



COGGESHALL PARISH COUNCIL

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

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.

Agenda /Minute Number	Agenda Item	Append ix Number
2020/78.	Those present and apologies for absence Present: Cllrs Unsworth, Plumb, Culemann, Horne, Hagger, Barnes, Keig, & Walsh Apologies: Cllrs Smalley, Astley, Appleton-Claydon, Devaraj & Thorogood Also present: Clerk – Debbie Morgan, three members of public, County Councillor – Robert Mitchell & Alex Stevenson of the Neighbourhood Plan.	
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 Michael Staines was co-opted as Councillor for the Coggeshall South Ward. Resolved by ballot – 7 in favour of Michael Staines	App 1
2020/80.	To receive the signed declaration from the Councillor appointed to the South Ward Received	
2020/81.	Councillors Declarations 2020/116 – Cllr Culemann declared a non-pecuniary interest as he is part of a current grievance and he would not vote on this matter.	
2020/82.	Minutes of previous meetings. The minutes of the Full Council meeting of Monday 10 th February 2020 were agreed as a true record. Resolved: Proposer, Cllr Culemann - seconder Cllr Hagger – one abstention	App 2
2020/83.	Public Participation session with respect to Agenda items and other matters of mutual interest. A resident spoke with regard to the Dick Nunn's bridge. Cllr Mitchell from ECC confirmed he had received the report and can confirm that ECC Highways are investigating and consulting with approved contractors. He indicated that repairs to the existing bridge is the preferred option in his view. Another resident also spoke about the Dick Nunn's bridge and felt it was important that the Parish Council see a copy of the ECC report	

	<p>of the bridge and also the full report. The clerk was asked to request this from ECC Highways</p> <p>The Parish Council would like to thank Ed Morton for his assistance with these matters.</p> <p>A resident spoke with regard to 2020/106 which was their planning application</p> <p>An organiser of the Big Park Project spoke with regard to 2020/112 – and asked that the item was brought forward on the agenda. They also spoke about the proposed event.</p>	
2020/84.	<p>County Councillor’s & District Councillor’s Report</p> <p>Cllr Mitchell advised that ECC had been busy with the Coronavirus and dissemination of information.</p> <p>The new “tell us” online tool for reporting highways issues has now been launched.</p> <p>Cllr Mitchell will also be part of the new Climate Action Committee</p> <p>Cllr Walsh – the public examination has now been completed – there are three options - sound, sound if modified or unsound. The report is due after Easter.</p>	
2020/85.	<p>Clerk’s Report and current projects list</p> <p>Cllr Thorogood has tendered his resignation due to work commitments and also his role as District Councillor for Kelvedon and Feering.</p> <p>The owner of the property in Paycocke Way has agreed to remove the tree in the cemetery at their own expense</p> <p>The Clerk and Cllr Robert Mitchell are looking at the road signage in Coggeshall as a number of the signs are obsolete – eg Dutch Nursery.</p> <p>The community payback team worked in the car park clearing the beds. The Clerk will now liaise with the Coggeshall in Bloom team to arrange for wildlife attracting perennials to be planted in the next few weeks.</p> <p>The Clerk and RFO are currently co-ordinating the additional and supporting documentation for the grant submission for the Big Park Project to the Essex Community Foundation and it is hoped this will be submitted shortly. The Clerk has requested details from the Fundraising Group with regard to the current situation on secured funds.</p> <p>The preliminary landscaping works have been carried out at the Cemetery extension including site clearance and the perimeter fence.</p> <p>The Clerk is working with Cemetery Development Services for the planning application to be submitted. As the area is adjacent to the allotments, it appears it will be necessary to have an ecology report done due to the possible presence of slowworms and the clerk is obtaining quotes for this report.</p> <p>The clerk is also obtaining a price for the plotting out of the burial section as only six full burial plots currently remain in Section E. Burial demand is still higher than normal and this has resulted in some of the works having to be brought forward.</p>	App 3

	Damage was caused to the wall and gate at the recreation ground following a car accident. The Clerk is investigating and will report to the Council's insurance company.													
2020/86.	<p>Correspondence received</p> <table border="1"> <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> </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.	<p>To note the report from the Finance Committee/RFO</p> <p>I. To agree payments for February 2020</p> <p>II. To note bank balances</p> <p>III. To note the detailed income and expenditure report</p> <p>It was proposed to agree the payments for February 2020 Resolved: Proposer, Cllr Culemann - seconder Cllr Hagger – one abstention</p>	App 5												
2020/88.	<p>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</p> <p>Noted</p>	App 6												
2020/89.	<p>To discuss and approve the 2020-2021 Risk Assessment as recommended by the Finance Committee</p> <p>It was proposed to approve the 2020-21 Risk Assessment Resolved: Proposer, Cllr Plumb - seconder Cllr Culemann – one abstention</p>	App 7												
2020/90.	<p>To discuss and approve the Internal Controls Review -year end 31 March 2020- as recommended by the Finance Committee</p> <p>It was proposed to approve the internal controls review Resolved: Proposer, Cllr Culemann - seconder Cllr Plumb - one abstention.</p>	App 8												
2020/91.	<p>To discuss and approve the 2020 review of the Council's Financial Regulations to include amendments recommended by the Finance Committee</p> <p>It was proposed to approve the 2020 review of the Council's Financial Regulations. Resolved: Proposer, Cllr Culemann - seconder Cllr Plumb - one abstention</p>	App 9												
2020/92.	<p>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</p> <p>It was proposed to agree the recommendation of the Finance Committee for the appointment of the Internal Auditor. Resolved: Proposer, Cllr Plumb - seconder Cllr Keig – one abstention.</p>	App 10												

2020/93.	<p>To discuss and approve the 2020 review of the Council's Investment Strategy to include amendments recommended by the Finance Committee</p> <p>It was proposed to approve the 2020 review of the Council's Investment Strategy subject to the following amendment Addition of "Local Government Act" before "Section 15" Resolved: Proposer, Cllr Keig - seconder Cllr Plumb - one abstention.</p>	App 11
2020/94.	<p>To consider and agree the renewal of the Lloyds Bank Fixed deposit account.</p> <p>It was proposed to agree the renewal of the Lloyds Bank Fixed Deposit account at £85,000 and move the balance above into the current account. Resolved: Proposer, Cllr Plumb - seconder Cllr Unsworth – one abstention</p>	
2020/95.	<p>Update on the Dick Nunn's bridge</p> <p>A structural inspection report has been sent to Essex County Council and Cllr Robert Mitchell is in contact with ECC Highways.</p>	App 12
2020/96.	<p>To consider and agree if appropriate a response to the following public consultations</p> <p>1. Stansted Airport – 30th April 2020 2. RCCE – Essex Rural Strategy – 30th March 2020</p> <p>It was proposed to set up a working party to review the Stansted Airport Public Consultation to report back on a possible response to include Cllrs Staines, Unsworth. Resolved: Proposer, Cllr Culemann - seconder Cllr Unsworth - unanimous</p> <p>The RCCE to be reviewed by the working party and a response to be submitted for the Planning Committee with the addition of Cllr Walsh Resolved: Proposer, Cllr Hagger - seconder Cllr Keig - unanimous</p>	App 13
2020/97.	<p>To note the minutes from the Village Hall Committee</p> <p>Noted</p>	App 14
2020/98.	<p>To note the minutes from the Personnel Committee</p> <p>Noted</p>	App 15
2020/99.	<p>To agree to Cllr Unsworth conducting the Clerk's annual appraisal in accordance with Section 19 (c) of the Council's Standing Orders.</p> <p>It was proposed to agree to Cllr Unsworth to conduct the Clerk's annual appraisal. Councillors are invited to send any comments on the Clerk's performance to Cllr Unsworth, however it should be noted that these will not be anonymous. Resolved: Proposer, Cllr Culemann - seconder Cllr Hagger - unanimous</p>	
2020/100.	<p>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.</p>	App 16

	<p>It was proposed to suspend standing orders to revisit the decision made in minute 2019/299</p> <p>Resolved: Proposer, Cllr Keig - seconder Cllr Unsworth - unanimous</p> <p>It was proposed that the decision to sell the land should be reversed and the it was agreed that a request should be sent to the new owner for the fence to be placed on the correct boundary.</p> <p>Resolved: Proposer, Cllr Culemann - seconder Cllr Unsworth – 5 in favour – two abstentions, one against.</p>									
2020/101.	<p>It was proposed to suspend standing orders to allow the meeting to exceed two hours.</p> <p>Resolved: Proposer, Cllr Culemann - seconder Cllr Hagger - unanimous</p> <p>To note the minutes from the Planning Committee</p> <p>Noted</p>	App 17								
2020/102.	<p>To consider the following Planning Applications</p> <table border="1" data-bbox="395 759 1315 1518"> <tr> <td>APPLICATION NO:</td> <td>ESS/12/20/BTE</td> </tr> <tr> <td>DESCRIPTION:</td> <td><u>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 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).</u></td> </tr> <tr> <td>LOCATION:</td> <td>Bradwell Quarry, Church Road, Bradwell, CM77 8EP, and land south of Cuthedge Lane.</td> </tr> <tr> <td>Date for comments:</td> <td>14th March 2020</td> </tr> </table> <p>It was proposed to object to the application as it is out of sequence and it has been previously refused under the terms of the Essex County Council minerals. Cllr Unsworth is to prepare an objection for agreement at the next meeting. The Clerk is to request an extension.</p> <p>Resolved: Proposer, Cllr Culemann - seconder Cllr Hagger – unanimous</p> <p>21.20 – Cllr Plumb left the meeting</p>	APPLICATION NO:	ESS/12/20/BTE	DESCRIPTION:	<u>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 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).</u>	LOCATION:	Bradwell Quarry, Church Road, Bradwell, CM77 8EP, and land south of Cuthedge Lane.	Date for comments:	14 th March 2020	
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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> <p>It was proposed to confirm that we have no objection. Resolved: Proposer, Cllr Culemann - seconder Cllr Barnes - unanimous</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> <p>It was proposed to agree appoint Repairfast to carry out the works at £2095 plus VAT Resolved: Proposer, Cllr Culemann - seconder Cllr Horne - one abstention.</p>	App 19								

2020/109.	<p>To consider the tenders for the tree works as identified in the tree survey and to agree the appointment of a contractor.</p> <p>It was proposed to appoint Be Green Tree Surgery for the tree works at a cost of £9.600</p> <p>Resolved: Proposer, Cllr Culemann - seconder Cllr Keig – one abstention.</p>	App 20
2020/110.	<p>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.</p> <p>Cllr Unsworth will speak with Kelvedon Parish Council to gain further information and report back at the April meeting.</p> <p>Resolved: Proposer, Cllr Unsworth - seconder Cllr Horne - unanimous</p>	App 21
2020/111.	<p>To note the correspondence from RCCE with regard to the Essex Village of the year competition and to agree entry if appropriate.</p> <p>It was proposed to defer for a year, but the Parish Council will submit an application in 2021 and the clerk is to write to the RCCE to that effect.</p> <p>Resolved: Proposer, Cllr Hagger - seconder Cllr Unsworth - unanimous</p>	App 22
2020/112.	<p>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</p> <p>It was proposed to waiver the hire fee for the hall hire for the Big Park Project Fundraising Group.</p> <p>Resolved: Proposer, Cllr Culemann - seconder Cllr Keig - unanimous</p>	App 23
2020/113.	<p>To note the report from the Big Park Project Fundraising group and the copy of their bank statement</p> <p>The Fundraising group confirmed that there were no outgoing for the period of the bank statement.</p> <p>Noted</p>	App 24
2020/114.	<p>To consider and agree if appropriate the adoption of the staff / councillor relationship policy</p> <p>It was proposed to defer this item to the Full Council April meeting</p> <p>Resolved: Proposer, Cllr Keig - seconder Cllr Culemann - unanimous</p>	App 25
2020/115.	<p>To consider and agree if appropriate the adoption of the Council's Notice Board Policy</p> <p>It was proposed to agree the Parish Notice Board Policy with one change to include "or for an appropriate period of time at the discretion of the Parish Clerk" in the section marked "Time Restriction"</p> <p>Resolved: Proposer, Cllr Hagger - seconder Cllr Keig - unanimous</p>	App 26
2020/116.	<p>To consider and agree the updated Grievance Policy</p> <p>Cllr Unsworth proposed that the adoption of the new grievance policy was postponed until the grievance associated with Cllr Culemann (as declared by Cllr Culemann in 2020/81) had been resolved.</p>	App 27

	<p>The clerk advised that this should not be postponed due to legal reasons following the "Ledbury Case" and the new procedure used the template recently provided by NALC.</p> <p>In view of this, Cllr Unsworth withdrew his proposal</p> <p>It was proposed to adopt the Grievance Procedure as provided.</p> <p>Resolved: Proposer, Cllr Barnes - seconder Cllr Hagger – six in favour, two abstentions</p>	
2020/117.	<p>Update on the emergency plan (Cllr Barnes)</p> <p>Cllr Barnes has now completed the amendments to the Emergency Plan and will deliver the plan to the clerk for submission in the next week.</p>	
2020/118.	<p>Items for the next agenda</p> <p>Stansted working party update</p> <p>Dutch Nursery open spaces</p> <p>Councillor / Staff policy</p>	
2020/119.	<p>To note the date and time of the next meeting</p> <p>Monday 6th April 2020 (one week earlier due to Easter bank holiday)</p> <p>– Agenda items should be with the clerk no later than Monday 30th March.</p>	

The meeting closed at 22.00 hours