



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 25 APRIL 2022 at 7.30 PM
at Coggeshall Village Hall, Keys Room

Present: Cllr Hagger (Chair), Cllr Alston, Cllr Brindley, Cllr Heaton, Cllr Plumb,
Clerk: Philippa Potter
5 members of the public

Agenda Number	Item	Appendix Number
2021/360	Apologies for Absence Apologies for absence were received and accepted from, Cllr Barry, Cllr Claydon, Cllr Ross, Cllr Staines, Cllr Unsworth, Cllr Walsh and Cllr Wilson.	
2021/361	Declarations Of Interests <ul style="list-style-type: none">• Cllr Alston declared a non-pecuniary interest in item 2021/368 as she is acquainted with the company.• Cllr Heaton declared a non-pecuniary interest in Item 380.2 as the applicant is a friend.• Cllr Brindley declared a non-pecuniary interest in Item 380.2 as the applicant is a friend.	
2021/362	Minutes of Previous Meeting It was Proposed Cllr Hagger, Seconded Cllr Alston that the minutes of the meeting of 21 March 2022 are a true record and were signed accordingly.	App 1
2021/363	Public Forum <ul style="list-style-type: none">• A member of the public thanked the Clerk for putting the draft minutes on the website prior to the meeting.• A question was asked about a discussion which took place at a prior Council meeting with regard to a possible grant from Gent Fairhead. The Clerk will find out the details and whether this occurred.	
2021/364	Reports from County Councillor & District Councillors The Chair read out reports from District Councillor Unsworth, and County Cllr Thorogood who were not able to be present.	
2021/365	Clerk's Report and Correspondence The Clerk's Report was previously circulated.	App 2

2021/366	<p>Finance</p> <ul style="list-style-type: none"> i. It was Proposed Cllr Plumb, Seconded Cllr Heaton and unanimously Resolved to agree the Accounts Payable.. ii. The Bank Balances as at 31 March 2022 were noted. iii. An update was received from the RFO on the preliminary year-end out-turn to 31 March 2022 (subject to year-end adjustments and Internal Audit). 	App 3i App 3ii App 3iii
2021/367	<p>Market Licence</p> <p>It was Proposed Cllr Hagger, Seconded Cllr Plumb and unanimously Resolved to agree to the payment of the licence fee of £41.40 to the Lord of the Manor.</p>	
2021/380.1	<p>Agenda Item 2021/380.1 was brought forward to this point in the meeting, by agreement of Council, as the Planning Consultants had attended to address the Council.</p> <p>21/00671/FUL Development Land, East Street, Coggeshall</p> <p>This is a re-consultation on the above application as amendments had been made to the scheme.</p> <p>The Planning Consultants were in attendance and spoke to the Council, which can be summarised as follows:</p> <ul style="list-style-type: none"> • This is an allocated site under the Braintree District Council (BDC) Local Plan and the Coggeshall Neighbourhood Plan (CNP). • The number of houses is at the most efficient quantum for the land within its constraints. • The road has been widened to fulfil criteria from Essex Highways with regard to accommodating on-street parking, visitor spaces and access for refuse lorries. • Requirement under the National Planning Policy Framework for tree-lined streets – the application has trees on the green section next to the Essex Way PROW, on another greensward, and around the perimeter. • Houses are 'looking out' – BDC have requested this. • Working with BDC on the design, with steep roof pitches as per the Essex vernacular. • Water should be able to be kept within the site – they are working on the SUDS design. <p>The Chair thanked the consultants for the information provided. Councillors voiced concerns about the number and density of houses. This is mainly in respect of the fact that the number of around 15 was agreed with BDC for the CNP. It was felt that as this was negotiated during the CNP consultations where a higher number was being put forward by BDC, that the Council needed to defend the outcome of this policy.</p> <p>The other concern was around the treatment of the boundary alongside the Essex Way PROW. It was felt that there should be a widening of the area at the location where the PROW comes out into the field behind, to give the same entrance to this view as is currently enjoyed.</p>	25 April

	It was Proposed Cllr Plumb, Seconded Cllr Brindley and unanimously Resolved to object to the number of dwellings being above the agreed 15, and to request that the treatment of the PROW be re-designed as described above.	
	<i>Council then reverted to the original agenda:</i>	
2021/368	Recreation Ground Fencing – Quotes In light of extensive efforts to obtain 2 further comparison quotes, no further replies have been received. To ensure that no further office time was taken up with endeavouring to continue, and as Council have previously worked successfully with the company involved, it was Proposed Cllr Plumb, Seconded Cllr Brindley and Resolved, with one abstention (due to the above non-pecuniary interest), to agree the quote received from JWS Fencing for the supply and fitting of fencing to the extended play area, at a cost of £6,205 net (£7446 gross, VAT @ 20% - £1,241).	App 4
2021/369	Old Chapel – Coggeshall Cemetery To ensure Council are working with due diligence to health and safety and public liability, it was Proposed Cllr Alston, Seconded Cllr Heaton and unanimously Resolved to undertake an update of the 2019 Structural Survey Report on the Old Chapel, by The Morton Partnership, at a cost of £450 net.	App 5
2021/370	Annual Tree Survey As part of the ongoing relationship with Be-Green Tree Surgery, and in order to maintain continuity with the safety and maintenance of the parish's trees, it was Proposed Cllr Alston, Seconded Cllr Plumb and unanimously Resolved to undertake a Tree Survey of all trees/groups of trees belonging to the Parish Council, for the cost of £500.	App 6
2021/371	Skate Ramp Project – Heritage and Conservation Report Brief A brief to obtain quotes for the above report, on the impact of the skate ramp and possible future projects had been circulated to Council. It was therefore Proposed Cllr Plumb, Seconded Cllr Alston+ and unanimously Resolved to use the information from the circulated brief to obtain quotes, with the following wording: 1. To consider the heritage status of the Coggeshall Memorial Recreation Ground in the village's Conservation Area and specifically to assess the potential harm the installation of a skate ramp in the area to the west of the children's playground would cause to the character or appearance of the area. 2. To advise what, if any, measures could be implemented to mitigate the potential harm. The Clerk will endeavour to obtain 3 quotes for the Report.	App 7
2021/372	Council Scheme of Delegation It was Proposed Cllr Hagger, Seconded Cllr Plumb and unanimously Resolved to approve and adopt the Council Scheme of Delegation.	App 8

2021/373	Planning Scheme of Delegation It was Proposed Cllr Hagger, Seconded Cllr Plumb and unanimously Resolved to approve and adopt the Planning Scheme of Delegation.	App 9
2021/374	Committee Terms of Reference Review Following a review, it was Proposed Cllr Alston, Seconded Cllr Plumb and unanimously Resolved to approve the updated Terms of Reference for the following Committees <ul style="list-style-type: none"> • Planning Committee - • Open Spaces Committee • Staffing (Personnel) Committee – refers to s • Village Hall Committee <p>It was agreed to defer the review of the Climate Change Committee until a future meeting, as this needs further work.</p>	Apps 10 - 14
2021/375	Substitute Committee Members It was Proposed Cllr Hagger, Seconded Cllr Heaton that any Councillor can act as a substitute on the Council's Committees when a meeting which must go ahead would be inquorate without, as per Standing Order 4d(iv). The Clerk will make arrangements as necessary.	
2021/376	Coggeshall Outdoors Forest School – Use of Recreation Ground <ul style="list-style-type: none"> • It was proposed Cllr Alston, Seconded Cllr Brindley and unanimously Resolved to agree to Coggeshall Outdoors using the Recreation Ground for Forest Schools activities during the school holidays between May -August 2022. • It was Proposed Cllr Alston, Seconded Cllr Plumb and unanimously Resolved to agree to delegate the granting of permission for future Coggeshall Outdoors Forest School activities to the Clerk. 	App 15
2021/377	Braintree Association of Local Councils (BALC) It was Proposed Cllr Plumb, Seconded Cllr Alston and unanimously Resolved to join the re-formed BALC, at a cost of £40 per year.	App 16
2021/378	Rural Market Town Group (RMTG) Following discussion on whether CPC has benefitted from free membership of the RMTG, it was Proposed Cllr Hagger, Seconded Cllr Plumb and unanimously Resolved not to join as a full member.	App 17
2021/379	Governors of Sir Robert Hitcham's Exhibition Foundation (Hitcham Trust) For the two current Trustee vacancies on the above Trust, it was Proposed Cllr Hagger, Seconded Cllr Plumb and unanimously Resolved to nominate Cllr Alston and Cllr Heaton to the above Trust.	
2021/380	Planning Applications – to determine a response to the following applications:	Deadline
	<i>Item 2021/380.1 was taken earlier in the agenda after item 2021/367 above.</i>	
380.2	22/00740/LBC, 32 East Street Coggeshall Provision of new boiler and flue position: it was Proposed Cllr Plumb, Seconded Cllr Alston and Resolved with two abstentions (due to non-pecuniary interests declared above), to make no comment and no objection to the application.	29April

380.3	22/00705/LBC 36 Church Street Coggeshall Installation of downpipe to front elevation: It was Proposed Cllr Plumb, Seconded Cllr Alston and unanimously Resolved to make no comment and no objection to the application.	29 April
380.4	22/00621/TPOCON 27 Bridge Street Coggeshall Application for works to tree in Conservation Area: It was Proposed Cllr Alston, Seconded Cllr Hagger and unanimously Resolved to make no comment and no objection to the application.	27 April
2021/381	To agree the Date of the Next Meeting The next meeting will be held on Monday 16 May at 7.30pm, in the Keys Room.	

Signed

Chair

Date

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