



COGGESHALL PARISH COUNCIL

Village Hall, 25 Stoneham Street, Coggeshall, Essex, CO6 1UH
01376 562346
clerk@coggeshall-pc.gov.uk

Minutes of a meeting of the PARISH COUNCIL held on **Monday 14th October 2019** at **7.30 pm** in the Village Hall, Stoneham Street.

Agenda /Minute Number	Agenda Item	Appendix Number
19/283.	<p>Those present and apologies for absence Present: Cllrs Unsworth, Plumb, Phillips, Culemann, Horne, Hagger, Appleton-Claydon, Barnes, Keig, Smalley, Devaraj & Walsh Apologies: Cllr Thorogood Also present: Clerk – Debbie Morgan, RFO Steve Marriott & five members of the public, Steve Boreham from Higgins Homes and Alex Stevenson and Paul Javin from the Neighbourhood Plan Steering Group 19.34 – Cllrs Barnes & Astley arrived</p>	
19/284.	<p>Councillors Declarations 19/292 – Cllr Keig declared a pecuniary interest as one of the bidders is his employee. Cllr Walsh – is a member of the Neighbourhood Plan Sub-Committee and also a member of the Planning Policy Committee at Braintree District Council.</p>	
19/285.	<p>Minutes of previous meetings. The minutes of the Full Council meeting of Monday 9th September 2019 were agreed as a true record with the following amendment 19/266 – remove “Cllr Unsworth believes this is not needed” Resolved: Proposer, Cllr Culemann, seconder Cllr Appleton-Claydon, 10 in favour one against Cllr Unsworth – 2 abstentions</p>	App 1
19/286.	<p>Public Participation session with respect to Agenda items and other matters of mutual interest. A resident mentioned that the Councillors' Register of Interests for Coggeshall has now been published on the Braintree District Council website and the registers for Cllr Barnes and Astley were not included. Additionally, one Councillor who has since left has been included. The clerk said she would investigate this with Braintree District Council. The resident also questioned that Cllr Appleton-Claydon had not previously declared her membership of the Conservative Party. A member of the NP group asked about a request for a meeting with Bovis Landscape team with regard to the Colchester Road scheme. Mr Steve Boreham from Higgins Homes gave an update on the Dutch Nursery gave an update on progress of the Dutch Nursery site. Construction work is due to start in January with first occupations in July 2021.</p>	
19/287.	<p>County Councillor's & District Councillor's Report County Councillor, Robert Mitchell sent apologies.</p>	

	<p>Cllr Unsworth advised that he has recently attended a working group on climate change.</p> <p>Cllr Walsh advised that he is on the Local Plan and Standards Committee and Corporate Governance. Cllr Unsworth advised that over 1,000 new homes have recently received planning permission in the last few months. 35 parishes have agreed to support a motion for BDC to accept option 2 of the local plan.</p>													
19/288.	<p>Clerk's Report and current projects list</p> <p>Braintree District Council are nearing completion on the legal process at Hatfield Peverel. Samir Pandya who is BDC's Operations Strategy & Policy Manager will be attending our November Full Council meeting to outline the process and timeframe to the Parish Council to join the BDC Off Street Parking Order.</p> <p>We are still experiencing regular fly tipping by the recycling bins in the car park. BDC had erected CCTV and have confirmed that three people have been issued with fixed penalties and one person is being interviewed with regard to leaving nonauthorized waste by the recycling bins. They have now removed the cameras, but they confirmed that they would be happy to manage the CCTV should Coggeshall Parish Council purchase cameras. It has been noticed that since the cameras were removed, the unauthorised waste has increased.</p> <p>Community payback have been working on a number of Saturdays in the top section of the cemetery and have done an excellent job in clearing the moss, ivy and overgrown vegetation.</p>	App 2												
19/289.	<p>Correspondence received</p> <table border="1" data-bbox="347 1155 1323 1431"> <tr> <td>12/09/2019</td> <td>A Resident</td> <td>Letter thanking the Council for permission to prune trees in cemetery</td> <td>For information</td> </tr> <tr> <td>13/09.2019</td> <td>A Resident</td> <td>Letter regarding Peter Thompson</td> <td>Clerk has responded</td> </tr> <tr> <td>20/09/2019</td> <td>Priti Patel</td> <td>Letter regarding issues at Fabians Playground</td> <td>Passed to Open Spaces</td> </tr> </table>	12/09/2019	A Resident	Letter thanking the Council for permission to prune trees in cemetery	For information	13/09.2019	A Resident	Letter regarding Peter Thompson	Clerk has responded	20/09/2019	Priti Patel	Letter regarding issues at Fabians Playground	Passed to Open Spaces	App 3
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19/290.	<p>To note the report from the RFO</p> <p>I. To agree payments for September 2019</p> <p>II. To note bank balances</p> <p>III. To note the income and expenditure report</p> <p>The bank balances and income and expenditure report were noted. It was proposed to agree the payments for September 2019</p> <p>Resolved: Proposer, Cllr Culemann, seconder Cllr Hagger, - unanimous</p>	App 4												
19/291.	<p>To appoint a Vice Chairman of the Coggeshall Parish Council Finance Committee</p> <p>It was proposed to appoint Cllr Devraj as Vice Chair of the Finance Committee</p> <p>Resolved: Proposer, Cllr Hagger, seconder Cllr Appleton-Claydon, - unanimous</p>													
19/292.	<p>To consider the three quotations for the Council's insurance and to agree a provider for the next three years.</p>	App 5												

	<p>It was proposed to stay with insurers Hiscox (broker Came & Co) for a further three year term at a first year premium of £4,322-29 (last year's premium £6,560.27). Whilst this was marginally more expensive by £149.75 against the next best quote it was felt that there is value in retaining the long-term relationship with Came & Co</p> <p>Resolved: Proposer, Cllr Barnes, seconder Cllr Plumb, - unanimous 20.20 hrs Steve Marriott, RFO left the meeting</p>	
19/293.	<p>To consider and agree any appropriate clarifications or notes to the procurement process to date for the Big Park Project, following Full Council's decision in August (item 19/232) on a favoured provider.</p> <p>It was duly noted that the two working parties for the two scoring exercises did not contain the same personnel.</p> <p>Resolved: Proposer, Cllr Unsworth, seconder Cllr Appleton-Claydon, - 12 in favour, one abstention.</p> <p>To note that there is a difference between the Commercial conditions offered by Proludic and the BDC Framework and it is proposed that this will be discussed with Produdic by the working party.</p> <p>Resolved: Proposer, Cllr Appleton-Claydon seconder Cllr Walsh – 12 in favour, one abstention.</p> <p>It was noted that the tender did not include annual maintenance costs and this should be clarified by the working party</p> <p>Resolved: Proposer, Cllr Devraj seconder Cllr Culemann, - unanimous 12 in favour, one abstention.</p> <p>It was duly noted that although there was an error on the scoring sheet this did not affect the outcome.</p> <p>Resolved: Proposer, Cllr Devaraj, seconder Cllr Appleton-Claydon, - 12 in favour, one abstention.</p> <p>Point 5 would be addressed in agenda item 19/294.</p> <p>It was proposed to appoint a working party to include Cllrs Unsworth, Barnes, Appleton-Claydon, Keig & Devaraj to investigate maintenance and terms and conditions and report back to the Full Council.</p> <p>Resolved: Proposer, Cllr Unsworth, seconder Cllr Devaraj, - 12 in favour, one abstention.</p>	App 6
19/294.	<p>To consider and agree the letter to be sent to the highest scoring contractor in relation to the Big Park Project.</p> <p>It was proposed to send the first letter with one amendment to advise the supplier that the PC will need to clarify terms and conditions.</p> <p>Resolved: Proposer, Cllr Astley, seconder Cllr Appleton-Claydon , - 11 in favour, one against one abstention</p>	App 7
19/295.	<p>To consider and agree if appropriate the request from the Coggeshall Neighbourhood Plan group for additional budget of £3,320 for consultants for the Coggeshall Neighbourhood Plan.</p> <p>Paul Javin of the Coggeshall Neighbourhood Plan Group advised the Parish Council that the extra budget was required partly due to the lack of information that BDC have provided due to BDC Local Plan being delayed.</p> <p>Resolved: Proposer, Cllr Astley, seconder Cllr Devaraj, - unanimous (moved after 19/291)</p>	App 8

19/296.	<p>To consider and agree a request from the Coggeshall Neighbourhood Plan Group to send a copy of the Draft Design Guide to the Planning Officer at Braintree District Council.</p> <p>It was proposed that a copy of the Coggeshall Parish Council Neighbourhood Plan Draft Design Guide should be sent to the BDC Planning Officer for the Dutch Nursery.</p> <p>Resolved: Proposer, Cllr Appleton-Claydon, seconder Cllr Unsworth, - unanimous</p>			
19/297.	<p>To consider and agree if appropriate a request from the Coggeshall Community Festival for a grant of £2,000 for a community event to be held in June 2020.</p> <p>It was proposed that the Parish Council provide a grant of up to £2,000 but this should be used to cover items such as toilets.</p> <p>Resolved: Proposer, Cllr Plumb, seconder Cllr Keig, - unanimous</p>	App 9		
19/298.	<p>To consider and agree if appropriate the adoption of an Anti-Bribery Policy.</p> <p>It was proposed that the Parish Council should adopt an anti-bribery policy and the content of this will be agreed at the next meeting.</p> <p>Resolved: Proposer, Cllr Culemann, seconder Cllr Keig, - 8 in favour, 4 against, one abstention</p>	App 10		
19/299.	<p>To consider a request for the assignment of a licence in relation to Dampier Road for the use of land as garden.</p> <p>21.30 hrs It was proposed to suspend standing orders to allow the meeting to exceed two hours.</p> <p>Resolved: Proposer, Cllr Unsworth, seconder Cllr Appleton-Claydon, - unanimous</p> <p>It was proposed to amend the motion so that the new owner should be approached with regard to purchasing the land. The Clerk however, advised that the process for the sale of land by Parish Councils was not straightforward.</p> <p>Resolved: Proposer, Cllr Unsworth, seconder Cllr Appleton-Claydon, - 11 in favour, one abstention, one against</p> <p>It was proposed that the clerk should approach the solicitor for the purchaser to see if they would be interested in purchasing the land.</p> <p>Resolved: Proposer, Cllr Unsworth, seconder Cllr Appleton-Claydon, - 11 in favour, one abstention, one against</p>			
19/300.	<p>To note the minutes from the Open Spaces Committee.</p> <p>Noted</p>	App 11		
19/301.	<p>To note the minutes from the Planning Committee.</p> <p>Noted</p>	App 12		
19/302.	<p>To receive an update on the Local Plan (Cllr Walsh).</p> <p>Cllr Walsh advised that the local plan should take another two years to reach approval.</p>			
19/303.	<p>To consider the following Planning Applications</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">APPLICATION NO:</td> <td>19/01712/FUL</td> </tr> </table>	APPLICATION NO:	19/01712/FUL	
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19/305.	<p>Items for the next agenda. Anti-bribery policy Sale of land – 7 Dampier Road CCTV Cameras Car Park Charging schedule and presentation.</p>									
19/306.	<p>To note the date and time of the next meeting. Monday 11th November – 7.30 pm - agenda items to the clerk by Monday 4th November</p>									

The meeting closed at 21.42