



COGGESHALL PARISH COUNCIL

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

Minutes of a **VIRTUAL MEETING OF THE PARISH COUNCIL** held on **Monday 20th April 2020** at **7.30 pm**

Agenda /Minute Number	Agenda Item	Appendix Number
2020/129.	<p>Those present and apologies for absence Present: Cllrs Unsworth, Plumb, Culemann, Horne, Staines, Hagger, Appleton-Claydon, Barnes, Keig, Smalley, Astley, & Walsh Not present, no apologies: Cllr Horne & Devaraj Also present: Clerk – Debbie Morgan, RFO – Steve Marriott & District Councillor, Robert Mitchell</p>	
2020/130.	<p>Councillors Declarations None</p>	
2020/131.	<p>Minutes of previous meetings. The minutes of the Full Council meeting of 23rd March 2020 were approved as a true record. Resolved: Proposer Cllr Unsworth, seconder Cllr Hagger – unanimous</p>	App 1
2020/132.	<p>Public Participation session with respect to Agenda items and other matters of mutual interest. No public present</p>	
2020/133.	<p>Clerk's Report and current projects list The owner of the property in Paycocke Way has agreed to remove the tree in the cemetery at their own expense and we are awaiting notification as to when the works will be carried out. 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. Cllr Staines confirmed that he has offered to help with obtaining photographs of the signs for an audit/review The community payback team have had to suspend their operations due to Covid-19 Cemetery extension The preliminary landscaping works have been carried out in the cemetery extension including site clearance and the perimeter fence. The Clerk is working with Cemetery Development Services for the planning application to be submitted. As the area is adjacent to the allotments, it may be necessary to have an ecology report done due to the possible presence of slowworms. 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 2

	<p>A section of fence surrounding the little park by the Doctor's surgery was damaged (vandalised?) twice in a week. The second time it was damaged beyond repair and has now been replaced at a cost of £90 plus VAT</p> <p>Following the restrictions in place due to the Covid-19 pandemic, the village hall, play areas and public toilets have been closed. Notices have been displayed where required. The allotments are considered as part of "daily exercise" and are allowed to stay open providing tenants practice social distancing.</p> <p>We have received notification that the footpath closure due to problems with Dick Nunn's Bridge has been extended to 31st March 2021</p>																																	
2020/134.	<p>Correspondence received</p> <table border="1" data-bbox="360 674 1350 1424"> <tr> <td>13/03/2020</td> <td>NALC</td> <td>Response regarding the BDC framework agreement and the Big Park Project</td> <td>For information</td> </tr> <tr> <td>13/03/2020</td> <td>Play Safety</td> <td>Notice regarding annual inspection of play equipment</td> <td>For information</td> </tr> <tr> <td>21/03/2020</td> <td>Big Park Fund</td> <td>Letter from Committee member with regard to signatories</td> <td>For information</td> </tr> <tr> <td>25/03/2020</td> <td>RCCE</td> <td>Email advising village of the year cancelled for 2020</td> <td>For information</td> </tr> <tr> <td>01/04/2020</td> <td>A resident</td> <td>Email from a resident with regard to the Fabians Play area</td> <td>For information</td> </tr> <tr> <td>07/04/2020</td> <td>A resident</td> <td>Letter requesting a tree in the Butt Field Allotments is pruned</td> <td>Pass to next Open Spaces Committee</td> </tr> <tr> <td>08/04/2020</td> <td>Locality</td> <td>Advising on postponement of referendum of the Neighbourhood Plan</td> <td>For information</td> </tr> <tr> <td>08/04/2020</td> <td>National Lottery Grant</td> <td>Email notifying non essential grants on hold for six months</td> <td>For information</td> </tr> </table> <p>It was noted that the resident who had written in regarding the tree and hedge at Butt Field had cut them back in the last week without getting permission. The Clerk is to write to the resident and advise that his action is criminal damage as the hedge and tree were not on the boundary of his property. Also hedges should not be cut between April and August due to nesting birds.</p>	13/03/2020	NALC	Response regarding the BDC framework agreement and the Big Park Project	For information	13/03/2020	Play Safety	Notice regarding annual inspection of play equipment	For information	21/03/2020	Big Park Fund	Letter from Committee member with regard to signatories	For information	25/03/2020	RCCE	Email advising village of the year cancelled for 2020	For information	01/04/2020	A resident	Email from a resident with regard to the Fabians Play area	For information	07/04/2020	A resident	Letter requesting a tree in the Butt Field Allotments is pruned	Pass to next Open Spaces Committee	08/04/2020	Locality	Advising on postponement of referendum of the Neighbourhood Plan	For information	08/04/2020	National Lottery Grant	Email notifying non essential grants on hold for six months	For information	App 3
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2020/135.	<p>To note the report from the Finance Committee/RFO</p> <ol style="list-style-type: none"> I. To agree payments for March 2020 II. To note the bank balances III. To note the income and expenditure report to 31 Mar 2020 <p>It was proposed to approve the payments for March 2020</p> <p>Resolved: Proposer Cllr Culemann, seconder Cllr Appleton-Claydon – unanimous</p>	App 4																																

2020/136.	<p>County Councillor's & District Councillor's Report Cllr Robert Mitchell gave an update on initiatives being undertaken by Essex County Council. Cllr Unsworth advised that District Councillors are hoping to meet with the Chief Executive of Braintree District Council to try and get the green waste bin emptying service restored. Also BDC are about to commence virtual meetings. Cllr Walsh advised there is no news on the inspector's report for the Local Plan.</p>	App 5				
2020/137.	<p>To agree the procedure and policy for virtual meetings. The procedure was agreed without amendment Resolved: Proposer Cllr Culemann, seconder Cllr Appleton-Claydon – unanimous</p>	App 6				
2020/138.	<p>To consider waiving or deferring collecting market stall holder fees for a three-month period with effect from 23 April 2020 and thereafter to be reviewed on a monthly basis. (Cllr Walsh) Cllr Appleton-Claydon proposed an amendment to the above motion To consider waiving collecting market stall holder fees the month of May with thereafter to be reviewed on a monthly basis. Additionally, to appoint Cllrs Unsworth, Staines and Walsh to a working party to investigate options for the market. Resolved: Proposer Cllr Culemann, seconder Cllr Barnes – unanimous 20.32 – Steve Marriott left the meeting.</p>	App 7				
2020/139.	<p>To consider and agree the annual maintenance contract with Guardian Doors for the roller shutters It was proposed to agree to the maintenance schedule. Resolved: Proposer Cllr Culemann, seconder Cllr Staines – unanimous</p>	App 8				
2020/140.	<p>To ratify the response submitted by the clerk in relation to the Stansted Public Consultation Carry forward to the next meeting</p>	App 9 – to follow				
2020/141.	<p>To note the following Planning Application</p> <table border="1" data-bbox="363 1420 1347 1951"> <tr> <td data-bbox="363 1420 644 1458">APPLICATION NO:</td> <td data-bbox="644 1420 1347 1458">20/00560/NMA</td> </tr> <tr> <td data-bbox="363 1458 644 1951">DESCRIPTION:</td> <td data-bbox="644 1458 1347 1951"> <p><u>Non-Material Amendment to permission 17/00359/OUT granted 09.11.2018 for: Outline planning application for the demolition of all existing buildings, new access arrangements off West Street and (1) with only landscaping reserved for the erection of 6 no. residential units (Use Class C3) adjacent to West Street, (2) with all matters reserved for up to a maximum of an additional 42 no. residential units (Use Class C3) and new public space off West Street, Coggeshall. Amendment would allow :- Revised layout of plots 1-4 to provide greater separation to eastern boundary and associated neighbour garage.</u></p> </td> </tr> </table>	APPLICATION NO:	20/00560/NMA	DESCRIPTION:	<p><u>Non-Material Amendment to permission 17/00359/OUT granted 09.11.2018 for: Outline planning application for the demolition of all existing buildings, new access arrangements off West Street and (1) with only landscaping reserved for the erection of 6 no. residential units (Use Class C3) adjacent to West Street, (2) with all matters reserved for up to a maximum of an additional 42 no. residential units (Use Class C3) and new public space off West Street, Coggeshall. Amendment would allow :- Revised layout of plots 1-4 to provide greater separation to eastern boundary and associated neighbour garage.</u></p>	
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2020/146.	<p>To close the meeting to the press and the public for matters of a confidential nature</p> <p>It was proposed to close the meeting to the press and the public to discuss matters of a confidential nature</p> <p>Resolved: Proposer Cllr Culemann, seconder Cllr Astley – unanimous</p>	
2020/147.	<p>To consider and agree the contracted grade increases for appropriate employees</p> <p>It was proposed to agree the grade increases for the appropriate staff</p> <p>Resolved: Proposer Cllr Culemann, seconder Cllr Plumb – unanimous</p>	App 10
2020/148.	<p>Items for the next agenda</p> <p>Report from the working party with regard to the market</p>	
2020/149.	<p>To agree the date and time of the next meeting</p> <p>Monday 11th May – 7. 30 pm</p>	

The meeting closed at 20.51 hrs