



COGGESHALL PARISH COUNCIL

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MINUTES
of the
PARISH COUNCIL MEETING
held on
MONDAY 26 SEPTEMBER 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 Staines, Cllr Walsh, Cllr Wilson, Philippa Potter, Clerk
County Cllr Paul Thorogood
Steve Marriott, Responsible Financial Officer (RFO)
6 members of the public

Agenda Number	Item	Appendix Number
	<p>Prior to the start of the meeting, the Chair, Cllr Hagger, reflected on the period of national mourning following the death of Her Late Majesty Queen Elizabeth II. Cllr Hagger attended the BDC offices to sign the Book of Condolence on behalf of the Parish Council and parish, and attended the Local Proclamation of the District of Braintree for King Charles III.</p> <p>The Parish Council implemented the official protocol, postponed all meetings and set up a Book of Condolence and a floral tribute area at the churchyard. Cllr Hagger thanked Parish Council staff for the swift and smooth implementation of the protocol.</p>	
2022/77	<p>Apologies for Absence Apologies for absence were received and accepted from Cllr Ross and Cllr Unsworth.</p>	
2022/78	<p>Declarations Of Interests</p> <ul style="list-style-type: none">• Cllr Heaton declared a non-pecuniary interest in item 98 and did not take part in the vote.• Cllr Brindley declared a non-pecuniary interest in item 98 and did not take part in the vote.	
2022/79	<p>Minutes of Previous Meeting It was Proposed Cllr Plumb, Seconded Cllr Alston and unanimously Resolved that following revision requested at the previous meeting, the minutes of the meeting held on 26 July 2022 are a true record and were signed accordingly.</p>	App 1

<p>2022/80</p>	<p>Public Forum</p> <p>A member of the public spoke in favour of the proposal under Item 2022/94, with regard to the setting up of a public campaign to encourage residents to look after their immediate surroundings regarding litter and general tidiness. The aim should be to spread a good community spirit, and also encourage residents to assist their neighbours if this were required. This would be to the benefit of the village and assist to reduce the burden on the Parish Council and other local authorities.</p> <p>Another member of the public queried whether the spelling of 'Honeywood Avenue' in the village was correct, or whether it was meant to be 'Honywood', after Mary Honywood, as per the recently unveiled blue plaque at Markshall. A suggestion was made that it may be referring to a 'Honeywood Farm', and Cllr Heaton agreed to look into it.</p> <p>A third member of the public queried why Item 2022/91 was on the agenda, as it had been understood that the donations taken at Paycocke's would go back to the Parish Council to fund further print runs. Without wishing to pre-empt the outcome of that agenda item, the Clerk explained that it had been queried as it would be difficult for the Parish Council to take in small amounts of cash and administer the donations, without it becoming counter-productive in terms of cost. Therefore, it was on the agenda for Council to decide how to progress.</p> <p>Another member of the public thanked the Clerk for providing details of the accounts for Coggeshall in Bloom (CIB), in relation to a previous question about the spending of the grant paid to the group by the Parish Council to provide plants and associated expenditure for the work undertaken in the parish. He then queried a couple of items of expenditure which were to named volunteers, as to what those payments were in relation to. Cllr Wilson confirmed that these payments were the reimbursement of expenses incurred by those volunteers on behalf of CIB. The member of the public then asked if it would be possible for the Parish Council to look into the creation of a new part-time post to assist with the street cleaning issues which have been discussed over the last couple of meetings. The Council explained that work is going on into staff time and deployment, but that this had to be tempered with the fact that some of the issues raised are the responsibility of either the District or County Council, rather than the Parish.</p>	
<p>2022/81</p>	<p>District and County Councillor Reports</p> <p>County Cllr Thorogood attended and reported on the following issues:</p> <ul style="list-style-type: none"> • A12: A consultation is currently out on the Development Consent Order (DCO) which has been submitted. Preliminary hearings will be taking place later this year/early next year. The most local issue here is the impact of the larger junction at Inworth, which may cause problems at the Blue Anchor junction in Feering. 	

- Bradwell Quarry: An application is yet to be submitted.
- Rivenhall Incinerator: The piling rigs have started arriving at the site. The first lorry was not as big as expected, but the larger ones may be arriving next.
- Rivenhall Site Liaison Committee: This is being held on Friday 30 September and should give more information on the DCO application.
- The broken kerb in St Nicholas Way is still broken – a petition will be handed to ECC Cabinet Member for Highways, Cllr Scott, at next ECC meeting.
- Following a spate of accidents on the A120 this summer, Cllr Thorogood is attempting to make contact with National Highways for 'accident blackspot' warning signs to be considered.
- Proposal for dropped kerbs on East Street, together with the requisite parking restrictions is still current, however, there have been a few people objecting to this. Cllr Thorogood has also put in a request to the Braintree Local Highways Panel (LHP) for a pedestrian crossing to again be considered here.
- Following the previous Parish Council Highways Working Group, Cllr Thorogood has requested an engineer's visit to take place from ECC Highways to look at the issues in Stoneham St, and to also look at pedestrian crossing issue on East Street.
- Cllr Thorogood also discussed advertising the Stoneham Street car park charging times and the free of charge times more clearly, perhaps by leafleting houses in neighbouring roads. The non-charging period would enable residents to park (by juggling the two hour free period with the non-charging periods) overnight, possibly starting at 4pm, round to either 8am or 10am the next day. The Clerk does have this in hand for agreement in the very near future.
- The Clerk was also asked to write to BT Open Reach to ask them to park their vans and cars off the road on East Street to help ease the parking issues here.

District Cllr Walsh was in attendance and reported on the following:

- Cllr Walsh thanked the Clerk and RFO for their outstanding effort with the parish's work and finances and thanked Cllr Thorogood for his continued hard work on behalf of the parish and for his report. He also thanked the public for attending, asking questions and for keeping the Parish Council's work under scrutiny.
- Braintree District Council (BDC) now have an adopted Local Plan, which is a statutory document which sets out planned development for the District until 2033. However, recent reports suggest that BDC have fallen below their target 5 year land supply, which may present problems in the near future.
- A120: It was expected that the preferred route of the new A120 would be taken from Galley's Corner in Braintree, down to the A12 between the Rivehanall and Kelvedon junctions.

	<ul style="list-style-type: none"> • A recent leak of information has suggested that this is no longer the preferred route, and that a different option is now preferred. However, it is uncertain when any official announcements about the scheme are due to be made. • Permission has been granted for a solar farm at Perry Green. Cllr Walsh is concerned about the level of proposals for solar farms in Essex, on what would otherwise be agricultural land. • Cllr Walsh is concerned about the future development of the Hollington's factory site following the granting of permission for the demolition of one of the buildings. Cllr Walsh has been in contact with planners at BDC to find out whether there is a mechanism for discussion. 	
2022/82	<p>Clerk's Report</p> <p>The Clerk's Report was received. Cllr Plumb thanked the Clerk for progressing the cutting of the path along Colne Road with Essex County Council.</p>	App 2
2022/83	<p>Finance</p> <ul 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 balance as at 31 August 2022 was noted. iii) The up to date position in respect of income and expenditure for the year to date was noted. The RFO reported that he will be undertaking a full update at the next meeting. 	App 3i App 3ii App 3iii
2022/84	<p>Unity Bank account</p> <p>The existing bank signatories were reviewed, and it was Proposed Cllr Walsh, Seconded Cllr Claydon and unanimously Resolved to appoint the following Councillors as new signatories:</p> <ul style="list-style-type: none"> • Cllr Wilson • Cllr Hagger • Cllr Alston 	
2022/85	<p>Replacement of Village Hall Boiler</p> <p>At the time of the meeting, the quote from Lindsey Heating was not available, therefore, it was agreed to postpone this item to the next meeting. The Clerk reported that advice had been received that the Village Hall building would need extensive work to accommodate an air source heat pump system to be effective. Therefore, this was not to be taken forward at this time, but that other areas of achieving greener energy and working at the Village Hall would be investigated, along with research into grants which could be pursued for this purpose.</p>	App 4 App 5
2022/86	<p>EICR Test – Clock Tower</p> <p>It was Proposed Cllr Alston, Seconded Cllr Walsh and Resolved, with one abstention, to appoint Sibley Electrical to undertake the five-yearly EICR electrical test at the Clock Tower, at a cost of £280.00.</p>	App 6 App 7
2022/87	<p>Playground Repair Quotes</p> <ul style="list-style-type: none"> • It was Proposed Cllr Barry, Seconded Cllr Alston and unanimously Resolved to appoint Playquip to undertake some of the repairs highlighted in the recent Annual Inspection report, at a cost of £1,010. 	App 8 App 9 App 10

	<ul style="list-style-type: none"> Following damage due to vandalism, it was proposed Cllr Alston, Seconded Cllr Wilson and unanimously Resolved to purchase a new seat for the Sweeping See-Saw at the Recreation Ground playground, directly from the manufacturer Proludic, at a cost of £210.40. Installation to be undertaken by Playquip under the above quote. 	
	<i>Cllr Staines left the meeting at 8.35pm</i>	
2022/88	<p>Old Chapel – Immediate Repair Quotes</p> <p>It was Proposed Cllr Claydon, Seconded Cllr Alston and unanimously Resolved to appoint Bakers of Danbury, for the refitting of slates and related works for the immediate repair and weatherproofing of the roof of the Chapel at a cost of £1,385.</p>	App 11 App 12
2022/89	<p>Noticeboard Repair</p> <p>It was proposed Cllr Plumb, Seconded Cllr Barry and Resolved, with one abstention, to agree to the repair of the noticeboard on Market Hill at the cost of £220.</p>	
2022/90	<p>Clerk’s Laptop</p> <p>It was Proposed Cllr Claydon, Seconded Cllr Wilson and unanimously Resolved to replace the Clerk’s laptop with a new one, from Sarala Computers at the cost of £569, which includes purchase and set up.</p>	App 14
2022/91	<p>Tourist Leaflet – Donations</p> <p>It was Proposed Cllr Alston, Seconded Cllr Claydon and unanimously Resolved to agree that the donations being received at Paycockes for the Coggeshall Tourist Leaflet can be kept by the National Trust, preferably to benefit Paycockes directly.</p>	
2022/92	<p>Coggeshall Christmas - Car parking</p> <p>It was Proposed Cllr Hagger, Seconded Cllr Alston and unanimously Resolved to agree to suspend the enforcement of charges at Stoneham Street car park for the duration of the Christmas market event in December.</p>	
2022/93	<p>Clock Tower – Opening to Public</p> <p>It was Proposed Cllr Barry, Seconded Cllr Claydon and unanimously Resolved to agree for the Clerk to liaise with the insurance company and work on a risk assessment to progress an event to open the Clock Tower to the public under a managed system, to view the clock and bell mechanism.</p>	
2022/94	<p>‘Love Coggeshall’ Campaign</p> <p>It was Proposed Cllr Plumb, Seconded Cllr Walsh and unanimously Resolved to agree to delegate to the Climate Crisis Committee the task of working on a publicity campaign for the village, to ask residents to help with keeping their immediate areas litter free.</p>	
2022/95	<p>Emergency Expenditure – Village Hall Door Lock</p> <p>Council received a report from the Clerk with regard to emergency expenditure incurred for the replacement of the lock on the front door of the Village Hall, plus 23 keys, which was undertaken on 8 September 2022 at a total cost of £440.90.</p> <p>The work was authorised by the Clerk, in accordance with Financial Regulation 4.5, as the situation represented an extreme risk to the delivery of Council services, and the security of the building.</p>	App 15

2022/96	Date of the Next Meeting The next meeting date is to be advised.	
2022/97	Exclusion of the Public and Press It was Proposed Cllr Hagger, Seconded Cllr Walsh and unanimously Resolved to exclude the public and press under the Public Bodies (Admission to meetings) Act 1960 from item 2022/98 to enable the Parish Council to consider a confidential legal issue.	
	<i>It was Proposed Cllr Claydon, Seconded Cllr Plumb and unanimously Resolved to suspend Standing Order 3(x) to continue the meeting past two hours.</i>	
2022/98	Boundary Issue It was Proposed Cllr Walsh, Seconded Cllr Barry and Resolved 5 votes for, 2 votes against, with 2 abstentions, to obtain a quote from the District Valuation Service.	

Signed
Chair

Date