



# 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 24 JANUARY 2022 at 7.30 PM 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 Walsh

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

Agenda Number	Item	Appendix Number
2021/295	<b>Apologies for Absence</b> Apologies were received and accepted from Cllr Nick Unsworth.	
2021/296	<b>Declarations Of Interests</b> <ul style="list-style-type: none"><li>Cllr Heaton declared a non-pecuniary interest in item 297 with regard to his wife, Jo Brindley, who is standing as a candidate for co-option. Cllr Heaton will abstain from the vote.</li><li>It was acknowledged that both candidates for co-option were generally known to most Councillors and that in the interests of Council business being able to continue, a general dispensation was given by the Clerk to all Councillors in this respect.</li><li>Cllr Wilson – once co-opted – declared a non-pecuniary interest in item 307, as a member of Anglia in Bloom.</li></ul>	
2021/297	<b>Co-Option of Parish Councillors</b> Written applications had been previously circulated from two candidates - Jo Brindley and Sue Wilson – for consideration for co-option to two of the current four casual vacancies.  Council asked Sue Wilson various questions regarding her current position as a Braintree District Councillor, and previous service as a Coggeshall Parish Councillor.  A recorded vote was requested for this item, and was as follows: <ul style="list-style-type: none"><li>It was Proposed Cllr Staines, Seconded Cllr Ross and unanimously Resolved to co-opt Jo Brindley to the Parish Council, with the exception of the abstention of Geoff Heaton, for reasons of his declaration of interest above.</li></ul>	App 1 App 2

	<ul style="list-style-type: none"> <li>It was Proposed Cllr Plumb, Seconded Cllr Heaton and Resolved, by a majority of 6 for and 3 against, to co-opt Sue Wilson to the Parish Council. The recorded vote was as follows: Those who voted against: Cllr Alston, Cllr Ross, Cllr Staines. Those who voted for: Cllr Barry, Cllr Claydon, Cllr Hagger, Cllr Heaton, Cllr Plumb, Cllr Walsh</li> </ul> <p>The Declarations of Office were signed by Cllr Brindley and Cllr Wilson, and countersigned by the Clerk.</p>	
<b>2021/298</b>	<p><b>Election of Vice-Chair</b></p> <p>It was Proposed Cllr Claydon, Seconded Cllr Walsh and unanimously Resolved to elect Cllr Plumb as Vice-Chair for the remainder of the 2021/22 civic year.</p>	
<b>2021/299</b>	<p><b>Minutes of Previous Meeting</b></p> <p>It was Proposed Cllr Claydon, Seconded Cllr Plumb and Resolved, with one abstention that, subject to the correction of a spelling mistake to Cllr Plumb's name in item 279, that the minutes of the meeting held 20 December 2021 are a true record, and were signed accordingly.</p>	App 3
<b>2021/300</b>	<p><b>Public Forum</b></p> <p>A member of the public asked if the Parish Council would write to the National Trust with regard to the reduced opening days for both Paycockes and Grange Barn. This change could have a knock on effect with a reduction in the general number of visitors to Coggeshall, which will in turn impact the local economy, and also reduce access to two important historical buildings. Both Cllr Staines and Cllr Walsh offered to assist in putting a letter together with the Clerk.</p> <p>Another member of the public queried why the Full Council meeting had been moved along a week from its usual slot. The Chair explained that the decision was taken due to the COVID situation, with an extra week hopefully bringing the risk down a little for all attending, due to falling cases. As Parish Councils are only able to meet face-to-face, the subsequent risk had to be taken into account.</p> <p>The member of the public also asked about the Council's grant policy and at what time in the year these were paid out. The Chair of Finance, Cllr Plumb explained that these are usually paid out in the following financial year, however, for some events the Parish Council agree to pay directly to the supplier for certain items such as waste collection.</p>	
<b>2021/301</b>	<p><b>Reports from County Councillor &amp; District Councillors</b></p> <p>County Cllr Paul Thorogood gave a report on:</p> <ul style="list-style-type: none"> <li>The current situation with the Rivenhall Incinerator planning process at Essex County Council (ECC).</li> <li>A recent change to how the Environment Agency will be responding to pollution reports.</li> <li>Car usage has returned to almost pre-pandemic levels.</li> <li>The recent A12 consultation has now closed, however, work on the potential A120 routes has recommenced.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Crown Estates at Feering – link road discussions progressing.</li> <li>• ECC's Council Tax is set to rise by over 4%, with Braintree District Council's (BDC) looking set to rise by around 2.68%.</li> <li>• BDC Local Plan Section 2 Consultation has now closed. Cllr Thorogood is querying some changes made to the Plan with regard to the mention of other sites potentially coming forward in lieu of the housing numbers lost from the removal of the Garden Communities.</li> <li>• Groundwork at the Rivenhall Incinerator has begun, with some queries over the hours of operation currently being undertaken.</li> <li>• The situation regarding the Hollington's building, which was recently subject to an investigation by BDC's Building Control Team following the collapse of the guttering and other debris onto the pavement. A planning application is being submitted to BDC to potentially demolish part of the site to enable regeneration.</li> </ul> <p>District Cllr Tom Walsh gave a report on:</p> <ul style="list-style-type: none"> <li>• Potential further applications being received from Bovis Homes for land on which they hold options. Part of this land is designated as a 'green buffer' in the Coggeshall Neighbourhood Plan (CNP).</li> <li>• The current opportunity for registered groups to request small grants from Cllr Walsh's District Councillor Grant.</li> <li>• Street lights – the lamp at the end of Stoneham Street is not currently working, and one is out on Grange. The Clerk will progress reporting these for repair.</li> </ul> <p>District Cllr Unsworth was unable to attend this meeting due to having undergone a recent operation. The Chair wished him a speedy recovery, and read out Cllr Unsworth's report to Council. A summary of the report is as follows:</p> <ul style="list-style-type: none"> <li>• An update on the current situation with the Rivenhall Incinerator was provided.</li> <li>• Cllr Unsworth attended a recent meeting regarding the Bradwell Quarry and the flood alleviation scheme, and he also met with the EA regarding the alternative scheme.</li> <li>• Cllr Unsworth is also querying the hours allegedly being worked at the Rivenhall Incinerator, which may be contravening the agreed hours.</li> <li>• Work is progressing regarding air quality monitoring at BDC.</li> <li>• Budget work is continuing at BDC, with Cllr Unsworth working on this with the Green &amp; Independent Group.</li> <li>• That following discussions at BDC, Cllr Unsworth is not able to use his District Councillor grant to contribute to the skate ramp project, due to his leading role on the CPC Working Party.</li> </ul>	
2021/302	<p><b>Clerk's Report and Correspondence</b></p> <p>The Clerk's report had been previously circulated. The Clerk highlighted the following items:</p> <ul style="list-style-type: none"> <li>• The two replacement benches opposite the Church will be installed during works starting 14 February 2022.</li> </ul>	App 4

	<ul style="list-style-type: none"> <li>• Work will commence in the village via the Community Payback Team from 5 February 2022.</li> <li>• Cllr Staines updated Council that the draft report following the trial of the road closure for the market is currently being collated, following feedback from surveys, social media, emails and discussions with stallholders and other stakeholders.</li> <li>• The Chair also highlighted the problems with the Village Hall boiler, which is on its last legs. The Clerk is obtaining quotes for a replacement and has also purchased 6 freestanding oil-filled radiators to use in the halls, if the heating fails during hires.</li> </ul>	
<b>2021/303</b>	<p><b>Finance</b></p> <ol style="list-style-type: none"> <li>i. It was Proposed Cllr Plumb, Seconded Cllr Claydon and unanimously Resolved to agree the Accounts Payable.</li> <li>ii. The Bank Balances were noted.</li> <li>iii. Following an update from the RFO, the current position (year to date and projection) in respect of the budget to year ending 31 March 2022 was noted.</li> </ol>	App 5i App 5ii App 5iii
<b>2021/304</b>	<p><b>Parish Council Bank Accounts</b></p> <ol style="list-style-type: none"> <li>i. It was Proposed Cllr Plumb, Seconded Cllr Claydon and unanimously Resolved to remove James Astley as a signatory to all Parish Council Bank accounts.</li> <li>ii. It was Proposed Cllr Plumb, Seconded Cllr Alston and unanimously Resolved to add the Clerk as an administrator to all Parish Council Bank accounts.</li> <li>iii. It was Proposed Cllr Plumb, Seconded Cllr Claydon and unanimously Resolved to add Cllr Heaton and Cllr Alston as signatories to the Barclays, NatWest and Lloyds Bank accounts in the name of the Parish Council.</li> </ol>	
<b>2021/305</b>	<p><b>Interim Audit - 16 December 2021</b></p> <p>An Interim Audit was undertaken following the resignation of the previous Clerk, as a matter of course. The report was noted by Council, and actions arising would be taken forward by the RFO and the Clerk.</p>	App 6(i) App 6(ii)
<b>2021/306</b>	<p><b>Multipay Card</b></p> <p>Following the decision to apply for a Multipay debit card from Unity Trust Bank, Council, it was Proposed Cllr Plumb, Seconded Cllr Claydon and unanimously Resolved to agree a monthly transaction limit of £500 to be set.</p>	
<b>2021/307</b>	<p><b>Grant Application: Anglia in Bloom</b></p> <p>Following an administrative query, it was Proposed Cllr Plumb, Seconded Cllr Claydon and unanimously Resolved, with one abstention (Cllr Wilson, due to the declaration of interest as noted above), to confirm that the grant of £1,000 agreed under agenda item 2021/286 be paid directly to Anglia in Bloom. The group's expenditure will be able to be scrutinised by sight of the bank statements.</p>	
<b>2021/308</b>	<p><b>Grant Application: Coggeshall Summer Festival</b></p> <p>Following discussion and input from the organiser of the Summer Festival, it was Proposed Cllr Barry, Seconded Cllr Claydon and unanimously Resolved that the Parish Council would supplement the grants awarded by the District Councillors, for the balance required up to £3,000.</p>	Apps 7(i) – 7(v)

2021/309	<p><b>Replacement Benches – Church Green</b></p> <p>Due to the time delay experienced on this project, it was necessary for Colne Contracts to review the quote for this work, which has now increased in total to £4,320. Funds already earmarked via donations from the District Councillors, and Eastlight Community Homes total £2600, leaving a shortfall of £1,720. It was Proposed Cllr Plumb, Seconded Cllr Claydon and unanimously Resolved that the shortfall be met by the Parish Council. Work on this project should start on 14 February 2022.</p>	App 8
2021/310	<p><b>County Councillor Grant</b></p> <p>It was Proposed Cllr Claydon, Seconded Cllr Plumb and unanimously Resolved to put forward the following projects, and approximate costs for consideration by County Cllr Paul Thorogood for his Councillor grant:</p> <ul style="list-style-type: none"> <li>• Dick Nunn Bridge Information Board - £700</li> <li>• Tourism Leaflet - £750</li> <li>• Replacement Fencing – to apply for funding in conjunction with the Big Park Project Group, to cover the cost of materials – approx. £1,500</li> </ul> <p>The applications will be submitted by the end of February, to be spent by the end of March.</p>	
2021/311	<p><b>Local Highways Panel (LHP) – Potential Schemes</b></p> <p>Following discussion, it was Proposed Cllr Plumb, Seconded Cllr Walsh and unanimously Resolved to give Parish Council support to two potential schemes being put forward to the LHP by County Cllr Thorogood for Coggeshall, as follows:</p> <ul style="list-style-type: none"> <li>• 20mph scheme for Stoneham Street.</li> <li>• Extension of 30mph zone on West Street, to include the Dutch Nurseries development and the football club.</li> </ul>	
2021/312	<p><b>Skate Ramp Working Party – Terms of Reference Review</b></p> <p>Due to time issues, it was agreed to defer this item to the next Full Council meeting.</p> <p><i>It was Proposed Cllr Plumb, Seconded Cllr Claydon and unanimously Resolved to suspend Standing Order 3(x) in order to continue with the meeting after two hours.</i></p>	App 9
2021/313	<p><b>Skate Ramp Working Party (SRWP)</b></p> <p>Following extensive discussion, due to the unavailability of the visual representations and the lateness of the hour of debate, it was agreed to defer this item to the next Full Council meeting.</p>	Apps 10(i) – (vi)
2021/314	<p><b>BDC Open Spaces Action Plan</b></p> <p>It was Proposed Cllr Staines, Seconded Cllr Plumb and unanimously Resolved to agree to the amendments being made to the BDC Open Spaces Action Plan as proposed by the Open Spaces Committee.</p>	App 11
2021/315	<p><b>Date of Next Meeting</b></p> <p>The next meeting will be held on Monday 21 February at 7.30pm, in the Keys Room, Village Hall.</p>	