



COGGESHALL PARISH COUNCIL

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

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Parish Clerk: Philippa Potter

**MINUTES
OF THE
PARISH COUNCIL MEETING**
held on
MONDAY 20 JANUARY 2025
at 7.30pm
at Coggeshall Village Hall, Keys Room

Present: Cllr Hagger (Chair), Cllr Bugg, Cllr McMullan, Cllr Plumb, Cllr Walsh, Cllr Wargent, Cllr G Wilson, Cllr S Wilson
Philippa Potter – Parish Clerk
Steve Marriott - Responsible Financial Officer (RFO)
County Cllr Thorogood, one member of the public

2024/175	Apologies for Absence Apologies were received and accepted from Cllr Badger, Cllr Barry, Cllr Brindley, Cllr Claydon and Cllr Heaton.	
2024/176	Declarations Of Interests None	
2024/177	Minutes of Previous Meeting It was Proposed Cllr Hagger, Seconded Cllr Plumb and unanimously Resolved that the minutes of the meeting held 16 December 2024 are a true record and were signed accordingly.	App 1
2024/178	Public Forum A member of the public gave his thanks to the RFO for going through the mechanisms of the budget and precept preparations with him, and extended his thanks to the Finance Committee and staff for their hard work on this each year.	
2024/179	County and District Councillors' Reports County Cllr Paul Thorogood attended and gave his report, as summarised below: <ul style="list-style-type: none">• Essex County Council (ECC) have submitted an expression of interest to be part of the priority first tranche of local authorities to 'devolve' into an overall combined authority, with 2 – 5 unitary councils, replacing the current county, district and borough councils. If accepted, the upcoming ECC elections will be postponed, with a programme of moving to the new model starting with an election for Essex Mayor in April 2026. The entire transition is expected to last through until April 2027 or 2028. Parish Councils are unaffected by the current proposals. A decision on whether Essex has been accepted for the priority programme is expected by the end of January, with firm proposals in place by March.• Rivenhall Incinerator: Indaver have applied for an Environment Agency permit to vary their current permission, to alter the 'phased construction' of the facilities other than the incinerator. In	

	<p>addition, they are applying for a revised air quality assessment. It is a substantial change, as Indaver currently have no plans to build the other elements originally granted permission – paper pulping, recycling, composting etc. The application also covers removing the Energy for Waste plant's current electrical generation limit, introduction of water discharge and the addition of several new waste 'codes' governing the type of waste which can be incinerated. Concerns are around how the phasing will affect the dispersal of emissions from the stack, how the excess water run-off will be stored at times when the river Blackwater is high to ensure discharge is contained at times of flood risk, and the types of additional waste to be burnt, which could include plastic packaging, medicines, inks, resins, biodegradable waste and detergents, amongst other things. The permit is open to comments and objections until 28 January 2025, for anyone to respond to.</p> <p>District Cllr Walsh gave his report, summarised as follows:</p> <ul style="list-style-type: none"> • Expanding on the devolution proposals towards unitary authorities in Essex, no official consultation has taken place with district, city or borough councils and no referendums are planned. Details will emerge as the process progresses. • District Cllr Abram has made a good recovery and looks forward to taking up his duties again in due course. • Waste and recycling: BDC has done a lot of work on changes to this system, which is currently out for public consultation. The proposals aim to increase the rate of recycling by replacing the clear plastic sacks with new wheelie bins in order to separate waste into different materials at the home. • BDC's Local Plan review is currently in process, which is due to be completed by 2026. Housing targets will be mandatory, and an expectation to give greater weight to the benefits of any proposals being required. Schemes regarded as nationally significant infrastructure, such as the pylon proposals will be decided by the government rather than more local councils. BDC has launched a consultation on the Issues and Options part of the Local Plan review. • Hollington's site: Cllr Walsh has been contacted by number of concerned residents regarding the timing of the revised application over the Christmas period. It is expected that the application will be heard by the BDC Planning Committee for determination. 	
2024/180	<p>Clerk's Report</p> <p>The Clerk's Report for January had been received and was noted. In addition, the Clerk reported the following:</p> <ul style="list-style-type: none"> • BDC are holding drop-in sessions as part of their Issues and Options consultation for the Local Plan Review. One of these will be at Coggeshall Village Hall on Tuesday 28 January, from 4pm – 7.15pm. All are welcome to pop in to look at the information and speak to Officers. • A new fruit and veg stall will be in attendance at the Market this week. 	App 2
2024/181	<p>Finance</p> <p>i) The bank reconciliations and balances as at 31 December 2024 were received and noted.</p>	Apps 3(i) 3(ii) 3(iii)

	<p>ii) It was Proposed Cllr Bugg Proposal, Seconded Cllr Plumb and unanimously Resolved to agree the accounts payable, and to authorise payment. Cllr Plumb and Cllr Hagger agreed to authorise the expenditure.</p> <p>iii) The income and expenditure report year to date for the current financial year ending 31 March 2025 was received and noted.</p>	
<p>2024/182 182.1</p> <p>182.2</p>	<p>Finance - Lloyds Bank Fixed Term Deposit maturities / reinvestments</p> <ul style="list-style-type: none"> It was Proposed Cllr Plumb, Seconded Cllr Hagger and Resolved, with one abstention, to retrospectively agree the reinvestment of a matured deposit in the sum of £34,500 on 17 January 2025 (maturing principal plus interest and a further sum of £2440.93 from the Lloyds Bank current account) for 12 months at a gross rate of 2.65%. 19 July 2026 Following discussion, it was Proposed Cllr Plumb, Seconded Cllr Hagger and Resolved, with one abstention, to agree the maturity and reinvestment of a further deposit on 14 February 2025 in the sum of £30,780 plus accrued interest to 19 July 2026 at a gross rate of 2.91%. 	App 4
2024/183	<p>Operational and Financial Risk Assessment</p> <p>Following receipt of the document and discussion, the annual review of the above document was undertaken, and it was Proposed Cllr Plumb, Seconded Cllr Walsh and unanimously Resolved to agree the document unamended for the 2025/26 financial year.</p>	App 5
2024/184	<p>CPC Mobile Phones</p> <p>Further to discussion, it was Proposed Cllr Hagger, Seconded Cllr Bugg and unanimously Resolved to agree to the addition of two mobile phones to the CPC account, at the cost of an additional £40 per month, for 36 months, to provide phone cover for the two roles below:</p> <ul style="list-style-type: none"> Weekend Caretaker Role Duty Councillor Role 	
2024/185	<p>Parish Magazine – Publication Costs</p> <p>Further to discussion, it was Proposed Cllr Hagger, Seconded Cllr McMullan and unanimously Resolved to agree to make available the sum of up to £70 to negotiate with the publishers regarding the proposed extra cost of per issue to provide extra copies required to include the new houses on Colchester Road.</p>	
2024/186	<p>Village Hall Fees – 2025/26</p> <p>Further to discussion, it was Proposed Cllr Plumb, Seconded Cllr Plumb and unanimously Resolved to agree the increases to the Village Hall Fees as recommended by the Village Hall Committee, along with the introduction of a whole building hire fee. Deposit rates to remain as they are.</p>	App 6
2024/187	<p>Repair of Flower Bed Market Hill</p> <p>It was Proposed Cllr McMullan, Seconded Cllr Hagger and unanimously Resolved to agree to the repair of the stone flower bed at the junction of Market Hill, Stoneham Street and East Street. Quote at £325.00 from Bespoke Sashes. This will be paid from the general repair and renewals budget.</p>	App 7
2024/188	<p>Tree Work – Brian Tebbutt Garden</p> <p>It was Proposed Cllr Hagger, Seconded Cllr Bugg and unanimously Resolved to agree to the quote for £420 (net of VAT) to undertake identified tree works at Brian Tebbutt Garden, by Lumber Jack Tree Surgeons. This will be paid from the tree budget.</p>	

2024/189	<p>Tree Work – Cemetery</p> <p>It was Proposed Cllr McMullan, Seconded Cllr Bugg and unanimously Resolved to agree to the quote of £650 (net of VAT) to undertake the removal of ivy over the 'kissing gate' entrance to the cemetery and remove it from the wall to lessen any damage. This will be paid from the tree budget.</p>	
2024/190	<p>Outcome of Jack and the Beans Talk Show</p> <p>The Clerk reported that the show had been a success and was very much enjoyed by everyone who had attended. Around 50% of available tickets were sold but with good reviews from those who attended, it was felt that this could be built on. The total cost to CPC for hosting the show was £51, after the booking fee was paid. This will be paid from the administration budget heading.</p>	
2024/191	<p>Report of Retrospective Expenditure</p> <p>A report was received by Council detailing expenditure occurring between meetings (net of VAT) as below:</p> <ul style="list-style-type: none"> • Repair of two window handles in the Keys Room. Cost £120 by A G Windows. <p>This cost was paid from repairs and renewals.</p>	
2024/192	<p>BT Payphone – West Street</p> <p>BT are in the process of consulting on the removal of this payphone. The Clerk will keep an eye on how this progressing.</p>	
2024/193	<p>Formation of Market Sub-Committee</p> <p>It was Proposed Cllr Hagger, Seconded Cllr Bugg and unanimously Resolved to agree to form a Market Sub-Committee, under the Open Spaces and Buildings Committee, to take forward further ideas and research on trying to improve footfall for the market. Members were agreed as:</p> <ul style="list-style-type: none"> • Cllr Heaton, Cllr Badger, Cllr Brindley, Cllr McMullan, Cllr S Wilson 	
2024/194	<p>Addition of Councillors to Committees</p> <p>It was Proposed Cllr Hagger, Seconded Cllr Plumb and unanimously Resolved To agree to add the following Councillors to Committees:</p> <ul style="list-style-type: none"> • Cllr Matt Wargent: Planning, Open Spaces and Buildings • Cllr Gordon Wilson: Finance, Magazine Editorial • Cllr McMullan: Personnel, and Staffing, Highways Working Party 	App 8
2024/195	<p>Grant Policy</p> <p>It was Proposed Cllr Hagger, Seconded Cllr Plumb and unanimously Resolved to agree the revised wording on the policy, further to the decision at the December CPC meeting to normally restrict each grant application to £500.</p>	App 9
2024/196	<p>Indaver Rivenhall Airfield IWMF Environment Permit Application: EPR/CP3906LP/V003</p> <p>Following discussion, it was Proposed Cllr Hagger, Seconded Cllr Plumb and unanimously Resolved to agree that the Council's response to the public consultation above would be put together in conjunction with County Cllr Paul Thorogood, the Clerk and Cllr Brindley, by the deadline of 28 January 2025.</p>	
2024/197	<p>Tree Planting</p> <p>A report from Cllr Badger was received and discussed by Council following the conclusion of tree and hedge whip planting at Fabians Park and the open space at the Owen Martin Nature Reserve. The Open Spaces Committee will look at the issues raised for the mature trees by the recent Tree Survey to agree a course of action for their maintenance.</p>	App 10
2024/198	<p>Love Your Bus Grant – ECC</p> <p>Following discussion, it was Proposed Cllr Hagger, Seconded Cllr S Wilson and unanimously Resolved to agree to collaborate with Feering and other neighbouring Parish Councils to apply for funding</p>	

	for a more frequent bus service between Coggeshall and Tiptree to Kelvedon Station via Feering. Cllr Wargent put himself forward to lead on this.	
2024/199	Village Hall Committee Minutes The minutes of the Village Hall Committee meeting held 11 December 2024 were noted.	App 11
2024/200	Planning Applications	
200.1	24/02658/FUL Land East Of Littlebury Coggeshall Road Feering Installation of a solar farm with associated works: It was Proposed Cllr Bugg Seconded Cllr McMullan and unanimously Resolved to make no comment on this application.	
200.2	24/02686/LBC & 24/02685/FUL 9 - 13 Church Street Coggeshall Refurbishment and change of use of three commercial units with two associated first floor flats, to form 3 bed dwelling, 1 bed flat and two commercial units: It was Proposed Cllr S Wilson, Seconded Cllr McMullan and unanimously Resolved by 6 for, and 2 against, to support the application. <i>At this point in the meeting, it was Proposed Cllr Plumb, Seconded Cllr McMullan and unanimously Resolved to invoke Standing Order 3x to extend the meeting time for further half an hour.</i>	
200.3	24/02722/LBC 10 Church Street Coggeshall Provision of partition walls and removal of partition walls on ground floor to facilitate the creation of an open-plan kitchen/diner, toilet and utility room etc: It was Proposed Cllr Hagger, Seconded Cllr Walsh and unanimously Resolved to make no comment on this application.	
200.4	24/02652/FUL Land Adjoining and To The Rear Of Barnfield House Old Road Coggeshall Creating a new vehicle access point to the field. Installation of new post and rail fencing and a gate: It was Proposed Cllr Bugg, Seconded Cllr G Wilson and unanimously Resolved to make no comment on this application.	
200.5	24/02709/TPOCON 7 Albert Place Coggeshall Notice of intent to carry out works to trees in a Conservation Area - T1 Lime Tree - Re-pollard to previous pollarding points, (approx. 3-4m off): It was Proposed Cllr Hagger, Seconded Cllr Bugg and unanimously Resolved to make no comment on this application.	
2024/201	Date of the Next Meeting The next Parish Council meeting is scheduled for Monday 17 February 2025.	
2024/202	Exclusion of the Public and Press It was Proposed Cllr Hagger, Seconded Cllr Plumb and unanimously Resolved to exclude the public and press under items 2024/202 and 2024/203 to enable the Parish Council to consider items which include commercially sensitive and personal information.	
2024/203	Recruitment The Chair reported on the successful recruitment to the Weekend Caretaker role.	
2024/204	Legal Fees The Clerk reported on the successful conclusion of one legal matter, and advised Council of two legal fee estimates to bear in mind with regard to matters currently under consideration.	

Signed Chair Date