



# COGGESHALL PARISH COUNCIL

Village Hall, Stoneham Street, Coggeshall, Essex, CO6 1UH

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## MINUTES of the PARISH COUNCIL MEETING

held on

**MONDAY 20 MARCH 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  
Parish Clerk, Philippa Potter  
3 members of the public

		Appendix Number
2022/214	<b>Apologies for Absence</b> Apologies were received and accepted from Cllr Staines, Cllr Walsh and Cllr Wilson.	
2022/215	<b>Declarations Of Interests</b> <ul style="list-style-type: none"><li>Cllr Heaton declared a non-pecuniary interest in item 229.3, due to knowing the agent for the planning application.</li><li>Cllr Brindley declared a non-pecuniary interest in item 229.3, due to knowing the agent for the planning application.</li></ul>	
2022/216	<b>Minutes of Previous Meeting</b> <ul style="list-style-type: none"><li>It was Proposed Cllr Hagger, Seconded Cllr Alston and unanimously Resolved to approve the minutes of the meeting held on 7 March 2023 as a true record, and they were signed accordingly.</li><li>It was Proposed Cllr Hagger, Seconded Cllr Claydon and unanimously Resolved to provisionally approve the minutes of the Annual Parish Assembly held on 13 March 2023, subject to the addition of the information that Cllr Brindley met with the Environment Agency as a member of CRAQ, not as a Parish Councillor. These minutes will be officially approved at the 2024 Annual Parish Assembly.</li></ul>	App 1 App 2
2022/217	<b>Public Forum</b> A member of the public thanked the Chair and the Clerk for the refreshments at the Parish Assembly. They also thanked the Council for producing the Coggeshall News Magazine, which they felt would be extremely useful, especially for those who are not on social media. There was also a query about the Parish Council's policy regarding the magazine's advertising.	
2022/218	<b>District and County Councillor Reports</b> County Cllr Thorogood sent a written report as he was unable to attend due to a meeting at Braintree District Council. This was circulated.	
2022/219	<b>Clerk's Report</b> The Clerk's Report was received.	App 3

<b>2022/220</b>	<b>Finance</b> i) The Bank Balances as at 28 February were noted. ii) It was Proposed Cllr Plumb, Seconded Cllr Claydon, and unanimously Resolved to approve the Accounts Payable.	App 4(i) App 4(ii)
<b>2022/221</b>	<b>Income &amp; Expenditure Budget year ending 31 March 2023</b> i) Council received an update and projection from the RFO as at 14 March 2023. ii) It was Proposed Cllr Claydon, Seconded Cllr Plumb, and unanimously Resolved to approve the transfer of the unspent Budget of £11,030 in relation to Tree Maintenance, to the existing Earmarked Reserve (to meet expenditure in the next financial year).	App 5
<b>2022/222</b>	<b>To approve the 2022-2023 Risk Assessment</b> It was Proposed Cllr Alston, Seconded Cllr Claydon, and unanimously Resolved to give final approval to the above document, having included the amendment discussed at the 20 February 2023 Full Council meeting.	App 6
<b>2022/223</b>	<b>BDC Street Scene Partnership Agreement 2023</b> It was Proposed Cllr Claydon, Seconded Cllr Plumb and unanimously Resolved to agree to sign the above agreement for 2023/24. The income from this agreement has remained the same as was received in 2022/23, at £3,111.19.	App 7
<b>2022/224</b>	<b>Village Hall – Urgent Repair of Ridge Tiles</b> It was Proposed Cllr Plumb, Seconded Cllr Claydon and unanimously Resolved to agree to the repair of the ridge tiles at the Village Hall after storm damage, together with the payment of an emergency call out charge to make the roof safe. Total cost £550, from Bespoke Sashes Ltd.	App 8
<b>2022/225</b>	<b>Village Hall – Repair of Damage to Building</b> It was Proposed Cllr Claydon, Seconded Cllr Plumb and unanimously Resolved to agree to the urgent repair of the damaged brickwork at the front of the building, at a cost of £450.00 quoted by Bespoke Sashes Ltd. This work will be carried out at the same time as the roof work in Item 2022/224 above.	App 8
<b>2022/226</b>	<b>Coggeshall Summer Festival</b> It was Proposed Cllr Barry, Seconded Cllr Ross and unanimously Resolved to approve an application to hold the Summer Festival at the Recreation Ground on 10 June 2023.	App 9
<b>2022/227</b>	<b>Coggeshall Carnival</b> This item was deferred, as details had not been received at the time of the meeting.	
<b>2022/228</b>	<b>Coggeshall Street Scene</b> This item was deferred, as the mover of the motion was not in attendance at this meeting.	
<b>2022/229</b>	<b>To agree a response to the following planning applications:</b>	<b>Deadline</b>
<b>229.1</b>	<b>23/00386/HH   25 Kings Acre Coggeshall</b> Side bay window: It was Proposed Cllr Barry, Seconded Cllr Alston to make no comment and no objection to this application.	23 March
<b>229.2</b>	<b>23/00013/HH   New Mill House 55 Robinsbridge Road Coggeshall</b> Erection of front porch. Erection of garage outbuilding, to include habitable accommodation to first floor: It was Proposed Cllr Alston, Seconded Cllr Brindley and unanimously Resolved to object on the grounds of concurring with the holding objection from the Environment Agency, regarding the flood risks associated at that location.	23 March

<b>229.3</b>	<b>23/00307/HH   39 Queen Street Coggeshall</b> Infill of existing porch: It was Proposed Cllr Claydon, Seconded Cllr Alston and unanimously Resolved to make no comment and no objection to this application.	28 March
<b>229.4</b>	<b>23/00561/HH   9 Market Hill Coggeshall</b> Repair of existing windows to front elevation and replacement of windows to rear elevation. Addition of french doors to rear. Erection of internal timber stud partitions and new detached garden room: It was Proposed Cllr Plumb, Seconded Cllr Claydon and unanimously Resolved to defer a decision on the Parish Council's representation for this application until the response is received from Place Services, with regard to heritage aspects. The Clerk will circulate this on receipt and ascertain the agreed response under the delegated powers process.	6 April
<b>229.5</b>	<b>23/00343/TPOCON   40 Church Street Coggeshall</b> Notice of intent to carry out works to trees in a Conservation Area - Reduce Silver Birch by 2 metres. It was proposed Cllr Barry, Seconded Cllr Claydon and unanimously Resolved to make no comment and no objection to this application.	30 March
<b>2022/230</b>	<b>Date of the Next Meeting</b> The next meeting date is scheduled for 17 April 2023.	
<b>2022/231</b>	<b>Exclusion of the Public and Press</b> 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 items 2022/232 and 2022/233 to enable the Parish Council to consider confidential staffing and legal issues.	
<b>2022/232</b>	<b>Recruitment</b> The recommendations from the Staffing Committee with regard to recruitment and training were received, and recruitment will proceed.	App 10
<b>2022/233</b>	<b>Boundary Issue</b> It was Proposed Cllr Barry, Seconded Cllr Alston and unanimously Resolved that due to lack of communication from the Parish Council's current solicitors, to agree to the Clerk making enquiries to move an ongoing case to another firm of solicitors to bring this to a conclusion.	App 11

Signed .....

Chair

Date.....