



COGGESHALL PARISH COUNCIL

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

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MINUTES OF THE PARISH COUNCIL

held on

MONDAY 15 MAY 2023

at 7.30pm

at Coggeshall Village Hall, Keys Room

Present: Cllr Hagger (Chair), Cllr Alston, Cllr Barry, Cllr Badger, Cllr Brindley, Cllr Bugg, Cllr Claydon, Cllr Dawson, Cllr Heaton, Cllr Ross, Cllr Staines, Cllr Walsh, Cllr Wilson
Philippa Potter – Parish Clerk, Steve Marriott - Responsible Financial Officer
County Cllr Thorogood,
6 members of the public

Prior to the start of the meeting, all Councillors signed the Declaration of Acceptance of Office and take their seats. The Declarations were signed as received by the Clerk.

2023/01	Election of Chair It was Proposed Cllr Plumb, Seconded Cllr Walsh, and unanimously Resolved to elect Cllr Hagger as Chair of the Parish Council for the 2023/24 civic year. The Declaration of Acceptance of Office as Chair was signed. This was signed as received by the Clerk.	
2023/02	Election of Vice-Chair It was Proposed Cllr Claydon, Seconded Cllr Alston and unanimously Resolved to elect Cllr Plumb as Vice-Chair of the Parish Council for the 2023/24 civic year.	
2023/03	Apologies for Absence None	
2023/04	Chair's Welcome Cllr Hagger welcomed new and returning members.	
2023/05	Declarations Of Interests <ul style="list-style-type: none">• Cllr Heaton declared a non-pecuniary interest in item 2023/30.2 as the applicant is a friend.• Cllr Heaton declared a non-pecuniary interest, as he will be putting himself forward for the Village Hall Committee, and his wife is a regular hirer of the hall.• Cllr Brindley declared a non-pecuniary interest in item 2023/30.2 as the applicant is a friend.	
2023/06	Minutes of Previous Meeting It was Proposed Cllr Hagger, Seconded Cllr Claydon, and Resolved, with one abstention, that the minutes of the meeting held on 17 April 2023 are a true record and were signed accordingly.	App 1
2023/07	General Power of Competence It was Proposed Cllr Hagger, Seconded Cllr Claydon, and	App 2

	<p>unanimously Resolved that the Parish Council meets the criteria for eligibility to use the General Power of Competence as follows:</p> <ul style="list-style-type: none"> • Elected Councillors: At least two-thirds of Councillors are elected. All 14 seats were elected at the last ordinary election held on 4 May 2023. • A Qualified Clerk: The Clerk holds the CiLCA qualification (including the GPC Section 7 in isolation). 	
2023/08	<p>Public Forum</p> <ul style="list-style-type: none"> • Members of the WI attended to report that they are arranging a Community Speedwatch group, and are currently liaising with the police to register. Cllr Staines, who has taken on this area on behalf of CPC will liaise with the group. • A member of the public spoke about speeding issues and the potential for 20mph limits across Coggeshall. County Cllr Thorogood explained about the proposals which were put in to the Local Highways Panel for these in various areas, which have not been successful. Cllr Barry reported that parish councils across Essex have been lobbying Essex County Council over the last year to implement 20mph zones as standard, across towns and villages. ECC so far have not responded • A member of the public asked how to obtain a copy of the Traffic Impact Assessment or other reports pertinent to the Bovis and Dutch Nurseries developments. The Clerk advised that they will be on the BDC website under each planning application. • Another member of the public asked questions relating to the Accounts Payable for May. 	6 MOPS
2023/09	<p>District and County Councillor Reports</p> <p>County Cllr Paul Thorogood attended and gave a report, which is summarised as follows:</p> <ul style="list-style-type: none"> • Bradwell Quarry Liaison meeting – the next one will be held on 24 May. It is anticipated that a planning application for the quarry and the flood alleviation scheme may be advised. • Rivenhall Incinerator: The developer, Indaver, are progressing with ground works for the incinerator, which is anticipated to be operational by the 2nd quarter of 2026. • Planning application is about to be received with regard to alterations to conditions and for the installation of greenhouses to grow tomatoes for the UK market. They are aiming to grow around 7-8% of UK's need for tomatoes, employing around 500 people. Cllr Thorogood has doubts about this proposal, including the impact on traffic of 500 extra workers, the use and emission of CO2 and concern that water falling onto the greenhouse roofs being reclaimed to water the tomatoes will be polluted with emissions from the IWMF. <p>District Cllr Walsh gave a report, summarised as follows:</p> <ul style="list-style-type: none"> • Cllr Walsh confirmed that £150,000 will be spent on Coggeshall surgery for capital expenditure, arising from the \$106 monies due from the Colchester Road development. • Cllrs Abram and Walsh met with the voluntary group Community 360, and have secured a Community Advice Service which will visit Coggeshall library, from 10am – 12 noon each Thursday, to signpost residents towards services such as benefits, grants, council services, etc • Concern has been raised about the number of lorries going through Coggeshall and nearby villages, relating to the quarry and IWMF sites. Signs have been asked for to go up along the A120 to direct them away from the villages. 	

	<ul style="list-style-type: none"> • Cllr Walsh is working on pursuing a pedestrian crossing outside the Co-op on East Street, and he thanked Cllr Thorogood for his help on this. The Local Highways Panel are still looking at putting in dropped kerbs outside the Recreation Ground and the Co-op, which will provide some crossing assistance, but Cllr Walsh, and others, are looking at the criteria which ECC have said the crossing does not fit. • Cllr Walsh agreed that pressure needs to continue on ECC to push 20mph zones in towns and villages, and Coggeshall in particular, and the criteria for this also needs to be reviewed. 	
2023/10	<p>Clerk's Report The Clerk's Report was received. Council were made aware that a recent decision made regarding a former CPC Councillor had been published on the BDC website.</p>	App 3
2023/11	<p>Finance</p> <ul style="list-style-type: none"> i) The Bank Balances as at 30 April 2023 were noted. ii) It was Proposed Cllr Claydon, Seconded Cllr Ross, and unanimously Resolved to agree the Accounts Payable. 	App 4(i) App 4(ii)
2023/12	<p>Finance A preliminary report from the RFO on the out-turn for the Financial ended 31 March 2023 was given, prior to the internal audit on 16 May 2023.</p>	App 5
2023/13	<p>Bad Debts It was Proposed Cllr Claydon, Seconded Cllr Bugg, and unanimously Resolved to agree to write-off the following debts from the Market:</p> <ul style="list-style-type: none"> • £12 — from August 2022 • £10 — from June 2022 	
2023/14	<p>Removal of Bank Signatory It was Proposed Cllr Hagger, Seconded Cllr Plumb, and unanimously Resolved to remove former Councillor, Nick Unsworth, as a bank signatory on the Unity Trust bank account.</p>	
2023/15	<p>CPC Code of Conduct It was Proposed Cllr Claydon, Seconded Cllr Badger, and unanimously Resolved to adopt the Code of Conduct as circulated as Appendix 6, which follows the NALC model document, with corrections being made to Appendix B – the removal of reference to Cabinet Members.</p>	App 6
2023/16	<p>Review of CPC Scheme of Delegation Following review, and subject to the correction to the name of the Climate Crisis Working Party, it was Proposed Cllr Claydon, Seconded Cllr Alston and unanimously Resolved to agree the CPC Scheme of Delegation.</p>	App 7
2023/17	<p>Review of CPC Planning Scheme of Delegation Following review, it was Proposed Cllr Staines, Seconded Cllr Alston and unanimously Resolved to agree the CPC Planning Scheme of Delegation.</p>	App 8
2023/18	<p>Election of Chair of Finance Committee It was Proposed Cllr Claydon, Seconded Cllr Wilson, and unanimously Resolved to elect Cllr Plumb as the Chair of the Finance Committee for the 2023/24 civic year.</p>	
2023/19	<p>Committee Terms of Reference Following review, it was Proposed Cllr Claydon, Seconded Cllr Alston, and unanimously Resolved to agree the Committee Terms of Reference for the following Committees:</p> <ul style="list-style-type: none"> • Finance Committee • Planning Committee • Open Spaces Committee • Personnel Committee 	Apps 9(i)-(vi)

	<ul style="list-style-type: none"> • Village Hall Committee 	
2023/20	<p>Committee Membership</p> <p>It was Proposed Cllr Hagger, Seconded Cllr Alston and unanimously Resolved to agree Committee membership for the 2023/24 civic year, for the following:</p> <ul style="list-style-type: none"> • Finance Committee • Planning Committee • Open Spaces Committee • Staffing Committee • Village Hall Committee <p>Details will be appended to the minutes.</p>	
2023/21	<p>Representatives on External Bodies and Lead Councillor Roles</p> <p>It was Proposed Cllr Hagger, Seconded Cllr Claydon and unanimously Resolved to appoint nominated Councillors to be representatives on external bodies and as Lead Councillors for certain issues for the 2023/24 civic year. Details will be appended to the minutes.</p>	App 10
2023/22	<p>Request For District Councillor Grant Assistance</p> <p>It was Proposed Cllr Barry, Seconded Cllr Ross and unanimously Resolved to agree to request assistance from the District Councillor Community Grants Scheme for the following projects:</p> <ul style="list-style-type: none"> • <u>Energy Audit Report for the Village Hall</u>: to enable a project to commence to improve its energy efficiency and to potentially progress to solar panels and/or other 'greener' energy system. Approximate cost: £500. • <u>Information Board</u>: to provide an information board at Coggeshall Abbey. Approximate cost: £856. 	
2022/23	<p>Boiler Maintenance Agreement – Lindsey Heating</p> <p>It was Proposed Cllr Alston, Seconded Cllr Wilson and unanimously Resolved to agree to sign with Lindsey Heating for a planned preventative maintenance contract, at the cost of £331.59.</p>	App 11
2023/24	<p>Purchase of a Vegetation Shredder for Grounds Work</p> <p>Further to a review of quotes received, it was Proposed Cllr Alston, Seconded Cllr Barry and unanimously Resolved to purchase a vegetation shredder for CPC's grounds work from Ernest Doe, at a cost of £957 (ex VAT). Chippings will then be composted at the Hamlet Allotments.</p>	App 12
2023/25	<p>CPC Website Overhaul</p> <p>Further to a review of quotes received, it was Proposed Cllr Wilson, Seconded Cllr Ross and Resolved with two abstentions, to appoint Chilligraphics to overhaul of the Parish Council website, at a cost of £1,850.</p>	App 13
2023/26	<p>Fire Resistant Storage for CPC Records</p> <p>Further to a review of the quotes obtained, it was Proposed Cllr Claydon, Seconded Cllr Barry and unanimously Resolved to purchase a fire-resistant filing cabinet for historic and legal CPC records, from Viking Direct at the cost of £954.</p>	App 14
2023/27	<p>The Chapel</p> <p>Following discussion, and the works being urgently required, it was Proposed Cllr Claydon, Seconded Cllr Ross and unanimously Resolved to commission the installation of roof/tile guards to the Chapel building to catch any falling tiles at the following cost:</p> <ul style="list-style-type: none"> • Bespoke Sashes Ltd - £1,450 • Roof guards – approximately £40 (Ridgeons) 	App 15

2023/28	Coggeshall Carnival – Request for Suspension of Car Park Charges It was Proposed Cllr Walsh, Seconded Cllr Barry and unanimously Resolved to agree that the charges be suspended at Stoneham Street Car Park on Saturday 15 July, to assist with those attending for the Carnival.	
2023/29	Staff and Councillor Training It was Proposed Cllr Hagger, Seconded Cllr Alston and unanimously Resolved to endorse the Staffing Committee's recommendation to book Staff and Councillor Training as per Appendix 16. <i>At this point, it was Proposed Cllr Heaton, Seconded Cllr Hagger and unanimously Resolved to suspend Standing Order 3x to extend the meeting by a further 30 minutes.</i>	App 16
2022/30	Response to the following planning applications were agreed:	Deadline
30.1	23/00941/HH 23 St Peters Road Coggeshall Part single and part two storey rear extension: It was Proposed Cllr Claydon, Seconded Cllr Walsh and unanimously Resolved to make no comment and no objection to this application.	16 May
30.2	23/01037/LBC 77 Church Street Coggeshall Refurbishment of lean-to conservatory: It was Proposed Cllr Claydon, Seconded Cllr Alston and Resolved, with two abstentions, to make no comment and no objection to this application.	23 May
30.3	23/01033/HH Mulberry House 12 Grange Hill Coggeshall Single storey front extension, conversion of garages to habitable accommodation and alterations to roof pitch. Solar panels to rear roof pitch and alterations to fenestrations: It was Proposed Cllr Barry, Seconded Cllr Alston and Resolved, with one abstention, to make no comment and no objection to this application.	30 May
30.4	23/00740/HH 4 Riverside Maltings Bridge Street Coggeshall Proposed first floor window: It was Proposed Cllr Alston, Seconded Cllr Claydon and unanimously Resolved to make no comment and no objection to this application.	30 May
30.5	23/01000/HH 21 Colchester Road Coggeshall Two storey rear extension: It was Proposed Cllr Alston, Seconded Cllr Barry and Resolved, with one abstention, to make no comment and no objection to this application.	6 June
30.6	23/01096/TPOCON 7 Queen Street Coggeshall Notice of intent to carry out works to trees in a Conservation Area: Remove Leylandii Hedge: It was Proposed Cllr Alston, Seconded Cllr Badger, and unanimously Resolved to make no comment and no objection to this application.	30 May
2023/31	Date of the Next Meeting The next Parish Council meeting is scheduled for 19 June 2023.	
2023/32	Exclusion of the Public and Press It was Resolved Cllr Hagger, Seconded Cllr Plumb and unanimously Resolved to exclude the public and press under the Public Bodies (Admission to Meetings) Act 1960 from item 2023/33 to enable the Parish Council to consider a confidential legal issue.	
2023/33	Boundary Issue It was Proposed Cllr Hagger, Seconded Cllr Heaton, and unanimously Resolved to sign off an agreement with regard to the restoration of a boundary line.	

Signed by the Chair Date