



# COGGESHALL PARISH COUNCIL

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

Minutes of the Virtual meeting of **THE PARISH COUNCIL** held on **Monday**  
**3<sup>rd</sup> August 2020** at **7.30 pm**

Agenda /Minute Number	Agenda Item	Appendix Number
2020/296.	<p><b>Those present and apologies for absence</b> <b>Present: Cllrs</b> Unsworth, Plumb, Culemann, Staines, Hagger, Appleton-Claydon, Barnes, Keig, Smalley, Astley &amp; Ross <b>Apologies:</b> Cllr Walsh <b>Not present, no apologies</b> – Cllr Horne <b>Also present:</b> Clerk – Debbie Morgan, RFO – Steve Marriott, District Councillor, Robert Mitchell, Nine members of public</p>	
2020/297.	<p><b>Councillors Declarations</b> <b>2020/299</b> – Cllr Appleton-Claydon – one of the applicants is her Father in Law, so will not vote Cllrs Unsworth – one of the applicants is his neighbour Cllr Staines – one of the applicants is known to him <b>2020/309</b> – Cllr Appleton-Claydon, Cllr Barnes and Cllr Astley are members of the Big Park Project Fundraising Group <b>2020/321</b> – Cllr Barnes – the property belongs to a neighbour <b>2020/326</b> – Cllr Staines – the property is his own, Cllr Unsworth, as a representative of <b>2020/327</b> – Cllr Staines – the property belongs to his neighbours <b>2020/329</b> – Cllr Ross is a neighbour of the applicant <b>2020/332</b> – Cllr Appleton-Claydon – adjacent property belongs to relatives <b>2020/333</b> – Cllr Appleton-Claydon, Cllr Barnes and Cllr Astley are members of the Big Park Project Fundraising Group <b>2020/334</b> – Cllr Astley is a member of the Big Park Project Fundraising Group</p>	
2020/298.	<p><b>Minutes of previous meetings.</b> <b>To note that agenda item 2020/295 was resolved incorrectly by failing to decide and agree upon the amendment beforehand</b> Cllr Unsworth proposed the following changes to the minutes. <b>2020/272</b> – Replace “suggested” with “stated” on page 60 <b>2020/295</b> – Remove everything from “it was agreed...” (fifth paragraph) as the resolution was not lawful. <b>Resolved:</b> Proposer Cllr Unsworth, seconder Cllr Smalley – 3 in favour, 2 against, 6 abstentions To approve the minutes of the Full Council meeting of Monday 13<sup>th</sup> July 2020. <b>Resolved:</b> Proposer Cllr Culemann, seconder Cllr Hagger – 6 in favour, 5 abstentions</p>	App 1

2020/299.	<p><b>To note the applications from John Claydon and Adam Walsh for co-option to Coggeshall Parish Council South Ward and to consider and agree the appointment of one as Councillor</b>  <b>Resolved</b> – Mr John Claydon was co-opted as Councillor (6 votes in favour, two abstentions)</p>	Cllr AAC left the meeting
2020/300.	<p><b>Public Participation session with respect to Agenda items and other matters of mutual interest.</b>  A member of the Festival Event spoke with regard to their plans for the August Bank Holiday  A resident spoke with regard to anti-social behaviour in Fabians Close and requested a site meeting with Cllr Keig. Cllr Unsworth also offered to attend the meeting as the District Councillor for the ward.  A member of the Neighbourhood plan group and the Big Park Project Fundraising Group spoke with regard the ending of the public consultation and also the thank the Nursing Trust for their donation to the Big Park Project.  A member of the Coggeshall in Bloom group mentioned that Oliver's Plants had donated 100 geraniums which had been planted in the planter outside the Co-op and also mentioned their support for the Big Park Project.  A resident asked why the matter on training had been in a private session and was advised that it related to a staffing matter.  A resident spoke with regard to the yellow lines at the turning area at the top of Tilkey Road and asked the Parish Council to support the removal of these in part.  A resident spoke with regard to an update on the benches outside the church and the repair to the wall at the recreation ground and was advised that these were in the clerk's report. He also asked about the sweeping of the streets in the centre and was advised that these were being done with the mechanical sweeper on a weekly basis, however the opening of the pubs etc had resulted in an increase of litter and discarded cigarette ends.</p>	Cllr AAC re-joined the meeting
2020/301.	<p><b>County Councillor's &amp; District Councillor's Report</b>  Cllr Robert Mitchell spoke with regard to the Dick Nunn's bridge and advised he is awaiting the revised report with the detailed quote which is expected in about two weeks.  He is also chasing the repairs to the footway in Grange Hill / Kelvedon Road which were reported by Cllr Tom Walsh  Cllr Mitchell also expressed his condolences to the families of the two young men who tragically died in the accidents locally. He is awaiting more information from the police.  Cllr Mitchell also advised that he has been busy with the changes in Colchester road layouts under the Government's Greener, Healthier Scheme.  Cllr Unsworth advised that the BDC Full Council met last week and discussed the petition calling for the resignation of Cllr Butland. In regard to the local plan, the numbers had been changed and had now been reduced to about half of what was previously required.</p>	
2020/302.	<b>Clerk's Report and current projects list</b>	App 3

	<p>The initial landscaping works have now been completed to the cemetery extension and the area has been seeded. The clerk is now progressing with the planning application for the change of use. The contractor has been given the instructions to proceed to repair the accident damage to the wall and gate at the recreation ground and it is hoped the work will be completed in the next few weeks. The clerk has been chasing</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>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. The forms for the application for the total road closure for the market on a Thursday 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>It appears that the council applying for a blanket licence for Stoneham Street market is not a straightforward matter and this will be discussed in the agenda</p> <p>The public consultation on the final Neighbourhood Plan commenced on 23rd June and ended on the 3rd August. The clerk was approached by the Community Payback team who wanted to return to work in the cemetery. Unfortunately, the church were unable to provide access to the toilets due to the Covid-19 restrictions.</p> <p>The Personnel Committee met on 23rd July and have agreed a risk assessment which will permit the Village hall manager to return to work on 3rd August.</p> <p>Training Attended - None</p> <p>Groundsmen have training on 18<sup>th</sup> August in H&amp;S</p> <p>The clerk had received a report of giant Hogweed at the Hamlet Allotment. On inspection, this turned out to be normal hogweed, which can still trigger an allergic reaction. The clerk is arranging for this to be strimmed by our grass contractor.</p> <p>The Clerk has received confirmation that a grant of £1,100 has been received from BDC Councillors for the replacement of two benches at Church Green and is in correspondence with Greenfields with regard to their previous offer.</p> <p>The clerk has been approached by a musician who would like to busk in the park. A previous Councillor had co-ordinated this in the past and if any Councillors would like to be involved, then please contact the clerk.</p>													
2020/303.	<p><b>Correspondence received</b></p> <table border="1" data-bbox="316 1787 1326 1984"> <tr> <td data-bbox="316 1787 480 1861">07/07/2020</td> <td data-bbox="480 1787 711 1861">A resident</td> <td data-bbox="711 1787 1102 1861">Request to collect hedge cuttings</td> <td data-bbox="1102 1787 1326 1861">Clerk has responded</td> </tr> <tr> <td data-bbox="316 1861 480 1906">08/07/2020</td> <td data-bbox="480 1861 711 1906">A resident</td> <td data-bbox="711 1861 1102 1906">Email regarding Nunn's Bridge</td> <td data-bbox="1102 1861 1326 1906">For information</td> </tr> <tr> <td data-bbox="316 1906 480 1984">10/07/2020</td> <td data-bbox="480 1906 711 1984">A resident</td> <td data-bbox="711 1906 1102 1984">Request for children to do litter picking</td> <td data-bbox="1102 1906 1326 1984">Clerk has responded</td> </tr> </table>	07/07/2020	A resident	Request to collect hedge cuttings	Clerk has responded	08/07/2020	A resident	Email regarding Nunn's Bridge	For information	10/07/2020	A resident	Request for children to do litter picking	Clerk has responded	App 4
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	17/07/2020	Stop Stansted Expansion	Update	For information	
	23/07/2020	Coggeshall Flower Festival	Information on the proposed initiative to replace the flower festival	For information	
	24/07/2020	Pattiswick Farm	Acknowledgment of CPC Letter re unlawful tree cutting	For information	
	24/07/2020	Forestry Commission	acknowledgement of CPC Letter re unlawful tree cutting	For information	
	24/07/2020	Essex Wildlife Trust	acknowledgement of CPC Letter re unlawful tree cutting	For information	
	24/07/2020	A resident	Complaint about the noise from a generator being used by a market trader	Clerk is dealing with	
	<b>Noted</b>				
2020/304.	<p><b>To note the report from the RFO</b></p> <p><b>I. To agree payments for July 2020</b></p> <p><b>II. To note bank balances</b></p> <p><b>III. To note the income and expenditure report</b></p> <p>It was proposed to agree the payments for July 2020 and to note the bank balances and income and expenditure report</p> <p><b>Resolved:</b> Proposer, Cllr Plumb, seconder Cllr Culemann – unanimous</p>				App 5
2020/305.	<p><b>To discuss and approve the RFO's proposal that for the financial year 2021-2022 budget we do not seek Committee Budget requests for new projects but concentrate on building a 3-5-year asset renewal and maintenance plan and completing the existing projects already underway</b></p> <p>It was proposed to accept the RFO's proposal</p> <p><b>Resolved:</b> Proposer, Cllr Plumb, seconder Cllr Barnes – unanimous</p>				App 6
2020/306.	<p><b>To consider and agree the renewal of the Cyber Insurance</b></p> <p>It was proposed to agree to renew the Cyber Insurance with BHIB</p> <p><b>Resolved:</b> Proposer, Cllr Keig, seconder Cllr Hagger – unanimous</p>				App 7
2020/307.	<p><b>To consider and agree if appropriate the purchase of a new PC for the Hall Manager.</b></p> <p>The clerk is to obtain a quotation for a laptop and report back at the next meeting.</p>				App 8
2020/308.	<p><b>To note a request for Cllr Culemann to consider holding the Annual Meeting of the Parish Council.</b></p> <p>It was proposed that this item should be deferred until the October Full Council meeting</p> <p><b>Resolved:</b> Proposer, Cllr Unsworth, seconder Cllr Plumb – unanimous</p>				App 9
2020/309.	<p><b>To note and agree the application for use of the recreation ground for a Make and Grow &amp; Eco show on behalf of the Big Park Project on 13<sup>th</sup> September 2020</b></p> <p>It was proposed to amend the motion to include the requirement to provide the outstanding documentation.</p> <p><b>Resolved:</b> Proposer, Cllr Plumb, seconder Cllr Hagger – one abstention</p>				App 10

	<p>It was proposed to agree to the use of the recreation ground for the Make and Grow show subject to the group providing the outstanding documentation.</p> <p><b>Resolved:</b> Proposer, Cllr Keig, seconder Cllr Plumb – one abstention</p>	
2020/310.	<p><b>To consider a request from a resident of Tilkey Road for the Parish Council to support the abolition of yellow lines at the turning circle at the top of Tilkey Road</b></p> <p>The clerk is to contact the County Councillor to see if there are options for a mix of parking and yellow lines to facilitate large vehicles being able to turn around.</p>	App 11
2020/311.	<p><b>To note the correspondence from the Principal Licencing Officer with regard to achieving an alcohol licence for Stoneham Street and to consider and agree the next action.</b></p> <p>It was considered that this matter should be deferred until later as it was considered non urgent.</p>	App 12
2020/312.	<p><b>To note the invitation to the A12 Community Forum meeting on Tuesday 25<sup>th</sup> August and to agree who will attend if Cllr Plumb is unable to attend.</b></p> <p>Cllr Plumb is unable to attend and it was proposed that Cllr Unsworth should attend.</p> <p><b>Resolved:</b> Proposer, Cllr Culemann, seconder Cllr Plumb – unanimous</p>	App 13
2020/313.	<p><b>To note and agree the Risk Assessment for the village hall in relation to the Covid-19 pandemic and to agree a date for re-opening</b></p> <p>It was proposed to agree the Risk Assessment, but acknowledged that this may change with changes to the Government guidance.</p> <p><b>Resolved:</b> Proposer, Cllr Culemann, seconder Cllr Plumb – unanimous</p> <p>It was proposed that the village hall should aim to be open from 1<sup>st</sup> September.</p> <p><b>Resolved:</b> Proposer, Cllr Unsworth, seconder Cllr Hagger – unanimous</p> <p>It should however be noted that this will depend on the Government guidance at the time.</p>	App 14
2020/314.	<p><b>To consider and agree the reinstatement of Market Fees from Thursday 6<sup>th</sup> August 2020</b></p> <p>It was proposed that the market fees should be reinstated from 6<sup>th</sup> August</p> <p><b>Resolved:</b> Proposer, Cllr Culemann, seconder Cllr Barnes – one abstention</p>	
2020/315.	<p><b>To review and agree appropriate changes to the High Consequence Infections Diseases Policy</b></p> <p>It was proposed not to make any changes to the policy at the current time.</p> <p><b>Resolved:</b> Proposer, Cllr Unsworth, seconder Cllr Hagger – unanimous</p>	App 15
2020/316.	<p><b>To note the email from BDC with regard to the installation of electric charging points and to consider the installation of charging points for the Stoneham Street Car Park</b></p> <p>It was proposed that the clerk should investigate this further</p> <p><b>Resolved:</b> Proposer, Cllr Unsworth, seconder Cllr Appleton-Claydon – unanimous</p>	App 16

2020/317.	<p><b>Update on the request to use a hose by an allotment holder (Cllr Astley)</b>  Cllrs Astley, Smalley &amp; Ross met with the allotment tenant and Cllr Astley will prepare a report and his recommendations for the next meeting.</p>									
2020/318.	<p><b>To consider and agree the appointment of Tony Burton to carry out the independent examination of the Coggeshall Neighbourhood Plan</b>  It was proposed to agree to the appointment of Tony Burton to carry out the independent examination of the Coggeshall Neighbourhood Plan.  <b>Resolved:</b> Proposer, Cllr Appleton-Claydon, seconder Cllr Unsworth – unanimous</p>	App 17								
2020/319.	<p><b>To note the application for the removal of the phone box in Market Hill Coggeshall and to consider and agree a response</b>  It was proposed to object to the removal of the phone box for the following reasons</p> <ol style="list-style-type: none"> <li>1. The phone box is the only one in 800 metres</li> <li>2. There are at least 500 households within 1 kilometre</li> <li>3. At least 12 calls have been made from the box within the last 12 months</li> </ol> <p><b>Resolved:</b> Proposer, Cllr Hagger, seconder Cllr Astley – unanimous</p>	Th								
2020/320.	<p><b>To consider the following Planning Applications</b></p> <table border="1" data-bbox="328 1025 1326 1373"> <tr> <td><b>APPLICATION NO:</b></td> <td>20/00184/TPOCON</td> </tr> <tr> <td><b>DESCRIPTION:</b></td> <td><a href="#"><u>Notice of intent to carry out works to trees in a Conservation Area – reduce Ash and Alder by approx 4 meters to height of Chestnut tree. Chestnut tree was reduced earlier in the year but still creating too much shade and concerns over its safety on the bank.</u></a></td> </tr> <tr> <td><b>LOCATION:</b></td> <td>3 Kings Acre Coggeshall Essex CO6 1NY</td> </tr> <tr> <td><b>Date for comments</b></td> <td>Thu 06 Aug 2020</td> </tr> </table> <p><b>No comment</b>  <b>Resolved:</b> Proposer, Cllr Unsworth, seconder Cllr Plumb – unanimous</p>	<b>APPLICATION NO:</b>	20/00184/TPOCON	<b>DESCRIPTION:</b>	<a href="#"><u>Notice of intent to carry out works to trees in a Conservation Area – reduce Ash and Alder by approx 4 meters to height of Chestnut tree. Chestnut tree was reduced earlier in the year but still creating too much shade and concerns over its safety on the bank.</u></a>	<b>LOCATION:</b>	3 Kings Acre Coggeshall Essex CO6 1NY	<b>Date for comments</b>	Thu 06 Aug 2020	
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<b>Date for comments</b>	Tue 11 Aug 2020									
2020/328.	<table border="1"> <tr> <td><b>APPLICATION NO:</b></td> <td>20/00754/LBC</td> </tr> <tr> <td><b>DESCRIPTION:</b></td> <td><a href="#"><u>Internal alterations including the removal of existing stair and bathroom wall, creation of new door opening into the kitchen, new bathroom wall and install new staircase. Removal of coal fired stove, hot water tank and external coal bunker. Installation of new electrical wiring, light fittings, switches, heating system and kitchen and bathroom fittings. Internal re-decoration throughout.</u></a></td> </tr> <tr> <td><b>LOCATION:</b></td> <td>79-89 Queen Street Coggeshall Essex CO6 1UE</td> </tr> <tr> <td><b>Date for comments</b></td> <td>Thu 13 Aug 2020</td> </tr> </table> <p><b>No Comment</b>  <b>Resolved:</b> Proposer, Cllr Hagger, seconder Cllr Appleton-Claydon – unanimous</p>	<b>APPLICATION NO:</b>	20/00754/LBC	<b>DESCRIPTION:</b>	<a href="#"><u>Internal alterations including the removal of existing stair and bathroom wall, creation of new door opening into the kitchen, new bathroom wall and install new staircase. Removal of coal fired stove, hot water tank and external coal bunker. Installation of new electrical wiring, light fittings, switches, heating system and kitchen and bathroom fittings. Internal re-decoration throughout.</u></a>	<b>LOCATION:</b>	79-89 Queen Street Coggeshall Essex CO6 1UE	<b>Date for comments</b>	Thu 13 Aug 2020	
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<b>Date for comments</b>	Tue 25 Aug 2020									
2020/333.	<p><b>To elect Jemma Green (Chair of the Big Park Project Fundraising Group) to the Parish Council's Big Park Project working party.</b>  It was proposed to elect Jemma Green to the Big Park Project Working Party  <b>Resolved:</b> Proposer, Cllr Culemann, seconder Cllr Plumb – unanimous</p>									
2020/334.	<p><b>To consider and agree accepting the terms and conditions for the Enover Grant for the Big Park Project.</b>  It was proposed to accept the terms and conditions for the Enover Grant for the Big Park Project  <b>Resolved:</b> Proposer, Cllr Culemann, seconder Cllr Astley – unanimous</p>									
2020/335.	<p><b>Items for the next agenda</b>  Quotation for a new laptop/PC for the Hall Manager  Consider holding the Annual Meeting of the Parish Council (October)  Yellow lines at the top of Tilkey Road  Report on the use of hoses on the allotments  Consideration of using special constable (Cllr Astley to provide a report)  Consideration to the identification of priority projects (Cllr Plumb)  Update on Fabians Close anti-social behaviour (Cllr Keig)</p>									

2020/336.	<p><b>To note the date and time of the next meeting</b>  Monday 10<sup>th</sup> August – 7.30 pm – Extraordinary meeting to discuss the Big Park Project  Monday 24<sup>th</sup> August – 7.30 pm – Full Council. Agenda items by Monday 17<sup>th</sup> August.</p>	
2020/337.	<p><b>To close the meeting to the press and the public to discuss matters of a confidential nature</b>  It was proposed to close the meeting to the press and the public to discuss matters of a confidential nature  <b>Resolved:</b> Proposer, Cllr Culemann, seconder Cllr Appleton-Claydon – unanimous</p>	
2020/338.		
2020/339.		Cllr JC left the meeting
2020/340.		
2020/341.		Cllr JC re-joined the meeting

The meeting closed at 23.15 hrs