



COGGESHALL PARISH COUNCIL

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

MINUTES
of the
PARISH COUNCIL
meeting held on
TUESDAY, 14 September 2021 at 7.30 PM
at Coggeshall Village Hall

Agenda Number	Item	Appendix Number
2021/179	<p>Present: Cllr Astley (Chair), Cllr Barnes, Cllr Hagger, Cllr Heaton, Cllr Plumb, Cllr Ross, Cllr Staines, Cllr Unsworth, Cllr Walsh P Potter - Locum Clerk S Marriott - RFO County Cllr Thorogood 3 members of the public</p> <p>Apologies for absence were received and accepted from: Cllr Alston, Cllr Claydon and Cllr Holt</p>	
2021/180	<p>Declarations Of Interests</p> <ul style="list-style-type: none">• Cllr Heaton declared a non-pecuniary interest in item 2021/195, as he is acquainted with the owners.• Cllr Unsworth declared a non-pecuniary interest in the items covering planning applications, as he is a member of the BDC Planning Committee.• Cllr Walsh declared a non-pecuniary interest as a member of the EC2K Cycling Group.	
2021/181	<p>Minutes of Previous Meeting</p> <p>It was Proposed Cllr Astley, Seconded Cllr Barnes and Resolved to approve the Minutes of the Meeting of 10 August 2021, subject to the following changes:</p> <ul style="list-style-type: none">• Geoff Heaton clarified the wording required under item 2021/146 as, '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'.• Under Item 2021/149 – remove previous line under {e} and the section was re-listed correctly.	App 1
2021/182	<p>Public Participation session with respect to Agenda items and other matters of mutual interest.</p> <ul style="list-style-type: none">• A member of the public spoke to raise the issue that he had not received any reply from the Parish Council regarding correspondence he had sent, and subsequently chased on more than one occasion.	

Date

Signed

	<p>The Chair apologised for this, and explained that due to staffing changes, continuity with communication had been flawed over recent months. The Chair agreed to meet, along with the Clerk, to go through the issues and come to an agreement on progression.</p> <ul style="list-style-type: none"> • An objection to the planning application at the Vineyard on West Street was put forward to Council by another member of the public. Issues regarding increased traffic movements, parking and congestion along West Street were cited, along with increased pressure on infrastructure such as schools and the GP surgery. The impact on the views, gaps in development and the green buffer were also cited, along with disruption to wildlife and the loss of the vineyard as a resource. • A third member of the public commented that he believes the biodiversity checklist which appears on the Braintree District Council (BDC) website is incorrect, as it has not been completed taking the watercourses/ponds adjacent to the site into account. • Finally, a question was asked to Council about how much time was spent on work on footpath, and commented that if this area is the responsibility of Essex County Council (ECC), that effectively residents were paying twice for this service, as the Parish Council have had to step in to do the work. Council replied that no more than a day was spent working here, and that a review of grounds work will be undertaken in due course to look at these issues. 	
<p>2021/183</p>	<p>County Councillor's & District Councillor's Report</p> <p>County Cllr Thorogood was in attendance and reported on:</p> <ul style="list-style-type: none"> • The planning application currently out for consultation via ECC, regarding the IWMF proposals at Rivenhall Airfield. • ECC Highways - Cllr Thorogood has been working on the following issues: <ul style="list-style-type: none"> ○ Coggeshall Hamlet – an area where vehicles are parked needs to be worked on to improve the amenity, which has been submitted to the Local Highways Panel (LHP) as an application. ○ A further application is being made to the LHP regarding visibility issues in the vicinity of 38-40 Stoneham Street, where vehicles frequently drive on the pavement. ○ A further issue with parking along West Street is being investigated by Cllr Thorogood. ○ A resident had queried the double yellow lines at the far end of Tilkey Road. Council explained that this is first and foremost a turning circle, and due to historical problems arising here with parking and issues such as emergency vehicle access, the double yellow lines are there to protect the area for vehicles turning at the dead end. 	
	<p>District Cllr Unsworth reported:</p> <ul style="list-style-type: none"> • That the last month or so has been fairly quiet at BDC, 	

	<ul style="list-style-type: none"> • That BDC are working on a review of planning enforcement, of which he is a part, • On various issues around the IWMF applications. <p>District Cllr Walsh was pleased to back with friends and colleagues after being away unwell, and reported that:</p> <ul style="list-style-type: none"> • A query about benches needing repair in the cemetery had been made by a member of the public. The Clerk will look into the issue. • The BDC Local Plan has recently been through Examination and the outcome from Inspectors is awaited, with the hope that this is adopted by the end of the year. • A new Planning Bill was announced in the Queen’s Speech, which is current making its way through the system, carries the potential for big changes to be made to the planning system • The annual grants paid to District Councils from central government have now ceased, which results in pressure to budgets and the need to find income from other sources. • Public consultations around the proposed flood alleviation scheme have taken a different course than originally planned, as public exhibitions were not possible during the last year. • The Eco Fair at the weekend was successful. • The work taking place around the EC2K cycling group is progressing well, with some of the route agreed. The aim is to take the route through to Kelvedon station, but this will take further negotiations, mainly with proposed housing developments. • The PAIN group are continuing to work on the challenges around the IWMF. 	
	<p><i>It was agreed at this point to move Item 2021/195 up the agenda to enable interested members of the public to be present for the discussion:</i></p>	
<p>2021/195</p>	<p>21/02024/FUL - Land At West Street Vineyard, West Street, Coggeshall: Erection of 4 new dwellings together with amenity space and garages plus creation of new access from West Street. Deadline: 23 September 2021: It was Proposed Cllr Astley, Seconded Cllr Unsworth and Resolved to object to this planning application on the following grounds:</p> <ul style="list-style-type: none"> • The site is not allocated for development under either the adopted or emerging Local Plan and therefore contrary to policy. • The site is outside the Village Development Boundary. • The proposals go against policy in the Coggeshall Neighbourhood Plan (CNP). • There is no need for unallocated sites to be approved as BDC has a 5 year land supply. • The development will detract from the Conservation Area and nearby heritage assets. 	

	<ul style="list-style-type: none"> The development will cause the loss of historic gaps in the settlement pattern along West Street, including the green buffer and landscape views. Recent adverse planning history along West Street upholds the principles above. <p>It was agreed that the CNP would draft a response and send to the Clerk for completion, and submission.</p>	
	<i>Council then returned to the original agenda order:</i>	
2021/184	<p>Clerk's Report and Correspondence</p> <p>In the absence of a permanent Clerk, Cllr Unsworth submitted a report in their stead. This was accepted by Council and actions requiring attention would be passed to the Locum Clerk to look at.</p>	App 2
2021/185	<p>Finance</p> <ol style="list-style-type: none"> It was Proposed Cllr Astley, Seconded Cllr Plumb and unanimously Resolved to agree the accounts payable, as per the updated list tabled at the meeting by the RFO. Bank balances were noted by Council. The up to date position (year to date) in respect of the budget to year ending 31 March 2022 was noted. The RFO reported that CPC have now received £8,283 from the insurance claim made regarding the income lost from village hall hire due to COVID, and that the BPP funds have been received into the Council's bank account. <p>It was noted that as Cllr Keig has resigned from CPC, a new signatory needs to be appointed to the bank accounts. Cllr Unsworth volunteered, and this will be agreed at the next available meeting.</p>	App 3i, App 3ii App 3iii
2021/186	<p>Lloyds Bank Deposits</p> <p>It was Proposed Cllr Hagger, Seconded Cllr Plumb and unanimously Resolved to confirm the RFO's actions on 24 August 2021 in placing £85,000 on overnight deposit until further notice, with Lloyds Bank Money Market, at an initial interest rate of 0.01%. The deposit will be reviewed on an ongoing basis for alternative / improved interest rates when staff / councillor time permits.</p>	App 4
2021/187	<p>Zoom Virtual Meeting Subscription</p> <p>It was Proposed Cllr Unsworth, Seconded Cllr Hagger, and unanimously Resoled that the Council's subscription to Zoom will be cancelled now that virtual meetings are now longer permitted.</p>	
2021/188	<p>Annual Return 31 March 2021</p> <p>It was noted that the conclusion of the year end Annual Governance & Accountability Return has been received from the external auditor PKF Littlejohn, dated 27 August 2021. The RFO reported that it has been a clean audit, with only an 'other matters' statement regarding that the hall hire income refunded should have been 'netted off'.</p>	App 5
2021/189	<p>2022/2023 Budget</p> <p>Council was reminded that budget requests from Committees needs to be received by the RFO, by 30 September. Requests for funding to be considered must be accompanied with staff cost factored in to give a true picture of the amounts required.</p>	

2021/190	<p>Big Park Project</p> <ul style="list-style-type: none"> • Council noted that the order for new play equipment has been placed with Proludic. • It was Proposed Cllr Astley, Seconded Cllr Hagger and agreed that Cllr Barnes and Cllr Unsworth will attend the contract pre-start meeting with Proludic, on 21 September at 11am, on site. 	
2021/191	<p>Stoneham Street Car Park</p> <p>(i) Discussion took place as to whether the criteria needed to be revisited, due to comments received from members of the public. It was accepted that at this early point in the scheme it would be prudent to let things settle down, and it was Proposed Cllr Unsworth, Seconded Cllr Walsh and unanimously Resolved to review the criteria and performance of the scheme in 12 months' time.</p> <p>(ii) Following another query from a member of the public, it was clarified that the BDC off-street parking order does not give any concessions for motorcycles, and as such a ticket will need to be purchased to park, as stated on the tariff board.</p> <p>(iii) It was Proposed Cllr Astley, Seconded Cllr Barnes and unanimously Resolved to instruct North Essex Parking Partnership not to patrol the car park on Saturday 18th September, while the doctors' surgery are conducting a mass flu vaccination programme for the elderly and vulnerable.</p>	
2021/192	<p>Market Working Party</p> <p>Cllr Staines updated Council regarding work being undertaken on promotional material for the market, including flyers to be delivered advising about road closures on market days and ideas for undertaking a survey to gain views about the market. These actions will be taken to the next available Open Spaces Committee.</p> <p>The paperwork and payment for the road closure need to be submitted to BDC as soon as possible, and it was Proposed Cllr Barnes, Seconded Cllr Staines to submit the form together with a cheque for £219.40.</p>	
2021/193	<p>Additional Security for CPC Equipment</p> <p>Council had received information regarding various options around IT security. Following discussion, it was Proposed Cllr Unsworth, Seconded Cllr Hagger and unanimously Resolved to take the following options forward:</p> <ul style="list-style-type: none"> • <u>Option 3</u> – Implement Draytek WCF to prevent access and perform DNS whitelisting to block inappropriate sites. This will also help against zero day attacks – cost £144.00 (ex VAT), with an annual licence cost of £50.00 (ex VAT). • <u>Option 4</u> – To implement an IT Acceptable Use Policy. This will be undertaken by CPC and a draft to be returned to Council at a future date for agreement. 	App 6
2021/194	<p>Dates for Future Meetings</p> <p>It was agreed to review meeting dates to work around existing long term hall hires and Councillor availability. Following discussion, it was agreed Cllr Astley, Seconded Cllr Staines and unanimously Resolved</p>	

	to hold Full Council meetings on the 1 st Monday in each month, and to re-start Planning Committee meetings on the 3 rd Monday in each month.	
2021/195	<i>This item was moved earlier in the meeting.</i>	
2021/196	<p>21/02584/OUT - 10 Feering Road, Coggeshall: Outline planning permission with all matters reserved apart from access - for the demolition of existing dwelling and construction of 3 new dwellings. Deadline: 21 October 2021 It was Proposed Cllr Astley, Seconded Cllr Hagger to object to this application on the following grounds:</p> <ul style="list-style-type: none"> • The site is outside the Village Development Boundary. • BDC have a 5 year land supply, therefore the need for further housing numbers is not required. <p>It was agreed that the CNP group will draft a response to send to the Clerk for completion and submission to BDC.</p>	
2021/197	<p>To consider the following Planning Application: 21/02235/FUL: Houchin's Farm, Houchins Lane, Coggeshall Convert and alter existing office building into en-suite rooms, demolition of existing shed and replacement with new office above and breakfast room below: It was Proposed Cllr Heaton, Seconded Cllr Staines and unanimously Resolved to object to this application on the heritage grounds outlined in the representation submitted by Laura Johnson of Place Services' Historic Environment Team.</p>	
2021/198	<p>To consider the following Application for a Lawful Development Certificate: 21/02551/ELD: 24 Queen Street, Coggeshall Conversion of garage and replace garage door with window: It was Proposed Cllr Plumb, Seconded Cllr Walsh and unanimously Resolved that there was no comment to make on this application.</p>	
2021/199	<p>To consider the following Planning Application: 21/02483/HH: The Old Mill House, Robinsbridge Road, Coggeshall Erection of Detached Garage and Log Store: It was Proposed Cllr Hagger, Seconded Cllr Astley and unanimously Resolved that the Council had no comment and no objection to this application.</p>	
2021/200	<p>To consider the following Planning Application: 21/02417/FUL: 22 Priors Way, Coggeshall Retention of the ground floor as a residential dwelling: It was Proposed Cllr Unsworth, Seconded Cllr Barnes and unanimously Resolved that the Council had no comment and no objection to this application.</p>	
2021/201	<p>To consider the following Planning Application: 21/02616/TPOCON: Waynes, 49 Queen Street Application to carry out works to trees in a Conservation Area: It was Proposed Cllr Unsworth, Seconded Cllr Walsh and Resolved that the Council had no comment and no objection to this application.</p>	

2021/202	<p>To consider the following Planning Application from ECC: ESS/34/15/BTE/66/01: Rivenhall Airfield, Coggeshall Road, Braintree</p> <p>Details pursuant to Condition 66: It was Proposed Cllr Unsworth, Seconded Cllr Astley to object to the above application. Details of the objection can be viewed under the submission to ECC. Prop suspension of SO, IH, JA agreed</p>	
	<p><i>It was Proposed Cllr Hagger, Seconded Cllr Astley and unanimously Resolved to suspend Standing Order 3x to enable the meeting to continue past two hours' duration.</i></p>	
2021/203	<p>To consider the following Planning Application from ECC: ESS/34/15/BTE/10/1: Rivenhall Airfield, Coggeshall Road, Braintree</p> <p>Details pursuant to Condition 10: It was Proposed Cllr Unsworth, Seconded Cllr Astley and unanimously Resolved to make no comment to this application.</p>	
2021/204	<p>To note the Date and Time of the Next Meeting</p> <p>The next meeting is scheduled for Monday 4 October 2021.</p>	
2021/205	<p>Exclusion of the Public and Press</p> <p>It was Proposed Cllr Astley, Seconded Cllr Unsworth and unanimously Resolved to exclude the public and press under the Public Bodies (Admission to meetings) Act 1960 from items 2021/206 and 2021/207 to enable the Parish Council to consider confidential legal and staffing issues.</p>	
2021/206	<p>Agreement on Council Response</p> <p>A declaration of interest was received from Cllr Heaton due to his acquaintance with the property owner, who did not take part in the discussion or vote. Following discussion, it was Proposed Cllr Unsworth, Seconded Cllr Walsh and unanimously Resolved to write to the owner of the property to confirm that despite a planning application being granted, there is no right of access permitted across the boundary into the car park, and that legal advice is being sought.</p>	
2021/207	<p>Staffing</p> <p>It was Proposed Cllr Hagger, Seconded Cllr Walsh and unanimously Resolved that:</p> <ul style="list-style-type: none"> • Cllr Astley will meet with the consultant previously engaged by CPC to discuss how to progress staffing matters. • A letter detailing final salary payments and expenses to be sent to the previous Clerk. 	

Signed

Chair

Date