



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 11th May 2020** at **7.30**

Agenda /Minute Number	Agenda Item	Appendix Number
2020/150.	Those present and apologies for absence Present: Unsworth, Plumb, Culemann, Hagger, Appleton-Claydon, Barnes, Keig, Smalley, Astley & Walsh Also present: Clerk – Debbie Morgan, RFO – Steve Marriott, County Councillor Robert Mitchell, three members of public Not present, No apologies – Cllr Staines, Devaraj & Horne	
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 It was agreed to appoint Iain Ross as Parish Councillor to the Coggeshall Parish Council North Ward. Resolved: Proposer Cllr Culemann, seconder Cllr Plumb - unanimous	
2020/152.	Councillors Declarations Cllr Appleton-Claydon declared a pecuniary interest in 2020/173, 2020/174 & 2020/175 Cllr Barnes declared a pecuniary interest in 2020/173, 2020/174 & 2020/175 Cllr Astley declared a non-pecuniary interest in 2020/173, 2020/174 & 2020/175	
2020/153.	Minutes of previous meetings. The minutes of the Full Council meeting of 23 rd April 2020 were approved as a true record. Resolved: Proposer Cllr Culemann, seconder Cllr Unsworth - unanimous	App 1
2020/154.	Public Participation session with respect to Agenda items and other matters of mutual interest. Jemma Green (Chair of the Big Park Project fundraising group) spoke with regard to the items on the agenda relating to the scheme. A resident spoke with regard to Dick Nunn's Bridge	
2020/155.	Clerk's Report and current projects list The initial landscaping works have now been completed to the cemetery extension and the grass seed is starting to sprout. The clerk is now progressing with the planning application to Braintree District Council for the change of use. The closure of the village hall obviously has had an impact on the council's income, with over £2,500 per month being lost in hall hire fees. The clerk and the RFO have been working to reduce some of	App 2

	<p>the overheads and obviously some costs such as cleaning, electricity and water will be reduced.</p> <p>As yet, the council have no indication as to how long it will be until the village hall can open again.</p> <p>Additionally, it is still not clear if the council will be able to claim for furloughing the village hall staff as there is a question as to whether we would be eligible as we receive public funds via the precept towards the hall.</p> <p>The council has received notification that BDC have now commenced the legal procedure to include the Stoneham Street Car park into the BDC Off Street Parking order. This process is likely to take 4-6 months.</p> <p>It should be noted that the resident who requested a rear access from his property into the Stoneham Street car park has now withdrawn his request and the matter is now closed.</p> <p>Accident Damage to the Wall of the recreation ground.</p> <p>The insurance company have agreed to pay out the claim. Once the money is received, a contractor will be considered to carry out the repairs. We have also requested that the insurance company endeavour to recover the £250 excess from the insurance company of the person who caused the accident.</p>													
2020/156.	<p>County Councillor's & District Councillor's Report</p> <p>Cllr Mitchell advised that he is still working behind the scenes with regard to the incinerator. He is also part of the group who are looking for cycle routes between Marks Hall and Kelvedon. The hole in Stoneham Street has now been repaired after he chased.</p> <p>Cllr Unsworth advised that BDC were recommencing the emptying of the green waste bins on a monthly basis starting week commencing Monday 18th May. He is in discussion with CPRE with regard to the flood mitigation proposals.</p> <p>Cllr Walsh reminding the council that there are two groups who are providing assistance for those in Coggeshall who are self-isolating and have over 80 volunteers. He also advised that central Government are looking to help providing funding for looking for opportunities to develop brownfield sites.</p>	App 3												
2020/157.	<p>To note the letter to Chairman and Councillors from Peter Davey the Chairman of the Essex Association of Local Councils</p> <p>Noted</p> <p>Cllr Culemann pointed out the lack of requested feedback by Councillors has also been evident with CPC and Councillors should be mindful of their legal obligations.</p> <p>Correspondence received</p> <table border="1" data-bbox="379 1727 1326 1989"> <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> </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	App 4i App 4ii
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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.	<p>To note the report from the Finance Committee/RFO</p> <p>I. To agree payments for April 2020</p> <p>II. To note the bank balances</p> <p>III. To note the income and expenditure report to 30 April 2020</p> <p>It was resolved to agree to the payments for April 2020</p> <p>Resolved: Proposer Cllr Culemann, seconder Cllr Unsworth – one abstention</p>					App 5
2020/159.	<p>To consider, discuss and note the financial results for the year ended 31 March 2020 as presented by the RFO</p> <p>Cllr Plumb commended the RFO for his hard work on producing the financial reports.</p>					RFO 1
2020/160.	<p>To approve the RFO recommendations contained in his 31 March 2020 year-end update: -</p> <p>1) To carry forward from the year ending 31 March 2020 into the financial year commencing 1 April 2020 budgets totalling £32,800</p> <p>2) To approve increases in Earmarked Reserves totalling £30,000</p> <p>It was approved to carry forward the budges totalling £32,800</p> <p>Resolved: Proposer Cllr Culemann, seconder Cllr Plumb - unanimous</p> <p>It was proposed to approve the increases in earmarked reserves totalling £30,000</p> <p>Resolved: Proposer Cllr Culemann, seconder Cllr Plumb – one abstention</p>					RFO 1
2020/161.	<p>To discuss and approve the Internal Auditors report dated 17 April 2020 in relation to the year ended 31 March 2020</p> <p>Cllr Unsworth commended the RFO and the Clerk on achieving an excellent audit report.</p> <p>It was proposed to agree to the above</p> <p>Resolved: Proposer Cllr Unsworth, seconder Cllr Plumb – one abstention</p>					RFO 2
2020/162.	<p>Annual Return year end 31 March 2020</p> <p>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</p> <p>It was proposed to agree to the above</p>					RFO 3 RFO 4

	Resolved: Proposer Cllr Culemann, seconder Cllr Plumb – one abstention	
2020/163.	<p>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.</p> <p>It was proposed to agree to the above Resolved: Proposer Cllr Plumb, seconder Cllr Culemann – one abstention</p>	RFO 4 RFO 5
2020/164.	<p>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</p> <p>It was proposed to agree to the above Resolved: Proposer Cllr Culemann, seconder Cllr Plumb – one abstention</p>	RFO 6
2020/165.	<p>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</p> <p>It was proposed to agree to the above Resolved: Proposer Cllr Culemann, seconder Cllr Astley – one abstention</p>	RFO 7
2020/166.	<p>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)</p> <p>Cllr Mitchell confirmed that Essex County were aware that Coggeshall Parish Council’s preferred option is for the Dick Nunn Bridge to be repaired.</p> <p>It was proposed and agreed that Cllrs Unsworth, Walsh and Hagger would write a statement which would be agreed via email to confirm that the Parish Council would prefer the existing Dick Nunn bridge is repaired. The statement is to be published on the Council website and social media and forwarded to Trevor Disley.</p> <p>The clerk is to forward a copy of the offensive email received from a resident to the Monitoring Office at Braintree District Council.</p> <p>Cllr Unsworth also requested that the Cllr Culemann as Chair of CPC should write to the Monitoring Officer.</p> <p>Resolved: Proposer Cllr Culemann, seconder Cllr Plumb – one abstention</p> <p>21.15 – Steve Marriott left the meeting It was proposed to suspend Standing Order (3x) so that the meeting could exceed two hours Resolved: Proposer Cllr Culemann, seconder Cllr Unsworth – unanimous</p>	App 6
2020/167.	<p>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</p>	App 7

	<p>It was agreed that following the clarification on the quotations, Underwood's should be instructed to provide the steel framework and also the concrete plinths.</p> <p>Resolved: Proposer Cllr Culemann, seconder Cllr Plumb – one abstention</p>	
2020/168.	<p>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.</p> <p>It was proposed that the Annual Meeting of the Parish Council and the Annual Meeting of the Parish should be postponed until the Covid-19 restrictions are lifted.</p> <p>Resolved: Proposer Cllr Culemann, seconder Cllr Hagger – unanimous 21.30 – Cllr Mitchell left the meeting</p>	
2020/169.	<p>To consider and agree the quotation for the repair and restoration of the bench in the cemetery</p> <p>It was proposed to agree to the quotation for the full repair of the bench at a cost of £750</p> <p>Resolved: Proposer Cllr Culemann, seconder Cllr Hagger – unanimous</p>	App 8
2020/170.	<p>To consider and agree that the remaining cremated remains grave spaces in the Garden of Remembrance should only be available to Coggeshall residents.</p> <p>It was proposed that the remaining grave spaces for cremated remains in the Garden of Remembrance should be for residents of Coggeshall. Once the new area is completed, this will be open to non-residents.</p> <p>Resolved: Proposer Cllr Unsworth, seconder Cllr Appleton-Claydon – one abstention</p>	
2020/171.	<p>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.</p> <p>It was proposed that the Parish Council would not take on the maintenance of the open spaces at the Dutch Nursery site and the clerk is to advise BDC according.</p> <p>Resolved: Proposer Cllr Culemann, seconder Cllr Smalley – unanimous</p>	App 9
2020/172.	<p>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.</p> <p>It was proposed that the Parish Council would amend the motion to include the clerk obtaining clarification of the clauses from Enover as well as the advice from NALC at the same time.</p> <p>Resolved: Proposer Cllr Culemann, seconder Cllr Appleton-Claydon – one abstention, one against</p> <p>It was proposed to agree to the amended motion</p> <p>Resolved: Proposer Cllr Culemann, seconder Cllr Appleton-Claydon – unanimous Cllr Appleton-Claydon and Cllr Barnes left the meeting</p>	App 10
2020/173.	<p>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.</p>	App 11

	<p>It was agreed that the spreadsheet should be created as presented and updated by the Big Park Project Fundraising Group as part of their obligation to meet the agreed CPC financial requirements. Cllr Astley to produce the updated spreadsheet and report for the next council meeting with a copy of the bank statement.</p> <p>Resolved: Proposer Cllr Hagger, seconder Cllr Unsworth – one abstention</p>							
2020/174.	<p>To formally request that Proludic provide the Council with versions of the Big Park Project designs that cost £75,000. (Cllr Appleton-Claydon)</p> <p>Cllr Unsworth confirmed to the meeting that he had been advised that the Braintree Framework agreement was being extended for six months.</p> <p>It was agreed that the clerk is to approach Proludic to inform them that £75,000 was now available and request a non-binding quotation as to what equipment can be supplied and installed against the approved design whilst representing best value.</p> <p>Resolved: Proposer Cllr Unsworth, seconder Cllr Hagger – one abstention</p> <p>Cllr Unsworth reminded the council that communications between Proludic and the Council should come from the clerk.</p>	App 12						
2020/175.	<p>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)</p> <p>Cllr Unsworth had spoken with the BDC Monitoring Officer who advised that CPC cannot accept a donation that was totally anonymous as it was necessary to comply with policies on anti-corruption, money laundering and slavery. The Monitoring Officer advised that their donation could be “ring fenced” with expressed terms such so the funds would only be used for the supply, delivery and installation of the Big Park Play equipment.</p> <p>The Clerk also advised that the internal auditor had confirmed that the donation could be anonymous to the public, but not the parish Council for the reasons mentioned by Cllr Unsworth.</p> <p>It was agreed that the donor should be approached and advised that their identity would need to be revealed to the Chairman, the clerk, the RFO and internal auditor.</p> <p>Resolved: Proposer Cllr Culemann, seconder Cllr Unsworth – unanimous</p>	App 13						
2020/176.	<p>To ratify the response submitted by the clerk in relation to the Stansted Public Consultation</p> <p>The response was agreed</p> <p>Resolved: Proposer Cllr Hagger, seconder Cllr Unsworth – one abstention</p>	App 14						
2020/177.	<p>To note the following Planning Application</p> <table border="1" data-bbox="327 1870 1310 2027"> <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> </table>	APPLICATION NO:	20/00634/FUL	DESCRIPTION:	Side extension to existing agricultural building.	LOCATION:	Monkdowns Farm Tey Road Coggeshall Essex CO6 1SZ	
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2020/178.	<table border="1"> <tr> <td>APPLICATION NO:</td> <td>20/00635/FUL</td> </tr> <tr> <td>DESCRIPTION:</td> <td><u>Change of use of ancillary residential (C3) outbuilding for use as a short term holiday/rental let, together with associated external and internal alterations to facilitate the change of use.</u></td> </tr> <tr> <td>LOCATION:</td> <td>5 West Street Coggeshall Essex CO6 1NL</td> </tr> <tr> <td>Date for comments</td> <td>Tue 26 May 2020</td> </tr> </table> <p>It was agreed to defer the decision until further information was available Resolved: Proposer Cllr Culemann, seconder Cllr Unsworth – one abstention</p>	APPLICATION NO:	20/00635/FUL	DESCRIPTION:	<u>Change of use of ancillary residential (C3) outbuilding for use as a short term holiday/rental let, together with associated external and internal alterations to facilitate the change of use.</u>	LOCATION:	5 West Street Coggeshall Essex CO6 1NL	Date for comments	Tue 26 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> </table>	APPLICATION NO:	20/00090/TPOCON							
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	<p>DESCRIPTION: 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</p> <p>LOCATION: Church Of St Peter Ad Vincula Church Green Coggeshall Essex CO6 1UD</p> <p>Noted</p>	
2020/182.	<p>APPLICATION NO: 20/00091/TPOCON</p> <p>DESCRIPTION: Notice of intent to carry out work to trees in a Conservation Area – Carry out works to trees as described on tree works spec – T20 Sweet Chestnut, T21 Sweet Chestnut, T30 Cherry, T33 Hawthorn, T34 Lime, T35 Cherry, T36 Crab Apple, T38 Lime, T43 Red Oak, T49 Cherry Please see attached specification/Tree survey report for works to be carried out</p> <p>LOCATION: Recreation Ground East Street Coggeshall Essex</p> <p>Noted</p>	
2020/183.	<p>Items for the next agenda</p> <p>Update from the market working party Update from the Big Park Project Fundraising Group Planning Application – 5 West Street</p>	
2020/184.	<p>To agree the date and time of the next meeting</p> <p>Tuesday 26th May 7.30 pm – Agenda Items by Monday 18th May</p>	

The meeting closed at 23.15 hours