



# COGGESHALL PARISH COUNCIL

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To Councillors

## MINUTES OF A MEETING OF THE PARISH COUNCIL held on Monday 17<sup>th</sup> May 2021 at 7.30 pm

Agenda /Minute Number	Agenda Item	Appendix Number
2021/28	<p><b>Election of Chairman</b> <b>Proposed:</b> Cllr Trevor Plumb                      <b>Seconded:</b> Cllr Geoff Heaton <b>THAT:</b> Cllr James Astley be appointed Chairman for the Municipal Year <b>Proposed:</b> Cllr Michael Staines                      <b>Seconded:</b> Cllr J Alston <b>THAT:</b> Cllr N Unsworth be appointed Chairman for the Municipal Year.</p> <p>Votes: For Cllr N Unsworth (3) Votes: For Cllr J Astley (6) Abstentions: 2</p> <p><b>RESOLVED:</b> That Cllr James Astley be appointed Chairman for the Municipal Year.</p>	
2021/29	<p><b>Receipt of Declaration of Office by the Chairman</b> Cllr Astley signed the Declaration of Office Form in the presence of the Clerk.</p>	
2021/30	<p><b>Election of Vice-Chairman</b> <b>Proposed:</b> Cllr J Astley                                      <b>Seconded:</b> Cllr T Plumb <b>RESOLVED:</b> That Cllr G Keig be appointed Vice-Chairman for the Municipal Year.</p>	
2021/31	<p><b>Receipt of Declaration of Office by the Vice-Chairman</b> Cllr Keig signed the Declaration of Office Form in the presence of the Clerk.</p>	
2021/32	<p><b>Welcome to New Councillors</b> Cllr Nick Unsworth and Cllr Geoff Heaton were welcomed to the Council. Confirmation was given that both Councillors had already signed their Declaration of Acceptance of Office Forms in the presence of the Clerk. Cllr Heaton had submitted his Declaration of Interests Form and Cllr Unsworth would be submitting this shortly.</p>	
2021/33	<p><b>Those Present and Apologies for Absence</b> <b>Present:</b> Cllr James Astley, Cllr June Alston, Cllr Natasha Barnes, Cllr John Claydon, Cllr Geoff Keig, Cllr Geoff Heaton, Cllr I Hagger,</p>	

	<p>Cllr Trevor Plumb, Cllr Michael Staines, Cllr Nick Unwin, and Cllr Tom Walsh.</p> <p><b>Also present:</b> Cllr Paul Thorogood (Essex County Council), Miss T Devine (Clerk) and 8 members of the public.</p> <p><b>Apologies:</b> An apology for absence had been received by Cllr I Ross (Health).</p>	
2021/34	<p><b>Councillors' Declarations</b> None.</p>	
2021/35	<p><b>To review and agree the Standing and Sub-Committees for Coggeshall Parish Council</b></p> <p><b>Proposed:</b> Cllr J Astley                      <b>Seconded:</b> Cllr G Keig</p> <p><b>RESOLVED UNANIMOUSLY:</b></p> <p><b>(i)</b> That Cllr N Unsworth be appointed to the Finance Committee, Traffic Management Committee and Open Spaces Committee.</p> <p><b>(ii)</b> That Cllr G Heaton be appointed to the Planning Committee, Village Hall Committee and Open Spaces Committee.</p> <p><b>(iii)</b> That Cllr M Staines be appointed to the Planning Committee.</p> <p><b>Proposed:</b> Cllr J Astley                      <b>Seconded:</b> Cllr J Claydon</p> <p><b>RESOLVED:</b> That the Chairmanship and Membership of the Committees and Sub-Committees be accepted as set out below:</p> <p>a) <b>Planning Committee</b> Cllr M Staines (Chairman), Cllr J Astley, Cllr G Keig, Cllr G Heaton, Cllr T Plumb and Cllr T Walsh.</p> <p>b) <b>Open Spaces Committee</b> Cllr G Keig (Chairman), Cllr J Alston, Cllr J Astley, Cllr N Barnes, Cllr J Claydon, Cllr G Heaton, Cllr T Plumb, Cllr I Ross and Cllr N Unsworth</p> <p>c) <b>Village Hall Committee</b> Cllr N Barnes (Chairman), Cllr J Astley, Cllr J Claydon, Cllr G Heaton and Cllr G Keig</p> <p>d) <b>Personnel Committee</b> Cllr G Keig (Chairman), Cllr J Alston, Cllr J Astley, Cllr J Claydon, Cllr I Hagger and Cllr I Ross</p> <p>e) <b>Traffic Management Committee</b> Cllr T Plumb (Chairman), Cllr J Astley, Cllr J Alston, Cllr N Barnes, Cllr J Claydon, Cllr I Hagger, Cllr G Heaton and Cllr N Unsworth</p> <p>f) <b>Finance</b> Cllr T Plumb (Chairman), Cllr J Astley, Cllr J Claydon, Cllr M Staines, Cllr T Walsh and Cllr N Unsworth</p> <p><b>Sub-Committees</b></p> <p>g) <b>Allotment</b> Cllr J Astley (Chairman), Cllr I Ross, Nick Johnson (CAGS) and</p>	App 1



2021/40	<p><b>County and District Councillors' Reports</b></p> <p><b>Cllr P Thorogood (County)</b> gave an update on his election to office and the issues with which he is involved: The Quarry, Waste and Minerals Plan, the incinerator, Private Change Commission and Highways. Highways matters currently account for 90% of his post.</p> <p><b>Cllr N Unsworth (District)</b> gave the report:</p> <p>a) There is an agreement with the County and District Councils to cut some verges in the Village;</p> <p>b) Cllr Unsworth is involved in the promotion of Braintree District Council's climate change strategy. The Consultation Period for this has been extended. Request was made for this to be added to CPC's web page and that CPC supports the climate change consultation.</p> <p>c) As a result of the BDC cyber training Cllr Unsworth believed that there was a need for the Parish Council to review its' Cybersecurity. Cybersecurity could be checked with CPC's provider in line with the Cyber Essentials produced by NCSC (as recommended by BDC ICT) and aim to achieve Cyber Excellence identifying an individual for this role. There is a nominal cost of around £300.</p> <p>d) There had been a car theft in the village and, coupled with the recent minibus theft and the theft of catalytic convertors this highlighted the fact that more rural areas are now being targeted for this type of crime. Thieves identify unlocked modern vehicles that do not have mirrors folded. Cllr Unsworth requested that this information be added to the CPC web page for information.</p> <p>e) The Neighbourhood Plan had passed the Referendum and now has weight when Planning matters are considered. This should help protect the village from more speculative developments.</p> <p><b>Cllr T Walsh (District)</b> presented his report. The following points were noted:</p> <p>(i) Local Plan 5 Year Housing Supply – The inspector has opted for the upper allowance of 716 new homes (to 2023) with a 5% contingency - covering the whole of the Braintree District.</p> <p>(ii) The Neighbourhood Plan has a statutory status. It is the lowest level of the statutory plan but it will make a difference and it's contents will be taken into account.</p> <p>(iii) Pavements at Grange Hill and Kelvedon Road – residents on Queen Street want a parking control scheme.</p> <p>(iv) Cllr Walsh has again written to the Chair of the Environment Agency who had promised to hold public meetings – one in Coggeshall and one in Kelvedon. A third invitation had been issued to the Chairman on this matter.</p> <p>(v) Braintree Association of Local Councils – It would be valuable to have a representative from the Parish Council as a member. This matter to be voted on later (Agenda Item 2021/46 (b)).</p> <p>The Councillors were thanked for their reports.</p>	
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	<p>IWMF: Cllr M Staines and Cllr N Unsworth  A120 Forum Cllr M Staines  A12 TAG Cllr M Staines  Broadband Champion Cllr J Astley</p> <p><b>b) Braintree Association of Local Councils</b>  <b>Proposed:</b> Cllr J Astley      <b>Seconded:</b> Cllr G Keig  <b>RESOLVED:</b> That Cllr Tom Walsh and Cllr N Unsworth be appointed to represent Coggeshall Parish Council on the Braintree Association of Local Councils.</p>	
2021/47	<p><b>Asset Register</b>  <b>Agreed:</b> To defer this matter to the next Meeting as the RFO would be giving explanation of some points to the Finance Committee on Tuesday, 18<sup>th</sup> May and had suggested that the matter be discussed after that meeting.</p>	App 10
2021/48	<p><b>To consider the Council's Arrangements for holding and accessing title deeds, leases, contracts and legal documents.</b>  The Clerk informed the Council that important documents were kept in the safe.  Cllr Astley informed the Council that some documents were missing (prior to the Clerk's appointment).  <b>Proposed:</b> Cllr I Hagger      <b>Seconded:</b> Cllr J Astley  <b>RESOLVED:</b> That Cllr Hagger work with the Clerk to implement storing digital copies in 'The Cloud' and that the Clerk first ascertain what notation is needed to make a legal copy.  The Clerk will contact EALC legal department.</p>	
2021/49	<p><b>Arrangements for Insurance Cover</b>  <b>Proposed:</b> Cllr J Astley      <b>Seconded:</b> Cllr M Staines  <b>RESOLVED:</b> That the Council's arrangements for insurance cover as set out in Appendix 11 be noted.</p>	App 11
2021/50	<p><b>Car Park</b>  <b>Proposed:</b> Cllr T Plumb      <b>Seconded:</b> Cllr N Barnes  <b>RESOLVED:</b> That the order of this item be changed and the proposal be changed as follows:  <b>a)</b> To agree to the purchase of ticket machines and signage (This had been Item one in the Draft Implementation Plan) and to consider and review the Draft Implementation Plan;  <b>b)</b> To consider the Draft Residents 'Season Ticket Scheme.</p> <p>The Council was informed that the Clerk and 2 members of the Traffic Management Committee had met with NEPP representatives to discuss the logistics of implementing the payment scheme in the car park.  Cllr Claydon had suggested a Draft Implementation Plan be drawn up and this comprised 3 sections:  (i) Machines and signage  (ii) Agree Season Ticket Scheme – NEPP has to consider the policy to ensure nothing is contrary to their position</p>	App 12a App 12b

	<p>(iii) Notice to Residents – importance of informing residents and having Full Council support. This should go out slightly before the application process for Season Tickets.</p> <p><b>A discussion took place.</b>  <b>Proposed:</b> Cllr T Plumb                      <b>Seconded:</b> Cllr N Barnes  <b>RESOLVED UNANIMOUSLY:</b> That the Council agree to the purchase of machines and signage at a cost of approximately £7,000 for the ticket machines and £1,000 for signage.          (It was noted that the cost of a letter drop including printing would be in the region of £650.)</p> <p><b>Draft Residents' Season Tickets</b>          Cllr Plumb informed the Council of the criteria on which eligibility had been decided.  <b>Proposed:</b> Cllr T Plumb                      <b>Seconded:</b> Cllr N Barnes  <b>RESOLVED UNANIMOUSLY;</b> That the scheme to introduce a Residents' Season Ticket be approved and that eligibility be reviewed annually.          (Recommended number of Permits = 30          Parking Bays = 85          Eligible properties = 41          Disabled Parking Spaces will be dealt with in accordance with Braintree District Council's Off Street Parking Order administered by NEPP).</p>	
2021/51	<p><b>Correspondence Received</b>  <b>a) Signs preventing Access to a Footpath</b>          The Chairman informed the Council that the signs were legitimate as the area in question was not a public footpath.  <b>b) Request to hold an Eco Fair</b>  <b>Proposed:</b> Cllr J Astley                      <b>Seconded:</b> Cllr G Keig  <b>RESOLVED UNANIMOUSLY:</b> That the request to hold an Eco Fair on the Recreation Ground on Sunday, 12<sup>th</sup> September 2021 to raise funds for the Big Park Project be approved.  <b>c) Request to add a link to Coggeshall Parish Council's website and advertise on the Notice Boards the way in which Parishioners can claim Universal Credit.</b>  <b>UNDER CONSIDERATION</b></p>	App 13
2021/52	<p><b>Big Park Project</b>  <b>Proposed:</b> Cllr I Hagger                      <b>Seconded:</b> Cllr J Claydon  <b>RESOLVED:</b> That the request from the Big Park Project Fund Raising Group for a letter of support from the Council be submitted by the group alongside a grant application to Enover be agreed.          The wording of the letter set out in Appendix 14</p>	App 14
2021/53	<p><b>Environmental Policy: Climate Nature Emergency</b>  <b>AGREED:</b> To change the order of business and discuss this item later on the Agenda.</p>	
<b>Item Order Change</b>	<p><b>Proposed:</b> Cllr J Astley                      <b>Seconded:</b> Cllr T Plumb  <b>AGREED:</b> To discuss Agenda Item 2021/59 next and to move other items up the Agenda for the benefit of the public present.</p>	

2021/59	<p><b>To Consider the following Planning Application</b></p> <p><b>Note:</b> Cllr N Unsworth and Cllr P Thorogood left the Meeting while this item was being discussed.</p> <table border="1" data-bbox="320 331 1283 752"> <tr> <td data-bbox="320 331 596 371"><b>APPLICATION NO:</b></td> <td data-bbox="596 331 1283 371"><b>20/00038/REM</b></td> </tr> <tr> <td data-bbox="320 371 596 674"><b>DESCRIPTION:</b></td> <td data-bbox="596 371 1283 674"><b>Application for approval of Reserved Matters for scale, layout, appearance and landscaping of outline planning consent 17/02246/OUT (modified under 19/02072/VAR) in relation to the erection of 300 dwellings (including 40% affordable), a community building, and associated infrastructure, open space and strategic landscaping.</b></td> </tr> <tr> <td data-bbox="320 674 596 714"><b>LOCATION:</b></td> <td data-bbox="596 674 1283 714">Land North of Colchester Road, Coggeshall, Essex</td> </tr> <tr> <td data-bbox="320 714 596 752"><b>Date for comments</b></td> <td data-bbox="596 714 1283 752">1<sup>st</sup> June 2021</td> </tr> </table> <p><b>It was noted that there is policy in the Neighbourhood Plan for land north of Colchester Road but the Planning Application had been granted. The NP had a clear remit to work with developers in order to obtain the best outcome. A series of 4 meetings had taken place with Bovis where additional points about the environment had been discussed and revised drawings considered. Bovis had taken on board what was said and promoted a Design Guide in their literature.</b></p> <p><b>Proposed:</b> Cllr J Astley                      <b>Seconded:</b> Cllr I Hagger  <b>RESOLVED:</b> That the Council comment to the effect that it is happy to see that the developers support policies set out in the Neighbourhood Plan.</p> <p>Cllr Plumb abstained from the vote.</p>	<b>APPLICATION NO:</b>	<b>20/00038/REM</b>	<b>DESCRIPTION:</b>	<b>Application for approval of Reserved Matters for scale, layout, appearance and landscaping of outline planning consent 17/02246/OUT (modified under 19/02072/VAR) in relation to the erection of 300 dwellings (including 40% affordable), a community building, and associated infrastructure, open space and strategic landscaping.</b>	<b>LOCATION:</b>	Land North of Colchester Road, Coggeshall, Essex	<b>Date for comments</b>	1 <sup>st</sup> June 2021	
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	<p><b>Proposed:</b> Cllr J Astley                      <b>Seconded:</b> Cllr T Plumb  <b>AGREED:</b> That Standing Orders be suspended to allow the meeting to continue beyond 9.30 pm.</p>									
2021/53&54	<p><b>Environmental Policy: Climate Nature Emergency and Market Working Party</b>  THESE ITEMS WERE DISCUSSED LATER IN THE AGENDA – SEE BELOW</p>									
2021/55	<p><b>Skate Ramp Working Party</b></p> <p><b>a)</b> An update was given. A market stall had been erected on Thursday, 13<sup>th</sup> May to promote the Skate Ramp and gather further responses. The number of responses now received was 330 apart from a few which had been sent to the Council Office. Agreed: The Clerk to forward on any responses received to the SRWP.</p> <p><b>b)</b> Any specific points for the Clerk to put on the Agenda must be received a week before the Meeting is to take place.</p> <p><b>c)</b> The Clerk reported that she had received a few emails and letters and 2 forms in connection with the Skate Ramp. Most of the letters expressed concern by residents that the proposed Skate Ramp be not put on the Recreation Ground.</p>									





