



# COGGESHALL PARISH COUNCIL

Village Hall, 25 Stoneham Street, Coggeshall, Essex, CO6 1UH  
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## THE NEXT MEETING OF THE PARISH COUNCIL

will be held on

**MONDAY 25 APRIL 2022 at 7.30 PM**  
**at Coggeshall Village Hall, Keys Room**

for the purpose of transacting the business shown in the agenda below

The public and press are welcome to be present

Please note that this meeting may be recorded

Clerk

19 April 2022

### AGENDA

Agenda Number	Item	Appendix Number
2021/360	<b>Apologies for Absence</b> Members are reminded that the LGA 1972, S85 states that apologies for absence must be received prior to a meeting.	
2021/361	<b>Declarations Of Interests</b> To declare the existence and nature of any Disclosable Pecuniary Interest, other Pecuniary Interest or Non-Pecuniary Interest relating to items on the agenda having regard to the Code of Conduct for Members and having taken appropriate advice where necessary before the meeting.	
2021/362	<b>Minutes of Previous Meeting</b> To approve the Minutes of the Meeting of 21 March 2022.	App 1
2021/363	<b>Public Forum</b> The maximum time allowed for this item is 15 minutes. At the close of this item, members of the public will no longer be permitted to address the Council unless invited by the Chairman.	
2021/364	<b>Reports from County Councillor &amp; District Councillors</b>	
2021/365	<b>Clerk's Report and Correspondence</b> To receive the Clerk's Report.	App 2
2021/366	<b>Finance</b> <ol style="list-style-type: none"><li>To agree Accounts Payable</li><li>To note Bank Balances as at 31 March 2022</li><li>To receive an update from the RFO on the preliminary year-end out turn to 31 March 2022 (subject to year-end adjustments and Internal Audit)</li></ol>	App 3i App 3ii App 3iii

<b>2021/367</b>	<b>Market Licence</b> To approve payment of the licence fee of £41.40 to the Lord of the Manor.	
<b>2021/368</b>	<b>Recreation Ground Fencing – Quotes</b> To receive a quote from JWS Fencing for the supply and fitting of fencing to the extended play area, at a cost of £6,205 net (£7446 gross, VAT @ 20% - £1,241). In light of extensive efforts to obtain 2 further comparison quotes, which have not been received, Council to agree whether to agree this quote and commission works, or to continue trying to obtain comparisons.	App 4
<b>2021/369</b>	<b>Old Chapel – Coggeshall Cemetery</b> To agree to undertake an update of the 2019 Structural Survey Report on the Old Chapel, by The Morton Partnership, at a cost of £450 net.	App 5
<b>2021/370</b>	<b>Annual Tree Survey</b> To agree for Be-Green Tree Surgery to undertake an Annual Tree Survey of trees belonging to the Parish Council. This will establish a rolling programme of maintenance to provide safety, and to prolong the health of the trees. The cost of the survey is £500.	App 6
<b>2021/371</b>	<b>Skate Ramp Project – Heritage and Conservation Report Brief</b> To agree to the brief for the above report, to enable the Clerk to obtain quotes.	App 7
<b>2021/372</b>	<b>Council Scheme of Delegation</b> To approve and adopt a Council Scheme of Delegation.	App 8
<b>2021/373</b>	<b>Planning Scheme of Delegation</b> To approve and adopt a Planning Scheme of Delegation.	App 9
<b>2021/374</b>	<b>Committee Terms of Reference Review</b> To review and agree the Terms of Reference for the following Committees: <ul style="list-style-type: none"> <li>• Planning Committee</li> <li>• Open Spaces Committee</li> <li>• Staffing (Personnel) Committee</li> <li>• Village Hall Committee</li> <li>• Climate Change Committee</li> </ul>	Apps 10 - 14
<b>2021/375</b>	<b>Substitute Committee Members</b> To agree how to appoint substitute Members to Committees and Sub-Committees.	
<b>2021/376</b>	<b>Coggeshall Outdoors Forest School – Use of Recreation Ground</b> <ul style="list-style-type: none"> <li>• To agree to Coggeshall Outdoors using the Recreation Ground for Forest Schools activities during the school holidays in May and August 2022.</li> <li>• To agree to delegate the granting of permission for future Coggeshall Outdoors Forest School activities to the Clerk.</li> </ul>	App 15
<b>2021/377</b>	<b>Braintree Association of Local Councils (BALC)</b> To agree whether to join the re-formed BALC, at a cost of £40 per year.	App 16
<b>2021/378</b>	<b>Rural Market Town Group (RMTG)</b> To agree whether to fully join the RMTG following a period of free membership since 2020, at a cost of £72 from July 2022 to March 2023, which is at a 15% discount.	App 17

<b>2021/379</b>	<b>Governors of Sir Robert Hitcham's Exhibition Foundation (Hitcham Trust)</b> For the two current Trustee vacancies on the above Trust, Council to agree to either: <ul style="list-style-type: none"> <li>• Nominate CPC Councillor(s) to the vacancies, or</li> <li>• To ask the Trust to provide suitable nominees for agreement by CPC.</li> </ul>	
<b>2021/380</b>	<b>Planning Applications – to determine a response to the following applications:</b>	<b>Deadline</b>
<b>380.1</b>	<b>21/00671/FUL Development Land, East Street, Coggeshall</b> Re-Consultation on Application: <a href="https://publicaccess.braintree.gov.uk/online-applications/applicationDetails.do?activeTab=dates&amp;keyVal=QP58KPBFJRL00">https://publicaccess.braintree.gov.uk/online-applications/applicationDetails.do?activeTab=dates&amp;keyVal=QP58KPBFJRL00</a>	25 April
<b>380.2</b>	<b>22/00740/LBC, 32 East Street Coggeshall</b> Provision of new boiler and flue position: <a href="https://publicaccess.braintree.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=R8ZWB2BFJG500">https://publicaccess.braintree.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=R8ZWB2BFJG500</a>	29 April
<b>380.3</b>	<b>22/00705/LBC 36 Church Street Coggeshall</b> Installation of downpipe to front elevation: <a href="https://publicaccess.braintree.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=R8UHWRBFJDS00">https://publicaccess.braintree.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=R8UHWRBFJDS00</a>	29 April
<b>380.4</b>	<b>22/00621/TPOCON 27 Bridge Street Coggeshall</b> Application for works to tree in Conservation Area: <a href="https://publicaccess.braintree.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=R8IX87BFJ8Y00">https://publicaccess.braintree.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=R8IX87BFJ8Y00</a>	27 April
<b>2021/381</b>	<b>To agree the Date of the Next Meeting</b> The next meeting will be held on Monday 16 May at 7.30pm, in the Keys Room.	