filling the Casual Vacancy – Belchamp Otten Parish Council**

I refer to your email dated 29 November 2025 advising of the vacancy on the Parish Council due to the resignation of Cllr Sarah Mardon.

Enclosed are copies of the Notice of Vacancy which have been prepared in your name and I shall be pleased if you will arrange for copies to be published on the Parish Council Notice Boards by 12 December 2025

Please advise when the notices have been displayed.

I will of course write to you again following the closing date for the receipt of requests for an election to be held (5 January 2026)

Yours sincerely

A handwritten signature in black ink, appearing to read "Dan Gascoyne".

Dan Gascoyne  
Chief Executive

# **NOTICE OF CASUAL VACANCY**

## **Belchamp Otten Parish Council**

**NOTICE IS HEREBY GIVEN** that a vacancy has occurred in the office of Parish Councillor for Belchamp Otten Parish Council.

**An election to fill the vacancy will be held if ten local government electors for the electoral area so request. Such request should be made in writing and must include name, address and signature. Requests must be submitted to the Proper Officer (Chief Executive) of Braintree District Council at Causeway House, Bocking End, Braintree CM7 9HB. The deadline for receipt of requests is no later than 5:00pm on 5 January 2026.**

**If an election is not requested as aforesaid the vacancy will be filled by the Parish Council as soon as is practicable.**

**12 December 2025**

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