



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 15th June 2020 at 7.30 pm

Agenda /Minute Number	Agenda Item	Notes / Action
2020/210.	Those present and apologies for absence Present: Cllrs Unsworth, Plumb, Culemann, Staines, Hagger, Appleton-Claydon, Barnes, Keig, Smalley, Astley & Ross Apologies: Cllr Walsh Not present, no apologies: Cllr Horne Also present: Clerk – Debbie Morgan, RFO – Steve Marriott, County Councillor Robert Mitchell, six members of public	
2020/211.	To note the disqualification of Sanj Devaraj as Parish Councillor for Coggeshall Parish Council South Ward by way of absence from meetings under Section 85 of the Local Government Act 1972 Noted The Chairman wrote to Sanj Devaraj expressing his hope that once the issues that stopped him being a Parish Councillor had been dealt with he might consider serving on the Council once again.	19.37 hrs Cllr Hagger joined
2020/212.	Councillors Declarations 2020/220 – Cllr Appleton-Claydon is a member of the Big Park Project Fundraising Group Committee 2020/220 – Cllr Astley is a member of the Big Park Project Fundraising Group, but not the committee 2020/227 -Cllr Unsworth is a member of PAIN 2020/234 – Cllr Barnes's child attends the Montessori School	
2020/213.	Minutes of previous meetings. The minutes of the Full Council meeting of Tuesday 26 th May 2020 were approved subject to the following changes as requested. Cllr Appleton-Claydon – asked that it was noted that she had provided some of the information in item 2020/193 Cllr Smalley – noted that Cllrs Barnes, Devaraj and Horne had been noted as being present at the meeting when they were absent. Resolved: - Proposer Cllr Culemann, Seconder Cllr Smalley - unanimous	App 1
2020/214.	Public Participation session with respect to Agenda items and other matters of mutual interest. A representative of Soaring High spoke with regard to agenda item 2020/234	

	<p>Two residents spoke with regard to the trees behind Buxton Road (item 2020/236)</p> <p>A resident commented on the comprehensive report relating to item 2020/236</p> <p>A resident spoke with regard to item 2020/223 and obtaining permission to use a hose at the allotments</p>	
2020/215.	<p>Clerk's Report and current project list</p> <p>The clerk has been trying to contact the company who provided the plans for the cemetery extension, but has not been able to make contact.</p> <p>The public toilets have now been re-opened and staff are following the guidelines for cleaning etc.</p> <p>No indication has been given by the Government as to when the village hall can re-open.</p> <p>The insurance company have received paid for the claim for the repair of the wall. The repair works have been authorised by the neighbour's insurance company and need to be approved by CPC.</p> <p>A zoom meeting was held with Proludic, the Clerk and members of the working party to discuss options for a reduced scheme. Proludic will produce some revised</p> <p>EALC Training</p> <p>The EALC are holding a number of webinars for Clerks and Councillors. If anyone wishes to attend, please contact the clerk.</p> <p>The clerk advised that the picnic benches to the top section of the Owen Martin Nature reserve will be fitted this week</p>	App 2
2020/216.	<p>County Councillor's & District Councillor's Report</p> <p>Cllr Robert Mitchell advised that a lot of work was taking place within the centres of Chelmsford and Colchester to make them safer and greener.</p> <p>Following the rejection of West Tey Garden Village, the improvements to the A12 (Option 2) were proceeding</p> <p>A submission has been made to the Local Highways Panel for a feasibility study for the cycle route between Earls Colne and Kelvedon</p> <p>Cllr Mitchell has seen the report on the Dick Nunn bridge and has asked for more information with regard to timescales</p> <p>Cllr Unsworth advised that following the rejection of the local plan, they were waiting to see if Braintree District Council adopted version 2.</p> <p>He has spoken with the Enforcement Officer with regard to the tree felling behind Buxton Road and had reported this to the Police.</p> <p>The Environment Agency had promised more public consultation with regard to the flood alleviation scheme although it is expected a planning application will be submitted in the last quarter of 2020.</p>	<p>20.00 hrs Cllr Plumb left due to technical issue</p> <p>20.17 hrs Cllr Plumb re-joined the meeting</p>
2020/217.	Correspondence received	20.18 hrs

	Date	Author	Details	Action	
	20/05/2020	A resident	Complaint about anti-social behaviour in play park at Fabians close	Clerk & Cllr Keig are liaising	Cllr Ross joined the meeting
	25/05/2020	Stop Stansted Expansion	Email with Press Release	For information	
	25/05/2020	A resident	Email requesting information on correspondence with ECC over Dick Nunn Bridge	Clerk has responded	
	25/05/2020	A resident	Copy email sent to Environment Agency with regard to the quarry proposal	For information	
	30/05/2020	A resident	Complaint about the noise from the market setting up and also one of the traders selling on a Saturday	Cllr Unsworth and Market working party liaising	
	03/06/2020	Honace	Email regarding the IWMF`	For information	
	08/09/2020	A resident	Email regarding the cutting back of the grass / flowers at the front of the East Street Recreation Ground	To discuss / clerk to respond	
2020/218.	<p>To review and agree the RFO's annual report for the financial year ended 31st March 2020</p> <p>It was proposed to agree the RFO's annual report for the financial year ended 31st March 2020</p> <p>Resolved: - Proposer Cllr Culemann, Seconder Cllr Smalley - unanimous</p>				
2020/219.	<p>To note the report from the RFO</p> <p>I. To agree payments for May 2020</p> <p>II. To note the bank balances</p> <p>III. To note the income and expenditure report to the 31st May 2020</p> <p>It was proposed to agree the payments for May 2020</p> <p>Resolved: - Proposer Cllr Culemann, Seconder Cllr Unsworth - unanimous</p>				
2020/220.	<p>To consider and approve if appropriate, the Council's overview process of the Big Park Project Fundraising Group's card collection arrangements in relation to the transfer of funds from the card collectors to the group's bank account</p> <p>The RFO commented in relation to minute ref 2020/68 (February 2020 Council meeting) that he had no clarity on what checks he could undertake, or the value to be added by the Council decision that he should carry out monthly financial checking via</p>				

	<p>the BPP Funding Group's bank statements. Cllr Unsworth advised that he has spoken with the Finance Officer at Braintree and they had suggested that limiting the amount of funds held by the group to £2000 would be a possible suggestion. This was proposed by Cllr Unsworth, but not seconded.</p> <p>It was proposed to approve the overview process with the RFO checking the card payments via Stripe and Square on a monthly basis</p> <p>Resolved: - Proposer Cllr Culemann, Seconder Cllr Keig – 5 in favour – 2 abstentions</p>	
2020/221.	<p>To consider and agree the renewal of the motor insurance policy for the Parish Van</p> <p>It was proposed to agree to the renewal of the motor insurance policy for the parish van with Came & Company</p> <p>Resolved: - Proposer Cllr Keig, Seconder Cllr Unsworth - unanimous</p>	
2020/222.	<p>To consider and agree a request for the Parish Council to write a letter of support to be included in an Application to Braintree District Council for the Local Heritage Listing of Dick Nunn's Bridge Coggeshall. (Trevor Disley)</p> <p>It was proposed that CPC should write a letter of support to be included in the application</p> <p>Resolved: - Proposer Cllr Hagger, Seconder Cllr Culemann - unanimous</p>	<p>20.36 hrs RFO left the meeting</p> <p>Action – Clerk</p>
2020/223.	<p>To consider a request from an allotment tenant to be permitted to use a hose pipe on their allotment to water their crop.</p> <p>It was proposed that a working party of Cllrs Ross, Astley & Smalley should meet with the tenant and report back to the next meeting with a list of options for the council to consider.</p> <p>Resolved: - Proposer Cllr Culemann, Seconder Cllr Staines - unanimous</p>	<p>20.52 hrs Cllr Mitchell left the meeting</p>
2020/224.	<p>To consider the retrieving of a bin with historic advertising on it attached to a lamp post in West Street. (Cllr Smalley)</p> <p>The Clerk advised that this is not a bin owned by the Parish Council. It was requested that the clerk attempts to establish the ownership of the bin for the next meeting.</p>	<p>Action – clerk to establish ownership</p>
2020/225.	<p>Request to members to consider arranging for the 2 bus stop signs in West Street being removed and replaced as incorrect spelling of 'Coggeshall'. (Cllr Smalley)</p> <p>The clerk advised that Essex County Council were aware of the incorrect spelling and are making provision to replace</p>	<p>21.26 hrs Cllr Keig left the meeting</p>
2020/226.	<p>To review the report from the Market Working Party and to agree any appropriate actions</p> <p>It was agreed that the clerk should carry out the following: -</p> <ol style="list-style-type: none"> 1. Apply to Braintree District Council for an alcohol licence 2. Apply for a full road closure on a Thursday on a temporary basis 3. Amend the stall holder's agreement to permit alcohol sales once the licence is received. 	<p>9</p>

	<p>It was proposed that the cost of the above should be from the market cost centre.</p> <p>The clerk advised that the Council currently have a similar system for the village hall where hirers apply to the Parish Council for permission and a £15 fee is applied. This is instead of the Temporary Event Notice (TENS). It should also be noted that there is no designated premises supervisor and this is applied to the Village Hall Committee.</p> <p>Resolved: - Proposer Cllr Unsworth, Seconder Cllr Culemann – one abstention</p>	
2020/227.	<p>To note the decision of the Environment Agency to grant a permit for the IWMF and to receive an update (Cllr Unsworth/PAIN)</p> <p>Cllr Unsworth advised that PAIN are contacting Priti Patel MP to see if she would be willing to call in the application.</p> <p>It was proposed to suspend Standing Order number 3x to allow the meeting to exceed two hours</p> <p>Resolved: - Proposer Cllr Culemann, Seconder Cllr Astley - unanimous</p>	
2020/228.	<p>Update on the emergency plan (Cllr Barnes)</p> <p>Cllr Barnes advised that she had emailed the clerk with a list of changes and the clerk will now amend the plan and submit this to Braintree District Council</p>	
2020/229.	<p>To agree the appointment of a contractor to repair the roof to the shelter in the recreation ground</p> <p>It was agreed that Bespoke Sashes should be appointed to carry out the repairs to the roof of the shelter in the Recreation Ground.</p> <p>Resolved: - Proposer Cllr Culemann, Seconder Cllr Staines - unanimous</p>	22.00 hrs – Cllr Plumb left the meeting
2020/230.	<p>To agree to the appointment of a contractor to repair the wall and the gate at the southern entrance to the recreation ground from East Street</p> <p>It was agreed that Apples and Pears should be appointed as the contractor to carry out the repairs to the gate in the Recreation Ground.</p> <p>Resolved: - Proposer Cllr Culemann, Seconder Cllr Staines - unanimous</p>	App 15
2020/231.	<p>To note and review the Coggeshall Parish Council Covid-19 risk assessment</p> <p>The risk assessment was noted.</p> <p>The Clerk also advised that the advice from the Government was frequently changing and the risk assessment would therefore be updated</p> <p>The Clerk also confirmed that she was attending a webinar training course specifically aimed at a risk assessment for the village hall relating to Covid-19.</p>	App 16

2020/232.	<p>To note the Government document entitled “Safer Public Spaces Urban Centres and Green Spaces” and to consider an agree any appropriate measures for CPC spaces.</p> <p>It was proposed that signs should be placed at the entrance to narrow paths such as Horn Lane and the path from the car park to Vicarage Fields to advise people the paths are narrow and social distancing may not be possible.</p> <p>Resolved: - Proposer Cllr Astley, Seconder Cllr Barnes – 1 against</p>	App 17								
2020/233.	<p>Update on the Local Plan and to note the press release issued by Braintree District Council (Cllr Unsworth)</p> <p>Cllr Unsworth advised the council that it should be noted that the leader of Braintree District Council has not written to the inspector as stated</p>									
2020/234.	<p>To consider and agree if appropriate, a request from Soaring High Montessori School for the Parish Council to provide a statement to BDC Planning support the use of the land behind Purley Barn A, Colne Road as a car park to drop off and collect children.</p> <p>17/02101/VAR 17/02100/FUL 09/01083/FUL</p> <p>It was proposed to revoke the decision of “no comment” made by CPC in December 2017 (Minute - PL17/141) and to support the application. Cllr Unsworth to forward a response to the clerk for agreement via email.</p> <p>Resolved: - Proposer Cllr Astley, Seconder Cllr Appleton-Claydon – unanimous</p>	App 18								
2020/235.	<p>To note the updated advice and information with regard to the Enovert Grant for the Big Park Project and agree if appropriate for Cllr Culemann and Appleton Claydon to sign the agreement.</p> <p>The Clerk is to research further for additional clarification on the requirement to pay back 10% of the grant.</p>	Action – Clerk – research further information								
2020/236.	<p>To note the tree felling carried out on land behind Buxton Road on June 2nd and 3rd and to consider and agree if appropriate to write a letter of condemnation of the work to the landowner in question.</p> <p>Cllr Astley is to prepare a draft letter for approval at the next Full Council meeting.</p>	Action – Cllr Astley – prepare letter								
2020/237.	<p>To consider the following planning applications</p> <table border="1" data-bbox="347 1630 1294 1899"> <tr> <td>APPLICATION NO:</td> <td>20/00763/OUT</td> </tr> <tr> <td>DESCRIPTION:</td> <td>Outline planning permission for the demolition of existing buildings and erection of four detached dwellings and associated access (with all matters reserved).</td> </tr> <tr> <td>LOCATION:</td> <td>87 West Street Coggeshall Essex CO6 1NT</td> </tr> <tr> <td>Date for comments</td> <td>Wed 17 Jun 2020</td> </tr> </table> <p>To review and agree the submission provided</p> <p>It was proposed to object to the application using the submission provided by the Neighbourhood Plan Sub-Committee</p>	APPLICATION NO:	20/00763/OUT	DESCRIPTION:	Outline planning permission for the demolition of existing buildings and erection of four detached dwellings and associated access (with all matters reserved).	LOCATION:	87 West Street Coggeshall Essex CO6 1NT	Date for comments	Wed 17 Jun 2020	App 21
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	Resolved: - Proposer Cllr Appleton-Claydon, Seconder Cllr Culemann – 1 abstention – Cllr Unsworth									
2020/238.	<table border="1"> <tr> <td>APPLICATION NO:</td> <td>20/00801/LBC</td> </tr> <tr> <td>DESCRIPTION:</td> <td>Proposed new staircase</td> </tr> <tr> <td>LOCATION:</td> <td>76 Church Street Coggeshall Essex CO6 1TY</td> </tr> <tr> <td>Date for comments</td> <td>Thu 25 Jun 2020</td> </tr> </table> <p>No Comment Resolved: - Proposer Cllr Appleton-Claydon, Seconder Cllr Hagger – unanimous</p>	APPLICATION NO:	20/00801/LBC	DESCRIPTION:	Proposed new staircase	LOCATION:	76 Church Street Coggeshall Essex CO6 1TY	Date for comments	Thu 25 Jun 2020	
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LOCATION:	Marks Hall Estate Marks Hall Road Coggeshall Essex CO6 1TG									
Date for comments	Mon 29 Jun 2020									
2020/241.	To note the letter from the NALC Noted	App 22								
2020/242.	Items for the next agenda Dispensation for Cllr Ross to join the Allotment Sub-Committee Update on the bin in West Street Update on the Enover Grant Letter regarding the trees behind Buxton Road									
2020/243.	To note the date and time of the next meeting Monday 29 th June 2020 – 7.30 pm									

The meeting closed at 22.45 hours.