



COGGESHALL PARISH COUNCIL

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MINUTES
of the
PARISH COUNCIL MEETING
held on
TUESDAY 20 DECEMBER 2022
at 7.30pm
at Coggeshall Village Hall, Keys Room

Present: Cllr Hagger (Chair), Cllr Alston, Cllr Barry, Cllr Brindley, Cllr Claydon, Cllr Heaton, Cllr Plumb, Cllr Staines, Cllr Walsh
Philippa Potter, Clerk
County Cllr Paul Thorogood
Steve Marriott, Responsible Financial Officer (RFO)
County Cllr Thorogood, District Cllr Abrams
1 member of the public

Agenda Number	Item	Appendix Number
2022/135	Apologies for Absence Apologies were received and accepted from Cllr Ross, Cllr Unsworth and Cllr Wilson.	
2022/136	Declarations Of Interests <ul style="list-style-type: none">• Cllr Staines declared a non-pecuniary interest as a Director of PAIN.• Cllr Claydon declared a non-pecuniary interest as a donator to Parishes Against the Incinerator (PAIN)• Cllr Walsh declared a non-pecuniary interest as a donator and supporter of PAIN.• Cllr Brindley declared a non-pecuniary interest as a supporter of PAIN.• Cllr Alston declared a non-pecuniary interest as a supporter of PAIN.	
2022/137	Minutes of Previous Meeting It was Proposed Cllr Hagger, Seconded Cllr Alston and unanimously Resolved that the minutes below be approved as a true record, and they were signed accordingly: <ul style="list-style-type: none">• 5 September 2022• 31 October 2022• 21 November 2022	App 1 App 2 App 3
2022/138	Public Forum A member of the public queried when the agendas had gone up on the noticeboards and published on the website. The Clerk said that these should have gone up at the correct time, but if this isn't the	

	<p>case it will be looked into.</p> <p>The Chair, Cllr Hagger, took this opportunity to thank the members of the public who have attended Parish Council meetings and committees, and taken part in both discussion and in holding Council to account and challenge, all of which is much appreciated.</p>	
<p>2022/139</p>	<p>District and County Councillor Reports</p> <p>County Cllr Paul Thorogood circulated his report to Councillors and gave a summary as below:</p> <ul style="list-style-type: none"> • The Bradwell Liaison Committee meeting was held on 29/11/22. <ul style="list-style-type: none"> ○ It was confirmed that an archaeological assessment had been completed with some Roman, Saxon and medieval remains found. ○ The A5 will be exhausted in January/February 2023 with aim of restoration to be completed by October 2025. ○ Blackwater Aggregates anticipate the planning application will be submitted in the first quarter of the 2023. • The Rivenhall IWMF Liaison Committee met earlier this month: <ul style="list-style-type: none"> ○ Invader's Development Consent Order (DCO) application to increase electricity output to more than 50MW (megawatts) is down to technological improvements and will not require increased levels of waste being incinerated; ○ Indaver's appeal against Condition 66 which states it must stick to building the original elements of the has been delayed. ○ A presentation about air monitoring equipment was given on behalf of the Parishes Against Incinerator (PAIN) campaign group. I have started looking for alternative funding sources for air monitoring equipment and I and the Green & Independent group will carry on campaigning against the incinerator from being built and operating. • Two A12 Widening meetings have been held this month. Their focus was on the de-trunking of the A12 at Rivenhall and the longer 4km section from Marks Tey to Feering. Cllr Thorogood is advocating the opportunity to re-wild the two de-trunked lanes of the A12 from Marks Tey to Feering, to provide some small mitigation for the loss of countryside and habitat which will occur from the widening scheme. • Essex Highways potholes moratorium (winter) has been extended to January 15th: Cllr Thorogood has already submitted three for Coggeshall and has another 5 he is able to put forward. • Essex County Council (ECC) is forecast to have a budget gap of £24m in 2023/24, which is expected to rise to £59m the following year and £119m in 2025/26. This is due to inflationary pressures, extra borrowing costs and the government having indicated that there will be no fair funding review for local government. <p>The Chair thanked Cllr Thorogood for his continued efforts and hard work for the parish over the last year.</p> <p>District Cllr Tom Walsh gave the following report:</p>	

	<ul style="list-style-type: none"> • Braintree District Council (BDC) – the budget for 2023/24 and beyond is being discussed in early January. It is proposed that a 2% rise is made to their part of the Council Tax, and to also introduce a £45 annual change for the green bin collection. A 1/3 cut is proposed to the Parish Council grant towards street cleaning, which will result in CPC losing around £1,000 from its income. A further measure is to remove the hanging baskets outside Causeway House. The Green & Independent Group will be submitting alternative costed proposals. • With regard to the cost of living crisis, Cllr Walsh commended the work undertaken by those groups setting up Warm Rooms in the village. This includes Christ Church, Coggeshall Library, St Peter's Church and a warm room at the Village Hall instigated by Cllr Wilson. • Along with District Cllr Abrams, Cllr Walsh has met with Community 360 - a group supporting volunteers. They are collectively looking at setting up a micro community hub and training a volunteer to give advice. They are also undertaking a 'map' of those groups where help can be sought for various issues. • Cllr Walsh is assisting two Ukrainian refugees to access further housing once the current government scheme ceases. • With regard to the condition of social housing in Coggeshall, Cllr Walsh will be tabling a question at the BDC Full Council meeting in January 2023. In the meantime, Eastlight Community Housing confirmed that they have been working through an audit of their housing conditions. • Coggeshall Doctors' surgery: Cllr Walsh met with them recently to discuss issues around appointment availability. The most pressing issue discussed was the potential impact of the numbers of patients arising from the new housing development. Cllr Walsh is looking into whether direct funding to assist was agreed. <p>The Chair thanked Cllr Walsh for all his hard work on behalf of the parish over the last 12 months.</p> <p>District Cllr Abram attended and gave a brief report:</p> <ul style="list-style-type: none"> • Cllr Abram has some ideas to try to bring the community together in these difficult times, which he will be working on. • A120: The number of accidents is a concern and with no immediate changes being proposed, Cllr Abram has been discussing the possibility of having 'accident blackspot' type signs along the most concerning areas of the road. County Cllr Thorogood responded to say that this has been requested in the past, with National Highways responding to say that they are not in favour of these signs. However, he is willing to go back to NH with further evidence being provided by Cllr Abram on their effectiveness. <p>The Chair thanked Cllr Abram for his continuing hard work on behalf of the parish.</p>	
2022/140	<p>Clerk's Report The Clerk's Report was received.</p>	App 4

	<i>The Chair, Cllr Hagger, brought the following item up the agenda to be discussed at this point in the meeting:</i>	
2022/154	<p>Representation on Bodies:</p> <ul style="list-style-type: none"> • A12VTAG – Following a request by A12VTAG to confirm CPC's representation on the group going forward, Cllr Staines confirmed that he had spoken to the Chair to ensure that they had his up to date contact details to ensure that all information is received regarding meetings. Cllr Staines will therefore remain as the CPC representative alongside Cllr Unsworth. <p>It was also Proposed Cllr Hagger, Seconded Cllr Claydon and Resolved with one abstention (Cllr Staines), to appoint Cllr Wilson as a further representative.</p> <ul style="list-style-type: none"> • Rivenhall Site Liaison Committee – Due to issues which have been raised which need further investigation and understanding, it was Proposed Cllr Hagger, Seconded Cllr Staines and unanimously Resolved that representation by CPC at the Rivenhall Site Liaison Committee be suspended until this can be brought back to a CPC meeting for agreement. 	
2022/141	<p>Finance</p> <p>i) To agree accounts payable – It was Proposed Cllr Hagger, Seconded Cllr Plumb and unanimously Resolved to make agree to make the documented payments.</p> <p>ii) The bank balance as at 31 August 2022 was noted.</p>	App 5(i) App 5(ii)
2022/142	<p>Finance Committee</p> <p>The content of the draft minutes from the Finance Committee meeting held on 5 December was noted.</p>	App 6
2022/143	<p>Finance</p> <p>An update and projection on Income and Expenditure for the year ending 31 March 2023 was discussed and noted.</p>	App 7
2022/144	<p>Finance</p> <p>144.1 Following a full process of review and deliberation through both the Finance Committee and Full Council, it was Proposed Cllr Plumb, Seconded Cllr Claydon and unanimously Resolved to agree the budget and precept for 2023/24 as follows:</p> <ul style="list-style-type: none"> • Precept amount: £196,468 • Council Tax Band D amount: £105.54 • The increase to the Band D amount from 2022/23 to 2023/24 is: £7.27, or 7.4%. This below-inflation increase represents 14p per week for the average council tax bill. <ul style="list-style-type: none"> • It was Proposed Cllr Claydon, Seconded Cllr Plumb and unanimously Resolved to agree that calculation of the level of General Reserve for the year starting 1 April 2023 should be held over until the year end to 31 March 2023 is known. • It was Proposed Cllr Hagger, Seconded Cllr Plumb and unanimously Resolved to agree that the relevant Committees should be asked to undertake upward reviews of: - - Hall Hire Income rates 	App 8(i) App 8(ii) App 8(iii)

	<ul style="list-style-type: none"> - Market stall hire rates - Allotment rental rates - Burial Fees - Car Park season tickets – to increase the eligibility. 	
2022/145	<p>Insurance</p> <p>An update on insurance for the Chapel was received and following discussion, it was Proposed Cllr Claydon, Seconded Cllr Plumb and unanimously Resolved to commission a Reinstatement Assessment of the Chapel for insurance purposes.</p>	
2022/146	<p>RFO Year End Report – 31 March 2022</p> <p>Following receipt of the report, it was Proposed Cllr Hagger, Seconded Cllr Claydon and unanimously Resolved to approve the RFO report to be published on the Parish Council website. This annual report is written and published to enable the public to understand our finances.</p> <p>The Chair, Cllr Hagger, thanked the RFO, Steve Marriott, on behalf of the Parish Council, for producing this report, It is a very detailed piece of work, which is important for transparency with regard to the Council's finances.</p>	App 9
2022/147	<p>Grass Cutting Contract – Continuation</p> <p>Up to date prices were received from the Parish Council's current grass cutting contractors, M D Landscapes. It was Proposed Cllr Alston, Seconded Cllr Claydon and unanimously Resolved to agree to the prices and the continuation of the contract. The Council will continue to engage the contractors in the work currently undertaken, with some expansion into assistance with managing the wilder areas of the cemetery. Other ad-hoc work will also be undertaken and agreed on an individual basis. Related work to map areas of the parish which can be taken forward with regard to re-wilding or a reduced mowing regime will be undertaken by the Open Spaces Committee, in conjunction with M D Landscapes.</p>	App 10
2022/148	<p>Bench Repairs and Repair to Clock Tower Ladder</p> <p>Quotes were received from Zachary Woods Creations to repair and restore two benches in the Millenium Garden, and to repair the ladder in the Clock Tower.</p> <ul style="list-style-type: none"> • As the quote for the benches has gone over the financial threshold required for striving to obtain three quotes, it was agreed that the Clerk would undertake to receive two more. • It was Proposed Cllr Hagger, Seconded Cllr Staines and unanimously Resolved to accept the quote for repairing the Clock Tower ladder, at the cost of £80. 	App 11 App 12
2022/149	<p>Portable Appliance Testing Machine</p> <p>It was Proposed Cllr Barry, Seconded Cllr Alston and unanimously Resolved to agree to purchase a portable appliance testing machine to enable CPC to undertake PAT testing in-house, at the net cost of £207 (£248.40 inc VAT).</p>	App 13
2022/150	<p>Stoneham Street Car Park – Working Party Report</p> <p>A report was received from the Working Party regarding the expansion of eligibility for residents and businesses to purchase a year's season ticket at the Stoneham Street Car Park.</p>	App 14

	This was fully discussed, and it was agreed that the recommendations can be taken forward subject to agreement by the North Essex Parking Partnership that they are possible to implement. The Clerk has contacted NEPP but is still awaiting a reply. Once this has been received, the item will return to Full Council for a final decision.	
2022/151	Coggeshall Community Bus Further to CPC providing a space in the car park for 6 months, a request has been made for them to place a small 'chest' behind the parking space for storage. There were no objections to this, and therefore the Clerk will advise that this has been agreed.	
2022/152	20's Plenty Proposal Following the receipt of information regarding this campaign, It was Proposed Cllr Claydon, Seconded Cllr Alston and unanimously Resolved to agree the following: <ul style="list-style-type: none"> • That CPC Supports the 20's Plenty for Essex campaign, • That CPC will call on Essex County Council to implement 20mph in Coggeshall, • That CPC will write to Essex County Council to request 20mph speed limits on streets throughout Essex, where people live, work, shop, play or learn, with 30mph as the exception on those roads, where full consideration of the needs of vulnerable road users allows a higher limit, and that • CPC will disseminate its support for this to residents. 	App 15(i) App 15(ii)
2022/153	Hollington's Building – Church Street Further to discussion, it was Proposed Cllr Walsh, Seconded Cllr Staines and unanimously Resolved that CPC will write to the owners/representatives of the Hollington's building in Church Street, to request a meeting to discuss matters regarding the future of the site.	
2022/154	CPC Representatives <i>This item was moved up the agenda and was taken after item 140, as minuted above.</i>	
2022/155	Date of the Next Meeting The next meeting date is scheduled for 16 January 2023.	
2022/156	Exclusion of the Public and Press It was Proposed Cllr Plumb, Seconded Cllr Barry and unanimously Resolved to exclude the public and press under the Public Bodies (Admission to Meetings) Act 1960 from item 2022/157 to enable the Parish Council to consider a confidential staffing issue.	
2022/157	Staffing Issue Following receipt of information from the Staffing Committee, it was Proposed Cllr Plumb, Seconded Cllr Barry and unanimously Resolved to agree to the recommendations made. <i>During this item, it was Proposed Cllr Claydon, Seconded Cllr Hagger and unanimously Resolved to suspend Standing Order 3x to continue the meeting after two hours' duration.</i>	App 16

Signed

Chair

Date