



# COGGESHALL PARISH COUNCIL

Village Hall, 25 Stoneham Street, Coggeshall, Essex, CO6 1UH  
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## THE NEXT MEETING OF THE PARISH COUNCIL

Will be held on **TUESDAY, 14 September 2021 at 7.30 PM**  
**at Coggeshall Village Hall**

for the purpose of transacting the business shown in the agenda below  
The public and press are welcome to be present  
Please note that this meeting may be recorded

Clerk  
9 September 2021

## AGENDA

Agenda Number	Item	Appendix Number
2021/179	<b>Those present and apologies for absence</b>	
2021/180	<b>Declarations Of Interests</b>	
2021/181	<b>Minutes of Previous Meeting</b> To approve the Minutes of the Meeting of 10 August 2021.	App 1
2021/182	<b>Public Participation session with respect to Agenda items and other matters of mutual interest.</b> 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.	
2021/183	<b>County Councillor's &amp; District Councillor's Report</b>	
2021/184	<b>Clerk's Report and Correspondence</b> To receive the Clerk's Report and to agree on any actions required on matters arising from the Report. (Nick Unsworth)	App 2
2021/185	<b>Finance</b> <ul style="list-style-type: none"><li>i. To agree Accounts Payable</li><li>ii. To note bank balances</li><li>iii. To note the up-to-date position (year to date) in respect of the budget to year ending 31 March 2022.</li></ul>	App 3i, App 3ii App 3iii
2021/186	<b>Lloyds Bank Deposits</b> – to confirm the RFO's actions on 24 August 2021 in placing £85,000 on overnight deposit until further notice with Lloyds Bank Money Market at an initial interest rate of 0.01%. The deposit will be reviewed on an ongoing basis for alternative / improved interest rates when staff / councillor time permits	App 4

2021/187	<b>Zoom virtual meeting subscription</b> – to agree that the Council's subscription will be cancelled now that virtual meetings are now longer appropriate.	
2021/188	<b>Annual Return 31 March 2021</b> - to note conclusion of the year end Annual Governance & Accountability Return on receipt of external auditor PKF Littlejohn's sign off dated 27 August 2021	<b>App 5</b>
2021/189	<b>2022/2023 Budget</b> To receive a reminder of budget deadlines.	
2021/190	<b>Big Park Project</b> <ul style="list-style-type: none"> <li>• Council to note that the order has been placed with Proludic.</li> <li>• To agree who will attend the contract pre-start meeting with Proludic on 21 September at 11am, on site.</li> </ul>	
2021/191	<b>Stoneham Street Car Park</b> <p>(i) To discuss and agree whether to change the criteria for determining properties that can apply for car park season tickets.</p> <p>(ii) To note that NEPP have advised that the BDC off-street parking order does not give any concessions for motorcycles and as such the owners will have to pay to park in the car park (as stated on the tariff boards in the car park).</p> <p>(iii) To agree to instruct NEPP not to patrol the car park on Saturday 18th September when the doctors surgery are conducting a mass flu vaccination programme for the elderly and vulnerable.</p>	
2021/192	<b>Market Working Party</b> To receive an update on matters relating to the market and agree on any actions to take on matters arising.	
2021/193	<b>Additional Security for CPC Equipment</b> To consider and agree to engage SARALA to improve the CPC IT security as per their quote.	<b>App 6</b>
2021/194	<b>Dates for Future Meetings</b> To discuss and agree the way forward with regard to when to hold Council and Committee meetings, around hall availability.	
2021/195	<b>To consider the following Planning Application and agree that the Neighbourhood Plan Committee will provide a draft response on behalf of the Parish Council:</b> <b>21/02024/FUL - Land At West Street Vineyard, West Street, Coggeshall:</b> Erection of 4 new dwellings together with amenity space and garages plus creation of new access from West Street. Deadline: 23 September 2021	
2021/196	<b>To consider the following Planning Application and agree that the Neighbourhood Plan Committee will provide a draft response on behalf of the Parish Council:</b> <b>21/02584/OUT - 10 Feering Road, Coggeshall:</b> Outline planning permission with all matters reserved apart from access - for the demolition of existing dwelling and construction of 3 new dwellings. Deadline: 21 October 2021	

2021/197	<p><b>To consider the following Planning Application:</b>  <b>21/02235/FUL: Houchin's Farm, Houchins Lane, Coggeshall</b>  Convert and alter existing office building into en-suite rooms (for B&amp;B purposes associated with the Wedding Venue), demolition of existing shed and replacement with new office above and breakfast room below. Deadline extension requested to 16 September 2021.</p>	
2021/198	<p><b>To consider the following Application for a Lawful Development Certificate:</b>  <b>21/02551/ELD: 24 Queen Street, Coggeshall</b>  Conversion of garage and replace garage door with window. Deadline extension requested 10 16 September 2021.</p>	
2021/199	<p><b>To consider the following Planning Application:</b>  <b>21/02483/HH: The Old Mill House, Robinsbridge Road, Coggeshall</b>  Erection of Detached Garage and Log Store  <i><b>For information only:</b> To note an Application for a Certificate of Lawfulness for proposed development at this property -Single storey side extension to provide utility room under application number 21/02562/PLD. No third party comments can be accepted.</i></p>	
2021/200	<p><b>To consider the following Planning Application:</b>  <b>21/02417/FUL: 22 Priors Way, Coggeshall</b>  Retention of the ground floor as a residential dwelling (Use Class C3), previously changed from mixed commercial (Use Class E). Deadline: 23 September 2021.</p>	
2021/201	<p><b>To consider the following Planning Application:</b>  <b>21/02616/TPOCON: Waynes, 49 Queen Street</b>  Application to carry out works to trees in a Conservation Area.</p>	
2021/202	<p><b>To consider the following Planning Application from ECC:</b>  <b>ESS/34/15/BTE/66/01: Rivenhall Airfield, Coggeshall Road, Braintree</b>  Details pursuant to Condition 66</p>	
2021/203	<p><b>To consider the following Planning Application from ECC:</b>  <b>ESS/34/15/BTE/10/1: Rivenhall Airfield, Coggeshall Road, Braintree</b>  Details pursuant to Condition 10</p>	
2021/204	<p><b>To note the Date and Time of the Next Meeting</b></p>	
2021/205	<p><b>Exclusion of the Public and Press</b>  To resolve to exclude the public and press under the Public Bodies (Admission to meetings) Act 1960 from items 2021/206 and 2021/207 to enable the Parish Council to consider confidential legal and staffing issues.</p>	
2021/206	<p><b>Agreement on Council Response</b>  To agree on a response following the determination of a planning application adjacent to the car park.</p>	
2021/207	<p><b>Staffing</b>  To discuss and accept recommendation(s) from the Personnel Committee with regard to staffing.</p>	