



COGGESHALL PARISH COUNCIL

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

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

YOU ARE SUMMONED TO ATTEND A VIRTUAL MEETING OF THE PARISH COUNCIL on Monday 11th May 2020 at 7.30

The meeting will be held remotely using Zoom video conferencing

THE PRESS AND PUBLIC ARE WELCOME TO ATTEND AND SHOULD CONTACT THE CLERK VIA EMAIL TO RECEIVE A COPY OF THE JOINING INSTRUCTIONS

A G E N D A

| Agenda /Minute Number | Agenda Item | Appendix Number | | | | | | | | | | | | |
|-----------------------|--|--|--|---------------------------------|-----------------|------------|------------|---|--------------------------|------------|------------|--|--|--|
| 2020/150. | Those present and apologies for absence | | | | | | | | | | | | | |
| 2020/151. | To consider and agree if appropriate the co-option of Iain Ross for the appointment of Parish Councillor to Coggeshall Parish Council, North Ward | | | | | | | | | | | | | |
| 2020/152. | Councillors Declarations | | | | | | | | | | | | | |
| 2020/153. | Minutes of previous meetings. To approve the minutes of the Full Council meeting of 23 rd April 2020 | App 1 | | | | | | | | | | | | |
| 2020/154. | Public Participation session with respect to Agenda items and other matters of mutual interest. The maximum time allowed for this item is 10 minutes. Each member of public will have no more than 2 minutes to speak. At the close of this item, members of the public will no longer be permitted to address the Council unless invited by the Chairman. | | | | | | | | | | | | | |
| 2020/155. | Clerk's Report and current projects list | App 2 | | | | | | | | | | | | |
| 2020/156. | County Councillor's & District Councillor's Report | App 3 | | | | | | | | | | | | |
| 2020/157. | To note the letter to Chairman and Councillors from Peter Davey the Chairman of the Essex Association of Local Councils Correspondence received | App 4i App 4ii | | | | | | | | | | | | |
| | <table border="1"> <tbody> <tr> <td>15/04/2020</td> <td>Environment Agency</td> <td>Update on Flood Risk Management</td> <td>For information</td> </tr> <tr> <td>23/04/2020</td> <td>A resident</td> <td>Complaint about skip bins at the Woolpack</td> <td>Directed resident to BDC</td> </tr> <tr> <td>27/04/2020</td> <td>A resident</td> <td>Complaint about overgrowing vegetation from the allotments</td> <td>Clerk has asked groundsmen to cut back</td> </tr> </tbody> </table> | 15/04/2020 | Environment Agency | Update on Flood Risk Management | For information | 23/04/2020 | A resident | Complaint about skip bins at the Woolpack | Directed resident to BDC | 27/04/2020 | A resident | Complaint about overgrowing vegetation from the allotments | Clerk has asked groundsmen to cut back | |
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|-----------|--|--------------------------|--|---------------------------|----------------|
| | 27/04/2020 | A resident | Acknowledgement that they should not cut back trees and hedges | For information | |
| | 30/04/2020 | Environment Agency | Ebulletin on Bradwell B | For information | |
| | 30/04/2020 | Rt Hon Robert Jenrick MP | Letter of thanks to Parish Councils | For information | |
| | 04/05/2020 | A resident | Complaint about parking at the top of Tilkey Road | Resident directed to NEPP | |
| 2020/158. | To note the report from the Finance Committee/RFO I. To agree payments for April 2020 II. To note the bank balances III. To note the income and expenditure report to 30 April 2020 | | | | App 5 |
| 2020/159. | To consider, discuss and note the financial results for the year ended 31 March 2020 as presented by the RFO | | | | RFO 1 |
| 2020/160. | To approve the RFO recommendations contained in his 31 March 2020 year-end update: - 1) To carry forward from the year ending 31 March 2020 into the financial year commencing 1 April 2020 budgets totalling £32,800 2) To approve increases in Earmarked Reserves totalling £30,000 | | | | RFO 1 |
| 2020/161. | To discuss and approve the Internal Auditors report dated 17 April 2020 in relation to the year ended 31 March 2020 | | | | RFO 2 |
| 2020/162. | Annual Return year end 31 March 2020 To consider and approve Section 1 of the Return the Annual Governance Statement 2019/20 (with specific reference to each individual Assertion) and to authorise the Chairman to sign the statement | | | | RFO 3 RFO 4 |
| 2020/163. | Annual Return year end 31 March 2020 To consider and approve Section 2 of the Return the Accounting Statements 2019/20 and to authorise the Chairman to sign the statement and year-end Balance Sheet. | | | | RFO 4 RFO 5 |
| 2020/164. | Annual Return year end 31 March 2020 To agree that the period to be advertised when electors and interested persons may exercise rights relating to the annual return / accounts will be Monday 15 June 2020 to Friday 24 July 2020 | | | | RFO 6 |
| 2020/165. | Annual Return year end 31 March 2020 To consider and accept the risk in the email communication of the AGAR and associated papers for the year ending 31 March 2020 to external auditors PKF Littlejohn | | | | RFO 7 |
| 2020/166. | To consider and agree making a formal and robust representation to Essex County Council that Dick Nunn's Bridge should be repaired rather than replaced and also to record the strength of feeling in Coggeshall for that outcome. (Trevor Disley – resident) | | | | App 6 |
| 2020/167. | To review the quotations for the repairs to the car park and to consider a review to the decision made at the Parish Council meeting on Monday 9th March | | | | App 7 |

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|-------------------|---|-----------------|-----------------|--------------|---|-----------|--|-------------------|-----------------|--|
| 2020/168. | To consider and agree if appropriate to defer the Annual Meeting of the Parish Council and the Annual Meeting of the Parish until the Covid-19 restrictions are lifted. | | | | | | | | | |
| 2020/169. | To consider and agree the quotation for the repair and restoration of the bench in the cemetery | App 8 | | | | | | | | |
| 2020/170. | To consider and agree that the remaining cremated remains grave spaces in the Garden of Remembrance should only be available to Coggeshall residents. | | | | | | | | | |
| 2020/171. | 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. | App 9 | | | | | | | | |
| 2020/172. | To note the draft funding agreement from Enover with regard to their grant offer for the Big Park Project and to agree to the clerk submitting the document to NALC for legal advice. | App 10 | | | | | | | | |
| 2020/173. | To consider and agree the production and the content of a spreadsheet by the working party and the Big Park Project to record and comment on the grants and donations received. | App 11 | | | | | | | | |
| 2020/174. | To formally request that Proludic provide the Council with versions of the Big Park Project designs that cost £75,000. (Cllr Appleton-Claydon) | App 12 | | | | | | | | |
| 2020/175. | To respond to a letter received by the Big Park Project Fundraising Group regarding a generous donation and the restrictions similar on this that are similar to Enover. (Cllr Appleton-Claydon) | App 13 | | | | | | | | |
| 2020/176. | To ratify the response submitted by the clerk in relation to the Stansted Public Consultation | App 14 | | | | | | | | |
| 2020/177. | To note the following Planning Application <table border="1" data-bbox="363 1272 1347 1469"> <tr> <td>APPLICATION NO:</td> <td>20/00634/FUL</td> </tr> <tr> <td>DESCRIPTION:</td> <td>Side extension to existing agricultural building.</td> </tr> <tr> <td>LOCATION:</td> <td>Monkdowns Farm Tey Road Coggeshall Essex CO6 1SZ</td> </tr> <tr> <td>Date for comments</td> <td>Fri 22 May 2020</td> </tr> </table> | APPLICATION NO: | 20/00634/FUL | DESCRIPTION: | Side extension to existing agricultural building. | LOCATION: | Monkdowns Farm Tey Road Coggeshall Essex CO6 1SZ | Date for comments | Fri 22 May 2020 | |
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| 2020/179. | <table border="1" data-bbox="363 1836 1347 1998"> <tr> <td>APPLICATION NO:</td> <td>20/00654/HH</td> </tr> <tr> <td>DESCRIPTION:</td> <td>Single-storey rear extension and front porch</td> </tr> <tr> <td>LOCATION:</td> <td>91 Tilkey Road Coggeshall Essex CO6 1QN</td> </tr> <tr> <td>Date for comments</td> <td>Fri 29 May 2020</td> </tr> </table> | APPLICATION NO: | 20/00654/HH | DESCRIPTION: | Single-storey rear extension and front porch | LOCATION: | 91 Tilkey Road Coggeshall Essex CO6 1QN | Date for comments | Fri 29 May 2020 | |
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| 2020/181. | <p>To note the following applications (Parish Council Tree Works)</p> <table border="1"> <tr> <td>APPLICATION NO:</td> <td>20/00090/TPOCON</td> </tr> <tr> <td>DESCRIPTION:</td> <td><u>Notice of intent to carry out works to trees in a Conservation Area - Carry out work as detailed in works spec see document for more details - North Cemetery - T10 Kashmir Cypress, Front, rear and driveway - T11 Yew, T14 Atlantic Cedar, T17 Lime Middle - T2 Beech T11 Oak, T12 Lime, T44 Beech, T46 Silver Birch, T144 Ash</u></td> </tr> <tr> <td>LOCATION:</td> <td>Church Of St Peter Ad Vincula Church Green Coggeshall Essex CO6 1UD</td> </tr> </table> | APPLICATION NO: | 20/00090/TPOCON | DESCRIPTION: | <u>Notice of intent to carry out works to trees in a Conservation Area - Carry out work as detailed in works spec see document for more details - North Cemetery - T10 Kashmir Cypress, Front, rear and driveway - T11 Yew, T14 Atlantic Cedar, T17 Lime Middle - T2 Beech T11 Oak, T12 Lime, T44 Beech, T46 Silver Birch, T144 Ash</u> | LOCATION: | Church Of St Peter Ad Vincula Church Green Coggeshall Essex CO6 1UD | |
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| 2020/183. | Items for the next agenda | | | | | | | |
| 2020/184. | To agree the date and time of the next meeting | | | | | | | |



Debbie Morgan
Clerk to Coggeshall Parish Council

Tuesday 5th May 2020