



# COGGESHALL PARISH COUNCIL

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

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## MINUTES OF THE PARISH COUNCIL MEETING

held on

**MONDAY 19 FEBRUARY 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 Wilson  
Philippa Potter – Parish Clerk, Steve Marriott - Responsible Financial Officer  
County Cllr Thorogood  
Seven members of the public

2023/203	<b>Apologies for Absence</b> Apologies for absence were received and accepted from Cllr Hagger, Cllr Ross, Cllr Staines and Cllr Walsh. District Cllr Abram also sent apologies.	
2023/204	<b>Declarations Of Interests</b> <ul style="list-style-type: none"><li>Cllr Brindley declared a non-pecuniary interest in agenda item 203/216 as a member of Coggeshall Residents Against the Quarry (CRAQ).</li><li>Cllr Claydon declared a non-pecuniary interest in agenda item 2023/221, as he has connections to the school.</li><li>Cllr Plumb declared a non-pecuniary interest in agenda item 2023/221, as he has connections to the school.</li></ul>	
2023/205	<b>Minutes of Previous Meeting</b> It was Proposed Cllr Alston, Seconded Cllr Badger, and unanimously Resolved that the minutes of the meeting held on 15 January 2024 are a true record and were signed accordingly.	App 1
2023/206	<b>Public Forum</b> <ul style="list-style-type: none"><li>A member of the public reported a problem with flooding across West Street affecting the drains on Humphrey's Drive, with the water is coming across from the old Isinglass factory area. County Cllr Thorogood said that this was an established issue which has been there for many years, as it is mainly drainage of surface water from the adjacent fields. Cllr Thorogood will enquire with Essex County Council Highways about the issue and liaise with the resident.</li><li>A member of the public wished to pass on her thanks and praise to the Parish Council's Works Operatives, for responding so quickly to an issue of broken glass across the basketball area at the Recreation Ground recently. The Clerk will pass this on to them.</li></ul>	

	<ul style="list-style-type: none"> <li>• A member of the public enquired about who had undertaken the recent vegetation cutting around the bus shelter on Colne Road. The Clerk advised that this had been done by ECC Highways, as they are responsible for that area. The Clerk clarified that the bus shelter structure is owned by CPC and placed on the land maintained by ECC under a licence. CPC have cleaned up the bus shelter as best we can at present and will assess its condition in the near future.</li> <li>• He also queried the yellow notices along East Street, which neither the Clerk nor County Cllr Thorogood were aware what they are for. The Clerk will have a look to see what they are for as soon as possible.</li> <li>• The Hamlet allotments water bill was queried. The Clerk advised that there is a possible leak on the field, but this would need investigation, once the current priority regarding the remedial work needed under the Water Fittings Regulations had been completed.</li> </ul>	
<b>2023/207</b>	<p><b>County and District Councillors' Reports</b></p> <p>County Cllr Paul Thorogood reported that he had handed over the petition for a zebra crossing on East Street, to ECC Cabinet Member Cllr Tom Cunningham, at the recent ECC Full Council meeting. The petition had been organised by the Paycocke WI group, with the help of both District Councillors. The Local Highways Panel schemes are not moving very quickly at the moment due to financial pressures.</p>	
	<p><b>Agenda item 203/216: Essex Minerals and Waste Plan – Public Consultation – was brought forward to this point in the meeting.</b></p>	
<b>2023/216</b>	<p><b>Essex Minerals and Waste Plan – Public Consultation</b></p> <p>A comprehensive report was received from Cllr Brindley, following the parish briefing given by Essex County Council on the content of the consultation and the sites which had been put forward for each parish. Following this, representation was taken from the public forum and County Cllr Paul Thorogood. The main issues raised are summarised as follows:</p> <p>The consultation is requesting representations on the methodology, the 'RAG' (red, amber, green) ratings for each site and the areas included from the recent 'call for sites' exercise. Site A48 was dwelt on, as this is the nearest issue for CPC. Heritage: The report doesn't mention the Grade I listed Grange Barn, which is very near to the site. Coggeshall as a whole has around 250 listed buildings, with 8 at Grade I. Only Curd Hall Farm and Scrips Cottage are mentioned. Grange Barn and other nearby listed buildings must be taken into account, in terms of the harm to their settings or to their structure.</p> <ul style="list-style-type: none"> <li>• Proximity of housing: A48 would be very close to the edges of the cricket club and property at the Hamlet, including the allotments. Moving out to 220m from the edge of the site, another 2 houses and the football pitch are affected, and at 250m, there are 90 properties within that margin. This issue was given a red 'RAG' rating.</li> <li>• Landscape: This would be transformed for ever, and take out the expanse of 'plateau' land and valley, which is very characteristic of the area and contributes enormously to the setting of Coggeshall. The Essex Way from Grange Barn would be on the edge of the site boundary, with only the hedge to mitigate the proximity and view into the site.</li> <li>• Site A47, which is nearer to Kelvedon, was also discussed.</li> </ul>	

	Following discussion around the issues, it was Proposed Cllr Barry, Seconded Cllr Wilson, and Resolved, with one abstention, for CPC to object to the methodology used for assessing site A48, and its inclusion in the ECC Minerals and Waste Plan. The Clerk will work with Cllr Brindley to pull the information together to complete the response, circulating a draft prior to the next CPC meeting for final agreement on that agenda.	
	<b>Council reverted to the original agenda order:</b>	
<b>2023/208</b>	<p><b>Clerk's Report</b></p> <p>The Clerk's Report was previously circulated, with the following information added verbally at the meeting:</p> <ul style="list-style-type: none"> <li>• The Clock Tower survey will be taking place on 23 February.</li> <li>• Damage to the wall in the main hall is being repaired by the hirers.</li> <li>• Hedge work is being undertaken at the cemetery and at School Mews Play Area before the end of February.</li> <li>• The Coggeshall Christmas committee has started work on this year's event, which is being held on Saturday 7 December.</li> </ul> <p>The Chair gave a thank you to the members of the Recreation Sub-Committee, who have delivered the new equipment at Fabians Park. He said that it had been a tremendous effort, and gave special thanks to Cllr Brindley for her leading work on the project.</p>	App 2
<b>2023/209</b>	<p><b>Parish Council Support – Pedestrian Crossing, East Street</b></p> <p>It was Proposed Cllr Claydon, Seconded Cllr Alston and Resolved, with one abstention, to agree the Parish Council's support towards a pedestrian crossing to be sited on East Street.</p>	
<b>2023/210</b>	<p><b>Fabians Park Invoice for Equipment and Surfacing Removal</b></p> <p>It was Proposed Cllr Alston, Seconded Cllr Barry, and unanimously Resolved to approve the payment of £7,307.60 to Kompan, under invoice No: 251813, for the removal of surfacing and equipment from Fabians Park prior to the new installation. This will be paid from the repairs and renewals budget initially and then reviewed at the end of the financial year. The contract was originally agreed under minute reference 2023/160.</p>	App 3
<b>2023/211</b>	<p><b>Finance</b></p> <ol style="list-style-type: none"> <li>The bank reconciliations and balances as at 31 January 2024 were received.</li> <li>Accounts payable: It was Proposed Cllr Alston, Seconded Cllr Claydon and unanimously Resolved to make the payments. This includes the payment of £44,400 gross (£37,000 net) to Kompan, for the supply and installation of new play equipment at Fabians Park. The net amount of £37,000 will be reimbursed from S106 money via Braintree District Council before 31 March 2024, with the VAT being reclaimed by CPC.</li> <li>Income and expenditure year to date for the current financial year ending 31 March 2024 report was received.</li> </ol>	Apps 4(i) 4(ii) 4(iii)
<b>2023/212</b>	<p><b>Finance - Debts</b></p> <p>It was Proposed Cllr Plumb, Seconded Cllr Claydon, and unanimously Resolved to agree to write off a debt from the market in the sum of £128, which, further to the completion of the agreed processes to secure payment, has not been recoverable.</p>	
<b>2023/213</b>	<p><b>Standing Orders Annual Review</b></p> <p>Following the annual review, it was Proposed Cllr Badger, Seconded Cllr Alston, and unanimously Resolved to approve the Standing Orders without amendment.</p>	App 5

2023/214	<p><b>Hedge Reduction – Cemetery</b></p> <p>It was Proposed Cllr Claydon, Seconded Cllr Badger and unanimously Resolved to agree to undertake overdue and necessary work to reduce the height and bulk of the boundary hedge, on two sides of the top end of the cemetery, to bring this back under control and alleviate problems for neighbouring properties. The quote for the works by our contractors, Be-Green Tree Surgery, was £7,500, of which £4,405 will be paid from the budget, and the remainder being paid from earmarked reserve.</p>	App 6
	<p><i>Cllr Brindley left the meeting at this point, at 9.10pm. The Chair thanked her for her work on the Minerals and Waste Consultation.</i></p>	
2023/215	<p><b>Grant Application</b></p> <p>A grant application was received from Coggeshall in Bloom (CIB) for £500. Following discussion, it was Proposed Cllr Badger, Seconded Cllr Claydon and unanimously Resolved to award £200 in this financial year, and for CIB to return to a meeting early in the next financial year with a further application for the remaining monies.</p>	App 7
2023/216	<p><b>Essex Minerals and Waste Plan – Public Consultation</b></p> <p><i>Item moved to earlier in the meeting – please see above.</i></p>	
2023/217	<p><b>Water Regulation Failures – Cemetery and Allotment Sites</b></p> <p>The Clerk reported that Anglian Water had recently undertaken Water Fitting Regulations inspections at the allotment and cemetery sites, and had notified to report that the water fittings within the cemetery and Butt Field Allotment Site do not comply, and had therefore failed. New fittings with backflow prevention devices need to be fitted, along with other remedial work. It had not been possible to obtain any plumbing quotes for the work prior to this meeting. It was therefore Proposed Cllr Plumb, Seconded Cllr Claydon and unanimously Resolved for the Clerk to strive to obtain up to three quotes prior to engaging a contractor, and to undertake the necessary work under Financial Regulation 4.5, which is in place for cases of extreme risk to the delivery of Council services, in time for the re-inspection on 27 March.</p>	App 8
2023/218	<p><b>Rubbish and Vegetation Removal</b></p> <p>Details of the works required at the cemetery, Chapel, and Hamlet Allotment Site were received, outlining the need for the removal of rubbish and vegetation waste. Two quotes had been received and circulated, and it was Proposed Cllr Barry, Seconded Cllr Badger, and unanimously Resolved to engage Colchester Waste Services to undertake the rubbish removal at the Chapel, at the cost of £500 and to remove the rubbish piles at the Hamlet Allotment Site at a cost of £500.</p> <p>The vegetation issues at the cemetery and Hamlet Allotments will be reappraised and worked through with CPC's employees to agree how to progress. Payment will be made from the earmarked reserve for the Chapel, and from budget for the allotment site.</p>	App 9
2023/219	<p><b>Report on Expenditure:</b></p> <ul style="list-style-type: none"> <li>• <b>Store Cupboard Ceiling:</b> A report was received from the Clerk regarding expenditure incurred to repair the ceiling of the Parish Office storeroom, following the removal of a honeycomb. The expenditure was in the sum of £640, and was agreed between the Clerk, Chair of the Council and Chair of Finance Committee. The expenditure will be paid from the Village Hall budget.</li> <li>• <b>Update on Clock Tower Survey Costs:</b> Further to minute reference 2023/182, the Clerk was delegated to agree a quote for access equipment within a budget of £600.</li> </ul>	

	A quote was agreed with Turner Access Hire for approximately £600, but this may vary slightly either way, depending on the number of hours the work takes. The survey is taking place on 23 February 2024 and will be paid from the Clock Tower budget.	
<b>2023/220</b>	<p><b>Committee Membership</b></p> <ul style="list-style-type: none"> <li>It was Proposed Cllr Barry, Seconded Cllr Alston and unanimously Resolved to add Cllr Badger to the Village Hall Committee.</li> <li>No other Committee changes were put forward.</li> </ul>	
<b>2023/221</b>	<p><b>Public Consultation: Expansion of St. Peter's CE Primary School, Coggeshall</b></p> <p>Cllr Plumb reported to Council on the above consultation, which is looking at the case for expansion of St Peter's School due to the increase in housing in Coggeshall. It is expected that new classrooms and ancillary rooms will be built on the present junior playground to accommodate an increase in students by around a third on today's numbers. It was Proposed Cllr Wilson, Seconded Cllr Barry and Resolved, with one abstention, to support the proposals for expansion within the consultation.</p> <p>Planning permission with regard to the new buildings will be undertaken via Essex County Council at a separate time, when CPC will be able to view and comment on the plans and related issues, such as traffic and parking.</p>	
<b>2023/222</b>	<p><b>The King's Portrait Scheme</b></p> <p>It was Proposed Cllr Claydon, Seconded Cllr Alston and unanimously Resolved for CPC to apply for the official portrait of King Charles III, to commemorate the accession. The portrait is free of charge to Parish Councils.</p>	App 10
	<i>It was Proposed Cllr Claydon, Seconded Cllr Barry and unanimously Resolved to suspend Standing Order 3x to continue the meeting after two hours' duration.</i>	
<b>2023/223</b>	<p><b>Planning Applications</b></p> <p>To agree the Parish Council's response to the following applications:</p> <ul style="list-style-type: none"> <li><b>24/00082/FUL   16 Albert Place Coggeshall</b> Erection of 1No. replacement dwelling and carport: It was Proposed Cllr Barry, Seconded Cllr Alston and unanimously Resolved to make no comment and no objection to the application.</li> <li><b>24/00149/HH   Faldonside Cottage 61 Queen Street Coggeshall</b> Proposed single storey lean-to side extension &amp; single storey rear extension: It was Proposed Cllr Barry, Seconded Cllr Alston and unanimously Resolved to make no comment and no objection to the application.</li> <li><b>24/00186/FUL   4 Beards Terrace Coggeshall</b> Conversion of 1no. dwelling into 2no dwellings: It was Proposed Cllr Alston, Seconded Cllr Claydon and unanimously Resolved to make no comment and no objection to the application.</li> <li><b>24/00172/LBC   69 Queen Street Coggeshall</b> Replace front roof on a like to like basis: It was Proposed Cllr Claydon, Seconded Cllr Alston and unanimously Resolved to make no comment and no objection to the application.</li> <li><b>24/00151/TPO   The Drying House West Street Coggeshall</b> Notice of intent to carry out works to trees protected by Tree Preservation Order TPO - 11/98 T3-Tree of Heaven: remove dangerous bow back to 1.5 metre stump:</li> </ul>	

	<p>It was Proposed Cllr Alston, Seconded Cllr Claydon and unanimously Resolved to make no comment and no objection to the application.</p> <ul style="list-style-type: none"> <li>• <b>24/00275/TPOCON   1 The Mill House Kings Acre Coggeshall.</b> Notice of intent to carry out works to trees in a Conservation Area: T1 Magnolia - Crown reduce and re-shape by up to 1.5m and general tree maintenance: It was Proposed Cllr Alston Seconded Cllr Claydon and unanimously Resolved to make no comment and no objection to the application.</li> </ul>	
<b>2023/224</b>	<p><b>Date of the Next Meeting</b> The next Parish Council meeting is scheduled for Monday 18 March 2024.</p>	
<b>2023/225</b>	<p><b>Exclusion of the Public and Press</b> It was Proposed Cllr Claydon, Seconded Cllr Plumb and unanimously resolved to exclude the public and press under item 2023/226, to enable the Parish Council to consider items which include personal information.</p>	
<b>2023/226</b>	<p><b>Staffing - Report of Expenditure</b> A report was received on recent expenditure which was retrospectively approved, following initial approval between the Clerk, the Chair, and the Chair of the Staffing Sub-Committee.</p>	App 11

Signed .....

Chair

Date .....