



# COGGESHALL PARISH COUNCIL

Village Hall, 25 Stoneham Street, Coggeshall, Essex, CO6 1UH  
01376 562346  
clerk@coggeshall-pc.gov.uk

To Councillors

## MINUTES OF A MEETING OF THE PARISH COUNCIL held on Tuesday, 10<sup>th</sup> August 2021 at 8.15 pm

Agenda /Minute Number	Agenda Item	Appendix Number
2021/145	<p><b>Present:</b> Cllr J Astley (Chairman), Cllr J Alston, Cllr J Claydon, Cllr I Hagger, Cllr G Heaton, Cllr M Holt, Cllr G Keig, Cllr T Plumb, Cllr M Staines, Cllr N Unsworth</p> <p><b>Also Present:</b> Miss T Devine, Clerk, Mr S Marriott, RFO and 13 members of the public.</p> <p><b>Apologies for Absence</b> were received from Cllr T Walsh, Cllr I Ross and Cllr N Barnes. Also from Cllr P Thorogood (Essex County Council).</p>	
2021/146	<p><b>Councillors Declarations</b></p> <ul style="list-style-type: none"><li>• <b>Cllr Unsworth</b> A declaration was received from Cllr N Unsworth at a previous meeting for transparency concerning the Skate Ramp because he had offered to use some of his BDC Councillor grant towards the purchase, within the rules of BDC. Cllr Unsworth also stated he would leave the meeting when Planning Applications were discussed.</li><li>• <b>Cllr Heaton</b> - Cllr Heaton said he would not speak or vote on item 171 as the agent for the applicant is known to him. Although this is not a disclosable interest under the Code of Conduct, he thought it was the right thing to do.</li></ul>	
2021/147	<p><b>Minutes of the Previous Meeting</b></p> <p><b>Proposed:</b> Cllr I Hagger      <b>Seconded:</b> Cllr J Astley</p> <p><b>RESOLVED:</b> That the Minutes of the Meeting of 13<sup>th</sup> July 2021 be accepted as a true and correct record.</p>	App 1
2021/148	<p><b>Public Participation Session</b></p> <p>a) A member of the NP Working Party enquired about <b>£106</b> monies due from two developments: <b>the Dutch Nursery and Land at Colchester Road</b>. The NPWP had identified Projects which would meet BDC's requirements some time ago but it was not clear whether the money had been reserved. It was requested that the Clerk investigate this matter.</p>	

	<p><b>b) Cook Field</b> – enquiry was made as to the date by which a response to the latest submission by the developer of Cook Field is required regarding the Planning Application.</p> <p><b>c) Car Park Charges</b> – A Parishioner asked the reason for the car park charges to be implemented. It was explained that this had become necessary owing to misuse of the short stay car park. The purpose of the control of the car park was to promote churn so that visitors to Coggleshall or shoppers would be able to park. The cost was only £3 for a whole day, with 2 hours being free and 4 hours use for only £1.</p> <p><b>d) Street Parking Permit.</b> The meeting was informed that it was not in the remit of CPC to grant a Street Parking Permit. If this was required of residents then 75% would need to apply to NEPP for it to be granted.</p> <p><b>e) Big Park Project</b> – Two members from the BPP Working Party were present to answer questions.</p> <p><b>Apology:</b> The Chairman of the Council apologised for not reading out the Coggleshall in Bloom letter regarding the Skate Ramp at the last Meeting. He also made an apology for a remark made by a Councillor about a quarter of the village being 'an irrelevant demographic' which had not been corrected at the time of speaking during the last meeting.</p> <p><b>Request for Politeness:</b> The Chairman had been asked to remind Councillors of the need for politeness and consideration during the discussion of Agenda items.</p>	
2021/149	<p><b>County and District Councillors Reports</b>  <b>Cllr N Unsworth (Braintree District Council)</b> presented his report. The following points were noted:</p> <p><b>a) Planning enforcement</b> was to be a major issue for BDC. Strict rules would be applied.</p> <p><b>b) Thanks</b> expressed to Alex Stevenson and Peter Kohn for all their hard work on the Neighbourhood Plan which had now been fully approved at the last meeting of BDC and now carries weight:  <b>Proposed:</b> Cllr N Unsworth      <b>Seconded:</b> Cllr J Claydon  <b>RESOLVED:</b> That a formal letter of thanks be sent from the Council.</p> <p><b>c) BDC would be planting more trees</b> to deal with Climate Change.</p> <p><b>d) The Bovis Development</b> was being considered under Reserved Matters. There were 16 conditions.</p> <p><b>e) Incinerator</b> – No formal update available until Planning Report received.</p> <p>Cllr Unsworth was thanked for his report.</p>	
2021/150	<p><b>Clerk's Report</b>  The Clerk read out her report to the Council.</p> <p><b>a) Press Release re Coggleshall Neighbourhood Plan</b>  <b>Proposed:</b> Cllr G Keig      <b>Seconded:</b> Cllr J Astley  <b>RESOLVED:</b> That a member of the Neighbourhood Plan</p>	App 2

	<p>Working Party is authorised to compose a statement on behalf of the Council to be included in BDC's Press Release Statement.</p> <p><b>b) Church Green Benches</b> Work had been delayed owing to a dispute between the Contractors and Highways Department over the use of Tarmac to secure the benches. This was now resolved and the contractors hoped to commence work on 27<sup>th</sup> September 2021. The contractors had not indicated whether there would be an increase in costs.</p> <p><b>c) Lost Wedding Ring</b> – found in Brian Tebbutt Gardens was being held in the safe. Notices had been circulated in the village. To be taken to the police if not claimed shortly.</p> <p><b>d) Security Cameras</b> – Clerk recommends CPC purchase one for the car park having seen the clarity of images from the camera previously on loan. (To prevent fly tipping).</p> <p><b>e) Climate Crisis Committee</b> – will hold it's first Meeting on Monday, 16<sup>th</sup> September at 7.30 pm. Villagers encouraged to become involved with the various projects planned.</p>	
2021/151	<p><b>Correspondence Received</b></p> <p><b>a)</b> A request had been received from a Parishioner for 4 <b>cameras on roads out of the Village</b> to help prevent car theft. A detailed discussion took place. Agreed that, given the extent of legislation regarding this matter and the cost including BDC's monitoring involvement, the Council do not agree to the installation.</p> <p><b>b)</b> Purchase of <b>CCTV Camera for the Car Park</b>. Having examined the quote supplied by the Clerk: <b>Proposed:</b> Cllr J Claydon    <b>Seconded:</b> Cllr J Astley <b>RESOLVED: That CPC purchase one security camera and the necessary accessories (wall brackets etc) at a cost of £258.26 (without VAT).</b></p> <p><b>c)</b> The resident's who had raised the matter of the <b>Mill House Planning Application</b> had received a response from BDC.</p>	App 3i, 3ii and 3iii
2021/152	<p><b>Finance</b></p> <p><b>(i) Accounts Payable</b> <b>Proposed:</b> Cllr J Astley                      <b>Seconded:</b> Cllr I Hagger <b>RESOLVED:</b> That the Accounts Payable as presented be approved.</p> <p><b>(ii) Bank Balances</b> – Noted.</p> <p><b>(iii) Draft Minutes</b> – Agreed to note the Draft Minutes from the Finance Committee Meeting of 27<sup>th</sup> July 2021.</p> <p><b>(iv) Income v Expenditure/Budget Position and Current Cash Position</b> The following Points were noted:</p> <p><b>a)</b> The Neighbourhood Plan Working Party are checking that there will be no outstanding costs. Currently a need to retain the NPWP Earmarked Reserve.</p> <p><b>b)</b> A small surplus this year will enable purchases of small value such as repair of sports equipment, purchase of the CCTV camera etc. The Finance Committee has always endorsed</p>	App 4i App 4ii App 4iii App iv App v

	<p>that the Council should aim for a balanced budget and it was considered that this be continued. The RFO was thanked for his report and 'Excellent RFOing'. <b>(v)</b> The following Resolutions were agreed on the basis of the Finance Committee's recommendations:</p> <p><b>A) Proposed:</b> Cllr J Claydon    <b>Seconded:</b> Cllr T Plumb <b>RESOLVED:</b> That, based on CPC's current financial position the General Reserve be set at £110,000 which equals 7.4 months Precept and 48.40% of the base expenditure budget of £226,943.</p> <p><b>B) Proposed:</b> Cllr T Plumb    <b>Seconded:</b> Cllr J Claydon <b>RESOLVED:</b> That the capital expenditure deferred during the last Financial Year should be reinstated by the following transfers to Earmarked Reserves: <b>Recreation Ground Path                    £6,000</b> <b>Office Re-Decoration                        £1,500</b> <b>Museum Roof Replacement                £4,000</b></p> <p><b>C) Proposed:</b> Cllr T Plumb    <b>Seconded:</b> Cllr J Claydon <b>RESOLVED:</b> That the two EMRs relating to the car park are amalgamated.</p> <p><b>D) Proposed:</b> Cllr T Plumb    <b>Seconded:</b> Cllr J Claydon <b>RESOLVED: (i)</b> That the following additional transfers be made to Earmarked Reserves. <b>£5,000 to Cemetery/Chapel Restoration in relation to the Chapel Restoration and</b> <b>£5,000 to Hall Repairs/Replacements.</b> <b>(ii)</b> That the Cemetery and Chapel EMRs be split into two separate EMRS – <b>Cemetery – £25,000</b> and <b>Chapel - £10,000</b> plus the transfer as above.</p>	
2021/153	<p><b>2022/2023 Budget</b> The Chairman of the Finance Committee reiterated that it was the policy of the Council to run a balanced budget. Any excess income received was used to benefit the community. Suggested initiatives needed to be considered taking into consideration resources needed for Projects. For years the Council has had an overworked Clerk, if another five or six Projects were requested there would not be sufficient staff time to provide for their administration. <b>Proposed:</b> Cllr N Unsworth    <b>Seconded:</b> Cllr G Keig <b>RESOLVED:</b> To accept the principle to take into account staffing and non-staffing resources when considering new projects in which to engage.</p>	App 5
2021/154	<p><b>Utilities</b> <b>Proposed:</b> Cllr T Plumb    <b>Seconded:</b> Cllr N Unsworth <b>RESOLVED:</b> To note and approve the final contract pricing agreed via Utility Aid for the Council's electricity and gas contracts to include green premiums.</p>	App 6
2021/155	<p><b>Insurance</b> After consideration: <b>Proposed:</b> Cllr J Astley    <b>Seconded:</b> Cllr J Claydon</p>	App 7i App 7ii

	<p><b>RESOLVED:</b> (i) To note and approve the renewal of the Council's Cyber Security Insurance via BHIB at the same Premium as last year - £299.99 to include Insurance Premium Tax and</p> <p>(ii) To accept the settlement offer on the Council's Claim for the loss of income in relation to Village Hall Hire.</p>	
2021/156	<p><b>Email</b> After discussion: <b>Proposed:</b> Cllr G Keig      <b>Seconded:</b> Cllr J Astley <b>RESOLVED:</b> To approve migration of the Council's main email accounts to 365 Exchange email.</p>	App 8
2021/157	<p><b>Big Park Project</b> <b>a) The Bank Balance</b> as at 31<sup>st</sup> July 2021 was noted. <b>b) Monthly Report:</b> Proludic has honoured it's 2020/21 agreement on costs with the exception of an unavoidable cost related to materials. This will be honoured until the end of August 2021. Thanks were expressed to the representative from the BPP and reference made to the achievement of the working party in raising the funds. <b>c) After consideration:</b> <b>Proposed:</b> Cllr G Keig      <b>Seconded:</b> Cllr N Unsworth <b>RESOLVED:</b> To agree to sign the Enovert Agreement subject to there being cleared funds in the BPP's account, cleared funds from the anonymous donor, and all the money laundering checks had been carried out. <b>d) After discussion:</b> <b>Proposed:</b> Cllr J Astley      <b>Seconded:</b> Cllr N Unsworth <b>RESOLVED:</b> CPC will place the order with Proludic before the end of August for the installation of the second phase of the Big Park Project equipment as detailed in their quote dated 30<sup>th</sup> July 2021 (reference 2107.30466) at a cost of £68,946.73 subject to the Enovert Agreement being signed and the funds being transferred from the Big Park Project Fundraising Group to pay the remaining balance, cleared funds from the anonymous donor and the payment of the grant. The Clerk to contact Enovert to request a speedy response in this matter. The Agreement was duly signed by the Chairman and Vice-Chairman.</p>	App 9
2021/158	<p><b>Skate Ramp Working Party</b> A discussion took place on whether a ROSPA consultation should include the area near to the G.P.'s surgery as this was a site which could be used for an air ambulance to land in an emergency situation, <b>Proposed:</b> Cllr G Keig      <b>Seconded:</b> Cllr T Plumb That the site by the G. P. surgery should be excluded. <b>NOT MOVED</b>  <b>Proposed:</b> Cllr J Astley      <b>Seconded:</b> Cllr N Unsworth</p>	

	<p><b>RESOLVED:</b> That a ROSPA consultant be appointed to review the four sites previously considered for the installation of a Skate Ramp at a cost of £850 (exclusive of VAT).</p> <p><b>Proposed:</b> Cllr T Plumb    <b>Seconded:</b> Cllr J Astley</p> <p><b>RESOLVED:</b> That the ROSPA engagement to be arranged by the Clerk and the report to be sent to the Clerk for distribution. (One abstention to the vote).</p> <p>(The four sites are: Fabians Way Park, Stoneham Street Amenity Area, The Recreation Ground and The Hop Field).</p>	
	<i>Cllr Hagger left the meeting at 10.12 pm.</i>	
2021/159	<p><b>Stoneham Street Car Park</b> Cllr Plumb gave a brief report. Noted:</p> <p><b>a)</b> No implementation date had been included on the letter to residents because NEPP have yet to install the machines and signage.</p> <p><b>b)</b> Three additional properties had been identified as qualifying to apply for a Season Ticket – 3a and 3b Market End (flats) and 22 Stoneham Street.</p> <p><b>Proposed:</b> Cllr T Plumb    <b>Seconded:</b> Cllr M Staines</p> <p><b>RESOLVED:</b> That the addresses be added to the list of eligible properties. The Clerk to contact NEPP with details.</p>	
	<p><b>Proposed:</b> Cllr J Claydon    <b>Seconded:</b> Cllr T Plumb</p> <p><b>RESOLVED:</b> <b>That Standing Orders be suspended.</b> (10.20 pm).</p>	
2021/160	<p><b>Coggeshall Summer Festival</b> <b>Proposed:</b> Cllr G Keig    <b>Seconded:</b> Cllr J Astley</p> <p><b>RESOLVED:</b> That the Coggeshall Summer Festival be held on the Recreation Ground on Saturday, 4<sup>th</sup> June 2021 as requested.</p>	App 10
2021/161	<p><b>Queen's 70<sup>th</sup> Jubilee Celebration</b> Mr Blair updated the Council on his plans for the Celebration. A number of groups have been contacted and replies are awaited. There was a possibility that 7 to 10 days may be required to hold all envisaged events. Mr Blair is liaising with the Coggeshall Summer Fair organisers.</p>	
2021/162	<p><b>Eco Fair Documentation and Approval</b></p> <p><b>a) Documentation Received</b> The personal license holder had authorised a third party to sell alcohol. Cllr Unsworth queried whether this was in order as the license holder should be present to supervise. A first fine if not done correctly is £6,000.</p> <p><b>Proposed:</b> Cllr G Keig    <b>Seconded:</b> Cllr T Plumb</p> <p><b>RESOLVED:</b> That the documentation be accepted subject to the license query being checked.</p> <p><b>b) Approval for use of the Recreation Ground</b> <b>Proposed:</b> Cllr G Keig    <b>Seconded:</b> Cllr T Plumb</p> <p><b>RESOLVED:</b> That the Eco Fair may use the Recreation Ground on Sunday, 12<sup>th</sup> September 2021.</p> <p><b>c) Loan of Tables</b> <b>Proposed:</b> Cllr G Keig    <b>Seconded:</b> Cllr T Plumb</p>	App 11a App 11b App 11c App 11d App 11e App 11f

	<b>RESOLVED:</b> That the organisers of the Eco Fair may borrow tables from the Council subject to availability.	
2021/163	<b>Purchase of Water Fountain for the Recreation Ground</b> <b>Proposed:</b> Cllr J Astley <b>Seconded:</b> Cllr N Unsworth <b>RESOLVED:</b> That the Council purchase a replacement, original type fountain for the Recreation Ground at a cost of £488 (without VAT) and free labour as recommended by the Open Spaces Committee.	
2021/164	<b>Committee Membership</b> <b>Proposed:</b> Cllr J Astley <b>Seconded:</b> Cllr G Keig <b>RESOLVED:</b> That the following changes be made to Committee and Working Parties and their Membership:  <b>a) Planning</b> Add Cllr Astley to the list (already on the Committee) Add Cllr Alston <b>b) Personnel</b> Add Cllr Unsworth as a reserve. <b>c) Traffic Management</b> Noted – is disbanding. <b>d) Finance</b> Add Cllr Heaton and Cllr Holt Remove Cllr Staines <b>e) Open Spaces</b> Remove Cllr Plumb <b>Also – Amalgamate Community Litter Pick to Open Spaces Committee</b> – check with Cllr Walsh about membership as he was a member of the CLP group. <b>f) Neighbourhood Plan Sub Committee</b> Add Cllr Astley <b>g) Old Chapel Working Party</b> Add Cllr Unsworth <b>h) Tourist Leaflet Working Party to be joined to Market Working Party</b> Membership: Cllr Keig, Cllr Walsh, Cllr Staines and Cllr Unsworth <b>i) Remove Local Plan WP, Bovis WP and Grass Cutting WP</b>	App 12
2021/165	<b>Market Working Party</b> Cllr Staines presented an update. The Clerk confirmed that once someone had agreed to put up and take down the road closure notices the application form could be sent to BDC. Also, the Council's insurance would cover a member of staff, a Councillor or any volunteer. Cllr Unsworth was willing to do this for the six week trial period. Clerk to inform the insurance company.	
2021/166	<b>Code of Conduct Working Party: Update</b> Deferred to next Meeting owing to time constraint.	App 13
2021/167	<b>Additional Security for CPC Equipment</b> Deferred to next Meeting owing to time constraint. Cllr Unsworth to forward costs.	App 14
2021/168	<b>Congress System Options and Costs</b>	

	The cost of a Congress System would be in the region of £3,000. Suggested that this be considered as a budget item for next year. In the meantime, Cllr Staines' microphone system to be used for the next meeting in the Hall.									
2021/169	<b>Information Officer</b> Deferred to next Meeting owing to time constraint. Cllr Unsworth and Cllr Alston to liaise on this matter.									
2021/170	<b>Planning Responses: Information to Ward Officers</b> It was considered prudent to inform the local Ward Officers of any objections made to Planning Applications owing to the new delegated powers in operation concerning planning at District Level. <b>Proposed:</b> Cllr G Keig <b>Seconded:</b> Cllr J Claydon <b>RESOLVED:</b> To agree to inform Ward Members of Resolutions relating to Planning Consultations when CPC has objected to an application.									
	<i>Cllr Unsworth left the Meeting Room while Planning Applications were being discussed.</i>									
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	<b>RESOLVED:</b> That the Council has <b>NO COMMENT</b> to make on this application.	
	<i>Cllr Unsworth returned to the Meeting</i>	
2021/177	<b>Items for the Next Agenda</b> Queen's 70 <sup>th</sup> Jubilee Celebrations Additional Security for CPC Equipment Information Officer Code of Conduct	
2021/178	<b>Date and Time of Next Meeting</b> To be confirmed.	

The Chairman thanked everyone for attending and the Meeting ended at 11.22 pm