



# COGGESHALL PARISH COUNCIL

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

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## MINUTES

of the meeting held

**MONDAY 18 MARCH 2024**

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 Ross, Cllr Wilson

Philippa Potter – Parish Clerk, Steve Marriott - Responsible Financial Officer  
County Cllr Thorogood, District Cllr Abram  
12 members of the public

2023/237	<b>Apologies for Absence</b> Apologies were received and accepted from Cllr Walsh, Cllr Barry and Cllr Staines.	
2023/238	<b>Declarations Of Interests</b> <ul style="list-style-type: none"><li>Cllr Brindley declared a non-pecuniary interest in item 2023/254, as a member of the Coggeshall Residents Against the Quarry (CRAQ) group.</li><li>GH declared a non-pecuniary interest in item 2023/254, as a member of the Coggeshall Residents Against the Quarry (CRAQ) group.</li><li>Cllr Badger declared a non-pecuniary interest in item 2023/257, as the applicant of one of the planning applications. Cllr Badger left the meeting when this was discussed.</li><li>Cllr Claydon declared a non-pecuniary interest in 2023/250, as a relative of a resident in the affected area, and did not vote.</li><li>Cllr Claydon declared a non-pecuniary interest in 2023/252, as a relative of a resident in the affected area, and did not vote.</li><li>Cllr Dawson declared a non-pecuniary interest in item 2023/250 as a resident of the affected area, and did not vote.</li></ul>	
2023/239	<b>Minutes of Previous Meetings</b> <ul style="list-style-type: none"><li>It was Proposed Cllr Hagger, Seconded Cllr Claydon and unanimously Resolved that the minutes of 19 February 2024 are a true record and were signed accordingly.</li><li>It was Proposed Cllr Hagger, Seconded Cllr Claydon and unanimously Resolved that the minutes of 6 March 2024 are a true record and were signed accordingly.</li></ul>	Apps 1 (i) 1 (ii)
	<b><i>To allow for Cllr Thorogood to depart for a BDC meeting, items 2023/251; 252; and 253 were brought forward to this point in the meeting. The minutes are written in agenda order.</i></b>	
2023/240	<b>Public Forum</b> <ul style="list-style-type: none"><li>A member of the public spoke to item 2023/250 – East Street Residents' Parking Scheme. The scheme has been fully consulted on with residents from 1 – 61 East Street, with the required 75% threshold of those households in favour being exceeded.</li></ul>	

	<p>The issues along East Street range from short-term parking of those visiting shops and businesses, to longer term parking suspected to be by those going to Stansted Airport. The resident had submitted a detailed paper describing the proposals, consultation and next steps in their liaison with the North Essex Parking Partnership (NEPP) to have the scheme approved and implemented. As part of the requirement, Parish Council approval was being sought at this meeting.</p> <ul style="list-style-type: none"> <li>• A member of the public spoke to Council regarding planning application number 24/00289/FUL, for Land North West Of Maltbeggars Farm, Tey Road, being taken under agenda item 2023/257. An explanation of the scheme was put forward regarding the dog agility field being proposed to enable the Council to be more informed when deciding on their response.</li> <li>• Another member of the public spoke to Council to thank them for their support with his planning applications to install solar panels and insulation, which have so far been refused by the planning authority. An appeal is being put together at present, for which the resident would be grateful for Council's support. Cllr Hagger, as Chair, replied that the Council will continue to support his application at appeal.</li> <li>• Another member of the public asked if the Council had any plans to refurbish the village sign, opposite the church. The Clerk replied that it is on the long list, but is not likely to be looked at for another year or so.</li> </ul>	
<p><b>2023/241</b></p>	<p><b>County and District Councillors' Reports</b></p> <p>County Cllr Paul Thorogood's report was given, covering the Flood Alleviation Scheme, Draft Minerals Plan consultation and air quality monitoring issues at the incinerator.</p> <p>Cllr Tom Walsh's report was read out by the Chair, Cllr Hagger, in his absence. This is summarised as follows:</p> <ul style="list-style-type: none"> <li>• Regarding the Draft Minerals Plan: <ul style="list-style-type: none"> <li>○ Cllr Walsh has requested that the ECC Chief Planning Officer attends a meeting of Braintree District representatives regarding the Draft Minerals Plan, as 58% of proposed sites are in the District.</li> <li>○ A meeting with the London Diocese, as landowners of proposed minerals site A48, has also been requested.</li> <li>○ Cllr Walsh has prepared a response to the consultation and will share this with Council.</li> </ul> </li> <li>• Flood Alleviation Scheme: <ul style="list-style-type: none"> <li>○ Cllr Walsh has concerns over the lack of publicity for the drop-in event being held on 26 March 2024, and its timing given the current Draft Minerals Plan consultation.</li> <li>○ He also has concerns about relationship between the Environment Agency and a private company with regard to the overlap between the Minerals Plan and the Scheme.</li> </ul> </li> <li>• Planning: Cllr Walsh would ask CPC to continue their support of the application at 66 West Street for solar panels and insulation, at appeal.</li> </ul> <p>District Cllr Abram reported that a drone pilot in the parish is happy to assist with any queries he may be able to help with.</p>	
<p><b>2023/242</b></p>	<p><b>Clerk's Report</b></p> <p>The report had been previously circulated and was noted.</p>	<p>App 2</p>

<b>2023/243</b>	<p><b>Finance</b></p> <p>i) The bank reconciliations and balances as at 29 February 2024 were received and noted.</p> <p>ii) It was Proposed Cllr Hagger, Seconded Cllr Brindley, and unanimously Resolved to pay the accounts as provided.</p> <p>iii) The Income and expenditure report year to date for the current financial year ending 31 March 2024, was received and noted. Closer to year end, see a clearer outcome and showing year end projection.</p> <p>Expenditure side – salaries come in £3K below budget. Spending out of EMRs. Spent net £17K odd from EMRs this year. Satisfactory outturn, Fabians extra is included in these numbers.</p>	Apps 3(i) 3(ii) 3(iii)
<b>2023/244</b>	<p><b>Finance Committee Meeting</b></p> <p>The Draft Minutes of a Finance Committee meeting held on 27 February 2024 were received and noted.</p>	App 4
<b>2023/245</b>	<p><b>2024/2025 CPC Risk Assessment</b></p> <p>Following review, it was Proposed Cllr Plumb, Seconded Cllr Claydon and unanimously Resolved to approve the annual Risk Assessment as recommended by the Finance Committee.</p>	App 5
<b>2023/246</b>	<p><b>Internal Controls Review – year end 31 March 2024</b></p> <p>Following review, it was Proposed Cllr Plumb, Seconded Cllr Hagger and unanimously Resolved to approve the Internal Controls policy as recommended by the Finance Committee.</p>	App 6
<b>2023/247</b>	<p><b>Asset Register</b></p> <p>Following review, it was Proposed Cllr Claydon, Seconded Cllr Plumb and unanimously Resolved to approve the Council's Asset Register as recommended by the Finance Committee.</p>	App 7
<b>2023/248</b>	<p><b>Investment Strategy</b></p> <p>Following review, it was Proposed Cllr Plumb, Seconded Cllr Claydon and unanimously Resolved to approve the Council's Investment Strategy as recommended by Finance Committee.</p>	App 8
<b>2023/249</b>	<p><b>Financial Regulations</b></p> <p>Following receipt and discussion of the proposed new paragraph 5.5(d) in the Financial Regulations, it was Proposed Cllr Claydon, Seconded Cllr Badger and unanimously Resolved to approve this, to facilitate the early refund of Village Hall Hire Damage Deposits after a hire has taken place.</p>	App 9
<b>2023/250</b>	<p><b>East Street Residents Parking Scheme</b></p> <p>Further to the receipt of the details of the scheme proposed along East Street, and representation from the affected residents, Council discussed the scheme, and it was Proposed Cllr Ross, Seconded Cllr Alston and Resolved to approve it with 5 for and 3 abstentions. The application will now be submitted to the North Essex Parking Partnership (NEPP) with the Parish Council's support, and requisite 75% support from affected residents.</p>	App 10
<b>2023/251</b>	<p><b>Stoneham Street Parking Scheme</b></p> <p>Following receipt of the proposed scheme, Cllr Thorogood outlined that the scheme was proposed as a means to prevent vehicles driving along the pavement due to the lack of visibility. ECC Highways Officers met with Cllr Thorogood and Parish Councillors on site, and witnessed the issues along this stretch of road first hand. A scheme was put together to alter the parking pattern, which Cllr Thorogood has consulted on with residents along the affected stretch of road. The scheme now needs to be returned to ECC Highways to take forward, which requires Parish Council approval. After discussion on the scheme, it was Proposed Cllr Ross, Seconded Cllr Badger and Resolved, with one abstention, to agree to support this parking scheme being put forward to the Local Highways Panel (LHP).</p>	App 11

2023/252	<p><b>Parking Restriction – Junction of 80-88 Tilkey Road</b></p> <p>Following receipt of the proposed scheme, and representation from County Cllr Thorogood, it was Proposed Cllr Ross, Seconded Cllr Alston and Resolved to agree to support the parking restriction proposal being submitted to NEPP.</p>	App 12
2023/253	<p><b>Tilkey Road Parking Scheme Proposals</b></p> <p>Following receipt of the proposed scheme, and representation from County Cllr Thorogood, it was Proposed Cllr Alston, Seconded Cllr Ross and unanimously Resolved to agree to support the proposals being submitted to NEPP, to find a suitable scheme to improve the parking situation in Tilkey Road.</p>	App 13
2023/254	<p><b>Essex Minerals and Waste Plan – Public Consultation</b></p> <p>Following receipt of representations from Councillors and the public, it was Proposed Cllr Hagger , Seconded Cllr Alston and Resolved with one abstention, to agree the response from CPC to the consultation, opposing the inclusion of site A48 in the final Plan. This includes representation on the policies, assessment methodology, the assessment of site A48 and its inclusion in the plan. Concerns around the newly re-emerged Flood Alleviation Scheme and imminent planning application were also included. The deadline has now been extended until 9 April 2024, and the response will be finalised by the Clerk and Cllr Brindley to be submitted by this date. Cllr Wilson thanked all involved in putting the response together, with a special mention for Cllr Brindley's input.</p>	
2023/255	<p><b>Village Hall Event – Children's Pre-Christmas Show</b></p> <p>The Clerk ran through the proposals for CPC to organise and run a children's show at the Village Hall on Sunday 24 November 2024. The 50% subsidised price to book the event via Applause is £325, with the agreement for a 60/40 percentage split of ticket sales over that amount. Once booked, the Clerk will organise the event with the Village Hall Committee, and support from Applause. Following discussion, it was Proposed Cllr Badger, Seconded Cllr Alston and unanimously Resolved to go ahead.</p>	App 14
2023/256	<p><b>Notification of Expenditure</b></p> <p>The Clerk reported that asbestos has been found in shrubbery at the Butt Field Allotment site. The Clerk will engage Chess Environmental to remove the asbestos and report the cost to the next Parish Council meeting in the Accounts Payable. It was Proposed Cllr Claydon, Seconded Cllr Plumb and unanimously Resolved to approve the action and expenditure.</p>	
2023/257	<p><b>Planning Applications</b></p> <p>The Parish Council agreed responses to the applications as follows:</p> <ul style="list-style-type: none"> <li>• <b>24/00291/HH   34 Gurton Road Coggeshall</b> Two storey side extension and conversion of garage to habitable accommodation: It was Proposed Cllr Claydon, Seconded Cllr Alston and unanimously Resolved to make no comment and no objection to the application.</li> <li>• <b>24/00289/FUL   Land North West Of Maltbeggars Farm, Tey Road Coggeshall</b> Change of use of agricultural land to a Dog Agility field: It was Proposed Cllr Plumb, Seconded Cllr Alston and unanimously Resolved to SUPPORT the application.</li> <li>• <b>24/00429/HH   51 Kelvedon Road Coggeshall</b> Part single storey part two storey side and rear extension: It was Proposed Cllr Claydon, Seconded Cllr Alston and unanimously Resolved to make no comment and no objection to the application.</li> </ul>	<p><b>Deadline</b></p> <p>19 March</p> <p>20 March</p> <p>26 March</p>

	<ul style="list-style-type: none"> <li>• <b>24/00445/HH   24 Old Road Coggeshall</b> Erection of single storey annexe: It was Proposed Cllr Claydon, Seconded Cllr Alston and unanimously Resolved to make no comment and no objection to the application.</li> <li>• <b>24/00517/LBC   37 West Street Coggeshall</b> Lift and relay slate roof on rear lean-to. Replace 4x timber frame windows. Re-render west elevation: It was Proposed Cllr Claydon, Seconded Cllr Alston and unanimously Resolved to make no comment and no objection to the application.</li> <li>• <b>24/00444/TPOCON   65 East Street Coggeshall</b> Notice of intent to carry out works to trees in a Conservation Area: G1 - Macrocarpa Trees X 3 - reduce to 2 - 3 metre pollard G2 - Macrocarpa Tree line - hedge line - cutting back overhanging branches: It was Proposed Cllr Claydon, Seconded Cllr Alston and unanimously Resolved to make no comment and no objection to the application.</li> <li>• <b>24/00539/TPOCON   68 East Street Coggeshall</b> Removal of Hamamelis virginiana (witch hazel) tree (T1), including removal of root structure. A replacement sapling of the same species will be planted within 3m (West) of the current position: It was Proposed Cllr Claydon, Seconded Cllr Alston and unanimously Resolved to make no comment and no objection to the application.</li> </ul>	4 April  4 April  27 March  8 April
<b>2023/258</b>	<b>Date of the Next Meeting</b> The next Parish Council meeting is scheduled for Monday 15 April 2024.	
<b>2023/259</b>	<b>Exclusion of the Public and Press</b> It was Proposed Cllr Hagger, Seconded Cllr Plumb and unanimously Resolved to exclude the public and press under items 2023/260 and 2023/261, to enable the Parish Council to consider items which include personal information.	
<b>2023/260</b>	<b>Staffing</b> Following a report by the Clerk, it was Proposed Cllr Claydon, Seconded Cllr Alston and unanimously Resolved to agree expenditure as per Confidential Appendix 15.	App 15
<b>2023/261</b>	<b>Councillor Emails</b> Following discussion, agreement was reached, as proposed Cllr Hagger and Seconded Cllr Badger, on how to progress with setting up the Councillor emails.	

Signed .....  
Chair

Date .....