



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 10th February 2020** at **7.30 pm** in the Village Hall, Stoneham Street.

| Agenda /Minute Number | Agenda Item | Appendix Number |
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| 2020/42. | Those present and apologies for absence Present: Cllrs Unsworth, Plumb, Hagger, Culemann, Horne, Thorogood, Appleton-Claydon, Barnes, Smalley & Astley Apologies: Cllr Devaraj, Walsh & Keig Also present: Clerk – Debbie Morgan, Cllr Robert Mitchell & 3 members of public, Alex Stevenson of the Coggeshall Parish Council Neighbourhood Plan Sub-Committee | |
| 2020/43. | Councillors Declarations Agenda items - 68, 69, 71, 72 & 74 – Non-pecuniary interest, Cllrs Astley, Horne, Appleton-Claydon & Barnes as they are part of the Big Park Project Fundraising Group Agenda item no - 69 – Cllr Unsworth & Thorogood – part of PAIN | |
| 2020/44. | Minutes of previous meetings. The minutes of the Extra Ordinary Full Council meeting held on Monday 20 th January 2020 were agreed as a true record. Resolved: Proposer Cllr Culemann, seconder Cllr Horne, - three abstentions | App 1 |
| 2020/45. | Public Participation session with respect to Agenda items and other matters of mutual interest. A resident spoke with regard to Dick Nunn's Bridge, A structural engineer has carried out a full survey. This report is awaited and will also include indicative costs. The engineer has been in touch with ECC and will meet with them to discuss the report. Alex Stevenson spoke with regard to the Coggeshall Neighbourhood Plan which was submitted to BDC on Monday 3 rd February. It is hoped that the referendum will take place before the summer holidays. A resident spoke with regard to item 2020/55 as the owner of the property concerned. A resident thanked the council for the supporting documentation to the meeting which was now available on the Parish website. | |
| 2020/46. | County Councillor's & District Councillor's Report Cllr Unsworth reported on a cross party event with MP Priti Patel with regard to the incinerator. He also attended a meeting of interested parties with regard to proposed cycleways between Coggeshall and Kelvedon and Coggeshall and Earls Colne. Cllr Mitchell (ECC) has been involved with new digital mapping for reporting issues such as potholes. | |

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| 2020/47. | <p>Clerk's Report and current projects list</p> <p>The clerk has received the archive copies of the documents from BDC with regard to the fence at Dampier Road and will be reviewing once they have been fully read.</p> <p>The Clerk has met with the engineer from the District Council regarding the issues with the recycling bins in the Stoneham Street Car Park. Quotes were received on Friday and will be considered at the next meeting of the Full Council in March.</p> <p>The owners of the property in Paycocke Way have confirmed they are willing to carry out the removal of the sycamore tree in the cemetery at their own expense.</p> <p>The Clerk in conjunction with Cllr Robert Mitchell is looking at the road signage in Coggeshall as a number of the signs are obsolete – eg Dutch Nursery.</p> <p>The Clerk will be away from the office on leave from pm on 12th February, returning on Monday 24th. Office cover will be provided by the RFO and Cllr Culemann who will also check emails.</p> <p>Peter Phillips resigned from the Parish Council on Tuesday 28th January. The notice of a casual vacancy has been placed on the notice boards and providing we do not have 10 residents calling for an election, we will be free to co-opt at the March 2020 meeting.</p> <p>The clerk attended a briefing on unauthorised encampments which was organised by Essex Police for Councillors and Clerks to understand the process and legal requirements.</p> <p>The community payback team were working in the car park on Sunday 9th February weeding the edges.</p> | App 2 | | | | | | | | |
| 2020/48. | <p>Correspondence received</p> <table border="1" data-bbox="368 1178 1286 1301"> <tr> <td data-bbox="368 1178 544 1223">31/01/2020</td> <td data-bbox="544 1178 826 1223">Rt Non. Priti Patel</td> <td data-bbox="826 1178 1131 1223">Rivenhall Incinerator</td> <td data-bbox="1131 1178 1286 1223">For note</td> </tr> <tr> <td data-bbox="368 1223 544 1301">05/02/2020</td> <td data-bbox="544 1223 826 1301">Alan Massow - BDC</td> <td data-bbox="826 1223 1131 1301">Timeline for the Neighbourhood Plan</td> <td data-bbox="1131 1223 1286 1301">For note</td> </tr> </table> | 31/01/2020 | Rt Non. Priti Patel | Rivenhall Incinerator | For note | 05/02/2020 | Alan Massow - BDC | Timeline for the Neighbourhood Plan | For note | App 3 |
| 31/01/2020 | Rt Non. Priti Patel | Rivenhall Incinerator | For note | | | | | | | |
| 05/02/2020 | Alan Massow - BDC | Timeline for the Neighbourhood Plan | For note | | | | | | | |
| 2020/49. | <p>To note the report from the RFO</p> <p>I. To agree payments for January 2020</p> <p>II. To note bank balances</p> <p>III. To note the detailed income and expenditure report to 31st January 2020</p> <p>It was agreed to approve the payments for January 2020. Resolved: Proposer Cllr Culemann, seconder Cllr Plumb, - unanimous</p> | App 4 | | | | | | | | |
| 2020/50. | <p>To consider and agree the content and the publication of the precept statement.</p> <p>It was proposed to agree to the precept statement. Resolved: Proposer Cllr Unsworth, seconder Cllr Hagger, - unanimous</p> | App 5 | | | | | | | | |
| 2020/51. | <p>To consider and agree the appointment of an additional Councillor(s) to the Finance Committee following the resignation of Peter Phillips</p> <p>It was agreed to appoint Cllrs Appleton-Claydon to the Finance Committee.</p> | | | | | | | | | |

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| | Resolved: Proposer Cllr Plumb, seconder Cllr Culemann, - unanimous | |
| 2020/52. | To agree to the RFO signing the 36-month letter of authority from Utility Aid It was proposed to agree to the RFO signing the 36-month letter of authority from Utility Aid. Resolved: Proposer Cllr Plumb, seconder Cllr Hagger, - unanimous | App 6 |
| 2020/53. | To consider and agree a response if required to the Essex County Council public consultation Pension Funding Strategy Statement and to consider if appropriate nominating a representative to sit as a Member of an Essex Pension Fund Body It was proposed not to comment or nominate a representative. Resolved: Proposer Cllr Culemann, seconder Cllr Astley, - unanimous | App 7 |
| 2020/54. | To consider and agree if appropriate the supporting of a request from a resident of Stoneham Street for the Thursday parking restrictions to be amended. It was proposed not to support the request at this time as the Parish Council are hoping to develop the market. The clerk is to respond to the resident. Resolved: Proposer Cllr Culemann, seconder Cllr Horne, - unanimous | App 8 |
| 2020/55. | To consider and agree if appropriate a request from a resident of Stoneham Street to permit them to install a rear gate into the car park It was proposed that the Council should agree to the permission of a pedestrian gate subject to contract, survey and finance. This resolution was contrary to the advice of the Proper Officer who had concerns that this would cause sterilisation of the parking area and would set a precedent with regard to requests from other residents. It could also be difficult and costly to implement although it was suggested that any costs should be borne by the resident. Resolved: Proposer Cllr Culemann, seconder Cllr Barnes, - five in favour – four against – Cllr Unsworth, Hagger, Plumb & Horne | App 9 |
| 2020/56. | To note the correspondence from the North Essex Partnership with regard to the regular parking surgery and to agree if appropriate a Councillor attending the next surgery at Braintree on Wednesday 12th February (11 am – 1 pm) It was proposed that the Parish Council will send representatives to the surgery as required. Cllr Thorogood attends occasionally as Kelvedon District Councillor and offered to also discuss any issues which become evident in Coggeshall. Resolved: Proposer Cllr Hagger, seconder Cllr Barnes, - unanimous | App 10 |
| 2020/57. | To note the correspondence from Greenfields with regard an offer to contribute to the replacement of the benches in Church Green and to agree as response It was proposed that the Parish Council should accept the offer from Greenfields. Cllrs Walsh and Unsworth have agreed subject to approval use their community grant funds to meet the shortfall. | App 11 |

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| | Resolved: Proposer Cllr Culemann, seconder Cllr Appleton-Claydon, - unanimous | | | | | | | | | | | | | | | | | | | |
| 2020/58. | <p>To note the invitation form Groundwork East with regard to a Outdoor Landscape Design event on 17th March 2020 and to agree attendance if appropriate.</p> <p>It was proposed that no one should attend, Resolved: Proposer Cllr Hagger, seconder Cllr Culemann, - unanimous</p> | App 12 | | | | | | | | | | | | | | | | | | |
| 2020/59. | <p>To note the correspondence from the licensee of the field at the Hamlet with regard to the tap repair and to discuss and agree a response.</p> <p>It was requested that the clerk contacts the licensee and request that the plumber re-issues the invoice to the Parish Council so that the PC can claim the VAT. And advise the tenant that of the location of the stop cock. Resolved: Proposer Cllr Culemann, seconder Cllr Barnes, - unanimous</p> | App 13 | | | | | | | | | | | | | | | | | | |
| 2020/60. | <p>To review and agree the licences and rents for Parish Council for 2020-21</p> <p>It was proposed to alter the licences and rents as follows:</p> <table border="1" data-bbox="354 927 1323 1581"> <tr> <td>Hay Cutting, The Hamlet</td> <td>Anthony Brew – licence Reviewed annually</td> <td>£50</td> </tr> <tr> <td>Queen Street Parking</td> <td>Four local residents – Licence 3 months' notice require</td> <td>£420 including VAT per parking space</td> </tr> <tr> <td>7 Dampier Road</td> <td>Owner No current agreement in place as property changed owner in 2019</td> <td>TBA – defer until legal situation is confirmed</td> </tr> <tr> <td>Hamlet Field</td> <td>Ms Wright One month's notice required</td> <td>£150</td> </tr> <tr> <td>Hamlet Field</td> <td>Mr Coe Area at rear for bee keeping One year's notice</td> <td>£40</td> </tr> <tr> <td>Museum</td> <td>Coggeshall Museum (part of village hall)</td> <td>Peppercorn</td> </tr> </table> <p>Resolved: Proposer Cllr Culemann, seconder Cllr Horne, - unanimous</p> | Hay Cutting, The Hamlet | Anthony Brew – licence Reviewed annually | £50 | Queen Street Parking | Four local residents – Licence 3 months' notice require | £420 including VAT per parking space | 7 Dampier Road | Owner No current agreement in place as property changed owner in 2019 | TBA – defer until legal situation is confirmed | Hamlet Field | Ms Wright One month's notice required | £150 | Hamlet Field | Mr Coe Area at rear for bee keeping One year's notice | £40 | Museum | Coggeshall Museum (part of village hall) | Peppercorn | App 14 |
| Hay Cutting, The Hamlet | Anthony Brew – licence Reviewed annually | £50 | | | | | | | | | | | | | | | | | | |
| Queen Street Parking | Four local residents – Licence 3 months' notice require | £420 including VAT per parking space | | | | | | | | | | | | | | | | | | |
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| 2020/61. | <p>To consider and agree the service level agreement as provided by North Essex Parking Partnership with regard to the introduction of controls in the Stoneham Street Car Park</p> <p>It was proposed to agree to the SLA as provided by North Essex Parking Partnership. Resolved: Proposer Cllr Culemann, seconder Cllr Unsworth, - unanimous</p> | App 15 | | | | | | | | | | | | | | | | | | |
| 2020/62. | <p>To note the Councillor training matrix and to receive a copy of the EALC training schedule for 2020</p> <p>Noted Councillors to email the clerk with requests for any training courses.</p> | App 16 | | | | | | | | | | | | | | | | | | |

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| 2020/63. | To note the minutes from the Open Spaces Committee Noted | App 17 | | | | | | | | |
| 2020/64. | To note the minutes from the Planning Committee Noted | App 18 | | | | | | | | |
| 2020/65. | <p>To consider the following Planning Applications</p> <table border="1"> <tr> <td>APPLICATION NO :</td> <td>20/00147/PLD</td> </tr> <tr> <td>DESCRIPTION :</td> <td><u>Hip-to-gable side and rear dormer roof extensions, and insertion of roof lights to front roof slope.</u></td> </tr> <tr> <td>LOCATION :</td> <td>6 Wisdoms Green Coggeshall Essex CO6 1SG</td> </tr> <tr> <td>Date for comments</td> <td>Sat 01 Feb 2020 (received Fri 31 Jan)</td> </tr> </table> <p>Noted</p> | APPLICATION NO : | 20/00147/PLD | DESCRIPTION : | <u>Hip-to-gable side and rear dormer roof extensions, and insertion of roof lights to front roof slope.</u> | LOCATION : | 6 Wisdoms Green Coggeshall Essex CO6 1SG | Date for comments | Sat 01 Feb 2020 (received Fri 31 Jan) | |
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| Date for comments | Fri 07 Feb 2020 | | | | | | | | | |
| 2020/67. | <p>To note the public consultation from BDC with regard to the Essex Coast Recreational disturbance Avoidance and Mitigation Strategy (RAMS) Supplementary Planning Document (SPD) and to consider and agree a response if appropriate (Closing date 21st Feb 2020)</p> <p>The Council have no comment to make on this application as any of the three options are acceptable. Resolved: Proposer Cllr Unsworth, seconder Cllr Astley, - unanimous</p> | App 19 To follow | | | | | | | | |
| 2020/68. | <p>To note the correspondence and documents from The Coggeshall Big Park Project Fundraising Group, the report from BDC Monitoring Officer, Clerk's report and the report from LCC and for the Parish Council to consider and agree an appropriate relationship with the Big Park Project Fundraising Group.</p> <p>It was proposed the Parish Council should endorse the fundraising group subject to monthly financial checking via bank statements by the RFO, Corrections to the errors in the constitution, provision of appropriate insurances and a monthly report at Full Council. Resolved: Proposer Cllr Culemann, seconder Cllr Unsworth, - six in favour - four abstentions</p> | App 20 | | | | | | | | |
| 2020/69. | <p>To agree the stance, Coggeshall Parish Council are taking on BPPFG, PAIN and CAUSE, request further information from these groups as required and to list any further groups that we need to consider the status of at the next council meeting. To further agree how we expect council members holding senior positions in these</p> | App 21 | | | | | | | | |

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| | <p>organisations or future organisations to declare and subsequently vote on concerned items. (Cllr Keig)</p> <p>A discussion was held on this item and Councillors were reminded that the requirements on declaring interests were detailed in the Standing Orders and Code of Conduct.</p> | |
| 2020/70. | <p>It was proposed to suspend standing order to allow Resolved: Proposer Cllr Culemann, seconder Cllr Appleton-Claydon, - unanimous</p> <p>To allow sponsorship of individual play equipment for the big park project by individual businesses or organisations where their sponsorship depends upon it (Cllr Keig)</p> <p>It was proposed to change the motion to:_ "To allow sponsorship of play equipment for the big park project by individual businesses or organisations where their sponsorship depends upon it subject to approval by the Parish Council on a case by case basis. " Resolved: Proposer Cllr Unsworth, seconder Cllr Plumb, - unanimous It was proposed to accept the amended motion. Resolved: Proposer Cllr Plumb, seconder Cllr Unsworth, - unanimous</p> | App 22 |
| 2020/71. | <p>To consider a request from the Big Park Project Fundraising Group to hang publicity / fundraising banners on the fence surrounding the play area on the East Street Recreation Ground and to advertise the project and events on boards at the Village Hall.</p> <p>It was agreed to allow the group to place banners on the fence Resolved: Proposer Cllr Unsworth, seconder Cllr Culemann, - six in favour, four abstentions</p> | App 23 |
| 2020/72. | <p>To agree to the Clerk submitting the attached grant application to Essex Community Foundation in respect of the Big Park Project, alongside the listed supporting documents. (Cllr Astley)</p> <p>It was proposed that the grant application should be submitted as provided (NB – the Clerk is to submit upon return from annual leave) Resolved: Proposer Cllr Unsworth, seconder Cllr Culemann, - six in favour – four abstentions</p> | App 24 |
| 2020/73. | <p>To agree for the Big Park Project Working Party and the Clerk to meet with Proludic to begin discussing terms and conditions. (Cllr Astley)</p> <p>It was proposed to agree that the working party and the Clerk should meet with Proludic to discuss the terms and conditions. Resolved: Proposer Cllr Culemann, seconder Cllr Hagger, - unanimous</p> | App 25 |
| 2020/74. | <p>To consider and agree a questionnaire for the whole of Coggeshall asking for views on additional sports and recreational facilities for submission to the Full Council for approval (Cllr Appleton-Claydon)</p> <p>Cllr Unsworth and Appleton-Claydon will be responsible to review the questionnaire. It was proposed that a budget of £250 should be allowed for printing and distribution to Coggeshall residents. Resolved: Proposer Cllr Appleton-Claydon, seconder Cllr Culemann, - unanimous</p> | App 26 |
| 2020/75. | <p>To consider and agree the cover for the office for the clerk in the event of emergency or sickness</p> | App 27 |

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| | It was proposed that AW should be appointed as emergency cover in the event of long term absence of the Clerk. Resolved: Proposer Cllr Unsworth, seconder Cllr Plumb, - unanimous | |
| 2020/76. | Items for the next agenda Quotes for works to the car park recycling area Tree works quotes Staff / Councillor working relationship policy Request from Kelvedon PC for Groundman to inspect play equipment Management Proposals for the Open Spaces at the Dutch Nursery (Cllr Unsworth) Big Park Project update (working party and fundraising group) Emergency Plan | |
| 2020/77. | To note the date and time of the next meeting Monday 9 th March 2020 – 7.30 pm | |

The meeting closed at 22.00 hrs