



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
MONDAY 17 OCTOBER 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 Ross, Cllr Staines, Cllr Unsworth. Cllr Walsh, Cllr Wilson
Philippa Potter, Clerk
County Cllr Paul Thorogood
Steve Marriott, Responsible Financial Officer (RFO)
3 members of the public

Agenda Number	Item	Appendix Number
2022/99	Apologies for Absence None	
2022/100	Declarations Of Interests <ul style="list-style-type: none">Cllr Unsworth declared a non-pecuniary interest in item 2022/113 as a Director of PAIN.Cllr Staines declared a non-pecuniary interest in item 2022/113 as a Director of PAIN.Cllr Claydon declared a non-pecuniary interest in item 2022/113 as a donator to PAIN.	
2022/101	Minutes of Previous Meeting This item was deferred to the next meeting.	App 1
2022/102	Public Forum None	
2022/103	District and County Councillor Reports County Cllr Thorogood attended and reported on the following matters: <ul style="list-style-type: none">Attended recent meetings with regard to the A12 widening scheme. No decision has yet been made on the plans for the A120.IWMF: Indaver has lodged an appeal against condition 66 on their permission, which will be heard in January 2023.Coggeshall Flood Alleviation Scheme – Cllr Thorogood investigated whether the Environment Agency will hold in-person consultations, which it appears they will not be undertaking. Progress on this issue is slow.	

	<ul style="list-style-type: none"> A meeting with Essex Highways took place with Cllr Thorogood, Parish Councillors and the Clerk, looking at the issues along Stoneham Street and East Street. Highways will be coming back to Cllr Thorogood/CPC in due course with their recommendations. It was felt that the dropped kerbs proposal on East Street were being looked on favourably. <p>District Cllr Walsh reported on the following matters:</p> <ul style="list-style-type: none"> Research has been started with Cllr Barry into future energy options at the Village Hall. An energy audit of the hall is required first and grant funding may be available to cover the cost. Cllr Walsh is looking into the BDC Councillor grant scheme for this. Cllr Walsh had attended the on-site meeting with Highways as above, and advocated continuing to press the provision of a pedestrian crossing on East Street, but backed the dropped kerb proposals in the meantime. A proposal for a residents' parking scheme on Bridge Street is being discussed at the next Braintree Local Highways Panel meeting. A by-election is being held on 10 November, to fill the vacant District Councillor seat for Coggeshall. 	
2022/104	<p>Clerk's Report</p> <p>The Clerk's Report was received by Council. The Clerk added that the idea of providing a 'warm room' at the Village Hall was being worked on with Cllr Wilson, and details of this will be circulated to Council once it had been finalised.</p> <p>The RFO reported that there had been a delay on the renewal of the Parish Council's insurance, as the three-year agreement was coming to an end and new quotes were being sought. During the process, it was clear that a re-evaluation of assets was required, which has now been commissioned.</p> <p>Unfortunately, the process is taking a long time to conclude and therefore a fortnight's extension on the Council's current insurance policy was secured. The re-evaluation process has returned lower values for various assets so far. The work is being actively pursued and a Council meeting will be called to agree on which quote to agree, as soon as all the information has been received.</p>	App 2
2022/105	<p>Finance</p> <ul style="list-style-type: none"> i) It was Proposed Cllr Unsworth, Seconded Cllr Plumb, and unanimously Resolved to agree the accounts payable as presented. ii) The bank balances as at 31 August 2022 were noted. iii) The up-to-date position in respect of income and expenditure six months to 30 September 2022 was noted. 	App 3i App 3ii App 3iii App 3iv
2022/106	<p>Photocopier Contract</p> <p>It was Proposed Cllr Unsworth, Seconded Cllr Claydon and unanimously Resolved to agree to the extension of the existing contract, at the rates presented.</p>	App 4
2022/107	<p>Stoneham Street Car Park – Season Ticket Annual Review</p> <p>A full discussion took place regarding the performance of the season tickets and the car park asset in general. It was Proposed Cllr Hagger, Seconded Cllr Unsworth and unanimously Resolved to form a</p>	App 5

	<p>working party to review all the information and ideas coming forward for how to ensure that residents make the most of the facility. The Clerk will contact NEPP to ask if they are able to send through any reports on when in the week/day tickets are being bought, including the two hours' free parking facility. Councillors agreeing to be part of the working party are; Cllr Barry, Cllr Wilson, Cllr Claydon, Cllr Plumb and Cllr Alston. It was agreed to invite NEPP along to contribute to the discussion once the basic parameters of the review had been worked through. The working party would initially be led by Cllr Barry.</p>	
2022/108	<p>Old Chapel – Tree Quote It was Proposed Cllr Barry, Seconded Cllr Claydon, and unanimously Resolved to agree the quote provided by Be-Green Tree Surgery for work to cut back the trees/bushes from the Old Chapel. This work will enable access for the roof work, and to ensure the branches are not encroaching on the building, at the price of £750.</p>	App 6
2022/109	<p>Green Waste Removal – Cemetery It was Proposed Cllr Plumb, Seconded Cllr Walsh, and unanimously Resolved to agree to a budget of £1,500 for the Clerk to work within, to clear the green waste build up in the cemetery, in conjunction with the Parish Council's contractors, M D Landscapes.</p>	App 7
2022/110	<p>Coggeshall Market Cllr Staines gave an update from the project undertaken last year. During the trial road closure it emerged that Braintree District Council's Traffic Regulation Order (TRO) was not lawful. This should have been passed to Essex County Council to undertake under a different statute. As the cost of the correct TRO is in the region of £1,200, the cost was prohibitive to the Parish Council to take the trial any further.</p> <p>It was felt that the market required some PR and marketing, tying in with better information available on the Council's website, to go along with the success of the tourist leaflet. Enquiries to the office about taking market pitches need to be converted into stalls on the ground, but it was acknowledged that trade may fall as the general current economic climate continues. The Market Working Party, of Cllr Staines, Cllr Walsh and Cllr Alston will meet to discuss how to take this forward.</p>	
2022/111	<p>Climate Crisis Committee It was Proposed Cllr Alston, Seconded Cllr Barry, and Resolved, with one abstention, to change the Climate Crisis Committee to a Working Party.</p>	
	<i>Cllr Walsh left the meeting at this point, at 9pm</i>	
2022/112	<p>Communication The Clerk put forward the suggestion of setting up a quarterly, parish-wide, magazine similar to the one published by Kelvedon Parish Council. This would be a Parish Council led publication to enable the Council to publish information and undertake consultation with residents. Marketing for the village hall and market would be possible through this medium, along with other local events. The aim is for every household in the parish to receive this through their door. Local organisations, groups and individuals would also be able to submit copy and advertise their events.</p>	

	<p>The publication of the magazine is free, as the company who produce it fund this from the advertising sold. The Council would need to receive and collate the articles and information to be published which is then sent on to the magazine publishers to put the magazine together, print and distribute.</p> <p>It was agreed to investigate this further and the Clerk will therefore contact the magazine company for information on exactly how the process works and whether they would be interested in taking this on for Coggeshall.</p> <p>A working party of Councillors to then take this forward was agreed as being; Cllr Alston, Cllr Barry, Cllr Claydon and Cllr Ross.</p> <ul style="list-style-type: none"> The possibility of reaching out to the community for assistance with general PR and marketing was discussed. It was agreed that Cllr Barry would discuss this with the Clerk to agree how to pursue. 	
2022/113	<p>Rivenhall Integrated Waste Management Facility Appeal Reference: APP/Z1585/W/22/3306429</p> <ul style="list-style-type: none"> It was Proposed Cllr Hagger, Seconded Cllr Plumb and unanimously Resolved for Cllr Unsworth to provide a draft response to the above appeal for the Parish Council to submit. The Clerk will progress the response and submit to the Planning Inspectorate. With regard to discussing whether the Council could delegate future responses to Parishes Against the Incinerator (PAIN), the Clerk has researched this proposal and advised that the Council is not able to delegate its functions to individual Councillors, or to an outside body. However, the Council can take advice and assistance from an outside group to help with putting together such responses, particularly when they are complex. Each response will be taken either to the Planning Committee or the Parish Council for agreement, whichever is the most time effective, or a sub-committee could be set up for this topic. It was agreed to re-visit this as and when further representation is required. 	App 8
	<p><i>It was Proposed Cllr Unsworth, Seconded Cllr Hagger and unanimously Resolved to suspend Standing Order 3x to continue the meeting after two hours' duration.</i></p>	
2022/114	<p>Speedwatch – Update Cllr Unsworth reported that he has asked Cllr Staines to take over the organisation of a speedwatch group for Coggeshall. Training now needs to be organised, and areas need to be agreed to be put forward to the police to consider and approve. There are criteria to meet for locations, and once approved, will be in place for 12 months.</p>	
2022/115	<p>Date of the Next Meeting The next meeting date is scheduled for 21 November 2022.</p>	
2022/116	<p>Exclusion of the Public and Press</p>	

	<p>This item was postponed as the information required for item 2022/117 had not been received at the time of the meeting.</p> <p>To resolve to exclude the public and press under the Public Bodies (Admission to meetings) Act 1960 from item 2022/117 to enable the Parish Council to consider a confidential legal issue.</p>	
2022/117	<p>Boundary Issue</p> <p>This item was postponed as the information had not been received at the time of the meeting.</p>	

Signed

Chair

Date