



COGGESHALL PARISH COUNCIL

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MINUTES
of the
PARISH COUNCIL MEETING
held on
MONDAY 16 January 2023
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 Ross, Cllr Staines, Cllr Unsworth, Cllr Walsh, Cllr Wilson
County Cllr Thorogood
Philippa Potter, Clerk
Steve Marriott, Responsible Financial Officer (RFO)
5 Members of the Public

Agenda Number	Item	Appendix Number
2022/158	Apologies for Absence None	
2022/159	Declarations Of Interests <ul style="list-style-type: none">Cllr Staines declared a non-pecuniary interest as a member of PAIN and a Director of No Essex Incinerators Ltd.Cllr Claydon declared a non-pecuniary interest as a donator to Parishes Against the Incinerator (PAIN)Cllr Walsh declared a non-pecuniary interest as a donator and former supporter of PAIN.Cllr Brindley declared a non-pecuniary interest as a supporter of PAIN.Cllr Alston declared a non-pecuniary interest as a supporter of PAIN.Cllr Unsworth declared a non-pecuniary interest as a member of PAIN and a Director of No Essex Incinerators Ltd.	
2022/160	Minutes of Previous Meeting It was Proposed Cllr Hagger, Seconded Cllr Claydon, and unanimously Resolved that, subject to a change being made to the wording of the resolution to invoke Standing Order 3x to extend the duration of the meeting, the minutes of the meetings held on 17 October 2022 and 20 December 2022 are a true record, and were signed accordingly.	App 1 App 2
2022/161	Public Forum <ul style="list-style-type: none">A member of the public attended to speak to agenda item 2022/176.1. He explained the background to the application for exterior insulation and solar panels, which has been opposed by Place Services on the grounds of harming the Conservation Area.	

	<p>Councillors took his representation on board to inform their decision on this item later in the meeting.</p> <ul style="list-style-type: none"> • A member of the public asked what the total staff cost will be in the next financial year against the current year, and whether this accounted for the percentage increase to the Precept. The RFO answered that the staff costs for the current year stood at £134,579 at this point, and were budgeted for at £158,048 for the next financial year. It was explained that there are many factors which feed into the proposed increase to the Precept of which staff costs were one, but that the increase to staff costs did not directly correspond to the increase in the Precept. Full and final details of the accounts for the current financial year would be available in the Year End Report later this year. It was also confirmed that the proposed budget for grants in the next financial year was £1,000. • The Council were asked whether they had any further update on the incident where swans were killed near Bridge Street. The Clerk advised that nothing further had been received. 	
2022/162	<p>District and County Councillor Reports</p> <p>County Cllr Thorogood reported on various issues, such as the Integrated Waste Management Facility (IWMF), Essex County Council (ECC) Budget, the Flood Alleviation Scheme and the A12. No further update is available regarding the A120. An update on the start of the Braintree District Council (BDC) Planning Forums was also given.</p> <p>District Cllr Walsh also reported on issues such as the request for a review of the condition of houses provided by housing associations, funding for Coggeshall Surgery, a Business Hub, and discussions around the BDC budget. Other items reported on included problems around the BDC 5 year land supply, residents' parking scheme in Bridge Street, request for a pedestrian crossing in front of coop, and statistics around accidents and fatalities around the junction of the A120/Colne Road.</p>	
2022/163	<p>Clerk's Report</p> <p>The Clerk's Report was received. The Clerk was asked to chase up the District Councillor grant request for a projector, and to ensure that the Tree Survey included work to cut back tree branches from the War Memorial statue.</p>	App 3
2022/164	<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 balances as at 31 December 2022 were noted. The Council's deposits were discussed and it was Proposed Cllr Barry, Seconded Cllr Claydon and unanimously Resolved to move a further £30,000 onto Deposit with Lloyds at 2.7%. iii) The up-to-date position in respect of income and expenditure year to date. 	<p>App 4(ii)</p> <p>App 4(ii) App 4(iii)</p>

2022/165	<p>Precept</p> <p>It was Proposed Cllr Plumb, Seconded Cllr Claydon, and unanimously Resolved to authorise the Chairman and Clerk to sign the precept request addressed to Braintree District Council (BDC). The Chair, Cllr Hagger, thanked the Responsible Financial Officer for his hard work on the budget and precept this year.</p>	App 4(iv)
2022/166	<p>Parish Council Representatives – Rivenhall Site Liaison Committee</p> <p>The Clerk had been advised that there was a potential conflict of interests with regard to the current CPC representatives at the Rivenhall Site Liaison Committee, which was set up to provide information and representation with regard to the Integrated Waste Management Facility (IWMF).</p> <p>This centred on the role of the current representatives, Cllr Staines and Cllr Unsworth, as directors of No Essex Incinerator Ltd, and members of the Parishes Against the Incinerator (PAIN) group. Due to these positions, those members would be likely to have such a significant conflict that separating out the two 'hats' would be very difficult. The current situation makes it difficult for there to be a clear distinction between whether those representatives are speaking/acting as CPC or PAIN. This had raised concerns of perception and transparency.</p> <p>As such, the Clerk - having received advice from the BDC Monitoring Officer - recommended that CPC should ensure that these two roles were separated, and a change made to its representatives to eliminate this conflict. It was also made clear that CPC could continue to benefit from Cllr Unsworth's depth of knowledge of this issue and receive information and assistance when putting together representations for relevant consultations and planning applications.</p> <p>Cllr Staines and Cllr Unsworth set out their reasons for CPC to keep them as representatives. This was mainly due to their extensive knowledge of the issues surrounding the IWMF, and that the views of PAIN and CPC are in alignment, as they represent the stated position of CPC in opposition to the facility. Both Councillors assured CPC that they are there as Parish Council representatives and not as PAIN.</p> <p>However, there was concern that items and views are being put forward which may not align with CPC's views, especially where presentations are being given to the Committee without being passed through a CPC meeting for agreement beforehand. A recent example was a presentation on air quality monitoring, a subject which would not necessarily be out of alignment with CPC's views, but equally was not taken through CPC for agreement. This subject is being championed by PAIN and therefore illustrates an example of where it is not clear which 'hat' is being worn by the representatives on the Committee.</p> <p>Clarification was sought as to whether PAIN was able to be represented on the Committee in their own right.</p>	

	<p>It was confirmed that as PAIN was not in existence when the terms of reference and invitation list were drawn up, they are not currently represented. County Cllr Thorogood, as Chair of the Committee confirmed that he was investigating whether this would be possible. If so, Cllr Staines and Cllr Unsworth could continue to sit on the Committee as PAIN, with CPC sending other representatives to create the distinction between the two.</p> <p>The RFO reminded Council that the issue under discussion is about transparency and the public perception of exactly which role the representatives are undertaking on the Committee and that as such, the roles of CPC and PAIN need to be separated.</p> <p>Following further discussion, it was put forward that a middle way could be found. The suggestion was made to leave the situation as it stands for the time being, over the next Committee meeting in March, and CPC to then look at this again after the Parish Council elections in May.</p> <p>Following further discussion, it was Proposed Cllr Heaton, Seconded Cllr Walsh that Cllr Staines and Cllr Unsworth be removed as CPC representatives. The outcome of the vote was at 3 for, 6 against, with 3 abstentions and therefore, the Proposal was defeated. It is further noted that this resolution went against the advice of both the Clerk and the RFO.</p>	
2022/167	<p>S106 Monies – Expiring 28 February 2023</p> <p>It was Proposed Cllr Plumb, Seconded Cllr Staines, to agree to the Clerk negotiating a suitable way for the Parish Council to make use of an amount of £1280.08, from a S106 payment, in accordance with the Braintree District Council (BDC) Open Spaces Action Plan, before its expiry at the end of February.</p>	
2022/168	<p>Millennium Garden Benches – Repairs</p> <p>It was Proposed Cllr Hagger, Seconded Cllr Plumb, to accept a quote for the repair and repainting of the most seriously damaged bench in the Millennium Garden for £760.</p>	App 5
2022/169	<p>Coggeshall Carnival – Hire of Recreation Ground</p> <p>It was Proposed Cllr Staines, Seconded Cllr Alston and Resolved To approve an application from the Coggeshall Carnival Committee to hire the Recreation Ground on 15 July 2023, and for the Open Spaces Committee to take the lead on agreeing the details of the arrangements with the Carnival Committee.</p>	Apps 6(i), (ii)
2022/170	<p>Coggeshall Carnival – Grant Application</p> <p>The application from the Carnival Committee was discussed against the backdrop of the amount available for grant applications. Other grant funding is being applied for and businesses are being approached for potential sponsorship. It was therefore Proposed Cllr Barry, Seconded Cllr Claydon and Resolved, with one abstention, to make an initial grant of £300.</p>	Apps 7(i), (ii), (iii)

2022/171	<p>Hire of Recreation Ground – Review of Application Form, Terms and Conditions and Charging</p> <p>Following discussion, it was Proposed Cllr Claydon, Seconded Cllr Alston for the relevant Committees to review the application process and possible charges for the hire of the Recreation Ground for both community events/groups and businesses.</p>	App 8
2022/172	<p>Open Spaces Action Plan Update – 2023</p> <ul style="list-style-type: none"> • Following review, it was Proposed Cllr Hagger, Seconded Cllr Plumb and unanimously Resolved to submit the changes to the BDC Open Spaces Action Plan outlined in Appendix 9(ii). • Following discussion, it was Proposed Cllr Staines, Seconded Cllr Claydon and unanimously Resolved not to include an entry for the Earls Colne Tennis Club under Coggeshall Parish Council, on the basis that this has been covered by Earls Colne Parish Council. <i>During this item, it was Proposed Cllr Claydon, Seconded Cllr Hagger and unanimously Resolved to continue the meeting after two hours' duration, as provided under Standing Order 3x.</i> 	Apps 9 (i), (ii)
2022/173	<p>Annual Parish Assembly – Date and Format</p> <ul style="list-style-type: none"> • It was Proposed Cllr Hagger, Seconded Cllr Plumb and unanimously Resolved to agree the date for the 2023 Parish Assembly as being Monday 13 March 2023. • It was Proposed Cllr Hagger, Seconded Cllr Plumb and unanimously Resolved that the meeting would include a public consultation for the refurbishment of Fabians Play Area, and the idea for solar panels to be looked at for the Village Hall. 	
2022/174	<p>Parish Councillor Contact Information</p> <p>Councillors discussed and agreed the following:</p> <ul style="list-style-type: none"> • It was Proposed Cllr Ross, Seconded Cllr Barry, and unanimously Resolved for a confidential internal CPC contact list of Councillor's email addresses and phone numbers to be held by all Councillors. • It was Proposed Cllr Staines, Seconded Cllr Plumb that the format of the CPC contact page in the Coggeshall News Magazine, will contain Councillors' names, and eventually photos, and will give the central CPC office email address and phone numbers. • It was Proposed Cllr Ross, Seconded Cllr Barry and Resolved with one abstention not to set up a WhatsApp group between CPC Councillors and the Clerk at this time. 	
2022/175	<p>Village Hall Committee Membership</p> <p>It was Proposed Cllr Barry, Seconded Cllr Wilson and unanimously Resolved to add Cllr Barry and Cllr Wilson to the Village Hall Committee, in order to arrange a meeting to progress matters around the Village Hall.</p>	
2022/176	<p>Planning Applications - to agree a response to the following:</p>	
176.1	<ul style="list-style-type: none"> • 22/03131/HH 66 West Street Coggeshall: Addition of 6 No. solar panels to south facing roof. Addition of solid wall insulation to front upper half of south facing elevation: Following discussion, it was Proposed Cllr Barry, Seconded Cllr Ross and unanimously Resolved, with one abstention, to support this application. 	

176.2	<ul style="list-style-type: none"> • 22/03385/HH and 22/03295/LBC 43 East Street Coggeshall Insertion of 5 No. rooflights to rear elevation, rooflight to first floor and replacement window to rear elevation etc: It was Proposed Cllr Heaton, Seconded Cllr Alston and unanimously Resolved to make no comment and no objection to this application. 	
176.3	<ul style="list-style-type: none"> • 22/02882/LBC 29 East Street Coggeshall Replacement of front and rear doors. It was Proposed Cllr Alston, Seconded Cllr Staines and unanimously Resolved to make no comment and no objection to this application. 	
176.4	<ul style="list-style-type: none"> • 22/03476/HH 12 Pointwell Lane Coggeshall Loft conversion with rear dormer roof extension. It was Proposed Cllr Wilson, Seconded Cllr Alston and unanimously Resolved, with one abstention, to make no comment and no objection to this application. 	
2022/177	<p>Date of the Next Meeting The next meeting date is scheduled for 20 February 2023.</p>	
2022/178	<p>Exclusion of the Public and Press It was Proposed Cllr Hagger, Seconded Cllr Claydon and unanimously Resolved to exclude the public and press under the Public Bodies (Admission to Meetings) Act 1960 from item 2022/179 to enable the Parish Council to consider a confidential legal issue.</p>	
2022/179	<p>Boundary Issue This issue was summarised for all Councillors and it was agreed for the Clerk to go through the remaining correspondence with the solicitor to find the current position. A reply is also still awaited from the solicitor for guidance as to how to proceed. The issue would be returned to the next available meeting following receipt.</p>	

Signed

Chair

Date