



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 24th August 2020** at **7.30 pm**

Agenda /Minute Number	Agenda Item	Appendix Number
2020/351.	Those present and apologies for absence Present: Cllrs Unsworth, Plumb, Culemann, Appleton-Claydon, Barnes, Keig, Smalley, Astley & Claydon Apologies: Cllr Walsh, Ross & Hagger – Cllr Robert Mitchell ECC Not present, No apologies: - Cllr Staines & Horne Also present: Clerk - Debbie Morgan, RFO – Steve Marriott, Gwilym Rippon ALCC, 2 members of public.	
2020/352.	To close the meeting to the press and the public to discuss matters of a confidential nature Resolved: Proposer Cllr Culemann, seconder Cllr Unsworth – unanimous.	
2020/353.		App A
2020/354.	To consider and agree if appropriate a waiver of Section 85 (1) of the Local Government Act 1972 (Councillor none attendance at meetings for six months) where a Councillor has been unable to attend virtual meetings due to technical restrictions. The clerk advised that further investigation had revealed that it was not possible for the Parish Council to waiver a Section of the Local Government Act and this motion could not be legally agreed. Therefore, any Councillor who had not taken part in any of the virtual meetings since the last face to face meeting, which was carried out on 10 th March, 2020, should offer apologies and then the Council would need to agree to accept those apologies if appropriate. The clerk is to advise at the next meeting the list of acceptable reasons for absence.	
2020/355.	Councillors Declarations	

	<p>Cllr Keig – 2020/364 – Applicant is known to him</p> <p>Cllr Appleton-Claydon – 2020/377-379 – As a committee member of the Big Park Project Fundraising Group</p> <p>Cllr Astley - 2020/377-379 – As a member of the Big Park Project Fundraising Group</p> <p>Cllr Unsworth – 2020-373 – As a member of the Cycle Path Group</p> <p>Cllr Barnes - 2020/377-379 – As a member of the Big Park Project Fundraising Group</p>	
2020/356.	<p>Minutes of previous meetings.</p> <p>To approve the minutes of the Extraordinary Full Council meeting of Monday 10th August 2020.</p> <p>Cllr Appleton-Claydon pointed out a typographical error on page 78, second paragraph – agenda item 2020/347 – It should be Proludic not Prolocic.</p> <p>Resolved: Proposer Cllr Culemann seconder Cllr Unsworth – unanimous</p>	App 1
2020/357.	<p>Public Participation session with respect to Agenda items and other matters of mutual interest.</p> <p>A member of public spoke about the planning application for a lake submitted by Marks Hall and requested the Parish Council seek reassurance that the lake will not cause issues with Robin's Brook.</p>	
2020/358.	<p>County Councillor's & District Councillor's Report</p> <p>Cllr Unsworth gave an update on the Braintree District Council Local Plan and advised that it should be in place by the summer 2021.</p>	
2020/359.	<p>Clerk's Report and current projects list</p> <p>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 contractor has been given the instructions to proceed with the repair of the accident damage to the Wall of the recreation ground.</p> <p>and will start work on Monday 24th August</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. Cllr Keig is in contact with the resident. The forms for the application for the road closure for the Market 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 public consultation on the final stage of the Neighbourhood Plan has now ended and BDC have appointed a planner to carry out an independent review.</p> <p>We are working towards opening the village hall from 1st September. All hirers will need to provide a risk assessment. Some regular hirers have indicated that they are not planning to return until later in the year or early 2021. It is likely that income levels will be reduced for the rest of the financial year.</p>	App 2

	<p>A health & safety inspection of the hall was carried out on 18th August and the report is awaited.</p> <p>Groundsmen had training on 18th August on wearing of PPE</p> <p>The Clerk has received confirmation that a grant of £1,100 has been received from BDC Councillors for the installation of two benches at Church Green and is in correspondence with Greenfields with regard to their previous offer.</p> <p>The office has been contacted by a resident who has concerns over a tree in Doubleday Gardens which is close to their property. The clerk has arranged for the tree surgeon to inspect and give recommendations.</p>																	
2020/360.	<p>Correspondence received</p> <table border="1"> <tr> <td>04/08/2020</td> <td>Kings Acre Resident</td> <td>Concern over a tree</td> <td>Clerk is arranging for tree surgeon to inspect.</td> </tr> <tr> <td>05/08/2020</td> <td>Resident</td> <td>Request to restore and re-erect the Dick Nunn Headstone in the cemetery</td> <td>Clerk has responded</td> </tr> <tr> <td>05/08/2020</td> <td>Resident</td> <td>Request for the village sign to be painted in colour</td> <td>Clerk has responded</td> </tr> <tr> <td>06/08/2020</td> <td>Resident</td> <td>complaint about dogs not on a lead in the cemetery</td> <td>Clerk has responded</td> </tr> </table>	04/08/2020	Kings Acre Resident	Concern over a tree	Clerk is arranging for tree surgeon to inspect.	05/08/2020	Resident	Request to restore and re-erect the Dick Nunn Headstone in the cemetery	Clerk has responded	05/08/2020	Resident	Request for the village sign to be painted in colour	Clerk has responded	06/08/2020	Resident	complaint about dogs not on a lead in the cemetery	Clerk has responded	App 3
04/08/2020	Kings Acre Resident	Concern over a tree	Clerk is arranging for tree surgeon to inspect.															
05/08/2020	Resident	Request to restore and re-erect the Dick Nunn Headstone in the cemetery	Clerk has responded															
05/08/2020	Resident	Request for the village sign to be painted in colour	Clerk has responded															
06/08/2020	Resident	complaint about dogs not on a lead in the cemetery	Clerk has responded															
2020/361.	<p>To note the report from the Finance Committee/RFO</p> <p>I. To agree payments</p> <p>II. To note bank balances</p> <p>III. To note the income and expenditure report</p> <p>It was proposed to agree the payments and not the bank balances and the income and expenditure report.</p> <p>Resolved: Proposer Cllr Plumb, seconder Cllr Appleton-Claydon – unanimous</p> <p>It should also be noted that the RFO had received a clean sign off from the auditors for the accounts 2019-2020</p>	App 4																
2020/362.	<p>To note the banking review paper prepared by the RFO and to agree if appropriate the recommendations made therein.</p> <p>It was proposed to accept the following items in the RFO's report.</p> <ol style="list-style-type: none"> 1. that with immediate effect the Parish Council no longer accept cash and that hall hirers, allotment holders and market traders should be expected to pay by BACS or cheque against invoice. 2. that the Parish Council agree to the transfer of our main current account banking to Unity Trust Bank for implementation during October 2020 on the basis initially of a 'partial' switch 3. that for the time being the Barclays current and savings accounts remain open after the switch to Unity 4. that the Chairman Jochen Culemann and Vice Chair Anna Appleton- Claydon (who are signatories to the Barclays account) be authorised to sign the switching authorities 	App 5																

	<p>5. that on completion of the account opening with Unity Trust Bank the Council will make as many as possible of its payments to suppliers and creditors via the Unity Trust Bank on line banking process</p> <p>6. that the RFO (in liaison with the RFO and Hall Manager) should keep under review the need for card collection and revert to Council should a need be identified</p> <p>Resolved: Proposer Cllr Keig, seconder Cllr Plumb – unanimous</p>					
2020/363.	<p>PUBLIC CONSULTATION To note the Public Consultation from the Ministry of Housing on the Future of Planning and to consider a response or the appointment of a working party to prepare a response https://www.gov.uk/government/consultations/planning-for-the-future (Closing date 29th October 2020) It was proposed to appoint Cllrs Unsworth, and Walsh to the working party and for them to liaise with members of the Coggeshall Neighbourhood Plan working party to prepare a response. Resolved: Proposer Cllr Culemann, seconder Cllr Unsworth – unanimous</p>					
2020/364.	<p>To consider and agree an application from Coggeshall Outdoors to use some of the public open spaces owned by the Parish Council It was proposed to agree to the application from Coggeshall Outdoors for them to use CPC's public open space as requested, however it should be communicated that this does not provide them with exclusive access. Resolved: Proposer Cllr Astley, seconder Cllr Appleton-Claydon – one abstention</p>	App 6				
2020/365.	<p>To consider and agree if appropriate the appointment of a Councillor to the Coggeshall Parish Council Finance Committee It was proposed to appoint Cllr Claydon to the Finance Committee Resolved: Proposer Cllr Culemann, seconder Cllr Keig – one abstention.</p>					
2020/366.	<p>To consider the quotations for the replacement computer for the Village Hall Manager and to agree the purchase if appropriate. It was proposed to purchase Option 2 of the Laptop Quotation with the additional screen. Resolved: Proposer Cllr Appleton-Claydon seconder Cllr Keig - unanimous</p>	App 7				
2020/367.	<p>To consider the following Planning Applications</p> <table border="1"> <tr> <td>APPLICATION NO :</td> <td>20/00225/TPOCON</td> </tr> <tr> <td>DESCRIPTION :</td> <td><u>Notice of intent to carry out works to trees in a Conservation Area - 1 Silver Birch to the front of the property to be felled; stump to remain. REASON: Tree has a decay cavity at the base (see pics provided) Work to be carried out to the rear of the property. x 1 Cotoneaster to be heavily pollarded to</u></td> </tr> </table>	APPLICATION NO :	20/00225/TPOCON	DESCRIPTION :	<u>Notice of intent to carry out works to trees in a Conservation Area - 1 Silver Birch to the front of the property to be felled; stump to remain. REASON: Tree has a decay cavity at the base (see pics provided) Work to be carried out to the rear of the property. x 1 Cotoneaster to be heavily pollarded to</u>	
APPLICATION NO :	20/00225/TPOCON					
DESCRIPTION :	<u>Notice of intent to carry out works to trees in a Conservation Area - 1 Silver Birch to the front of the property to be felled; stump to remain. REASON: Tree has a decay cavity at the base (see pics provided) Work to be carried out to the rear of the property. x 1 Cotoneaster to be heavily pollarded to</u>					

	<table border="1"> <tr> <td></td> <td>first main fork, x 1 Cockspur thorn to be lightly trimmed/reduced, x 1 Strawberry tree to have crown reduced by approx. 50% (leaving a flowing branch line where possible), x 1 Variegated Portuguese laurel to have crown lifted (removal of lower branches) up to wall height and to clear neighbouring roof. Remaining crown to be shaped/trimmed as required.</td> </tr> <tr> <td>LOCATION :</td> <td>37A Stoneham Street Coggeshall Essex CO6 1UH</td> </tr> <tr> <td>Date for comments</td> <td>Thu 27 Aug 2020</td> </tr> </table> <p>No comment Resolved: Proposer Cllr Unsworth, seconder Cllr Plumb – unanimous</p>		first main fork, x 1 Cockspur thorn to be lightly trimmed/reduced, x 1 Strawberry tree to have crown reduced by approx. 50% (leaving a flowing branch line where possible), x 1 Variegated Portuguese laurel to have crown lifted (removal of lower branches) up to wall height and to clear neighbouring roof. Remaining crown to be shaped/trimmed as required.	LOCATION :	37A Stoneham Street Coggeshall Essex CO6 1UH	Date for comments	Thu 27 Aug 2020			
	first main fork, x 1 Cockspur thorn to be lightly trimmed/reduced, x 1 Strawberry tree to have crown reduced by approx. 50% (leaving a flowing branch line where possible), x 1 Variegated Portuguese laurel to have crown lifted (removal of lower branches) up to wall height and to clear neighbouring roof. Remaining crown to be shaped/trimmed as required.									
LOCATION :	37A Stoneham Street Coggeshall Essex CO6 1UH									
Date for comments	Thu 27 Aug 2020									
2020/368.	<table border="1"> <tr> <td>APPLICATION NO :</td> <td>20/01161/HH</td> </tr> <tr> <td>DESCRIPTION :</td> <td>Removal of existing first floor conservatory and the erection of a first floor orangery extension on the same footprint</td> </tr> <tr> <td>LOCATION :</td> <td>27 Bridge Street Coggeshall Essex CO6 1NP</td> </tr> <tr> <td>Date for comments</td> <td>Thu 27 Aug 2020</td> </tr> </table> <p>No comment Resolved: Proposer Cllr Unsworth, seconder Cllr Plumb – unanimous</p>	APPLICATION NO :	20/01161/HH	DESCRIPTION :	Removal of existing first floor conservatory and the erection of a first floor orangery extension on the same footprint	LOCATION :	27 Bridge Street Coggeshall Essex CO6 1NP	Date for comments	Thu 27 Aug 2020	
APPLICATION NO :	20/01161/HH									
DESCRIPTION :	Removal of existing first floor conservatory and the erection of a first floor orangery extension on the same footprint									
LOCATION :	27 Bridge Street Coggeshall Essex CO6 1NP									
Date for comments	Thu 27 Aug 2020									
2020/369.	<table border="1"> <tr> <td>APPLICATION NO :</td> <td>20/00237/TPOCON</td> </tr> <tr> <td>DESCRIPTION :</td> <td>Notice of intent to carry out works to tree in a Conservation Area – Reduce in height 1 Eucalyptus by 50%</td> </tr> <tr> <td>LOCATION :</td> <td>2 Nunns Close Coggeshall Essex CO6 1AN</td> </tr> <tr> <td>Date for comments</td> <td>Mon 31 Aug 2020</td> </tr> </table> <p>No comment Resolved: Proposer Cllr Culemann, seconder Cllr Plumb – unanimous</p>	APPLICATION NO :	20/00237/TPOCON	DESCRIPTION :	Notice of intent to carry out works to tree in a Conservation Area – Reduce in height 1 Eucalyptus by 50%	LOCATION :	2 Nunns Close Coggeshall Essex CO6 1AN	Date for comments	Mon 31 Aug 2020	
APPLICATION NO :	20/00237/TPOCON									
DESCRIPTION :	Notice of intent to carry out works to tree in a Conservation Area – Reduce in height 1 Eucalyptus by 50%									
LOCATION :	2 Nunns Close Coggeshall Essex CO6 1AN									
Date for comments	Mon 31 Aug 2020									
2020/370.	<table border="1"> <tr> <td>APPLICATION NO :</td> <td>20/01108/HH</td> </tr> <tr> <td>DESCRIPTION :</td> <td>Erection of a single-storey rear extension.</td> </tr> <tr> <td>LOCATION :</td> <td>40 Stoneham Street Coggeshall Essex CO6 1UH</td> </tr> <tr> <td>Date for comments</td> <td>Fri 04 Sep 2020</td> </tr> </table> <p>No comment Resolved: Proposer Cllr Appleton-Claydon, seconder Cllr Smalley – unanimous</p>	APPLICATION NO :	20/01108/HH	DESCRIPTION :	Erection of a single-storey rear extension.	LOCATION :	40 Stoneham Street Coggeshall Essex CO6 1UH	Date for comments	Fri 04 Sep 2020	
APPLICATION NO :	20/01108/HH									
DESCRIPTION :	Erection of a single-storey rear extension.									
LOCATION :	40 Stoneham Street Coggeshall Essex CO6 1UH									
Date for comments	Fri 04 Sep 2020									
2020/371.	<table border="1"> <tr> <td>APPLICATION NO :</td> <td>20/00246/TPOCON</td> </tr> <tr> <td>DESCRIPTION :</td> <td>Notice of intent to carry out works to trees in a Conservation Area - Fell 1 Western Hemlock tree and a Cherry tree</td> </tr> <tr> <td>LOCATION :</td> <td>25 Grange Hill Coggeshall Essex CO6 1RE</td> </tr> <tr> <td>Date for comments</td> <td>Mon 07 Sep 2020</td> </tr> </table> <p>No comment Resolved: Proposer Cllr Keig, seconder Cllr Culemann – unanimous</p>	APPLICATION NO :	20/00246/TPOCON	DESCRIPTION :	Notice of intent to carry out works to trees in a Conservation Area - Fell 1 Western Hemlock tree and a Cherry tree	LOCATION :	25 Grange Hill Coggeshall Essex CO6 1RE	Date for comments	Mon 07 Sep 2020	
APPLICATION NO :	20/00246/TPOCON									
DESCRIPTION :	Notice of intent to carry out works to trees in a Conservation Area - Fell 1 Western Hemlock tree and a Cherry tree									
LOCATION :	25 Grange Hill Coggeshall Essex CO6 1RE									
Date for comments	Mon 07 Sep 2020									

2020/372.	<table border="1"> <tr> <td data-bbox="347 192 624 230">APPLICATION NO :</td> <td data-bbox="632 192 1321 230">20/00244/TPOCON</td> </tr> <tr> <td data-bbox="347 237 624 645">DESCRIPTION :</td> <td data-bbox="632 237 1321 645"><u>Notice of intent to carry out works to trees in a Conservation Area - x 1 Silver Birch (SB1) to the rear of the property to have crown reduced in height by up to 2m and sides to be reduced by 1-1.5m (leaving a flowing branch line where possible). Lower branches over neighbouring out building to be lifted/pruned to provide a 2m clearance., Remaining crown to be lifted to the same level to leave balanced, Remaining crown to also be thinned by up to 10%, X1 branch hanging over neighbouring outbuilding to be removed.</u></td> </tr> <tr> <td data-bbox="347 651 624 689">LOCATION :</td> <td data-bbox="632 651 1321 689">58 East Street Coggeshall Essex CO6 1SJ</td> </tr> <tr> <td data-bbox="347 696 624 734">Date for comments</td> <td data-bbox="632 696 1321 734">Thu 10 Sep 2020</td> </tr> </table> <p data-bbox="347 734 1321 801">No comment Resolved: Proposer Cllr Keig, seconder Cllr Plumb – unanimous</p>	APPLICATION NO :	20/00244/TPOCON	DESCRIPTION :	<u>Notice of intent to carry out works to trees in a Conservation Area - x 1 Silver Birch (SB1) to the rear of the property to have crown reduced in height by up to 2m and sides to be reduced by 1-1.5m (leaving a flowing branch line where possible). Lower branches over neighbouring out building to be lifted/pruned to provide a 2m clearance., Remaining crown to be lifted to the same level to leave balanced, Remaining crown to also be thinned by up to 10%, X1 branch hanging over neighbouring outbuilding to be removed.</u>	LOCATION :	58 East Street Coggeshall Essex CO6 1SJ	Date for comments	Thu 10 Sep 2020	
APPLICATION NO :	20/00244/TPOCON									
DESCRIPTION :	<u>Notice of intent to carry out works to trees in a Conservation Area - x 1 Silver Birch (SB1) to the rear of the property to have crown reduced in height by up to 2m and sides to be reduced by 1-1.5m (leaving a flowing branch line where possible). Lower branches over neighbouring out building to be lifted/pruned to provide a 2m clearance., Remaining crown to be lifted to the same level to leave balanced, Remaining crown to also be thinned by up to 10%, X1 branch hanging over neighbouring outbuilding to be removed.</u>									
LOCATION :	58 East Street Coggeshall Essex CO6 1SJ									
Date for comments	Thu 10 Sep 2020									
2020/373.	<table border="1"> <tr> <td data-bbox="347 853 624 891">APPLICATION NO :</td> <td data-bbox="632 853 1321 891">20/01283/FUL</td> </tr> <tr> <td data-bbox="347 898 624 965">DESCRIPTION :</td> <td data-bbox="632 898 1321 965"><u>Creation of a lake and associated landscape works as a landscape feature within the arboretum</u></td> </tr> <tr> <td data-bbox="347 972 624 1039">LOCATION :</td> <td data-bbox="632 972 1321 1039">Marks Hall Estate Marks Hall Road Coggeshall Essex CO6 1TG</td> </tr> <tr> <td data-bbox="347 1046 624 1084">Date for comments</td> <td data-bbox="632 1046 1321 1084">Fri 11 Sep 2020</td> </tr> </table> <p data-bbox="347 1084 1321 1301">CPC proposes Marks Hall includes flood mitigation measures along aside the lake, with an area of dry ground that will flood in heavy rain when the lake is full. This would help prevent downstream flooding of robins brook in Coggeshall Resolved: Proposer Cllr Appleton-Claydon, seconder Cllr Plumb – unanimous</p>	APPLICATION NO :	20/01283/FUL	DESCRIPTION :	<u>Creation of a lake and associated landscape works as a landscape feature within the arboretum</u>	LOCATION :	Marks Hall Estate Marks Hall Road Coggeshall Essex CO6 1TG	Date for comments	Fri 11 Sep 2020	Cllr NU left the meeting
APPLICATION NO :	20/01283/FUL									
DESCRIPTION :	<u>Creation of a lake and associated landscape works as a landscape feature within the arboretum</u>									
LOCATION :	Marks Hall Estate Marks Hall Road Coggeshall Essex CO6 1TG									
Date for comments	Fri 11 Sep 2020									
2020/374.	<p data-bbox="347 1319 1321 1464">To consider a doggy park in the centre of Coggeshall to enable dog owners to take their dogs to a place where they can relieve themselves safely, cleanly and in a designated place ahead of going on a longer walk elsewhere. (Cllr Staines)</p> <p data-bbox="347 1464 1321 1532">In the absence of Cllr Staines, this item will be deferred to the next meeting.</p>	Cllr NU joined the meeting								
2020/375.	<p data-bbox="347 1550 1321 1617">To consider the quotations for the remedial works to the play equipment to all three sites and to agree a contractor if appropriate</p> <p data-bbox="347 1617 1321 1684">The clerk is to contact Proludic to see if they would be able to provide a quotation.</p> <p data-bbox="347 1684 1321 1762">Resolved: Proposer Cllr Unsworth, seconder Cllr Appleton-Claydon – unanimous</p>	App 9								
2020/376.	<p data-bbox="347 1780 1321 1848">To consider a request from Community360 to use the village hall free of charge to carry out IT Training</p> <p data-bbox="347 1848 1321 1915">It was proposed to allow Community360 to use the village hall free of charge for IT training.</p> <p data-bbox="347 1915 1321 1993">Resolved: Proposer Cllr Appleton-Claydon, seconder Cllr Unsworth – unanimous</p>	App 10								

2020/377.	<p>To note the revised quotations from Proludic with regard to the Junior section of the Big Park Project and to confirm acceptance of these quotes if appropriate.</p> <p>It was proposed to accept the quotations from Proludic with regard to proceeding with the junior section of the Big Park Project. Resolved: Proposer Cllr Culemann, seconder Cllr Unsworth – unanimous</p>	Cllr AAC left the meeting
2020/378.	<p>To consider and agree the payment of the £2,500, 10% 3rd Party Contribution to Enovert</p> <p>It was proposed to agree to the payment of £2,500 to Enovert Resolved: Proposer Cllr Unsworth, seconder Cllr Barnes – unanimous</p>	
2020/379.	<p>To note the submission of an application to Essex County Council's CIF fund by the Big Park Project Fundraising Group to begin fundraising for the Toddler and Inclusive side of the Big Park Project; and to extend the Council's support to the application and the Big Park Project.</p> <p>It was proposed that Coggeshall Parish Council should support the grant application to the ECC CiF fund. Resolved: Proposer Cllr Culemann, seconder Cllr Keig – unanimous</p>	App 12
2020/380.	<p>Items for the next agenda</p> <p>Doggy Park (Cllr Staines) Repair work for the play equipment Consider reasons for accepting apologies</p>	Cllr AAC joined the meeting
2020/381.	<p>To note the date and time of the next meeting</p> <p>Monday 7th September 2020</p>	

The meeting closed at 21.27 hrs