



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 29th June 2020** at **7.30 pm**

Agenda /Minute Number	Agenda Item	Appendix Number
2020/244.	Those present and apologies for absence Present: Cllrs Plumb, Culemann, Staines, Hagger, Appleton-Claydon, Barnes, Smalley, Astley & Walsh Apologies: Cllrs Unsworth, Keig & Ross and County Councillor Mitchell Not present, no apologies:- Cllr Horne Also present: Clerk – Debbie Morgan, RFO Steve Marriott – 4 members of public	
2020/245.	Councillors Declarations Cllr Walsh declared he is a member of PAIN (Parishes Against Incineration)	
2020/246.	Minutes of previous meetings. The minutes of the Full Council meeting of 15 th June 2020 were approved as a true record. Resolved: Proposer Cllr Culemann, Seconder Cllr Staines - Unanimous	App 1
2020/247.	Public Participation session with respect to Agenda items and other matters of mutual interest. A resident enquired about a proposal for pedestrianisation of Stoneham Street and was advised that this was a matter for Essex County Council who are looking at a feasibility study, but this will take time. A resident suggested that the Parish Council might like to consider the removal of all the litter bins in the recreation ground to encourage people to take their litter home.	
2020/248.	Clerk's Report and current projects list The initial landscaping works have now been completed for the cemetery extension and the area has been seeded. The clerk is now progressing with the planning application for the change of use. The public toilets have now been re-opened and staff are following the guidelines for cleaning etc. The government have announced that community halls can open from 4 th July, however there are conditions and this item is on the agenda for further discussion. The contractor has been given the instructions to proceed to repair the accident damage to the Wall of the recreation ground and it is hoped the work will be completed in the next few weeks.	App 2

	<p>The bases for the picnic benches in the Owen Martin Nature reserve had been installed and the benches should follow in the next few days.</p> <p>The contractor has been given the instruction to proceed with the remedial works to the car park and will advise when ready to work on site</p> <p>The Big Park Project working group have met with Proludic who are producing a schedule based on two phases for the PC to consider. It is hoped that these designs will be available for the next meeting.</p> <p>The clerk has not been able to find who owns the bin, although the Museum have said they would not be interested in the bin, but have suggested Kelvedon may be interested.</p> <p>Complaints about anti-social behaviour in the Fabián's Close play area are still being received. The clerk has emailed the PCSO team and advised them of the issues and requested more frequent patrols.</p> <p>Market Road Closure</p> <p>The clerk has received the forms for the application for the road closure. These have been forwarded onto the Market Working party for completion. The clerk has managed to gain an offer of the loan of road signs which will save the PC £300-500 . .</p> <p>The clerk is still awaiting to hear from the licencing department of BDC regarding the alcohol licence. Decisions will not be for six weeks from submission of application</p> <p>The bench in the cemetery has now been refurbished and replaced.</p> <p>The vacancy for the south ward is being advertised and we will be able to advertise for the co-option after 1st July 2020 if 10 electors do not ask for an election.</p> <p>The annual ROSPA inspection has been carried out on the play equipment in the three council play areas. The clerk and the groundsmen will be working through the remedial works and this will be reported in further detail at the next meeting.</p> <p>The public consultation on the final Neighbourhood Plan commenced on 23rd June and ends on the 3rd August 2020</p> <p>One of the litter bins in Church Street was destroyed, possibly by a vehicle. The clerk is arranging for a replacement.</p> <p>Cllr Ross attended online Councillor Training</p> <p>The clerk completed an online course on stress management and also writing risk assessments</p>	
2020/249.	<p>County Councillor's & District Councillor's Report</p> <p>Cllr Walsh advised that the Environment Agency had granted the permit for the shorter stack. The PAIN group are assessing the likely success of a judicial review and Priti Patel is believed to be asking for the EA's decision to be called in.</p> <p>Cllr Walsh has written to the EA to ask that two events are held to consult the public with regard to the flood alleviation scheme</p> <p>Cllr Walsh also advised that Braintree District Council have written to the planning inspector with regard to the local plan requesting that the two garden villages are removed.</p>	App 3
2020/250.	<p>Correspondence received</p>	App 4

	<table border="1"> <tr> <td>10/06/2020</td> <td>Allotment tenant</td> <td>Allotment issue</td> <td>Clerk is investigating</td> </tr> <tr> <td>17/06/2020</td> <td>A Resident</td> <td>Enquiry about the river Blackwater</td> <td>Clerk has responded</td> </tr> <tr> <td>24/06/2020</td> <td>A Resident</td> <td>Complaint about public footpath</td> <td>Advised resident to contact PROW dept ECC</td> </tr> <tr> <td>24/06/2020</td> <td>Curator Coggeshall Museum</td> <td>Response to enquiry regarding the bin in West Street</td> <td>For note</td> </tr> </table>	10/06/2020	Allotment tenant	Allotment issue	Clerk is investigating	17/06/2020	A Resident	Enquiry about the river Blackwater	Clerk has responded	24/06/2020	A Resident	Complaint about public footpath	Advised resident to contact PROW dept ECC	24/06/2020	Curator Coggeshall Museum	Response to enquiry regarding the bin in West Street	For note	
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2020/251.	<p>To consider and agree the RFO's recommendations to make amendments to the Council's Financial Regulations</p> <p>It was agreed to approve the RFO'S recommendations to make amendments to the Council's Financial Regulations</p> <p>Resolved: Proposer Cllr Culemann, Seconder Cllr Plumb - Unanimous</p>																	
2020/252.	<p>To consider and approve the Council's Reserves Policy as drafted by the RFO</p> <p>It was agreed to approve and adopt the Council's Reserves Policy</p> <p>Resolved: Proposer Cllr Culemann, Seconder Cllr Staines - Unanimous</p>																	
2020/253.	<p>PUBLIC CONSULTATION</p> <p>To note the proposed revision to the Model Member Code of Conduct and to consider making a response. (closing date 17th August)</p> <p>The public consultation was noted and individual Councillors are to make a response as required.</p>	20.30 hrs Steve Marriott left the meeting																
2020/254.	<p>To consider and agree the appointment of Councillors to the Allotment Sub-Committee</p> <p>In the absence of Cllr Ross, the item is to be deferred to the next meeting.</p>																	
2020/255.	<p>To consider and agree if appropriate, the dispensation for Cllr Iain Ross should he be elected to the Allotment Sub-Committee</p> <p>It was agreed to approve the dispensation for Cllr Ross.</p> <p>Resolved: Proposer Cllr Culemann, Seconder Cllr Appleton-Claydon - Unanimous</p>																	
2020/256.	<p>To consider and agree if appropriate the sending and content of a letter with regard to the removal of the trees in an area behind Buxton Road (Cllr Astley)</p> <p>It was agreed that the Parish Council should send the proposed letter to the land owner and also publish as a statement on the website and social media.</p> <p>Resolved: Proposer Cllr Hagger, Seconder Cllr Appleton-Claydon - Unanimous</p>																	

2020/257.	<p>To note the changes to the guidance from the Government on opening certain businesses and venues in England from 4th July 2020 and explore ways that this impacts on the village hall.</p> <p>The clerk advised that the Government had also issued guidance on Friday 26th June which had been circulated to all Councillors with regard to being able to open playgrounds from 4th July and suggested that an amendment to the motion might be considered to include playgrounds.</p> <p>Not resolved: Cllr Culemann proposed a motion to add playgrounds for consideration in addition to village halls. This was seconded by Cllr Plumb – 4 voted in favour 5 against, the motion was not carried. The Clerk advised the Council that the Government's guidance was that fitness and dance classes could not take place in halls and this would currently cover 80% of the regular hirers. She had contacted all the regular hirers and of those that responded, all but one were not planning to return until the beginning of September.</p>									
2020/258.	<p>To discuss and review the suspension of the market fees for July 2020</p> <p>It was proposed to suspend the market rents for the month of July.</p> <p>Resolved: Proposer Cllr Walsh, Seconder Cllr Barnes – 6 in favour, 3 against</p>									
2020/259.	<p>To consider the following Planning Applications</p> <table border="1" data-bbox="328 976 1310 1319"> <tr> <td>APPLICATION NO:</td> <td>20/00711/LBC</td> </tr> <tr> <td>DESCRIPTION:</td> <td>Move front door and surround forward by 56cm. Change a single paned, double glazed window at the back of the kitchen to a triple paned, double glazed window to match an existing triple paned window at the rear of the property.</td> </tr> <tr> <td>LOCATION:</td> <td>The Cart Lodge West Street Coggeshall Essex CO6 1NT</td> </tr> <tr> <td>Date for comments</td> <td>Fri 10 Jul 2020</td> </tr> </table> <p>It was proposed to support the comments made by the Historic Buildings Officer</p> <p>Resolved: Proposer Cllr Hagger, Seconder Cllr Culemann – One abstension</p>	APPLICATION NO:	20/00711/LBC	DESCRIPTION:	Move front door and surround forward by 56cm. Change a single paned, double glazed window at the back of the kitchen to a triple paned, double glazed window to match an existing triple paned window at the rear of the property.	LOCATION:	The Cart Lodge West Street Coggeshall Essex CO6 1NT	Date for comments	Fri 10 Jul 2020	<p>20.40 hrs Cllr JC and AAC left the meeting</p> <p>20.41 hrs Cllr AAC re-joined the meeting</p>
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2020/264.	<p>Items for the next agenda Allotment Sub-Committee To consider the opening of the Playgrounds and update on the Village Hall Update on the Local Plan Update on IWMF Update Market Working Party</p>									

2020/265.	<p>To consider and agree if appropriate, a request for a review of the start time for Parish Council meetings</p> <p>It was proposed to keep the meetings at the current time of 7.30</p> <p>Resolved: Proposer Cllr Staines, Seconder Cllr Plumb – 8 in favour, 1 abstention</p>	
2020/266.	<p>To note the date and time of the next meeting</p> <p>Monday 13th July – 7.30 pm</p>	
2020/267.	<p>To close the meeting to the press and the public to discuss 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 Appleton-Claydon – Unanimous</p> <p>It was proposed to suspend Standing Order number 3(x) for the meeting to exceed two hours</p> <p>Resolved: Proposer Cllr Culemann, Seconder Cllr Astley – unanimous</p>	
2020/268.		

The meeting closed at 21.40 hrs