



# COGGESHALL PARISH COUNCIL

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

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## MINUTES OF THE PARISH COUNCIL MEETING

held on

**MONDAY 15 JANUARY 2024**

at 7.30pm

**at Coggeshall Village Hall, Keys Room**

**Present:** Cllr Plumb (Chair), Cllr Alston, Cllr Badger, Cllr Barry, 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, District Cllr Abram, five members of the public,

2023/188	<b>Apologies for Absence</b> Apologies were received and accepted from Cllr Hagger.	
2023/189	<b>Declarations Of Interests</b> None	
2023/190	<b>Minutes of Previous Meeting</b> It was Proposed Cllr Badger, Seconded Cllr Alston and unanimously Resolved that the minutes of the meeting held on 18 December 2023 are a true record, and they were signed accordingly.	App 1
2023/191	<b>Public Forum</b> <ul style="list-style-type: none"><li>Members of the Paycocke's WI attended to report that they had obtained over 1,000 signatures from residents asking for a zebra crossing to be installed on East Street, between the Co-op and the Recreation Ground. County Cllr Thorogood said that the best route would be for him to hand the petition to Essex County Council, as the Highways Authority, at the beginning of the next County Council meeting. Cllr Thorogood is also attending the Local Highways Panel (LHP) meeting this week.</li></ul> <p>Cllr Walsh asked if CPC would be prepared to support the requests for a crossing. The Clerk replied that this would need to go on the next agenda for a resolution, but it was widely accepted that the Parish Council are generally in support of this. However, an official motion will be included on the February Parish Council meeting agenda, for clarity.</p> <p>It was also put forward that a meeting with County Cllr Tom Cunningham, the ECC Cabinet Member for Highways, would be desirable, given the many issues in Coggeshall, and it was suggested that CPC meet with him at one of the 'surgeries'. The Clerk will make contact with Cllr Cunningham's Cabinet Support Assistant to find out dates.</p> <p>In addition, County Cllr Thorogood explained the process currently going through the LHP, for dropped kerbs to be installed at this location. This will ensure that cars cannot park 2-3</p>	

	<p>spaces either side of this area, allowing for better visibility to cross the road. This is currently at the planning stage within the LHP process. It is hoped that this will be implemented in the next financial year (2024/25).</p> <ul style="list-style-type: none"> <li>• A member of the public asked if it was possible to put a memorial plaque on the Listening Bench. The Clerk will look into this, along with why it is currently not working.</li> <li>• A further question was asked regarding interest paying accounts, which was answered by the RFO.</li> <li>• Another member of the public asked for information around the Conservation Area. The Clerk will email details.</li> </ul>	
<p><b>2023/192</b></p>	<p><b>County and District Councillors' Reports</b></p> <p>County Cllr Paul Thorogood had circulated his report by email, with a summary as follows:</p> <ul style="list-style-type: none"> <li>• A parish briefing on the Essex Minerals review will take place later this month – CPC councillors to attend.</li> <li>• An ECC Division Boundary review is currently under way.</li> <li>• County Cllr Tom Cunningham is the new Cabinet Member for Highways.</li> <li>• Re: Incinerator – a DCO public consultation is currently out until 19 February, regarding the amount of electricity that can be generated. Consultation documents are held at libraries and are online. ECC have assured Cllr Thorogood that the planning decisions for this site will remain with ECC.</li> <li>• Cllr Thorogood is looking into accessing developer contributions to provide air monitoring equipment.</li> <li>• A12 widening scheme is going ahead, with a DCO obtained last week. Videos are available on the National Highways website to show what it will look like, with the new junctions, bridges, roads etc. Work should start this year, and will take approximately 4 years to complete.</li> <li>• Investment plans for the A120 have slipped further to beyond 2030, under the RIS4 round (Road Investment Strategy (RIS))- sets out the government's plans for developing and improving the Strategic Road Network.</li> </ul> <p>District Cllr Tom Walsh gave a report which is summarised as follows:</p> <ul style="list-style-type: none"> <li>• There is concern regarding the temporary closure of the Post Office, while the old McColl's shop undergoes refurbishment to become a small Morrison's shop. Both Cllrs Walsh and Abram have been trying to find a way of ensuring those without transport can access a Post Office, possibly by the use of their mobile service, however, experience in other areas show that this is not possible in the timescale. They are therefore looking to provide a volunteer transport scheme via those residents who have offered to assist.</li> <li>• District Cllr Dennis Abram gave a further report that he is working with local groups to look at opening up old 'lost' footpaths and bridleways.</li> </ul>	
<p><b>2023/193</b></p>	<p><b>Clerk's Report</b></p> <p>The Clerk's Report had been circulated previously. Further items were reported as follows:</p> <ul style="list-style-type: none"> <li>• A working party will be set up to organise the Parish Assembly, which will be overseen by the Village Hall Committee.</li> <li>• Clock Tower: Electrical work is needed following the installation of a smart meter. The Clerk has arranged for Sibleys to attend to undertake the work, which take 1-2 hours.</li> </ul>	<p>App 2</p>

	<ul style="list-style-type: none"> <li>School Mews Play Area: The hedge adjacent to the neighbouring properties needs a big reduction, as this is encroaching. The Clerk will be meeting with residents to agree parameters and will add this work to the schedule for the Council's grass and vegetation contractors.</li> <li>After an inspection and much deliberation, it has been decided that due to the fact that a large section has died, and the ongoing issue with wasps feeding on the sap during the summer inside the children's play area, the structure will be removed. We will be looking to work on improving this area in general in the near future.</li> </ul>	
<b>2023/194</b>	<p><b>Finance</b></p> <ul style="list-style-type: none"> <li>i) The Bank reconciliations and balances as at 31 December 2023 were noted.</li> <li>ii) It was Proposed Cllr Claydon, Seconded Cllr Wilson and unanimously Resolved to pay the Accounts as presented.</li> <li>iii) The income and expenditure year to date for the current financial year ending 31 March 2024 was noted.</li> </ul>	Apps 3(i) 3(ii) 3(iii)
<b>2023/195</b>	<p><b>Finance</b></p> <p>Following discussion, it was Proposed Cllr Claydon, Seconded Cllr Barry and unanimously Resolved to and approve reinvestment of the Lloyds Bank Fixed Term Deposit on 17 January, for 12 months.</p>	App 4
<b>2023/196</b>	<p><b>Grant Application – Coggeshall Summer Festival</b></p> <ul style="list-style-type: none"> <li>A Hire Form had been received from the Coggeshall Summer Festival and following discussion, it was Proposed Cllr Barry, Seconded Cllr Claydon and Resolved with one abstention to agree to the date of 8 June 2024 for the use of the Recreation Ground for the event.</li> <li>A grant application had been received for the Coggeshall Summer Festival and following discussion, it was Proposed Cllr Bugg, Seconded Cllr Barry and Resolved, with one abstention to award £1,000.</li> </ul>	Apps 5(i) - 5(x)
<b>2023/197</b>	<p><b>Purchase of Ladders</b></p> <p>It was Proposed Cllr D Barry, Seconded Cllr Alston and unanimously Resolved to agree to purchase 3 x ladders as detailed in Appendix 6, along with associated Health and Safety items.</p>	App 6
<b>2023/198</b>	<p><b>Councillor Emails</b></p> <p>The Clerk advised that all of the new CPC Councillor emails had been set up and that details will be emailed to each councillor in the next couple of days in order to start using them within the next two weeks. It was agreed that Cllr Barry and Cllr Brindley would set up their accounts to ensure the system works and the Clerk would then roll out to all.</p>	
<b>2023/199</b>	<p><b>Planning Applications</b></p> <p>It was Proposed Cllr Plumb, Seconded Cllr Claydon and unanimously Resolved to make no comment and no objections to the following applications:</p> <ul style="list-style-type: none"> <li><b>23/02989/TPOCON   5 West Street Coggeshall</b> Notice of intent to carry out works to trees in a Conservation Area: T1 - Ceonothesis – to be felled.</li> <li><b>23/03056/TPOCON   17 Church Street Coggeshall</b> Notice of intent to carry out works to trees in a Conservation Area: Removal of Laurel tree.</li> </ul>	
<b>2023/200</b>	<p><b>Date of the Next Meeting</b></p> <p>The next Parish Council meeting is scheduled for Monday 19 February 2024.</p>	

<b>2023/201</b>	<b>Exclusion of the Public and Press</b> It was Proposed Cllr Plumb, Seconded Cllr Claydon and unanimously resolved to exclude the public and press under items 2023/202, to enable the Parish Council to consider items which include personal information.	
<b>2023/202</b>	<b>Staffing Sub-Committee Recommendations</b> It was Proposed Cllr Ross, Seconded Cllr Claydon and unanimously Resolved to implement all recommendations received from the Staffing Sub-Committee.	

Signed .....  
Chair

Date .....