



COGGESHALL PARISH COUNCIL

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

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MINUTES OF THE PARISH COUNCIL MEETING

held on

MONDAY 20 MAY 2024

at 7.30pm

at Coggeshall Village Hall, Keys Room

Present: Cllr Hagger (Chair), Cllr Badger, Cllr Barry, Cllr Brindley, Cllr Claydon, Cllr Heaton, Cllr Plumb, Cllr Walsh
Philippa Potter – Parish Clerk, Steve Marriott - Responsible Financial Officer
Two members of the public

Prior to the start of the meeting, Cllr Hagger thanked all who arranged and took part in the Parish Assembly the previous week, and to Cllr Barry for stepping in to Chair.

2024/01	Election of Chair It was Proposed Cllr Claydon, Seconded Cllr Plumb and unanimously Resolved to elect Cllr Hagger as the Chair for the 2024/25 civic year one abstention.	
2024/02	Election of Vice-Chair It was Proposed Cllr Claydon, Seconded Cllr Walsh and unanimously Resolved to elect Cllr Plumb as the Vice-Chair for the 2024/25 civic year.	
2024/03	Apologies for Absence Apologies were received and accepted from Cllr Alston, Cllr Bugg, Cllr Dawson, Cllr Ross and Cllr Wilson, along with County Cllr Thorogood.	
2024/04	Declarations Of Interests Cllr Barry declared a non-pecuniary interest in Item 26.1, as a near neighbour, and did not vote.	
2024/05	Minutes of Previous Meeting It was Proposed Cllr Hagger, Seconded Cllr Plumb that the minutes of the meeting held on 15 April 2024 are a true record and were signed accordingly.	App 1
2024/06	Public Forum Representatives from the Carnival Committee attended to speak to agenda item 2024/13, regarding the application by the Committee for a grant. The event will be held on 7 September 2024, to create some space between it and the Summer Festival. A number of people have already agreed to take part, with more traditional vehicular floats being used this year. For the carnival fete on the Recreation Ground, all stalls will be local along with some charity stalls, and there will be a fun dog show. The aim is that all entertainment at the fete is free, with the only payments being required for food or purchases at stalls. The	

	<p>theme is books – myths and magic - and fancy dress is encouraged. Local businesses have donated raffle prizes or offered sponsorship, and fundraising events will be taking place as well through the next few months.</p> <p>A member of the public asked that from the end of last year - £1,850 for website revamp, unspent carried forward from the website. Explained the website accessibility and need to go back to the drawing board.</p>	
<p>2024/07</p>	<p>County and District Councillors' Reports</p> <p>County Cllr Thorogood was unable to attend, therefore his report was circulated to Councillors and read out by the Chair. A summary is as follows:</p> <ul style="list-style-type: none"> • National Grid Pylons Consultation: the current consultation ends on 18 June 2024. Full details can be found on the National Grid website. The proposed line of pylons will enter Coggeshall parish close to Old Road, Surrex, across Skye Green and Coggeshall Road to Feering near Ferringbury, across to Kelvedon between the former George pub and Pound Farm, and across towards Felix Hall close to the incinerator site. Webinars are available to attend which can be accessed via the National Grid website. • Essex Minerals Plan: The public consultation on the new Plan has now closed. Braintree District is proposed to take more sites than any other council area in Essex, and BDC councillors agreed a strong response to the consultation raising many concerns. Further consultation will be made on the draft preferred allocated sites at a yet to be decided date. • The Environment Agency (EA) and Blackwater Aggregates held two public drop-in events in March regarding the Blackwater Flood Alleviation Scheme. Cllr Thorogood reports that this seemed to be a public event to inform that there is an intention to submit a joint planning application for a slightly smaller version of the A48 quarry, to provide space for fluvial flood water. However, this will not tackle pluvial (localised surface) flooding from Robinsbrook, or run-off. Other options for tackling these issues are not being taken up. • BDC are taking their Local Plan into review and have begun the process with a 'call for sites'. The submitted sites will be appraised later this year. • Cllr Thorogood is investigating the reports of around 796 hours of sewage spills in 2023 from the Stisted sewage treatment works into a brook which feeds the River Blackwater, and to find how the relevant companies are intending to reduce this. • Highway repairs: A new scheme has been introduced with a rolling six week programme for Member-led initiative for getting through highway and vegetation defects. The Clerk will work with Cllr Thorogood regarding complaints received via the CPC office, but any resident can contact Cllr Thorogood regarding this. <p>District Cllr Walsh gave a report on the Essex Minerals Plan, where around 5,000 comments were received on the consultation. A new list of sites will be whittled down, and there will be another round of consultation on the Flood Alleviation Scheme. At the drop-in event, he spoke to the EA representative, who said they were hoping to make a planning application this summer. Cllr Walsh is contacting the London Diocese as landowners regarding the proposals for the minerals site. Regarding the Pylon consultation, Cllr Walsh is meeting BDC planners on site in Surrex, informally, to discuss concerns about the consultation.</p>	

	Hollington's old factory site will be subject to an upcoming planning application and a drop-in consultation event took place earlier in May. There will not be a community element to it, but the application has some merits. Cllr Walsh is asking at BDC for the applicant's to be invited to request a Members' Forum to discuss the proposals. He also mentioned the Local Plan review, and is aiming to meet with Officers to discuss the process. Both Cllr Walsh and Cllr Abram have funds within their Councillor Grant Scheme for local projects. Please contact them for details.	
2024/08	Clerk's Report The May Clerk Report was received, with a confidential item to be reported to Councillors at the end of the meeting in closed session.	App 2
2024/09	Election of Chair of the Finance Committee It was Proposed Cllr Claydon, Seconded Cllr Hagger, and unanimously Resolved to elect Cllr Plumb, as the Chair of the Finance Committee for the 2024/25 civic year.	
2024/10	Finance The Income and Expenditure report at the year end 31 March 2024 following the Internal Audit was received and noted. A full update and recommendations for Reserves will be provided after the Finance Committee meeting to be held on 30 May 2024. Cllr Plumb reported that the Internal Auditor had thanked the RFO and Clerk for their hard work and assistance during the Audits.	App 3
2024/11	Finance <ul style="list-style-type: none"> i) Bank reconciliations and balances as at 30 April 2024 were received. ii) It was Proposed Cllr Claydon, Seconded Cllr Plumb and unanimously Resolved to pay the accounts payable. Cllr Barry and Cllr Plumb to authorise. iii) Income and expenditure report year to date for the current financial year ending 31 March 2025 was received. 	Apps 4(i) 4(ii) 4(iii)
2024/12	Lloyds Fixed Term Deposit The reinvestment of a Fixed Term Deposit of £26,165.93 until 29 July 2025 at an interest rate of 4.37% was noted.	App 5
2024/13	Grant Application – Coggeshall Carnival The applications below were received and discussed. <ul style="list-style-type: none"> • It was Proposed Cllr Claydon, Seconded Cllr Walsh and unanimously Resolved to agree to the Application to use of the Recreation Ground on 7 September 2024 for the Carnival, subject to a final sign off via the Clerk once all arrangements are known. • It was Proposed Cllr Barry, Seconded Cllr Badger and unanimously Resolved to agree to pay a grant of £550, plus the provision of toilets, which is £453. VAT can be reclaimed by the Parish Council for the toilets, therefore the value of the grant and toilet provision is around £930. 	Apps 6(i) – 6(x)
2024/14	Purchase of Dog Waste Bins It was proposed Cllr Hagger, Seconded Cllr Badger and unanimously Resolved to agree to purchase two new dog waste bins from Glasdon at the cost of £260.67 each (exc VAT).	
2024/15	Report of Retrospective Expenditure The Clerk reported the following expenditure incurred between meetings: <ul style="list-style-type: none"> • Recreation Ground Playground: Emergency health and safety repairs on three items, undertaken by Playfix, at a cost of £650 (exc VAT). The Clerk obtained two quotes and agreed this as the lowest cost, under Financial Regulation 4.5, as being an extreme risk to the 	App 7

	<p>delivery of Council services. The Chair, and Chair of Finance were informed.</p> <ul style="list-style-type: none"> • Tourist Leaflets: Printing of 2000 leaflets ordered at the cost of £374, under the agreed budget. 	App 8
2024/16	<p>National Grid Norwich to Tilbury Public Consultation</p> <p>It was Proposed Cllr Hagger, Seconded Cllr Claydon and unanimously Resolved to respond to the National Grid public consultation on the Norwich to Tilbury proposals, with the draft response provided to the meeting. Any further adjustments will be circulated by email. If any further issues for discussion arise, the item will return to the June meeting. Otherwise, the Clerk will submit the response.</p>	App 9
2024/17	<p>Committee Terms of Reference</p> <p>The annual reviews of the Committee Terms of Reference were undertaken, and it was Proposed Cllr Hagger, Seconded Cllr Claydon and unanimously agreed them as circulated, for:</p> <ul style="list-style-type: none"> • Finance Committee • Planning Committee • Open Spaces Committee • Personnel Committee • Village Hall Committee 	Apps 10(i) to (v)
2024/18	<p>Committee Membership</p> <p>Following discussion, it was Proposed Cllr Hagger, Seconded Cllr Claydon and unanimously Resolved to agree the Committee Membership for the 2024/25 civic year for the following Committees. The list will be published on the website:</p> <ul style="list-style-type: none"> • Finance Committee • Planning Committee • Open Spaces Committee • Staffing Committee • Village Hall Committee 	App 11
2024/19	<p>Representatives on External Bodies and Lead Councillor Roles</p> <p>Following discussion, it was Proposed Cllr Hagger, Seconded Cllr Plumb and unanimously Resolved to appoint Councillors to be representatives on external bodies and to appoint Councillors to lead on issues for the 2024/25 civic year. The list will be published on the Council website.</p>	App 12
2024/20	<p>Boiler Maintenance Agreement – Lindsey Heating</p> <p>It was Proposed Cllr Plumb, Seconded Cllr Claydon and unanimously Resolved to agree to renew the Maintenance Agreement with Lindsey Heating at the cost of £331.59, which is at the same cost as for the previous year.</p>	App 13
2024/21	<p>Application For Pavement Licence – BDC Consultation</p> <p>Following discussion, it was Proposed Cllr Hagger, Seconded Cllr Claydon and unanimously Resolved to agree the Parish Council's response to an application for a pavement licence at Maria Summers Cake Design, 1 Market Hill. Council is generally in support of the application, but have some concerns, as follows; potential to make pavement cramped; at a main crossing point; proximity to where bus stops; proximity to fire hydrant point in pavement.</p>	Apps 14(i) – (iii)
2024/22	<p>Membership of National Allotment Society (NAS)</p> <p>It was Proposed Cllr Hagger, Seconded Cllr Claydon, and unanimously Resolved to join the NAS, at a subscription cost of £55 (ex VAT) for the 2024/25 year.</p>	
2024/23	<p>Community Bus – Car Park Season Ticket</p> <p>It was Proposed Cllr Barry, Seconded Cllr Walsh and unanimously Resolved to renew the season ticket until further notice.</p>	
2024/24	<p>Training - Traffic Management for Community Events</p> <p>It was agreed to defer this item to the next meeting.</p>	App 15
2024/25	<p>Councillor Training</p>	App 16

	Information was provided to Councillors for the upcoming dates of the Councillor Refresher training via EALC and were strongly encouraged to participate.	
2024/26	<p>Planning Applications</p> <p>26.1: 24/00844/LBC 10 West Street Coggeshall Repairs to exterior render: It was Proposed Cllr Claydon, Seconded Cllr Badger and unanimously Resolved to make no comment and no objection to the application, deferring to the historic buildings officer.</p> <p>26.2: 24/00931/LBC 13 East Street Coggeshall Proposed relocation of boiler flue at front of property: It was Proposed Cllr Claydon, Seconded Cllr Badger and unanimously Resolved to make no comment and no objection to the application, deferring to the historic buildings officer.</p> <p>26.3 24/00969/TPOCON 34 Stoneham Street Coggeshall Notice of intent to carry out works to trees in a Conservation Area: 3 conifer trees: It was Proposed Cllr Claydon, Seconded Cllr Barry and unanimously Resolved to make no comment and no objection to the application, deferring to landscape officers.</p> <p>26.4 24/00993/HH 15 Church Street Coggeshall Single storey side extension: It was Proposed Cllr Heaton, Seconded Cllr Walsh and unanimously Resolved to make no comment and no objection to the application, deferring to the historic buildings officer.</p> <p>26.5 24/00977/HH 29 Colchester Road Coggeshall Part single part two storey front extensions, raising of roof and installation of front dormers, changes to fenestration and cladding of building. Single storey rear extension and conversion of existing detached garage and erection of detached carport: It was Proposed Cllr Heaton, Seconded Cllr Walsh and unanimously Resolved to make no comment and no objection to the application.</p>	<p>29 May</p> <p>31 May</p> <p>6 June</p> <p>11 June</p> <p>11 June</p>
2024/27	<p>Date of the Next Meeting The next Parish Council meeting is scheduled for Monday 17 June 2024.</p>	
2024/28	<p>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 2024/29, to enable the Parish Council to consider items which includes personal information.</p>	
	<p><i>During the next item, it was Proposed Cllr Hagger, Seconded Cllr Badger and unanimously Resolved to invoke Standing Order 3x to extend the meeting for half an hour.</i></p>	
2024/29	<p>Agreement for Councillor Representation It was agreed to defer this item to the next meeting.</p>	

Signed

Chair

Date