



COGGESHALL PARISH COUNCIL

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

To Councillors Unsworth, Plumb, Culemann, Horne, Thorogood, Hagger, Barnes, Appleton-Claydon, Keig, Smalley, Astley, Devaraj & Walsh

YOU ARE SUMMONED TO ATTEND A MEETING OF THE PARISH COUNCIL on **Monday 9th March 2020** at **7.30 pm** in the Village Hall, Stoneham Street.

THE PRESS AND PUBLIC ARE WELCOME TO ATTEND

A G E N D A

Agenda /Minute Number	Agenda Item	Appendix Number												
2020/78.	Those present and apologies for absence													
2020/79.	To consider and agree if appropriate the co-option of one of the following applicants for the appointment of Parish Councillor to Coggeshall Parish Council, South Ward <ul style="list-style-type: none"> • Michael Staines • Iain Ross 	App 1												
2020/80.	To receive the signed declaration from the Councillor appointed to the South Ward													
2020/81.	Councillors Declarations													
2020/82.	Minutes of previous meetings. To approve the minutes of the Full Council meeting of Monday 10 th February 2020.	App 2												
2020/83.	Public Participation session with respect to Agenda items and other matters of mutual interest. The maximum time allowed for this item is 15 minutes. At the close of this item, members of the public will no longer be permitted to address the Council unless invited by the Chairman.													
2020/84.	County Councillor's & District Councillor's Report													
2020/85.	Clerk's Report and current projects list	App 3												
2020/86.	Correspondence received <table border="1" style="margin-left: 20px;"> <tbody> <tr> <td>19/02/2020</td> <td>Passenger Transport</td> <td>Essex bus shelter project</td> <td>For note</td> </tr> <tr> <td>01/03/2020</td> <td>A resident</td> <td>Query about cemetery</td> <td>Clerk has responded</td> </tr> <tr> <td>02/03/2020</td> <td>Anglia in Bloom</td> <td>Email regarding planting to the car park</td> <td>Clerk has responded</td> </tr> </tbody> </table>	19/02/2020	Passenger Transport	Essex bus shelter project	For note	01/03/2020	A resident	Query about cemetery	Clerk has responded	02/03/2020	Anglia in Bloom	Email regarding planting to the car park	Clerk has responded	App 4
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01/03/2020	A resident	Query about cemetery	Clerk has responded											
02/03/2020	Anglia in Bloom	Email regarding planting to the car park	Clerk has responded											
2020/87.	To note the report from the Finance Committee/RFO I. To agree payments for February 2020	App 5												

	<p>II. To note bank balances</p> <p>III. To note the detailed income and expenditure report</p>					
2020/88.	To note the Draft Minutes of the Finance Committee meeting on 17 February 2020 to include the Committee's intention that a 3-5-year Financial Plan should be created	App 6				
2020/89.	To discuss and approve the 2020-2021 Risk Assessment as recommended by the Finance Committee	App 7				
2020/90.	To discuss and approve the Internal Controls Review -year end 31 March 2020- as recommended by the Finance Committee	App 8				
2020/91.	To discuss and approve the 2020 review of the Council's Financial Regulations to include amendments recommended by the Finance Committee	App 9				
2020/92.	To discuss and agree the recommendation of the Finance Committee of the appointment of the Internal Auditor for the 31 March 2020 year end audit and to authorise the RFO to sign a letter of appointment	App 10				
2020/93.	To discuss and approve the 2020 review of the Council's Investment Strategy to include amendments recommended by the Finance Committee	App 11				
2020/94.	To consider and agree the renewal of the Lloyds Bank Fixed deposit account.					
2020/95.	Update on the Dick Nunn's bridge	App 12				
2020/96.	To consider and agree if appropriate a response to the following public consultations <ol style="list-style-type: none"> 1. Stansted Airport – 30th April 2020 2. RCCE – Essex Rural Strategy – 30th March 2020 	App 13				
2020/97.	To note the minutes from the Village Hall Committee	App 14				
2020/98.	To note the minutes from the Personnel Committee	App 15				
2020/99.	To agree to Cllr Unsworth conducting the Clerk's annual appraisal in accordance with Section 19 (c) of the Council's Standing Orders.					
2020/100.	To consider and agree the suspension of Standing Orders to revise the decision made by the Parish Council in October 2019 (minute 299) with regard to agreeing to the sale of land at the Owen Martin Nature reserve and to agree whether the council should engage a solicitor to take legal advice with regard to permitting the use of the land under licence or agree to return to land to public open space.	App 16				
2020/101.	To note the minutes from the Planning Committee	App 17				
2020/102.	<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>ESS/12/20/BTE</td> </tr> <tr> <td>DESCRIPTION:</td> <td>Extraction of 6.5 million tonnes of sand and gravel (from Site A7 as identified in the Essex Minerals Local Plan 2014) including the retention of the existing access onto the A120, the processing</td> </tr> </table>	APPLICATION NO:	ESS/12/20/BTE	DESCRIPTION:	Extraction of 6.5 million tonnes of sand and gravel (from Site A7 as identified in the Essex Minerals Local Plan 2014) including the retention of the existing access onto the A120, the processing	
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	<p>plant (including sand and gravel washing plant), office and weighbridge, ready mix concrete plant, bagging unit, DSM plant, water and silt management systems. In addition, extension of the internal haul road into Site A7 and access for private and support vehicles to the Site A7 contractors' compound via Woodhouse Lane and Cuthedge Lane. Restoration of Site A7 to agriculture and biodiversity (species rich grassland and wetland).</p>	
	<p>LOCATION: Bradwell Quarry, Church Road, Bradwell, CM77 8EP, and land south of Cuthedge Lane.</p>	
	<p>Date for comments: 14th March 2020</p>	
2020/103.	<p>APPLICATION NO: 20/00208/LBC</p> <p>DESCRIPTION: Replacement roof</p> <p>LOCATION: 101 West Street Coggeshall Essex CO6 1NT</p> <p>Date for comments: Mon 16 Mar 2020</p>	
2020/104.	<p>APPLICATION NO: 20/00136/HH</p> <p>DESCRIPTION: Erection of single storey rear extension. Conversion of garage to include new window fronting driveway.</p> <p>LOCATION: 5 Honeywood Avenue Coggeshall Essex CO6 1PZ</p> <p>Date for comments: Tue 17 Mar 2020</p>	
2020/105.	<p>APPLICATION NO: 20/00202/HH</p> <p>DESCRIPTION: Erection of first floor side extension supported on ground floor columns and erection of rear extension to detached garage</p> <p>LOCATION: 57 Tilkey Road Coggeshall Essex CO6 1PH</p> <p>Date for comments: Wed 18 Mar 2020</p>	
2020/106.	<p>APPLICATION NO: 20/00240/FUL</p> <p>DESCRIPTION: Demolition of existing lean-to on north eastern elevation of existing dwelling and construction of two new dwellings with private open space, access, parking spaces, foul and surface water drainage and landscaping.</p> <p>LOCATION: 9 Tilkey Road Coggeshall Essex CO6 1PG</p> <p>Date for comments: Wed 18 Mar 2020</p>	
2020/107.	<p>To note the correspondence and report from Braintree District Council Planning Department with regard to the public address system at Coggeshall Football Club and to agree a response if appropriate.</p>	App 18
2020/108.	<p>To consider and agree if appropriate the works to the car park as requested by BDC to repair the tarmac in the recycling area</p>	App 19

2020/109.	To consider the tenders for the tree works as identified in the tree survey and to agree the appointment of a contractor.	App 20
2020/110.	To consider a request from Kelvedon Parish Council to sub-contract the Council's workman to carry out play inspection on a monthly basis and if agreed, to agree a proposed rate for this service.	App 21
2020/111.	To note the correspondence from RCCE with regard to the Essex Village of the year competition and to agree entry if appropriate.	App 22
2020/112.	To consider a request from the Big Park Project Fundraising group for the Parish Council to waiver the hire fee of £297.50 for the hire of the village hall	App 23
2020/113.	To note the report from the Big Park Project Fundraising group and the copy of their bank statement	App 24
2020/114.	To consider and agree if appropriate the adoption of the staff / councillor relationship policy	App 25
2020/115.	To consider and agree if appropriate the adoption of the Council's Notice Board Policy	App 26
2020/116.	To consider and agree the updated Grievance Policy	App 27
2020/117.	Update on the emergency plan (Cllr Barnes)	
2020/118.	Items for the next agenda	
2020/119.	To note the date and time of the next meeting Monday 6 th April 2020 (one week earlier due to Easter bank holiday)	

Debbie Morgan
Clerk to Coggeshall Parish Council

4th March 2020