



# 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 11<sup>th</sup> November 2019** at **7.30 pm** in the Village Hall, Stoneham Street.

Agenda /Minute Number	Agenda Item	Appendix Number
19/307.	<b>Those present and apologies for absence</b> <b>Present:</b> Cllrs Unsworth, Plumb, Phillips, Culemann, Horne, Thorogood, Hagger, Appleton-Claydon, Barnes, Keig, & Devaraj <b>Apologies:</b> Cllr Walsh & Smalley <b>Not present, no apologies:</b> Cllr Astley <b>Also present:</b> Clerk – Debbie Morgan, County Councillor Robert Mitchell, Samir Pandya from Braintree District Council, one member of public 20.43 – Cllr Plumb left the meeting	
19/308.	<b>Councillors' Declarations</b> 19/341 – Cllr Culemann – the applicant is a neighbour 19/340 – Cllr Unsworth – the applicant is known to him	
19/309.	<b>Minutes of previous meetings.</b> The minutes of the Full Council meeting of Monday 14 <sup>th</sup> October 2019 were agreed as a true record subject to the proposed amendment to remove "gave an update on the Dutch Nursery" from 19/286 due to duplication. <b>Resolved:</b> Proposer Cllr Horne, seconder Cllr Culemann- unanimous.	App 1
19/310.	<b>Public Participation session with respect to Agenda items and other matters of mutual interest.</b> A member of public commented that we no longer have a first responder in Coggeshall and requested that this was investigated as the Parish Council had offered to fund some of the equipment. The Clerk advised that to the best of her knowledge, the Parish Council did not receive an invoice for the equipment, but would check and report back at the December meeting.	
19/311.	<b>To receive a presentation by Samir Pandya BDC Operations Strategy &amp; Policy Manager regarding the Stoneham Street Car park joining the BDC off Street Parking Order</b> Samir Pandya gave a verbal presentation on the process for Coggeshall Parish Council joining the BDC off Street Parking Order for the Stoneham Street car park.	
19/312.	<b>County Councillor's &amp; District Councillor's Report</b> Cllr Mitchell advised that hopefully the advertising costs for changes to the Off-Street Parking Order will be reduced in the future by using a new system.	

	<p>A number of Coggeshall residents had been in touch with regard to lack of pavements in Bridge Street and East Street.</p> <p>The A12 consultation is open until 1<sup>st</sup> December although the general election may have an impact on timing and funding.</p> <p>Cllr Unsworth advised he is on the Strategic Investment Committee for Braintree District Council.</p> <p>Cllr Thorogood advised the local plan will be reviewed by the inspector in the new year which will include the garden communities.</p>					
19/313.	<p><b>Clerk's Report and current projects list</b></p> <p>We are still experiencing regular fly tipping by the recycling bins in the car park. BDC have erected CCTV and have confirmed that three people have been issued with fixed penalties and one person is being interviewed with regard to leaving non-authorized 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>The Community Payback Team are continuing to work 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. We have received a donation from a resident for the restoration of a particular bench in the cemetery and the clerk will arrange for quotations for the bench to be restored.</p> <p>The Allotment Sub-Committee meeting planned for 21st October was inquorate as none of the Councillors turned up. Apologies were received from Cllr Devaraj.</p> <p>The allotment rent invoices were issued on 16th October and to date approximately just over half have been paid. Chase letters will be sent out in two weeks.</p> <p>Tenders have been issued for the initial cemetery landscaping for the cemetery extension. The final date for receipt of tenders is 15th November and these will be considered by the Open Spaces Committee.</p> <p>Memorial testing commenced in the cemetery last week. Testing has commenced in Section E (New section) and the clerk will be endeavouring to contact the relatives of any memorials which are found to be unsafe.</p> <p>The meeting of the Finance Committee has been set for Monday 18th November at 7.30 pm.</p>	App 2				
19/314.	<p><b>Correspondence received</b></p> <table border="1" data-bbox="328 1693 1323 1776"> <tr> <td>28/10/2019</td> <td>A Resident</td> <td>Email supporting charging in the car park</td> <td>Clerk has responded</td> </tr> </table>	28/10/2019	A Resident	Email supporting charging in the car park	Clerk has responded	App 3
28/10/2019	A Resident	Email supporting charging in the car park	Clerk has responded			
19/315.	<p><b>To note the report from the Finance Committee/RFO</b></p> <p><b>I. To note bank balances</b></p> <p><b>II. To agree payments for October 2019</b></p> <p><b>III. To note the budget update</b></p> <p>It was proposed to agree the payments for October 2019.</p>	App 4				

	<b>Resolved:</b> Proposer Cllr Appleton-Claydon, seconder Cllr Culemann – unanimous.	
19/316.	<p><b>To consider and agree the charging schedule for the Stoneham Street Car Park</b></p> <p>It was proposed to amend the charging schedule as follows: - 2-4 hours to be increased from 50p – to £1.</p> <p><b>Resolved:</b> Proposer Cllr Unsworth, seconder Cllr Hagger – unanimous Residents' season tickets to be £250 plus VAT.</p> <p><b>Resolved:</b> Proposer Cllr Plumb, seconder Cllr Barnes – 10 in favour, 2 against. Over four hours to remain at £3.</p> <p><b>Resolved:</b> Proposer Cllr Plumb, seconder Cllr Appleton-Claydon – unanimous.</p> <p>It was proposed that all other matters regarding the structure of the schedule should remain as previously agreed.</p> <p><b>Resolved:</b> Proposer Cllr Plumb, seconder Cllr Appleton-Claydon – unanimous.</p>	App 5
19/317.	<p><b>To receive an update from Cllr Thorogood with regard to the meeting of the A12 Forum.</b></p> <p>Cllr Thorogood provided an update on the A12 Forum meeting. It has been confirmed that the public consultation will proceed despite the purdah period of the General Election.</p>	App 26
19/318.	<p><b>To note the public consultation on the A12 to A120 widening scheme and to consider and agree a response (Closing date 1<sup>st</sup> December)</b></p> <p>It was proposed to strongly oppose all the options as the Feering Road is too narrow and dangerous to support the additional traffic. Cllr Appleton-Claydon to circulate a proposed response based on the above.</p> <p><b>Resolved:</b> Proposer Cllr Hagger, seconder Cllr Unsworth – unanimous.</p>	App 6
19/319.	<p><b>To note the public consultation on how the future priorities of Essex County Fire and Rescue Service are delivered.</b></p> <p>Noted.</p>	App 7
19/320.	<p><b>To note the invitation to the Garden Communities workshop at Braintree on Thursday 21<sup>st</sup> November and to agree attendance</b></p> <p>Cllr Unsworth, Walsh and Thorogood are attending as District Councillors to a different meeting.</p> <p>It was proposed that no one else would attend the workshop.</p> <p><b>Resolved:</b> Proposer Cllr Unsworth, seconder Cllr Keig – unanimous.</p>	App 8
19/321.	<p><b>To note the meeting and exhibition at Bradwell Village Hall on Thursday 14<sup>th</sup> November with regard to the proposed extension to the area identified as A7 for the Bradwell/Coggeshall Quarry.</b></p> <p>It was noted that Cllr Unsworth &amp; Thorogood would be attending the exhibition. Other Councillors are free to visit without approval.</p>	App 9
19/322.	<p><b>To approve the designs for the new cemetery extension and the western portion of the Section E burial ground.</b></p> <p>It was proposed to agree the new designs for the cemetery extension.</p> <p><b>Resolved:</b> Proposer Cllr Unsworth, seconder Cllr Appleton-Claydon – unanimous.</p>	App 10

19/323.	<p><b>To consider and agree the purchase of two CCTV cameras and ancillary items (SD Cards and batteries) at a cost of approximately £200 to deter incidences of fly tipping at the recycling bins</b></p> <p>It was proposed to purchase two CCTV cameras to be located by the recycling bins.</p> <p><b>Resolved:</b> Proposer Cllr Barnes, seconder Cllr Appleton-Claydon – unanimous.</p>	App 11
19/324.	<p><b>To receive an update on the fundraising for the Big Park Project from the District Council (Cllr Unsworth – requested by Cllr Culemann)</b></p> <p>Cllr Unsworth advised that BDC will not be able to provide funding for the Big Park Project as hoped as they don't own the land. There is a potential for match funding via Pocket Park although it has to be spent by <del>December 2020</del>. <b>March 2020</b>.</p> <p>Cllr Unsworth advised that the purchase order would need to be placed by the end of May 2020 as the framework agreement ends on this date.</p>	
19/325.	<p><b>To consider and agree Cllr Astley joining the Big Park Project working party.</b></p> <p>It was proposed to agree to Cllr Astley joining the Big Park Project working party.</p> <p><b>Resolved:</b> Proposer Cllr Appleton-Claydon, seconder Cllr Keig – unanimous.</p>	
19/326.	<p><b>To consider and agree if appropriate the quotation of £500 from the Local Council Consultancy service to provide a report and recommendation with regard to the Big Park Project.</b></p> <p>It was proposed to agree to the quotation of £500 from the LCC to provide a report and recommendations on the Big Park Project The clerk advised that this cost and other expenditure for the Big Park Project would be paid out of the Big Park Project earmarked reserves.</p> <p><b>Resolved:</b> Proposer Cllr Unsworth, seconder Cllr Devaraj - one abstention.</p>	App 12
19/327.	<p><b>To consider and agree an event in the village hall to launch the Big Park Project Design and fundraising and to engage the community (Cllr Appleton-Claydon)</b></p> <p>It was proposed that the event will happen on 23<sup>rd</sup> November in the village hall.</p> <p><b>Resolved:</b> Proposer Cllr Keig, seconder Cllr Devaraj – unanimous.</p> <p>It was proposed to suspend standing orders so that the meeting could exceed two hours.</p> <p><b>Resolved:</b> Proposer Cllr Unsworth, seconder Cllr Devaraj – unanimous.</p>	App 13
19/328.	<p><b>To consider and agree the content of a questionnaire for engagement of the community with regard to the Big Park Project. (Cllr Appleton-Claydon)</b></p> <p>It was proposed to amend the questionnaire and remove question 9 as the council do not intend to apply for a loan from the Public Works loan board. The Clerk's advice was that to fully demonstrate community engagement, the questionnaire should be available to all households in Coggeshall. Cllr Appleton-Claydon advised that the</p>	App 14

	<p>questionnaire would only be available to those attending the event  <b>at this point, although it would be considered for other events.</b>  <b>Resolved:</b> Proposer Cllr Unsworth, seconder Cllr Devaraj – unanimous.</p>	
19/329.	<p><b>To consider and agree the cost of producing leaflets to advertise the launch of the Big Park Project. (Cllr Appleton-Claydon)</b>  It was proposed to accept the leaflet with a few amendments at a <b>maximum</b> cost of £62.  <b>Resolved:</b> Proposer Cllr Appleton-Claydon, seconder Cllr Keig - unanimous</p>	App 15
19/330.	<p><b>To consider and agree engagement with the local schools on the Big Park Project (Cllr Appleton-Claydon)</b>  <b>To include pre-school and nursery</b>  <b>Resolved:</b> Proposer Cllr Appleton-Claydon, seconder Cllr Culemann – unanimous.  It was proposed that Appleton-Claydon and Unsworth would approach the schools to enquire about preferred methods for engagement. <b>Cllr Unsworth is to speak with Honywoods, Cllr Appleton-Claydon is to speak with the pre-schools, St Peters, Absolute Angels and the Soaring High</b>  <b>Resolved:</b> Proposer Cllr Appleton-Claydon, seconder Cllr Hagger – unanimous.</p>	App 16
19/331.	<p><b>To consider and agree the Parish Council applying for a stall at the Coggeshall Christmas event on Saturday 7<sup>th</sup> December at a cost of £10 (Cllr Appleton-Claydon)</b>  It was proposed to agree to the Coggeshall Christmas stall for the Big Park Project.  <b>Resolved:</b> Proposer Cllr Hagger, seconder Cllr Keig – unanimous.</p>	App 17
19/332.	<p><b>To consider and agree: Setting up a working party which</b>  <b>a) defines areas where CPC can work with its “power of competence”</b>  <b>b) produces a list of projects which might be suitable for consideration under the power of competence.</b>  <b>(Cllr Culemann)</b>  It was proposed that Cllrs Culemann, Unsworth, Devaraj and Keig should be on the working party.  <b>Resolved:</b> Proposer Cllr Culemann, seconder Cllr Hagger – unanimous  21.51 – Cllr Thorogood left the meeting.</p>	App 18
19/333.	<p><b>To appoint members to a working party to review and update all the Council’s policies and procedures.</b>  It was proposed that Cllrs Culemann, Unsworth &amp; Barnes should be appointed to the working party to review the Council's policies and procedures.  <b>Resolved:</b> Proposer Cllr Culemann, seconder Cllr Unsworth – unanimous.</p>	
19/334.	<p><b>To consider and agree if appropriate a grant request of £500 from Coggeshall Christmas for the purchase of road signs.</b>  It was proposed to agree to the grant request subject to sight of the invoice.  <b>Resolved:</b> Proposer Cllr Keig, seconder Cllr Unsworth – unanimous.</p>	App 19

19/335.	<p><b>To consider moving the Council's website hosting and domain name from Atlantic Vision to 34sp.com</b></p> <p>It was proposed to move the hosting of the Council's website to 34sp.com at a cost of £120 a year.</p> <p><b>Resolved:</b> Proposer Cllr Devaraj, seconder Cllr Hagger – one abstention.</p>									
19/336.	<p><b>To note the minutes from the Village Hall Committee</b></p> <p>Noted.</p>	App 20								
19/337.	<p><b>To note the minutes from the Planning Committee</b></p> <p>Noted.</p>	App 21								
19/338.	<p><b>To consider the following Planning Applications</b></p> <table border="1" data-bbox="323 636 1299 1055"> <tr> <td><b>APPLICATION NO:</b></td> <td><b>19/00272/TPO</b></td> </tr> <tr> <td><b>DESCRIPTION:</b></td> <td><a href="#"><u>Notice of intent to carry out works to a tree protected by Tree Preservation Order 23/01 (T1) – Reduce lateral extension to south by 2m to suitable growth points and crown lift to 5m, giving consideration to crown shape and balance. Very large tree causing excessive shading and falling debris to the dwellings on Albert Gardens, in particular no3 Albert Gardens.</u></a></td> </tr> <tr> <td><b>LOCATION:</b></td> <td>59 East Street Coggeshall Essex CO6 1SJ</td> </tr> <tr> <td><b>Date for comments</b></td> <td>Wed 20 Nov 2019</td> </tr> </table> <p>No comment.</p> <p><b>Resolved:</b> Proposer Cllr Unsworth, seconder Cllr Appleton-Claydon – unanimous.</p>	<b>APPLICATION NO:</b>	<b>19/00272/TPO</b>	<b>DESCRIPTION:</b>	<a href="#"><u>Notice of intent to carry out works to a tree protected by Tree Preservation Order 23/01 (T1) – Reduce lateral extension to south by 2m to suitable growth points and crown lift to 5m, giving consideration to crown shape and balance. Very large tree causing excessive shading and falling debris to the dwellings on Albert Gardens, in particular no3 Albert Gardens.</u></a>	<b>LOCATION:</b>	59 East Street Coggeshall Essex CO6 1SJ	<b>Date for comments</b>	Wed 20 Nov 2019	
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19/339.	<table border="1" data-bbox="323 1216 1299 1447"> <tr> <td><b>APPLICATION NO:</b></td> <td><b>19/00275/TPOCON</b></td> </tr> <tr> <td><b>DESCRIPTION:</b></td> <td><a href="#"><u>Notice of intent to carry out works to tree in a Conservation Area – Honey Locust – Crown reduction/reshape up to 1.5 m</u></a></td> </tr> <tr> <td><b>LOCATION:</b></td> <td>59 Church Street Coggeshall Essex CO6 1TY</td> </tr> <tr> <td><b>Date for comments</b></td> <td>Wed 20 Nov 2019</td> </tr> </table> <p>No comment.</p> <p><b>Resolved:</b> Proposer Cllr Unsworth, seconder Cllr Appleton-Claydon – unanimous.</p>	<b>APPLICATION NO:</b>	<b>19/00275/TPOCON</b>	<b>DESCRIPTION:</b>	<a href="#"><u>Notice of intent to carry out works to tree in a Conservation Area – Honey Locust – Crown reduction/reshape up to 1.5 m</u></a>	<b>LOCATION:</b>	59 Church Street Coggeshall Essex CO6 1TY	<b>Date for comments</b>	Wed 20 Nov 2019	
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19/340.	<table border="1" data-bbox="323 1608 1299 1912"> <tr> <td><b>APPLICATION NO:</b></td> <td><b>19/01917/COUPA</b></td> </tr> <tr> <td><b>DESCRIPTION:</b></td> <td><a href="#"><u>Prior approval for the change of use of agricultural building to a dwellinghouse (Class C3), and for associated operational development – Change of use to 3 no. residential dwellings</u></a></td> </tr> <tr> <td><b>LOCATION:</b></td> <td>Structures To The North Of, Stock Street Farm Coggeshall Essex CO6 1NX</td> </tr> <tr> <td><b>Date for comments</b></td> <td>Thu 21 Nov 2019</td> </tr> </table> <p>It was proposed to object on the same grounds as the previous application.</p>	<b>APPLICATION NO:</b>	<b>19/01917/COUPA</b>	<b>DESCRIPTION:</b>	<a href="#"><u>Prior approval for the change of use of agricultural building to a dwellinghouse (Class C3), and for associated operational development – Change of use to 3 no. residential dwellings</u></a>	<b>LOCATION:</b>	Structures To The North Of, Stock Street Farm Coggeshall Essex CO6 1NX	<b>Date for comments</b>	Thu 21 Nov 2019	
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	<b>Resolved:</b> Proposer Cllr Appleton-Claydon, seconder Cllr Horne - one abstention – Cllr Unsworth.									
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<b>Date for comments</b>	Thu 21 Nov 2019									
19/342.	<p><b>To consider and agree the content of the letter to be sent to the Diocese following the issues encountered with the Council's registration of the cemetery land</b></p> <p>It was proposed to send the letter with the deletion of the last line.  <b>Resolved:</b> Proposer Cllr Culemann, seconder Cllr Horne- unanimous.  22.12 – Cllr Phillips left the meeting.</p>	App 22								
19/343.	<p><b>To note the email from Honywood School and to consider and agree any appropriate projects</b></p> <p>It was proposed to suggest weeding around the car park, the refurbishment to the willow tunnel and raking leaves in the recreation ground.  <b>Resolved:</b> Proposer Cllr Culemann, seconder Cllr Keig – unanimous.</p>	App 23								
19/344.	<p><b>To note the minutes from the Personnel Committee</b></p> <p>Noted.</p>	App 24								
19/345.	<p><b>To approve the changes to the Clerk's job description as proposed by the Personnel Committee</b></p> <p>It was proposed to agree to the changes to the Clerk's Job Description as presented.  <b>Resolved:</b> Proposer Cllr Unsworth, seconder Cllr Hagger - unanimous</p>	App 25								
19/346.	<p><b>Items for the next agenda</b></p> <p>Update on First Responder.  Anti-Bribery policy.  Update on the Dutch Nursery S106.  Update on Big Park Project funding.</p>									
19/347.	<p><b>To note the date and time of the next meeting</b></p> <p>Monday 9<sup>th</sup> December 2019 – 7.30 pm – agenda items to the Clerk by Monday 2<sup>nd</sup> December 2019.</p>									

**The meeting closed at 22.20**

Text in red was added following a proposal made at the Full Council meeting on Monday 9<sup>th</sup> December.