



COGGESHALL PARISH COUNCIL

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MINUTES OF THE PARISH COUNCIL meeting held on MONDAY 20 DECEMBER 2021 at 7.30 PM at Coggeshall Village Hall, Keys Room

Present: Cllr Hagger (Chair), Cllr Alston, Cllr Barry Cllr Claydon, Cllr Heaton, Cllr Plumb, Cllr Staines, Cllr Unsworth

Clerk: Philippa Potter, RFO: Steve Marriott, County Cllr Thorogood
4 members of the public

Agenda Number	Item	Appendix Number
2021/271	Election Of Chair It was Proposed Cllr Plumb, Seconded Cllr Claydon and unanimously Resolved to elect Cllr Hagger as Chair.	
2021/272	Apologies for Absence Apologies for absence were received and accepted from Cllr Ross and Cllr Walsh.	
2021/273	Co-option of Parish Councillor – South Ward It was Proposed Cllr Unsworth, Seconded Cllr Staines and unanimously Resolved to co-opt Debbie Barry to the Parish Council in the South Ward. <i>Cllr Unsworth had declared a non-pecuniary interest in that he has worked with Debbie Barry in the past.</i>	
2021/274	Declarations Of Interests 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. <ul style="list-style-type: none">• As minuted above, Cllr Unsworth declared a non-pecuniary interest in item 2021/273 as he has worked with Debbie Barry in the past.• Cllr Unsworth declared a non-pecuniary interest in item 2021/288 with regard to his position as District Councillor and grant funding for the skate ramp project.• Cllr Heaton declared a non-pecuniary interest in item 2021/293.• Cllr Barry declared a non-pecuniary interest in item 2021/293.	

2021/275	<p>Minutes of Previous Meeting It was Proposed Cllr Alston, Seconded Cllr Plumb and unanimously Resolved that the minutes of the meeting held on 15 November 2021 are a true record and were signed accordingly.</p>	App 1
2021/276	<p>Public Participation session with respect to Agenda items and other matters of mutual interest. The following issues were raised:</p> <ul style="list-style-type: none"> • Path at recreation ground – behind play area: Query as to whether this is going to be improved. Council advised that this has been planned for and the work will be looked at once the playground improvements have been completed. • A representative from Anglia in Bloom attended to speak to item 2021/286 in support of the grant application. 	
2021/277	<p>County Councillor's & District Councillor's Reports County Cllr Thorogood reported:</p> <ul style="list-style-type: none"> • There is a scheme within the Local Highways Panel system which is looking at the possibility of putting in dropped kerbs on East Street, outside the Recreation Ground. However, this is currently held up at the design stage due to concerns around parking. Cllr Thorogood will look into this further in the new year. • A consultation on the A12 widening project is currently open. • Further issues are ongoing around the Integrated Waste Management Facility at Rivenhall. <p>District Cllr Unsworth reported:</p> <ul style="list-style-type: none"> • The District Council grant needs to be allocated by the end of February and is open to allocations. • That he attended the IWMF Liaison Committee to receive the latest updates • He took part in recent debate at BDC around measures to improve air quality. • He attended a meeting with the Environment Agency at Robinsbrook to discuss flood alleviation issues. • The EC2K cycle path initiative is progressing well, however the Coggeshall to Kelvedon section is trickier due to various land ownerships. <p>The Chair, Cllr Hagger, read out District Cllr Walsh's report in his absence. A summary is as follows:</p> <ul style="list-style-type: none"> • BDC Local Plan: BDC are consulting to the end of January on the main modifications to Section 2 of the Local Plan, given that both Garden 'Communities' in Braintree have been deleted. • Perry Green Solar Farm: This has been approved by BDC. Cllr Walsh spoke against its size and the nature of such a scheme in this valuable farming area with its negative ecological, traffic and landscape impacts. 	

	<ul style="list-style-type: none"> • Cllr Walsh has been contacted by a resident concerned that uncovered transport of straw is being blown into the highway and can block drains. He has raised the matter with a local landowner. • Cllr Walsh has recently delivered a Community Update to all local residents, and remains happy to be contacted on any issues, including possible uses for a small community grant. • BDC also has support schemes for qualifying local businesses: see the BDC website or contact either District Councillor. 	
2021/278	<p>Clerk's Report and Correspondence</p> <p>Councillors received the Clerk's report and correspondence. The Clerk added that due to recent government advice, staff members were either working at home or alternately in the office, and the parish office was currently closed to the public. The Clerk also updated Council that the work at the playground was coming to an end and that she would be present at the post-installation inspection to agree to the area being re-opened to the public once passed.</p>	App 2
2021/279	<p>Finance</p> <ol style="list-style-type: none"> i. It was Proposed Cllr Plumb, Seconded Cllr Claydon and unanimously Resolved to agree the accounts payable.. ii. The bank balances were noted. 	App 3i App 3ii
2021/280	<p>Finance Committee Draft Minutes</p> <p>The draft minutes of a Finance Committee meeting held on Monday 13 December were noted.</p>	App 4
2021/281	<p>Budget 2021/22</p> <p>An update was received on the year to date Budget 2021 – 2022. It was Proposed Cllr Plumb, Seconded Cllr Claydon and unanimously Resolved to agree to the Finance Committee's recommendations to create earmarked reserves (EMRs) for projects which are still being worked on prior to being at a point for final decision, or be released to other projects if those do not go ahead.</p>	App 5i App 5ii
2021/282	<p>Market Project Proposal</p> <p>It was Proposed Cllr Staines, Seconded Cllr Alston and unanimously Resolved to create an EMR for the market project, which would be ready for use if it were progressed.</p>	App 6
2021/283	<p>Budget and Precept 2022/23</p> <p>Following discussion, it was Proposed Cllr Plumb, Seconded Cllr Claydon and unanimously Resolved to agree the proposed budget and set the 2022/23 Precept at £182,124, which equates to a Band D equivalent amount of £98.27 representing an increase on 2021/22 of 0.30%.</p> <p>Cllr Plumb then wished to thank the RFO on behalf of the Parish Council, for his diligent and hard work piloting the ship through a difficult time over the last couple of years, and for moving the Parish Council to the position of a balanced budget.</p>	App 7

2021/284	<p>Multipay Card</p> <p>To ensure that the Parish Council has the ability to purchase small items where no account or invoice is possible, it was Proposed Cllr Plumb, Seconded Cllr Claydon and unanimously Resolved to apply for a Multipay Debit Card through Unity Trust Bank. The card will have a monthly limit and be cleared each month by direct debit from the Unity Trust current account.</p>	App 8
2021/285	<p>Playground Fencing</p> <p>To ensure that the Big Park Project Group (BPP) have a fundraising goal for the renewal and extension of the fence around the Recreation Ground playground, it was Proposed Cllr Staines, Seconded Cllr Claydon and unanimously Resolved that the Group seek three quotes for this work. This will entail a new additional gate (gate D on the plan) and replacement fencing around the playground in the Recreation Ground, which will be based on the new boundary as agreed at the November 2021 full Council meeting. The BPP will liaise with the working party and the Clerk to agree on wording for the quote requests and companies to approach.</p>	App 9 App 10
2021/286	<p>Grant Request – Anglia in Bloom</p> <p>Following discussion, it was Proposed Cllr Plumb, Seconded Cllr Alston and Resolved, with one abstention, to agree to a grant for up to £1,000 as outlined on the application form.</p>	App 11
2021/287	<p>High Consequence Infectious Diseases Policy</p> <p>It was confirmed that due the above policy not yet having being revoked, it was still in force and able to be used if the Parish Council were not able to meet due to ongoing issues around the COVID pandemic.</p>	App 12
2021/288	<p>288.1 To further review and accept the ROSPA report that indicates two locations within the Recreation Ground are the most preferred for the Skate Ramp – being west of the playground, and south of the basketball court:</p> <p>It was Proposed Cllr Heaton, Seconded Cllr Claydon and Resolved with one abstention, to amend the above motion as follows: 'To further review and accept the ROSPA report that indicates two locations within the Recreation Ground are ROSPA's most preferred for the skate ramp – being west of the playground, and south of the basketball court'. The amended motion was then Proposed Cllr Alston, Seconded Cllr Claydon and Resolved, with one abstention.</p> <p>288.2 To agree to continue to investigate these two locations. Suggestions include – visual representations, bins, matting, distance to paths/to scale maps, plus any other points raised:</p> <p>It was Proposed Cllr Unsworth, Seconded Cllr Claydon and unanimously Resolved to agree to continue to investigate these two locations, including visual representation, bins, matting, distance to paths/scale maps, plus the following areas:</p>	App 13

	<ul style="list-style-type: none"> • review of the locations against the Coggeshall Neighbourhood Plan policies • the Conservation Area • the question of whether to apply for planning permission or rely on permitted development provision • insurance position of locating a ramp in a location other than the highest scored on the ROSPA report, or in a location not covered by the report, • further consultation as required, with ROSPA 	
2021/289	<p>Open Spaces Committee</p> <p>289.1 Dick Nunn's Bridge: It was Proposed Cllr Alston, Seconded Cllr Plumb and unanimously Resolved:</p> <ul style="list-style-type: none"> • To agree to CPC being involved in the opening ceremony, and for the Open Spaces Committee to co-ordinate this. • To agree to the Open Spaces Committee pursuing costings and design for an information board at the bridge. <p>289.2 Tourism Leaflet It was Proposed Cllr Alston, Seconded Cllr Plumb and unanimously Resolved:</p> <ul style="list-style-type: none"> • To agree to the Open Spaces Committee pursuing costings, and/or alternative funding, and collaboration with the Museum Committee for a new Tourist Leaflet for Coggeshall. <p>289.3 Probation Work/Payback Scheme It was Proposed Cllr Staines, Seconded Cllr Alston and unanimously Resolved:</p> <ul style="list-style-type: none"> • To agree to the Open Spaces Committee pursuing information on and a plan for a Payback Scheme to undertake work in the village. The Clerk will liaise with the Scheme along with Cllr Alston and arrange for a meeting with a representative to agree work to be undertaken, and for all necessary insurance information to be provided. 	App 14
2021/290	<p>Storage Shed – Cemetery As the Chapel at the cemetery is currently closed due to safety concerns, it was agreed that there is a need for storage for the groundsmen to store tools and equipment while working on the site. It was therefore Proposed Cllr Unsworth, Seconded Cllr Plumb and unanimously Resolved that the Clerk arranges for the purchase of a shed and agrees a site within the cemetery, for the storage of cemetery grounds equipment while undertaking interments, within a budget of up to £1,000.</p>	
2021/291	<p>County Councillor Grant It was Proposed Cllr Hagger, Seconded Cllr Staines and unanimously Resolved for Councillors to send suggestions to the Clerk for projects or tasks to put forward for consideration by County Cllr Thorogood under the community grant scheme. These will be discussed and agreed at the next Parish Council meeting.</p>	

2021/292	Exclusion of the Public and Press It was Proposed Cllr Hagger, Seconded Cllr Plumb and unanimously Resolved to exclude the public and press under the Public Bodies (Admission to meetings) Act 1960 from item 2021/293 and to enable the Parish Council to consider a confidential legal issue.	
2021/293	Boundary Issue It was Proposed Cllr Unsworth, Seconded Cllr Alston and Resolved with two abstentions to advise the Parish Council's solicitor how to proceed with this matter.	App 15
2021/294	Date of Next Meeting The date of the next meeting is to be agreed.	

Signed
Chairman

Date