



COGGESHALL PARISH COUNCIL

Village Hall, 25 Stoneham Street, Coggeshall, Essex, CO6 1UH
01376 562346
clerk@coggeshall-pc.gov.uk

To Councillors Astley, Alston, Barnes, Claydon, Hagger, Heaton, Keig, Plumb, Ross, Staines, Unsworth and Walsh

**YOU ARE SUMMONED TO ATTEND A MEETING OF THE PARISH COUNCIL on
MONDAY, 14th June 2021 at 7.30 PM
at Coggeshall Village Hall**

**THE PRESS AND PUBLIC ARE WELCOME TO ATTEND
Social Distancing Measures Will Be In Place**

A G E N D A

Agenda /Minute Number	Agenda Item	Appendix Number
2021/64	Those present and apologies for absence	
2021/65	Councillors Declarations	
2021/66	Minutes of previous meetings. To approve the Minutes of the Full Council Meeting of 17 th May 2021.	App 1
2021/67	Public Participation session with respect to Agenda items and other matters of mutual interest. The maximum time allowed for this item is 15 minutes. At the close of this item, members of the public will no longer be permitted to address the Council unless invited by the Chairman.	
2021/68	County Councillor's & District Councillor's Report	
2021/69	Clerk's Report To receive the Clerk's Report and to agree on any actions required on matters arising from the Report.	App 2
2021/70	Correspondence received: To agree on any actions required on correspondence received. a) Kelvedon Neighbourhood Plan – to agree a response.	App 3
2021/71	Finance i. To agree Accounts Payable ii. To note bank balances iii. To note the up-to-date position (year to date) in respect of the budget to year ending 31 March 2022.	App 4.i, 4ii and 4iii
	To note the draft minutes of the Finance Committee meeting held on 18 May 2021.	App 5

	To receive a report from the Responsible Financial Officer on the Budget out-turn for the year ended 31 March 2021 and to approve the transfers proposed by the RFO to Earmarked Reserves in relation to unspent budget lines as recommended by the Finance Committee.	App 6i & 6ii
	To review and approve the Asset Register as at 31 March 2021 as recommended by the Finance Committee.	App 7
	To review and discuss any actions required from the Internal Auditor's 2020/2021 report (reviewed by the Finance Committee 18 May 2021).	App 8
	To review the assertions to Section 1 – Annual Governance Statement 2020/21 and authorise signature of the statement by the Chairman and Clerk as recommended by the Finance Committee.	App 9i, 9ii & 9iii
	To review Section 2 – Accounting Statements 2020/21 and certification and signature by the Chairman as recommended by the Finance Committee.	App 9i
	To authorise the Chairman to sign the 31 March 2021 year-end Balance Sheet.	App 10
	To consider and accept the risk of electronic communication of the AGAR and associated papers to external auditors PKF Littlejohn as recommended by the Finance Committee.	App 11
	To consider and approve the dates for electors to exercise rights in relation to the Annual Accounts from 21 June 2021 to 30 July 2021 as recommended by the Finance Committee.	App 12
	To consider and approve a back up option for the Council Sharepoint shared drive from the Clerk's laptop access.	App 13
	To discuss and consider renewal of the Council's electricity (and gas) supply costs from 1 October 2022 to 30 September 2024 and to authorise the RFO to sign the contract acceptance to Utility Aid.	App 14
2021/72	Skate Ramp Working Party a) To receive the Skate Ramp Consultation Responses Summary. b) To receive the Skate Ramp Working Party Report and Recommendations on the Consultation Process.	App 15 App 16
2021/73	Big Park Project To receive a monthly report and agree on any matters arising.	App 17
2021/74	Market Working Party To receive an update on matters relating to the market and agree on any actions to take on matters arising.	
2021/75	Stoneham Street Car Park To receive an update following a virtual meeting with NEPP on 27 th May 2021 and agree on any actions required.	App 18
2021/76	Congress/Conference System To consider and agree to explore the cost and feasibility of either purchasing or renting a Congress/Conference or similar system for	

	use at the Full Council to help Councillors and the Clerk hear the debate and to allow the public to listen to discussions more easily.									
2021/77	Cyber Security To consider and agree on the measures and action required to implement improved Cyber Security measures for CPC owned and run I.T.									
2021/78	Website Security To consider an offer made by a local firm to give a free security review of the Council's website and provide a Summary of Recommendations for the Council to consider in order to make the website more secure, if appropriate.									
2021/79	Membership of Working Parties not Considered at the Meeting of 17th May 2021 and Moratorium on Projects To consider and agree both the outstanding working parties not addressed at the last Full Council along with the moratorium on Projects so that projects that have little or no cost can progress.									
2021/80	IWMFU To receive an update on the IWMFU from Cllr N Unsworth.									
2021/81	Environmental Policy a) To receive a report from the Working Party. b) To consider whether to continue with the Working Party or to make it a Sub-Committee. c) To consider the Terms of Reference for the Working Party/Sub-Committee. d) To agree on the next steps to take.									
2021/82	Code of Conduct To agree to set up a Working Party to consider and, if appropriate, make proposals to Full Council for updating the Council's Code of Conduct, in the light of recent developments such as the NALC Code of Conduct 2018 and the Local Government Association's 2020 model Code.									
2021/83	Councillor Training To receive an update from the Clerk on the bespoke Cllr training to be offered by EALC.									
2021/84	Publicising CPC Community Updates To consider submitting a monthly report on a variety of Council matters to the Look Magazine to engage community interest.									
2021/85	To consider the following Planning Applications <table border="1" data-bbox="363 1765 1337 2002"> <tr> <td>APPLICATION NO :</td> <td>21/01558/T56</td> </tr> <tr> <td>DESCRIPTION :</td> <td>Installation of 18m high Phase 8 Monopole, 4 no cabinets at ground level and ancillary works.</td> </tr> <tr> <td>LOCATION :</td> <td>Land Adjacent Coggeshall Fire Station, Colne Road, Coggeshall, Essex</td> </tr> <tr> <td>Date for comments</td> <td>15th June 2021</td> </tr> </table>	APPLICATION NO :	21/01558/T56	DESCRIPTION :	Installation of 18m high Phase 8 Monopole, 4 no cabinets at ground level and ancillary works.	LOCATION :	Land Adjacent Coggeshall Fire Station, Colne Road, Coggeshall, Essex	Date for comments	15th June 2021	
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Date for comments	15th June 2021									

2021/86	.	
	APPLICATION NO :	21/01470/HH
	DESCRIPTION :	Single storey rear extension and associated alterations.
	LOCATION :	Lilac Cottage, 2 Halfway Cottages, Coggeshall Road, Coggeshall, Essex
	Date for comments	15 th June 2021
2021/87	To consider the following Planning Applications	
	APPLICATION NO :	21/01433/HH
	DESCRIPTION :	Part Single, part two-storey rear extension and single-storey porch extension.
	LOCATION :	17 St Peters Road, Coggeshall, Essex
	Date for comments	17 th June 2021
2021/88	To consider the following Planning Applications	
	APPLICATION NO :	21/01507/HH & 21/01508/LBC
	DESCRIPTION :	Single storey rear extension and internal ground floor alterations.
	LOCATION :	16 Grange Hill, Coggeshall, Essex
	Date for comments	18 th June 2021
2021/89	To consider the following Planning Applications	
	APPLICATION NO :	21/01499/HH & 21/01500/LBC
	DESCRIPTION :	Extension and alterations to existing detached outbuilding and replacement of windows to main dwelling.
	LOCATION :	63 Stoneham Street, Coggeshall, Essex
	Date for comments	18 th June 2021
2021/90	To consider the following Planning Applications	
	APPLICATION NO :	21/01152/FUL & 21/01153/LBC
	DESCRIPTION :	Change of Use from 'Commercial, Business Service' (Class E) to a 1 x 5 bed dwellinghouse (Use Class C3) with associated courtyard parking and garden.
	LOCATION :	The Mill House, Kings Acre, Coggeshall.
	Date for comments	18 th June 2021
2021/91	To consider the following Planning Applications	
	APPLICATION NO :	21/01559/TPOCON

	<table border="1"> <tr> <td>DESCRIPTION :</td> <td>Notice of intent to carry out tree works in a Conservation Area – Walnut (T1) – fell. The tree has grown too big for the location and is damaging the adjacent wall and path. Also recent branch failure has damaged the greenhouse located beneath the tree’s canopy. Conifer (T2) – fell. The tree is damaging the adjacent path and restricting access to the mortuary.</td> </tr> <tr> <td>LOCATION :</td> <td>A Birkin & Sons, Market End, Coggeshall, Essex</td> </tr> <tr> <td>Date for comments</td> <td>18th June 2021</td> </tr> </table>	DESCRIPTION :	Notice of intent to carry out tree works in a Conservation Area – Walnut (T1) – fell. The tree has grown too big for the location and is damaging the adjacent wall and path. Also recent branch failure has damaged the greenhouse located beneath the tree’s canopy. Conifer (T2) – fell. The tree is damaging the adjacent path and restricting access to the mortuary.	LOCATION :	A Birkin & Sons, Market End, Coggeshall, Essex	Date for comments	18 th June 2021			
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2021/93	<p>To consider the following Planning Applications</p> <table border="1"> <tr> <td>APPLICATION NO :</td> <td>21/01675/FUL</td> </tr> <tr> <td>DESCRIPTION :</td> <td>Change of use of ancillary residential (C3) outbuilding for use as a short term holiday/rental let, together with associated external and internal alterations to facilitate the change of use.</td> </tr> <tr> <td>LOCATION :</td> <td>5 West Street, Coggeshall, Essex</td> </tr> <tr> <td>Date for comments</td> <td>1st July 2021</td> </tr> </table>	APPLICATION NO :	21/01675/FUL	DESCRIPTION :	Change of use of ancillary residential (C3) outbuilding for use as a short term holiday/rental let, together with associated external and internal alterations to facilitate the change of use.	LOCATION :	5 West Street, Coggeshall, Essex	Date for comments	1 st July 2021	
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Date for comments	1 st July 2021									
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APPLICATION NO :	21/01523/HH									
DESCRIPTION :	Erection of part single, part two-storey rear extension, replacement windows/doors and part cladding of existing walls.									
LOCATION :	38 St Peters Road, Coggeshall, Essex									
Date for comments	1 st July 2021									
2021/95	<p>To consider the following Planning Applications</p> <table border="1"> <tr> <td>APPLICATION NO :</td> <td>21/01739/TPOCON</td> </tr> <tr> <td>DESCRIPTION :</td> <td>Notice of intent to carry out works to a tree in a Conservation Area.</td> </tr> <tr> <td>LOCATION :</td> <td>Pyghtle, Greenacres, Coggeshall</td> </tr> <tr> <td>Date for comments</td> <td>5th July 2021</td> </tr> </table>	APPLICATION NO :	21/01739/TPOCON	DESCRIPTION :	Notice of intent to carry out works to a tree in a Conservation Area.	LOCATION :	Pyghtle, Greenacres, Coggeshall	Date for comments	5 th July 2021	
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Date for comments	19 th July 2021											
2021/97	<p>To consider the following Planning Applications</p> <table border="1"> <tr> <td>APPLICATION NO :</td> <td>21/01672/HH & 21/01673/LBC</td> </tr> <tr> <td>DESCRIPTION :</td> <td>Refurbishing existing conservatory including replacement roof, frames, roof detailing and associated internal works.</td> </tr> <tr> <td>LOCATION :</td> <td>40 Stoneham Street, Coggeshall, Essex</td> </tr> <tr> <td>Date for comments</td> <td>6th July 2021</td> </tr> </table>	APPLICATION NO :	21/01672/HH & 21/01673/LBC	DESCRIPTION :	Refurbishing existing conservatory including replacement roof, frames, roof detailing and associated internal works.	LOCATION :	40 Stoneham Street, Coggeshall, Essex	Date for comments	6 th July 2021			
APPLICATION NO :	21/01672/HH & 21/01673/LBC											
DESCRIPTION :	Refurbishing existing conservatory including replacement roof, frames, roof detailing and associated internal works.											
LOCATION :	40 Stoneham Street, Coggeshall, Essex											
Date for comments	6 th July 2021											
2021/98	Items for the Next Agenda.											
2021/99	To note the Date and Time of the Next Meeting.											

Theresa Devine

Theresa Devine
Clerk to Coggeshall Parish Council

DATE: 8th June 2021