



COGGESHALL PARISH COUNCIL

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MINUTES
of the PARISH COUNCIL
meeting held
MONDAY 4 OCTOBER 2021
at 8.00 PM
at Coggeshall Village Hall, Keys Room

Agenda Number	Item	Appendix Number
2021/208	<p>Those present and apologies for absence</p> <p>Cllr Astley (Chair), Cllr Alston, Cllr Barnes, Cllr Claydon, Cllr Hagger, Cllr Heaton, Cllr Holt, Cllr Plumb, Cllr Ross, Cllr Staines, Cllr Unsworth, Cllr Walsh</p> <p>Philippa Potter, Locum Clerk Steve Marriott, RFO 5 members of the public</p> <p>Apologies were received from County Cllr Paul Thorogood.</p>	
2021/209	<p>Declarations Of Interests</p> <ul style="list-style-type: none">• Cllr Heaton declared that he is acquainted with the agent on the planning application under item 2021/232.• Cllr Unsworth declared that he had met the owner of the neighbouring house under item 229, to discuss concerns.	
2021/210	<p>Election of Vice-Chair</p> <p>It was Proposed Cllr Walsh, Seconded Cllr Barnes and Resolved to elect Cllr Hagger as Vice-Chair to the Parish Council for the remainder of the civic year.</p>	
2021/211	<p>Minutes of Previous Meeting</p> <p>It was Proposed Cllr Hagger, Seconded Cllr Astley and Resolved to approve the Minutes of the Meeting of 14 September 2021.</p>	App 1
2021/212	<p>Public Participation session with respect to Agenda items and other matters of mutual interest.</p> <p>Matters were raised by members of the public as follows:</p> <ul style="list-style-type: none">• A member of the Big Park Project spoke to agenda item 221, proposing that key members of BPP to be included in meetings and communications, as CPC moves forward on the playground project.• A member of the public asked about the Braintree District Council (BDC) Street Cleaning Agreement (item 216). Council explained that this is an annual agreement between CPC and BDC, under which various tasks such as bin emptying and litter picking.	

Date

Signed

	<ul style="list-style-type: none"> • CPC advised that they are aware of the bulb planting scheme which is currently open for applications, however, with staffing not being at full capacity at present, it would not be possible to take part this year. • A member of the public had attended to listen to discussion on item 222, which she had raised with CPC, regarding the repair of the current goalpost and the potential installation of a second goalpost. She explained that the current net is in disrepair and needs replacing, and that the children currently using it had expressed an interest in having a second goal. 	
2021/213	<p>County Councillor's & District Councillor's Report</p> <p>District Cllr Walsh reported on a recent Member training evening at BDC regarding various aspects of planning, which had covered the following areas:</p> <ul style="list-style-type: none"> • The current Local Plan process – BDC are waiting to hear the outcome of the hearings held earlier in the year, and any resulting modifications required. • Supplementary Planning Documents on various topics will also be coming forward. • BDC currently has a 5 year land supply. • A review around enforcement is currently under way. • Planning reforms are moving through Government at present. <p>Cllr Walsh also touched on other issues such as:</p> <ul style="list-style-type: none"> • Solar farm proposals, the A12 and A120 projects and the IWMF. • BDC recently passed the Climate Change Strategy and the Cycling Strategy. <p>District Cllr Unsworth reported that he is currently:</p> <ul style="list-style-type: none"> • A representative on BDC's Climate Change Group • Looking at grants for air quality monitoring. • A representative on the BDC Enforcement Review – looking at how to improve the service. <p>Cllr Unsworth also reported that:</p> <ul style="list-style-type: none"> • The Cycling Strategy and Climate Change Strategies have been approved • There are proposals for a new Category A prison in Wethersfield. • BDC's Planning Scheme of Delegation is being rolled out but not all aspects are in place at present. <p>County Cllr Paul Thorogood had sent apologies to the meeting as he was unable to attend.</p>	
2021/214	<p>Clerk's Report and Correspondence</p> <p>The Clerk's Report was received, with no actions arising.</p>	App 2
2021/215	<p>Finance</p> <ol style="list-style-type: none"> It was Proposed Cllr Claydon, Seconded Cllr Plumb and unanimously Resolved to agree the Accounts Payable. The bank balances were noted, with the explanation that the 2nd half of this year's precept has just been received, resulting in the balances being a bit higher than normal, together with the monies for the Big Park Project which is awaiting the completion of the scheme. 	<p>App 3i, App 3ii App 3iii</p> <p>App 3iv</p>

	<p>iii. The up-to-date position (year to date) in respect of the budget to year ending 31 March 2022 was noted. The balances which are currently showing over the FSCS guarantee limit will be rearranged to bring them back under.</p> <p>iv. The RFO Report for Year Ended 31 March 2021 was received. A proposal was made by Cllr Plumb, Seconded by Cllr Astley and unanimously Resolved to amend the proposal to, 'to receive, approve and publish the RFO Report for Year Ended 31 March 2021' It was therefore Proposed Cllr Hagger, Seconded Cllr Plumb and unanimously Resolved that the report had been received and approved and agreed to be published.</p>	
2021/216	<p>BDC Street Cleaning Agreement</p> <p>It was Proposed Cllr Unsworth, Seconded Cllr Astley and unanimously Resolved to agree to accept and sign the BDC Street Cleaning Agreement for the 2021/22 year, under which gross income of £3,624.69 (£3,020.58 net) will be received, for works undertaken by CPC on their behalf within the remit of the agreement. The agreement was signed by the Clerk as the Proper Officer.</p>	App 4
2021/217	<p>Renewal of Parish Council Insurance</p> <p>This item was postponed to the next Parish Council meeting, as the renewal information had not yet been received.</p>	App 5
2021/218	<p>Cemetery</p> <p>It was Proposed Cllr Unsworth, Seconded Cllr Plumb and unanimously Resolved to submit a change of use application to BDC, for a section of land at Butt Field allotment site to be used to extend the cemetery. Permission to dispose of this section of statutory allotment land has already been received from the Secretary of State.</p>	
2021/219	<p>Tree Work – Tree Rear of Churchfield Road/Cemetery</p> <p>It has been established that the work at this site has already been agreed by CPC at a previous meeting, and it will be undertaken during this autumn/winter season, therefore no further action required at this meeting.</p>	
2021/220	<p>Application for Hire of East Street Recreation Ground</p> <p>It was Proposed Cllr Astley, Seconded Cllr Barnes and Resolved to agree the application for the hire of the East Street Recreation Ground, by Coggeshall Outdoors Ltd, for a Forest School ethos - Outdoor October nature craft activities event, on 28 and 29 October 2021 from 10.00am to 11.30am. The Clerk will request copies of their Public Liability insurance and Risk Assessments.</p>	
2021/221	<p>Big Park Project</p> <ul style="list-style-type: none"> • An update was given following the recent pre-start meeting on site with Proludic. <ul style="list-style-type: none"> ○ A start in early November is currently being worked to. ○ A quote is to be sent to CPC regarding the supply and use of protective matting across the grass to the site, to minimise damage to the grass during construction. This will need to be agreed by CPC, with the BPP group, as 	

	<p>to how this will be funded. It was agreed to bring this to the next CPC meeting on 18 October 2021 for agreement.</p> <ul style="list-style-type: none"> ○ Some works to trees needs to be looked at prior to the start of construction. <ul style="list-style-type: none"> ● To agree to a non-councillor representative from the Coggeshall Big Park Project Fundraising Group to join any in person or virtual meetings with Proludic and their contractors with regard to the instalment of the second phase of equipment: Following a discussion; <ul style="list-style-type: none"> ○ It was Proposed Cllr Plumb, Seconded Cllr Barnes and Resolved with one abstention, to amend the above motion to read, 'To agree to invite a non-councillor representative from the Coggeshall Big Park Project Fundraising Group to join an in-person or virtual meeting with Proludic and their contractors with regard to the instalment of the second phase of equipment'. ○ It was then Proposed Cllr Astley, Seconded Cllr Plumb and Resolved with one abstention, to agree the amended motion as above. 	
2021/222	<p>Goalpost – Recreation Ground It was Proposed Cllr Unsworth, Seconded Cllr Hagger and Resolved, with one abstention, to replace the damaged net and take consideration of the provision of a second goalpost to the Open Spaces Committee.</p>	
2021/223	<p>Poppy Wreath It was Proposed Cllr Unsworth, Seconded Cllr Alston and Resolved to order a poppy wreath from the Royal British Legion for the Remembrance Day service, to lay on behalf of the parish, at the cost of £50 to be paid from the Chairman's Allowance.</p>	
2021/224	<p>Market Working Party A discussion was held around the items for the budget which were put forward to the Open Spaces Committee, with regards to the development of the market. The outcome of this was that the Committee needed more information to make any firm decisions on what could be put forward. It was agreed to work on this and take the recommendations to the Finance Committee.</p>	
	<p><i>It was Proposed Cllr Unsworth, Seconded Cllr Astley and resolved to suspend Standing Orders and continue the meeting.</i></p>	
2021/225	<p>Open Spaces Committee The latest update from the Committee was discussed under the above item.</p>	
2021/226	<p>Bovis Homes Development – Name Suggestions Following discussion, it was Proposed Cllr Astley, Seconded Cllr Hagger and Resolved to put forward old field names to Bovis, representing the fields where the development is taking place. It</p>	

	was also agreed to send suggestions for road names, put forward by Cllr Hagger and Cllr Unsworth.	
	<i>Cllr Alston left the meeting at this point.</i>	
2021/227	Exclusion of the Public and Press It was Proposed Cllr Astley, Seconded Cllr Unsworth and Resolved to exclude the public and press under the Public Bodies (Admission to meetings) Act 1960 from item 2021/228 and to enable the Parish Council to consider a confidential legal issue.	
2021/228	Boundary Issue It was Proposed Cllr Unsworth, Seconded Cllr Plumb and Resolved to write to the house owner to ask for their intentions regarding the land which is currently subject to a planning application, belonging to the Parish Council. It was also agreed to write to BDC to flag up the issue as the incorrect ownership certificate was completed on the planning application.	
	To Consider a Response to the Following Planning Applications:	
2021/229	21/02487/HH: 7 Dampier Road Retention of 2m high fence and trellis along the boundary of the property and change in levels to existing garden: It was Proposed Cllr Hagger, Seconded Cllr Astley, with one abstention, to make no reply to the application.	
	<i>The meeting was re-opened to the public.</i>	
2021/230	20/01917/FUL & 20/01918/LBC Land Adj. Warley Farm Cottages, Nuntys Lane Pattiswick REVISED PLANS RECEIVED: Conversion of and extension to existing barn 'The Byre' to form 1 x 2 bedroom two-storey detached dwellinghouse, associated landscaping and boundary treatments and a garden store for bins and bikes, with private access drive: It was Proposed Cllr Astley, Seconded Cllr Staines and Resolved, with one abstention, to make no comment and no objection to this application.	
2021/231	21/02721/HH: 2 Warley Farm Cottages, Nuntys Lane, Pattiswick To erect a single storey outbuilding at the rear of the property: It was Proposed Cllr Hagger, Seconded Cllr Astley and Resolved to make no comment and no objection to this application.	
2021/232	21/02657/LBC: 79-89 Queen Street Take down 3 sets of existing chimney stacks and pots to make safe, repair damage and re-build: It was Proposed Cllr Hagger, Seconded Cllr Walsh and Resolved to make no comment and no objection to this application.	
2021/233	21/02743/TPOCON: 68 East Street Works to trees with TPO: 3 x trees to be felled, with two being replaced. Crown lift 2 x trees and reduce height: Councillors asked for more detail on the proposals to enable them to make an informed comment.	
2021/234	21/02777/TPOCON: 57 East Street Works to a tree in a Conservation Area - T1 Magnolia - Crown reduce by up to 2m to re-balance crown General tree maintenance to safeguard future life of tree: It was Proposed Cllr Astley, Seconded Cllr Walsh and Resolved to make no comment and no objection to this application.	

2021/235	21/02779/TPOCON: 30 West Street Works to tree in a Conservation Area - T1 Silver Birch - Crown reduce by up to 2m maximum General tree maintenance to safeguard future life of tree: It was Proposed Cllr Astley, Seconded Cllr Hagger and Resolved to make no comment and no objection to this application.	
2021/236	21/02594/HH: 13 Bridge Street Conversion of garage to habitable accommodation, single-storey side extension and alterations to elevations: It was Proposed Cllr Unsworth, Seconded Cllr Astley and Resolved to make no comment and no objection to this application.	
2021/237	21/02851/HH: Hope Villa, 9 Albert Place Single-storey rear extension, provision of basement lightwell and erection of single-storey detached garage: It was Proposed Cllr Astley, Seconded Cllr Walsh and Resolved to make no comment and no objection to this application.	
2021/238	To note the Date and Time of the Next Meeting The date of the next meeting was set as 18 October 2021.	
2021/239	Exclusion of the Public and Press It was Proposed Cllr Astley, Seconded Cllr Claydon, and Resolved to exclude the public and press under the Public Bodies (Admission to meetings) Act 1960 from item 2021/240 and to enable the Parish Council to consider a confidential legal issue.	
2021/240	Staffing <ul style="list-style-type: none"> • Recommendations from the Personnel Committee were put to Council and agreed. • It was Proposed Cllr Hagger, Seconded Cllr Claydon and Resolved to agree a change to a pay rate as detailed to Council by the Clerk. 	

Signed

Chairman

Date