



# COGGESHALL PARISH COUNCIL

Village Hall, 25 Stoneham Street, Coggeshall, Essex, CO6 1UH  
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Minutes of a Meeting of the **PARISH COUNCIL** held on **Monday 9<sup>th</sup> December 2019** at **7.30 pm** in the Village Hall, Stoneham Street.

Agenda /Minute Number	Agenda Item	Appendix Number
19/348.	<p><b>Those present and apologies for absence</b>  <b>Present:</b> Cllrs Plumb, Phillips, Culemann, Horne, Appleton-Claydon, Keig, Unsworth, Barnes, Smalley &amp; Astley            20.22 – Cllr Devaraj arrived  <b>Apologies:</b> Cllrs Thorogood, Hagger &amp; Walsh  <b>Also present:</b> Clerk – Debbie Morgan, RFO – Steve Marriott, Cllr Robert Mitchell – six members of public</p>	
19/349.	<p><b>Councillors Declarations</b>            None</p>	
19/350.	<p><b>Minutes of previous meetings.</b>            The minutes of the Full Council meeting of 11<sup>th</sup> November 2019 were approved as a true record with the following amendments requested by Cllr Appleton-Claydon:            19/324 – Change December 2020 to “March 2020”            19/328 – Addition at the end of “at this point, although it would be considered for other events <b>and more widely</b> in the future”.            19/329 – Addition of the word “maximum” before the word “cost”.            19/330 – Addition at the end of “Cllr Unsworth to speak to Honeywoods, Cllr Appleton-Claydon to speak to the pre-schools, St Peters, Absolute Angels, and Soaring High.”  <b>Resolved:</b> Proposer Cllr Culemann, seconder Cllr Horne– one abstention (Cllr Astley).</p>	App 1
19/351.	<p><b>Public Participation session with respect to Agenda items and other matters of mutual interest.</b>            A resident spoke with regard <del>with their</del> <b>to the</b> proposal on 19/368 the naming of the roads in the Dutch Nursery and would like the name Humphreys to be considered            The resident from Dampier Road asked about their request to purchase some of the land at the nature reserve and were advised that the Parish Council were taking legal advice.            A resident asked about the Coggeshall Christmas event and the grant given by the Parish Council. They were informed that the group are now separate <del>to</del> <b>from</b> the Chamber of Commerce and the grant was to assist with the purchase of road signs.            A resident introduced themselves as <del>the</del> Rachael Marrow, the Vice chairman of the Friends of the Big Park project, asked about the earmarked reserves and when they would become available. The</p>	

	Parish Council advised that the funds would be used at the time the Parish Council placed the order.	
19/352.	<p><b>County Councillor's &amp; District Councillor's Report</b></p> <p>The County Councillor advised a new mapping system had been launched which lists all the assets on highways. Extra funding has been made available for footway repairs. Cllr Mitchell is also looking to devolve some powers to Parish Councils so that PCs can send letters to land owners to cut back vegetation etc to keep footways clear.</p> <p>Cllr Unsworth advised that there are changes being implemented by the Braintree District Council Planning Department and there will now be a special point for local information to be imputed into the planning process.</p> <p>Cllr Unsworth also chairs Braintree District Council <del>Finance</del> <b>Performance</b> and Management Committee which reviews the budget. Additionally, a new Commercial Director has been appointed.</p>	
19/353.	<p><b>Clerk's Report and current projects list</b></p> <p>We are still experience numerous fly-tipping episodes around the recycling bins in the car park. The cameras have been purchased and we are awaiting Braintree to carry out the installation. Tenders have been received for the initial works to the cemetery extension and this is on the agenda for a decision as proposed by the Open Spaces Committee along with the appointment of a professional to prepare and submit the planning application for change of use.</p> <p>The Clerk has been advised that the Coggeshall first responder no longer volunteers with the Ambulance Service, and as no one else came forward the group no longer exists. It is believed that Coggeshall Fire Service attend confirmed cardiac arrests when called by the ambulance service. Although Coggeshall Parish Council had agreed to provide a grant, the ambulance service did not send a request for payment and the funds were not paid.</p> <p>The RFO has made a Grant application to Locality for the Neighbourhood Plan to access the remaining eligible Grant £5600 (making the total Grant funding over the life of the Neighbourhood Plan £17,000). To facilitate the application the balance of the previous Grant £2956 has had to be repaid but will form part of the new Grant.</p>	App 2
19/354.	<p><b>Correspondence received</b></p> <ol style="list-style-type: none"> <li><b>1. Update from Superfast Essex (Broadband)</b></li> <li><b>2. To note and discuss the correspondence from the owner of a property in Dampier Road for a request to the Parish Council consider the sale of a parcel of land.</b></li> </ol> <p>Cllr Culemann advised the owners of the property in Dampier Road that investigations are being carried out with regard to the historical aspects of the land and the Parish Council are trying to obtain a copy of the S52 agreement from Braintree District Council to establish the legal position with regard to selling the land.</p>	App 3
19/355.	<p><b>To note the report from the Finance Committee/RFO</b></p> <ol style="list-style-type: none"> <li><b>I. To agree payments for November 2019</b></li> </ol>	App 4

	<p><b>II. To note bank balances</b></p> <p><b>III. To note the income and expenditure report</b></p> <p>20.22 – Cllr Devaraj arrived It was proposed to agree the payments for November 2019 <b>Resolved:</b> Proposer Cllr Culemann, seconder Cllr Plumb - unanimous</p>	
19/356.	<p><b>To note the minutes from the Finance Committee.</b></p> <p>Noted</p>	App 5
19/357.	<p><b>To discuss the Finance Committee recommendations and to agree the Council's Budget and Precept request to Braintree District Council for the financial year commencing 1 April 2020.</b></p> <p>It was proposed to agree the precept increase of 4% instead of 2% as recommended by the Finance Committee. <b>Resolved:</b> Proposer Cllr Unsworth, seconder Cllr Barnes – 6 in favour – 4 against – one abstention</p> <p>It was proposed to agree to the committee budgets at £31,900 <b>Resolved:</b> Proposer Cllr Plumb, seconder Cllr Devaraj – 8 in favour, 3 abstentions</p> <p>It was noted that the general reserve will remain at a minimum 5.62 months.</p>	App 6
19/358.	<p><b>To note the minutes from the Open Spaces Committee.</b></p> <p>Noted</p>	App 7
19/359.	<p><b>To note and approve the installation of picnic benches at the Owen Martin Nature reserve as requested by the Open Spaces Committee using the budget of £1,200 which was allocated for vegetation clearance.</b></p> <p>It was proposed to agree to the purchase and installation of picnic benches in lieu of the vegetation clearance. <b>Resolved:</b> Proposer Cllr Culemann, seconder Cllr Astley – unanimous Cllr Appleton-Claydon advised that she was holding approximately £200 in donations from Councillors which were made following the death of Cllr Thompson for a memorial <b>which will be passed onto the Parish Council.</b></p> <p>21.29 hrs - It was proposed to suspend standing order reference "3x" for the meeting exceed 2 hours <b>Resolved:</b> Proposer Cllr Culemann, seconder Cllr Plumb - unanimous</p>	App 8
19/360.	<p><b>To consider and agree the use of Cemetery Development Services to submit a change of use planning application for the cemetery extension.</b></p> <p>It was proposed to appoint Cemetery Development Services to submit a planning application change of use to Braintree District Council for the cemetery extension. This however would be using the "best case" example on the provided quotation and the CDS should not exceed this amount. <b>Resolved:</b> Proposer Cllr Astley, seconder Cllr Keig – unanimous</p>	App 9
19/361.	<p><b>To note the minutes from the Planning Committee.</b></p> <p>Noted</p>	App 10

19/362.	<p><b>To note the correspondence from the Local Plan Programme Officer with regard to the North Essex Section 1 Plan in January 2020 and to consider and agree a response by Monday 16<sup>th</sup> December 2019</b></p> <p>Cllr Unsworth and Walsh will be attending the hearing and will report back. It was proposed not to make a response as no additional comments were made.</p> <p><b>Resolved:</b> Proposer Cllr Culemann, seconder Cllr Plumb - unanimous</p>	App 11								
19/363.	<p><b>To consider the following Planning Applications</b></p> <table border="1" data-bbox="320 495 1299 1025"> <tr> <td data-bbox="320 495 600 533"><b>APPLICATION NO :</b></td> <td data-bbox="600 495 1299 533"><b>19/02072/VAR</b></td> </tr> <tr> <td data-bbox="320 533 600 949"><b>DESCRIPTION :</b></td> <td data-bbox="600 533 1299 949"><a href="#"><u>Application for variation of Condition 2 (Approved Plans) of permission 17/02246/OUT granted 12/04/19 for: Outline application for the construction of up to 300 dwellings (including up to 40% affordable) nursery/community facilities (420m2) and provision of access, roads, drainage infrastructure, open space and strategic landscaping. Demolition of existing garage/workshop building. Variation of condition would allow for: - Alterations to approved parameter plans.</u></a></td> </tr> <tr> <td data-bbox="320 949 600 987"><b>LOCATION :</b></td> <td data-bbox="600 949 1299 987">Land North Of Colchester Road Coggeshall Essex</td> </tr> <tr> <td data-bbox="320 987 600 1025"><b>Date for comments</b></td> <td data-bbox="600 987 1299 1025">Fri 20 Dec 2019</td> </tr> </table> <p>No comment</p> <p><b>Resolved:</b> Proposer Cllr Astley, seconder Cllr Horne - unanimous</p>	<b>APPLICATION NO :</b>	<b>19/02072/VAR</b>	<b>DESCRIPTION :</b>	<a href="#"><u>Application for variation of Condition 2 (Approved Plans) of permission 17/02246/OUT granted 12/04/19 for: Outline application for the construction of up to 300 dwellings (including up to 40% affordable) nursery/community facilities (420m2) and provision of access, roads, drainage infrastructure, open space and strategic landscaping. Demolition of existing garage/workshop building. Variation of condition would allow for: - Alterations to approved parameter plans.</u></a>	<b>LOCATION :</b>	Land North Of Colchester Road Coggeshall Essex	<b>Date for comments</b>	Fri 20 Dec 2019	
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19/365.	<p><b>To consider and agree if appropriate the addition of the non-confidential appendices on the website in addition to the agendas for all Parish Council meetings.</b></p> <p>It was proposed that non-confidential appendices should be added to the website with the agenda for all meetings.</p> <p><b>Resolved:</b> Proposer Cllr Astley, seconder Cllr Barnes - unanimous</p>									
19/366.	<p><b>To consider and agree if appropriate the Coggeshall Parish Council Anti-Bribery policy.</b></p> <p>Cllr Smalley proposed that all contractors and suppliers should be made aware of the policy and the addition of "Contractors and suppliers should be advised of this policy" should be added in the section "This policy applies to" on Page 4</p>	App 12								

	<p><b>Resolved:</b> Proposer Cllr Culemann , seconder Cllr Appleton-Claydon - one abstention Cllr Unsworth suggested the following amendments Page 3 – Replace “It will be caught” with “It will apply if the entity engages”.</p> <p><b>Resolved:</b> Proposer Cllr Unsworth, seconder Cllr Keig – one abstention It was proposed to adopt the Anti-Bribery with the above changes</p> <p><b>Resolved:</b> Proposer Cllr Culemann , seconder Cllr Astley - one abstention</p>	
19/367.	<p><b>To note the request from Braintree District Council for the Parish Council to take on the maintenance of the open spaces at the Dutch Nursery site in West Street and to agree a response.</b> Cllr Unsworth to speak to BDC and to come up with some figures for the first quarter of 2020. Clerk to advise BDC delay in decision while we review the information and research costs.</p> <p><b>Resolved:</b> Proposer Cllr Astley, seconder Cllr Keig - unanimous</p>	App 13
19/368.	<p><b>To note the request for three suggested road names for the Dutch Nursery site and to agree a shortlist of proposed names for submission to the developer.</b> It was proposed to suggest the following names:- 1. Humphreys 2. Thompson 3. Bobbin</p> <p><b>Resolved:</b> Proposer Cllr Culemann, seconder Cllr Appleton-Claydon – one abstention</p>	App 14
19/369.	<p><b>To consider and agree approaching Braintree District Council for a meeting to discuss the Dutch Nursery Section 106 allocation (Cllr Appleton-Claydon)</b> It was proposed that the Clerk should arrange for Cllr Unsworth &amp; Appleton-Claydon to have a meeting with Tim Havers at BDC to discuss the process for S106.</p> <p><b>Resolved:</b> Proposer Cllr Appleton-Claydon, seconder Cllr Astley – unanimous</p>	App 15
19/370.	<p><b>To note the report from the Local Council Consultancy services with regard to the Big Park Project and to agree a procedure and a strategy for progressing the fundraising of the scheme.</b> The report was noted and the recommendations made were acknowledged. A separate independent group has already been established to raise funds for the Big Park Project who are independent to the Parish Council. It was proposed the clerk should ask the group to provide a copy of their constitution, and details of the financial procedures, membership list and bank mandate. <b>Cllr Keig, Appleton-Claydon, Astley, Horne, Devaraj, and Barnes, declared and interest at the point the motion was proposed.</b></p> <p><b>Resolved:</b> Proposer Cllr Unsworth, seconder Cllr Smalley – five in favour – six abstentions It was proposed that the Parish Council working party continue to look into funding opportunities for grants that only available to parish councils.</p> <p><b>Resolved:</b> Proposer Cllr Appleton, seconder Cllr Horne – Unanimous</p>	App 16

19/371.	<p><b>To agree the terms of reference for the Big Park Project working party.</b>  It was proposed to adopt the terms of reference for the Parish Council Big Park Project as provided.  <b>Resolved:</b> Proposer Cllr Culemann, seconder Cllr Phillips - unanimous</p>	App 17
19/372.	<p><b>Items for the next agenda</b>  TBA</p>	
19/373.	<p><b>To note the date and time of the next meeting</b>  Monday 13<sup>th</sup> January 2020 – 7.30 pm – Agenda items by Monday 6<sup>th</sup> January 2020</p>	
19/374.	<p><b>To close the meeting to the press and the public to consider matters of a sensitive nature</b>  It was proposed to close the meeting to the press and the public  <b>Resolved:</b> Proposer Cllr Culemann, seconder Cllr Plumb - unanimous</p>	
19/375.	<p><b>To consider the tenders and the proposal from the Open Spaces Committee for the preliminary landscaping works to the cemetery extension and to agree a supplier.</b>  It was proposed to appoint MD Landscapes as provider of the tendered landscape services for the initial cemetery extension at the agreed figure of .  <b>Resolved:</b> Proposer Cllr Unsworth, seconder Cllr Horne - unanimous</p>	App 18

**The meeting closed at 22.30 pm**