



COGGESHALL PARISH COUNCIL

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

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MINUTES OF THE PARISH COUNCIL MEETING

held on

MONDAY 18 DECEMBER 2023

at 7.30pm

at Coggeshall Village Hall, Keys Room

Present: Cllr Hagger (Chair), Cllr Alston, Cllr Badger, Cllr Barry, Cllr Brindley, Cllr Heaton, Cllr Plumb, Cllr Walsh
Philippa Potter – Parish Clerk,
Steve Marriott - Responsible Financial Officer
1 member of the public, County Cllr Thorogood, District Cllr Abram

2023/172	Apologies for Absence Apologies were received and accepted from Cllr Bugg, Cllr Claydon, Cllr Dawson, Cllr Ross and Cllr Wilson.	
2023/173	Declarations Of Interests None	
2023/174	Minutes of Previous Meeting It was Proposed Cllr Hagger, Seconded Cllr Badger, and unanimously Resolved to approve the minutes of the meeting held on 20 November 2023.	App 1
2023/175	Public Forum A member of the public queried the water bill at the Hamlet allotments, and asked if the water was turned off over the winter. The Clerk will clarify the situation.	
2023/176	County and District Councillors' Reports County Cllr Thorogood reported on the following issues: <ul style="list-style-type: none">• At a recent Essex County Council (ECC) meeting, the administration voted against a motion to make it easier to introduce 20mph zones in towns and villages. The current system of taking these requests through the Local Highways Panel (LHP) is longwinded and cumbersome, and the motion was designed to take these requests out of the LHP process to make it quicker and easier. This vote seemed to be at odds with the current 'zero road deaths' campaign. The criteria for approving 20mph zones is too high and needs to be reviewed, especially as Essex seems to be lagging behind other authorities in the country on this issue. The opposition are looking to bring the motion back in 6 months' time.• A review of Division boundaries for ECC is taking place at present, with a number of changes being proposed and the outcome is expected in the next few months.• Cllr Thorogood is currently liaising with the University of Essex with regard to third party air quality monitoring, along with possible initiatives with local schools to assist with the project.	

	<p>District Cllr Walsh reported on the following:</p> <ul style="list-style-type: none"> • Following the recent death of a previous Coggeshall Parish Councillor, Michael Horne, a memorial service will be held at St Peter ad Vincula church on Thursday 4 January. • At a recent Braintree District Council (BDC) meeting, a Green & Independent motion was accepted, with significant amendments, to look to agreeing a budget to look at the needs of more rural areas, towns and villages, rather than a concentration on large infrastructure projects. • Councillor Community Grants – Cllr Walsh has a few hundred pounds left to make a difference to a small project. • Cllrs Walsh and Abram have been supporting the WI's petition for a crossing on East Street outside the Co-op. • There seems to be a spate of airport parking on East Street over recent months, with some queries being received about a residents parking scheme. • Household waste – a reminder that for anyone with mobility issues, arrangements can be made with BDC for the Operatives to assist with moving bins <p>District Cllr Abram reported on an idea to use drones to keep a track of large developments to assist with creating a real-time map of progress, and an idea to gather interested community groups to work together on issues around the environment and the A120. Cllr Abram also reported that there will be an increase to the number of Planning Enforcement officers at BDC in the new year.</p>	
2023/177	<p>Clerk's Report</p> <p>The Clerk's Report was received. Council were also made aware of an initiative being undertaken by ECC regarding Climate Focus Areas/Local Nature Plans around the Rivers Colne and Blackwater. Only three Parish Councils have been asked to contribute, and CPC wish to join Feering PC in asking for this to be extended. Cllr Brindley gave some further information to Council and explained that she would be finding out if it can be extended so that CPC can take part.</p>	App 2
2023/178	<p>Finance</p> <ol style="list-style-type: none"> Bank reconciliations and balances as at 30 November 2023 were received and noted. It was Proposed Cllr Plumb, Seconded Cllr Hagger and unanimously Resolved to make the payments outlined in the accounts payable document. Income and expenditure year to date for the current financial year ending 31 March 2024 was received and noted. 	Apps 3(i) 3(ii) 3(iii)
2023/179	<p>Finance Committee</p> <p>The draft minutes of a Finance Committee meeting held on 28 November 2023 were received and noted.</p>	App 4
2023/180	<p>Finance Committee Recommendations re Cost Centres</p> <p>Following discussion of the recent Finance Committee recommendations:</p> <ol style="list-style-type: none"> 180.1 It was Proposed Cllr Hagger, Seconded Cllr Plumb, and unanimously Resolved to realign Cost Centres 301 Footpaths & Conservation, 501 Recreation Grounds, and 502 Open Spaces into a single cost centre as 501 Recreation Grounds & Open Spaces. 180.2 It was Proposed Cllr Hagger, Seconded Cllr Plumb, and unanimously Resolved to distribute the Tree Maintenance budget - currently cost centre 505 - across the cost centres where the trees are located. 	App 5(i)

2023/181	<p>Budget and Precept 2024/25</p> <p>181.1 Following discussion, it was Proposed Cllr Plumb, Seconded Cllr Barry and unanimously Resolved to set the budget and Precept for the financial year starting 1 April 2024 in the sum of £209,397, as recommended by the Finance Committee. This gives a Band D figure of £111.63, and an increase on the previous year of 5.77%. This equates to a weekly rate of £2.15 towards the provision of all Council services and assets.</p> <p>181.2 It was Proposed Cllr Plumb, Seconded Cllr Badger, and unanimously resolved to authorise the Chairman of the Council and the RFO to sign the Precept request addressed to Braintree District Council.</p> <p>The Chair thanked the RFO for all his hard work on the budget and with the Finance Committee.</p>	App 5(i) App 5(ii) App 5(iii)
2023/182	<p>Clock Tower Survey Quote</p> <ul style="list-style-type: none"> • A quote had been received from the Ed Morton partnership, in the sum of £950 (+VAT) for a building survey to identify essential and desirable works to maintain and enhance the asset. This follows on from work previously undertaken on the Tower by the Ed Morton Partnership in 2015. The outcome of the survey will enable CPC to pursue quotes for the required work, in order to apply for a grant to assist with funding the maintenance. Following discussion, it was Proposed Cllr Hagger, Seconded Cllr Plumb, and unanimously Resolved to accept the quote and for the Clerk to arrange the survey. • Additionally, to undertake the work, the hire of a spider lift/cherry picker will be required, and the Clerk is obtaining a quote for this. As a quote was not available at the time of the meeting, it was Proposed Cllr Hagger, Seconded Cllr Barry, and unanimously Resolved that the Clerk can agree a price for this hire with both the Chair, and the Chair of the Finance Committee within a budget of £600. • Finally, a licence will need to be obtained from ECC to site the machinery on the highway to undertake the inspection. The application cost is £224, and it was Proposed Cllr Barry, Seconded Cllr Plumb, and unanimously Resolved to make the application. • The above costs will be made from the Clock Tower Earmarked Reserve. 	App 6
2023/183	<p>Annual Parish Assembly</p> <p>Following discussion, it was Proposed Cllr Barry, Seconded Cllr Badger, and unanimously Resolved that the 2024 Annual Parish Assembly would be a celebration of Coggeshall's community. The date of the meeting will be Monday 13 May 2024, and the Village Hall Committee will make the arrangements.</p>	
2023/184	<p>Wilder Towns, Wilder Villages</p> <p>It was Proposed Cllr Alston, Seconded Cllr Barry and unanimously Resolved for CPC to sign up to this initiative with Essex Wildlife Trust, in order to access expert advice and assistance with the parish's open spaces.</p>	App 7
2023/185	<p>Public Rights of Way (PROW) – ECC Volunteer Grant</p> <p>Council noted that CPC have been requested to assist the PROW volunteers by reimbursing fuel costs for vegetation cutting equipment, which in turn will be reimbursed to CPC via ECC Highways. Total amount granted - £100.</p>	App 8

<p>2023/186</p>	<p>Planning Applications Following discussion, the Parish Council's responses to the following applications are as follows:</p> <p>186.1: 23/02838/HH Cricketers Cottage Kelvedon Road Coggeshall Single storey rear extension – it was Proposed Cllr Hagger, Seconded Cllr Alston, and unanimously Resolved to make no comment and no objection.</p> <p>186.2: 23/02896/REM 16 Old Road Coggeshall Application for approval of reserved matters (in respect of access, appearance, landscaping, layout and scale) pursuant to outline permission 20/00148/OUT granted 23.06.2021 (allowed on appeal APP/Z1510/W/20/3253524) for: Demolition of existing buildings and erection of 1 No. dwelling - it was Proposed Cllr Heaton, Seconded Cllr Alston, and unanimously Resolved to make no comment and no objection.</p>	<p>Deadline</p> <p>2 January</p> <p>9 January</p>
<p>2023/187</p>	<p>Date of the Next Meeting The next Parish Council meeting is scheduled for Monday 15 January 2024.</p>	

Signed
Chair

Date