



COGGESHALL PARISH COUNCIL

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

01376 562346 | 07534 332042 | clerk@coggeshall-pc.gov.uk

VAT: 200 989 313

MINUTES OF THE PARISH COUNCIL MEETING

held on

MONDAY 16 OCTOBER 2023

at 7.30pm

at Coggeshall Village Hall, Keys Room

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

2023/114	Apologies for Absence Apologies were received and accepted from Cllr Barry and Cllr Ross.	
2023/115	Declarations Of Interests <ul style="list-style-type: none">Cllr Plumb declared a pecuniary interest in Item 2023/132, at number 5 on Appendix 11, as the owner of a neighbouring property, and did not take part in the discussion or the vote.Cllr Claydon declared a non-pecuniary interest in Item 2023/124, as he is related to a member of the Coggeshall Christmas group, and left the room during the discussion and vote.Cllr Brindley declared a non-pecuniary interest in Item 2023/124, as she will be hosting an information stall at the Coggeshall Christmas event.Cllr Staines declared a non-pecuniary interest in item 2023/117 as a Director of PAIN, and as a Member of Braintree District Council (BDC).	
2023/116	Minutes of Previous Meeting It was Proposed Cllr Claydon, Seconded Cllr Hagger, and unanimously Resolved that the minutes of the meeting held on 18 September 2023 are a true record and were signed accordingly.	App 1
2023/117	Presentation: Rivenhall Greenhouse Proposals A presentation was given to Council by Ed Moorhouse of Oasthouse Ventures Ltd on the proposals to develop a series of low-carbon greenhouses on the former Rivenhall Airfield/Bradwell Quarry. These would use heat from the Indaver incinerator to provide around 8% of the UK demand for tomatoes along with around 400 permanent jobs. The application is expected to be submitted towards the end of this year. Heat from the Indaver incinerator going to waste – will be able to use this heat for the greenhouses to provide large numbers of tomatoes to the UK market. Use land from the Quarry. 40hec 28,000 tonnes of tomatoes – 8% of UK demand, with around 400 permanent jobs.	

	<p>Councillors asked questions after the presentation, for which the answers are summarised as follows:</p> <ul style="list-style-type: none"> • The crop is grown all year round, 7 days a week, with a summer and winter crop. • At the height of harvesting, the site will produce around 2.5 lorry movements a day, which will enter and exit the site from the A120. • Crop will be grown in glasshouses, using water captured from the site from rainwater and inside the glasshouses via plant transpiration. There will also be permission to abstract water from the River Blackwater, along with lagoons create on site. The company are talking to the Environment Agency as to how this could assist with flood alleviation. • When lights used in the glasshouses over winter, blackout screens alleviate light pollution by preventing light egress and enabling insulation for keeping in heat. • The operation will work with minimal noise as the vast majority of work is undertaken inside the glasshouses. HGV movements would be additional to this. • There would be around 420 employees, mainly on shift work. The company look to recruit from around a 12 mile radius and would put on buses to bring employees to and from the site from major towns. A creche would also be created on site for childcare. • Landscaping will be inherited from the quarry, along with the biodiversity plan, which they will replicate and enhance. Visual impact will be heavily mitigated with the glasshouses being lower in the ground. Public rights of way (PROW) will be protected and lengthened, although some diversion may be necessary. 	
<p>2023/118</p>	<p>Public Forum</p> <p>A member of the public asked for an update on the following issues, which the Clerk answered as follows;</p> <ul style="list-style-type: none"> • Website refresh: this is being worked on, as most of the pages need to be updated and/or re-written, along with a number of new pages which are being put together prior to the refresh being launched. It is likely that this will not be ready until the early part of 2024. • The noticeboard at Market Hill is in the process of renovation and will be re-mounted on the wall of 1 Market Hill in the very near future. • Parish Council logo on the van: this will be arranged in due course. • Coggeshall Christmas: the issue regarding the withdrawal of sponsorship money from a local developer was explained. • Grant Policy: the old version which is still showing on the CPC website will be removed, and the new one added. 	
<p>2023/119</p>	<p>County and District Councillor's Reports</p> <p>Reports were given as follows:</p> <p>District Cllr Walsh gave his report, which is summarised as follows:</p> <ul style="list-style-type: none"> • BDC are introducing the green waste bin charge from April 2024. The charge will be £55 for 2024/25 (discount offered for early sign up of £27.50), potentially rising by approximately £5 per annum. Concerns raised regarding charging residents in the climate of a cost of living crisis, along with those around a potential increase in fly-tipping of that waste, disposal in the normal household waste bins, or burning. • A120 – funding for improvements/new route are uncertain as this has been deferred to a future round of government funding. • A long period of overnight closures of the A120 is about to start to improve surfacing. This will create long diversion routes and 	

	<p>comes at a time of ongoing disruption on the A12. Concern around traffic taking short-cuts through the villages has been raised.</p> <ul style="list-style-type: none"> • The outcome of the non-statutory consultation by National Grid on a new line of pylons is currently awaited, which attracted opposition from the community and all local Parish Councils, with concerns being raised from District Councils on various points local to them. • Both Cllr Walsh and Cllr Abram are in regular and ongoing contact with Bovis, regarding the development at Colchester Road, in terms of start and finish times, dust, noise and drainage issues which are causing problems for residents. • Gigaclear installation: Cllr Walsh has contacted them on at least ten occasions to complain on behalf of residents, with regard to dust and concrete which had left some areas of Coggeshall in quite a bad state. Cllr Walsh is now in contact with the CEO of Gigaclear and is hoping for some remedial work to be undertaken. • Both Cllr Walsh and Cllr Abram took a trip around the parishes in their Ward with the Chief Executive of BDC to show him some of the challenges and issues in each area. <p>District Cllr Abram reported that he is continuing to work on holding developers to account with regard to ensuring that landscaping is delivered as required and maintained correctly into the future.</p> <p>County Cllr Thorogood reported as follows:</p> <ul style="list-style-type: none"> • Rivenhall Incinerator: At the recent Liaison Committee it was confirmed that Essex County Council is in negotiation with Indaver for rubbish to be sent there from a wider area across the county and from other counties. This is ahead of the public consultations on the Waste Strategy. • A planning application is due to be submitted from the Rivenhall Incinerator developers regarding the bailey bridge over the River Blackwater on the private access road to the IWMF and Quarry. • Cllr Thorogood distributed a consultation leaflet to residents along Stoneham Street about some proposals which have come from ECC for changes to the current parking pattern, to assist with traffic visibility. Around 55 leaflets have been distributed, with some positive reaction having been received so far. 	
2023/120	<p>Clerk's Report The Clerk's Report was received.</p>	App 2
2023/121	<p>Finance</p> <ol style="list-style-type: none"> The bank reconciliations and balances as at 30 September 2023 were received and noted. It was Proposed Cllr Claydon, Seconded Cllr Plumb and unanimously Resolved to pay the accounts as presented. An update was received from the RFO on income and expenditure as at 30 September 2023, 6 months into the current financial year. 	Apps 3(i) 3(ii) 3(iii)
2023/122	<p>Utilities – Gas and Electricity supplies Following discussion, it was Proposed Cllr Claydon, Seconded Cllr Walsh, and unanimously Resolved to agree to the principle of looking to extend the current fixed contracts on gas and electricity supplies now, for new terms starting 1 October 2024, as proposed by Utility Aid. The RFO will request quotes as close to the next CPC meeting on 6 November as possible, to enable an informed decision to be made within the timescale.</p>	App 4

2023/123	<p>Parish Council Insurance Renewal</p> <p>It was Proposed Cllr Claydon, Seconded Cllr Plumb, and unanimously Resolved to agree the renewal of the Parish Council Insurance policy, which is now on year 2 of a 3 year long term agreement. The premium for 2023/24 will be £4,074.46. This is an increase on 2022/23 of £23.71.</p>	App 5
2023/124	<p>Coggeshall Christmas</p> <p>124.1 It was Proposed Cllr Alston, Seconded Cllr Badger, and unanimously Resolved to agree for CPC to be the official organiser of the event, and to fully insure the Christmas Market event on 2 December 2023, the Christmas lights and tree. This will be covered by the existing Parish Council insurance policy with no further cost.</p> <p>124.2 It was Proposed Cllr Alston, Seconded Cllr Badger and unanimously Resolved to agree to the Coggeshall Christmas group and its members to be classed as volunteers for CPC, along with all other volunteers for the event. The Clerk will keep documentation for each volunteer and make all the necessary arrangements with regard to compliance with insurance and health and safety requirements.</p>	
2023/125	<p>Christmas Lights and Tree</p> <p>Further to agreement at the September 2023 meeting, it was Proposed Cllr Wilson, Seconded Cllr Alston and unanimously Resolved to agree the quote for electrical checks for the installation of the Christmas lights and tree lights along Stoneham Street, from Mid-Essex Electrical. The quote includes the hire of a cherry picker, and two electricians to carry out the work. The total cost will be £850 excl VAT (£1,020 inc VAT). The above arrangements will ensure compliance with CPC's insurance requirements for this activity.</p>	
2023/126	<p>Fees and Charges – Cemetery and Allotments</p> <p>Cllr Claydon reported to Council the methods used to calculate the costs incurred with providing both of these services and the process by which the Open Spaces Committee came to their recommendations. Following discussion, Council agreed the following:</p> <p>126.1 Cemetery Fees: It was Proposed Cllr Alston, Seconded Cllr Wilson, and unanimously Resolved to increase these across the board by 15%, and to review fees on an annual basis.</p> <p>126.2 Allotment Fees: The recommendation from the Open Spaces Committee to increase the fees to 29p per square metre was discussed. Following this, it was Proposed Cllr Claydon, Seconded Cllr Plumb and agreed with 8 for, 2 against and 2 abstentions, to increase the fee to 30p per square metre, and to review fees on an annual basis.</p> <p><i>During this item, it was Proposed Cllr Plumb, Seconded Cllr Heaton and unanimously Resolved to extend the meeting by 30 minutes, as per Standing Order 3x.</i></p>	Apps 6, 7
2023/127	<p>Annual Parish Assembly 2024</p> <p>It was Proposed Cllr Claydon, Seconded Cllr Alston, and Resolved, with one abstention, to agree the date of 13 May 2024 for the APA. It was also agreed to bring the item back to the November CPC meeting to continue to discuss the theme and arrangements.</p>	App 8
2023/128	<p>Graffiti Removal – Recreation Ground and Horn Lane Alleyway</p> <p>The Clerk reported that there is no requirement for CPC or the householder to obtain Conservation Area consent prior to removing the graffiti on the wall at the rear of the Recreation Ground. The work is being scheduled in for the next two weeks, weather permitting.</p>	

	Responsibility for listed building consent to remove the graffiti in Horn Lane alleyway does not lie with the Parish Council.	
2023/129	Update to Grant Application Documents It was Proposed Cllr Clayon, Seconded Cllr Walsh and unanimously Resolved to agree the updated Grant Application Form, together with the Terms and Conditions document.	Apps 9a, 9b
2023/130	Update to Allotment Tenancy Agreement and Schedule It was Proposed Cllr Claydon, Seconded Cllr Alston and unanimously Resolved to agree the updated documents above, as recommended by the Allotments Sub-Committee.	Apps 10a, 10b
2023/131	ECC Waste Partnership's Waste Management Strategy for Essex – Consultation It was agreed that Cllr Staines would put together a draft response to this consultation to address the issues which would impact on the parish. This to be circulated to Councillors prior to a final agreement at the CPC meeting on 20 November 2023.	
2023/132	Planning Applications Applications, as contained in Appendix 11, were considered and all agreed to respond as 'no comments and no objections'. The Planning Report detailing the decisions will be published on the CPC website under the Planning Committee section.	App 11
2023/133	Date of the Next Meeting The next Parish Council meeting was agreed to be scheduled for Monday 6 November, with the regular monthly meeting to be held on Monday 20 November 2023.	
2023/134	Exclusion of the Public and Press It was Proposed Cllr Hagger, Seconded Cllr Claydon and unanimously Resolved to exclude the public and press under item 2023/135, to enable the Parish Council to consider an item which included personal information.	
2023/135	Damage – Village Hall A report regarding recent damage at the Village Hall was received. Repairs will be undertaken at no cost to the Parish Council.	App 12

Signed

Chair

Date