



# 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 28<sup>th</sup> September 2020** at **7.30 pm**

Agenda /Minute Number	Agenda Item	Appendix Number
2020/406.	<b>Those present and apologies for absence</b> <b>Present:</b> Cllrs Unsworth, Plumb, Culemann, Staines, Hagger, Barnes, Keig, Smalley, Astley, Claydon, Ross & Walsh <b>Apologies:</b> - None <b>Not present, no apologies:</b> - Cllr Horne <b>Also present:</b> - Clerk – Debbie Morgan, RFO – Steve Marriott - four members of public	
2020/407.	<b>Councillors Declarations</b> None	
2020/408.	<b>Minutes of previous meetings.</b> The minutes of the Full Council meeting of Monday 7 <sup>th</sup> September 2020 were approved as a true record subject to a proposal from Cllr Culemann to correct the date in 2020/386 (Clerk's Report) to 1 <sup>st</sup> April 2021 <b>Resolved:</b> Proposer - Cllr Culemann, seconder - Cllr Smalley - Unanimous	App 1
2020/409.	<b>Public Participation session with respect to Agenda items and other matters of mutual interest.</b> A resident spoke with regard to item 2020/422 and advised that Cllr Walsh had advised the council incorrectly at the last meeting as the approval had not been given to close Stoneham Street. Cllr Unsworth advised that this would be a trial closure and the procedure would be slightly different. A resident commented on the resignation of Cllr Appleton-Claydon and that he would miss her input.	Cllr Hagger joined the meeting
2020/410.	<b>County Councillor's &amp; District Councillor's Report</b> Cllr Walsh acknowledged the support of the County Councillor Robert Mitchell and it is hoped that money from the Local Highways Panel can be used for the repair of the pavement at Kelvedon Road. Cllr Unsworth has met with James Saunders from Honywood School and they are looking at possible options for use and grant funding for the Old Chapel in the cemetery. Cllr Unsworth also spoke at the ECC meeting against the Bradwell Quarry being extended in to the A7 area, however this was passed by the committee. He is also working with the climate group with regard to the provision of electric charging points. With regard to the cycle route, the application for the Earls Colne to Coggeshall route have been passed by BDC Planning	

	Committee. Concerning the incinerator, PAIN are progressing with an application for judicial review.	
2020/411.	<p><b>To receive a presentation from Rural Engagement Manager for Openreach, with regard to supplying FTTP (Full Fibre to the Premise) for areas in Coggeshall which have poor broadband speed</b></p> <p>This was postponed due to unforeseen circumstances as the Rural Engagement Manager was unable to attend.</p>	
2020/412.	<p><b>To receive a presentation from the A12VTAG with regard to the preferred route for the A12</b></p> <p>Mr Chris Papworth gave a presentation on the new proposed route for the A12. It was confirmed that Cllr Horne is the representative on this group for Coggeshall Parish Council. Cllr Unsworth also offered to attend meetings if Cllr Horne was unable to attend.</p>	
2020/413.	<p><b>Clerk's Report and current projects list</b></p> <p>The initial landscaping works have now been completed for the cemetery extension and the area has been seeded. The clerk advised that some changes were recently made to the planning regulations for change of use and Braintree have advised that CPC would be advised to have a pre-planning meeting as planning for change of use may not now be required.</p> <p>The contractor has completed some of the accident Damage to the Wall of the recreation ground but the gate post still needs to be installed.</p> <p>The remedial works to the car par have now been completed.</p> <p>The working group have completed the form for the trial closure of Stoneham Street and this is on the agenda for consideration.</p> <p>The Government have recently made changes to the Covid-19 regulations which affect the village hall. The changes made have resulted in social classes such as the Art Group having to be cancelled, but it seems that some classes such as Yoga may be able to continue with restrictions.</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 have confirmed that they will contribute £1,500. The clerk is checking that the companies who quoted will still stand by their quotations. There is still a shortfall of about £1,200 and further grants may have to be considered.</p> <p>The tree surgeon has inspected the tree in Doubleday Gardens and advises that it will need crown reduction to prevent damage to the property. An application is being submitted to BDC as the tree is in a conservation area and the surgeon is preparing a quotation. Over the weekend a large section of an oak tree in the cemetery split from the main trunk and will required clearance and also work to the tree so that it is not unbalanced.</p> <p>The clerk contacted Proludic regarding the repairs. However they use a sub-contractor for the installation works, but have suggested a couple of other companies and the clerk is in the process of sending out information packs for quotations.</p> <p>The order for the first phase of the Big Park Project has now been formally submitted and the clerk and Cllrs Unsworth and Walsh</p>	App 2

	<p>attended a pre-start meeting. It is hoped that installation should commence in mid-October</p> <p>The clerk has carried out an accessibility audit of the website and there are a few minor issues which will need to be resolved. An Accessibility Statement had been added to the website.</p> <p>A breach of General Data Protection Regulations occurred on Saturday 12th September. The clerk completed the self-assessment on the ICO website and the breach was considered to be low risk. As a low risk breach, the Council are not required to report this to the ICO, although details of the breach need to be recorded in the Council's register and this has been completed accordingly.</p>													
2020/414.	<p><b>Correspondence received</b></p> <table border="1"> <tr> <td>15/09/2020</td> <td>Environment Agency</td> <td>Bradwell B - Permit for Ground investigation</td> <td>For information</td> </tr> <tr> <td>15/09/2020</td> <td>A resident</td> <td>Request for an outdoor table tennis table</td> <td>For information - clerk has responded</td> </tr> <tr> <td>18/09/2020</td> <td>Association of Police and Crime Commissioners</td> <td>Roads and Policing, Public survey</td> <td>For information</td> </tr> </table>	15/09/2020	Environment Agency	Bradwell B - Permit for Ground investigation	For information	15/09/2020	A resident	Request for an outdoor table tennis table	For information - clerk has responded	18/09/2020	Association of Police and Crime Commissioners	Roads and Policing, Public survey	For information	App 3
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2020/415.	<p><b>To note the report from the Finance Committee/RFO</b></p> <p><b>I. To agree payments</b></p> <p><b>II. To note bank balances</b></p> <p>It was proposed to agree the payments as presented</p> <p><b>Resolved:</b> Proposer - Cllr Culemann, seconder - Cllr Plumb - Unanimous</p>	App 4												
2020/416.	<p><b>To receive the RFO's financial projection for the year end (31 March 2021) out turn in the light of the implications of COVID</b></p> <p><b>To discuss and approve any recommendations from the Finance Committee arising from its meeting on 24 September 2020 when the implications of COVID on the Council's finances will be discussed</b></p> <p><i>Please note that the press and the public may be excluded from parts of this discussion as it is likely to include matters of a confidential nature.</i></p> <p>It was proposed to close the meeting to the press and the public to discuss matters of a confidential nature.</p> <p><b>Resolved:</b> Proposer - Cllr Culemann, seconder - Cllr Unsworth - Unanimous</p> <p>It was proposed to agree to the following recommendations of the Finance Committee: -</p> <ol style="list-style-type: none"> <li>1. Implementation of 50% of the Clerk and RFO increase in hourly rates of pay recommended by the recent Job Evaluation with effect from 1 October 2020</li> <li>2. That the following expenditures in the budget be deferred pending a better understanding of the effects of COVID on income: - <ul style="list-style-type: none"> <li>Recreation Ground Path £6,000</li> <li>Replacement of the Museum Roof £4,000</li> <li>Office redecoration £1,500</li> </ul> </li> </ol> <p><b>Resolved:</b> Proposer - Cllr Plumb, seconder - Cllr Culemann - Unanimous</p>	App 5 Confidential												
2020/417.	<b>To appoint a Vice Chair to the Finance Committee</b>													

	<p>It was proposed to appoint John Claydon as Vice Chairman of the Finance Committee</p> <p><b>Resolved:</b> Proposer - Cllr Culemann, seconder - Cllr Kieg - Unanimous</p>	
2020/418.	<p><b>Consequent to minute 2020/362 and the resignation of a Councillor, to authorise any 2 signatories to the Barclays Bank account to sign an authorisation to Barclays for a 'partial' switch of the Council's main current bank account to Unity Trust Bank</b></p> <p>It was proposed to agree to the above</p> <p><b>Resolved:</b> Proposer - Cllr Culemann , seconder – Cllr Keig - Unanimous</p>	
2020/419.	<p><b>Consequent to minute 2020/390 and the resignation of a Councillor, to seek and approve the addition of further signatories to the Council's current bank accounts with Barclays and in due course Unity Trust Bank to afford the Council maximum flexibility to make payments to suppliers and creditors. (Note that in accordance with Financial Regulation 5.1 The Council shall seek Credit References in respect of members and or employees who act as signatories or who have access to Online Banking)</b></p> <p>It was proposed that Cllrs Walsh, Hagger and Staines should be added as signatories to the Council's current bank account.</p> <p><b>Resolved:</b> Proposer - Cllr Culemann, seconder - Cllr Keig - Unanimous</p>	
2020/420.	<p><b>To approve the renewal of the Parish Council insurance as year two of a three-year contract. To authorise the issue of a cheque in the sum of £4,493.29 in favour of Came and Company.</b></p> <p>It was proposed to accept the quotation from Came and Company, subject to confirmation that the increase on last year was due to inflation of assets and not a rate increase.</p> <p><b>Resolved:</b> Proposer - Cllr Keig, seconder - Cllr Culemann - Unanimous</p>	App 6
2020/421.	<p><b>To consider and agree if appropriate, Cllr Ross having editor rights to the Coggeshall PC website and Facebook page</b></p> <p>It was agreed that Cllr Ross should be given access to the CPC website and Facebook page</p> <p><b>Resolved:</b> Proposer - Cllr Unsworth, seconder - Cllr Culemann - Unanimous</p>	
2020/422.	<p><b>To consider and agree the draft application form for the road closure in Stoneham Street for the Thursday market and also in the evening once a month for a trial basis.</b></p> <p>The draft application was agreed subject to Cllr Staines producing a risk assessment and delivering an advisory letter to local residents and businesses.</p> <p><b>Resolved:</b> Proposer - Cllr Culemann, seconder - Cllr Unsworth - Unanimous</p>	App 7
2020/423.	<p><b>To consider and agree the appointment of Peter Hutton as the Parish Council nominated trustee to the Coggeshall Almshouses Charity</b></p> <p>It was proposed to appoint Peter Hutton as the Parish Council's nominated trustee for the Coggeshall Almshouses Charity.</p> <p><b>Resolved:</b> Proposer - Cllr Culemann, seconder - Cllr Keig - Unanimous</p>	App 8
2020/424.	<p><b>To consider a request from five councillors with regard to holding the Annual Meeting of the Parish Council in October 2020 via virtual means.</b></p>	App 9

	<p>It was proposed to amend the motion to hold the Annual Meeting of the Parish Council before 1<sup>st</sup> December 2020  <b>Resolved:</b> Proposer - Cllr Unsworth, seconder - Cllr Smalley - Unanimous  It was proposed to agree to the above amended resolution  <b>Resolved:</b> Proposer - Cllr Plumb, seconder - Cllr Culemann - Unanimous</p>									
2020/425.	<p><b>To note the draft report regarding the health and safety inspection of the Village Hall and to agree any remedial action.</b>  It was proposed to accept the suggested remedial actions as identified in the report.  The clerk advised that most of the items had been carried out and she was awaiting further quotations for the replacement of the rear doors from the Keys Room and the Youth Chamber.  <b>Resolved:</b> Proposer - Cllr Unsworth, seconder - Cllr Keig - Unanimous</p>	App 10								
2020/426.	<p><b>To note the correspondence from Proludic with regard to their "Rainbow Pledge" and to consider and agree a suitable project following suggestions from the Big Park Project Working Party.</b>  It was proposed to defer this item to the next meeting so that the Big Park Project can provide a suitable recipient.  <b>Resolved:</b> Proposer - Cllr Unsworth, seconder - Cllr Walsh - Unanimous</p>	App 11								
2020/427.	<p><b>To consider and agree the draft response from the working party to the BDC Local Plan</b>  It was proposed to suspend Standing Order No 3(x) to allow the meeting to exceed two hours  <b>Resolved:</b> Proposer - Cllr Plumb, seconder - Cllr Culemann - Unanimous  It was proposed to amend the above motion to:-  To agree the response to the Government's proposed changes to the planning system as provided in Appendix 12. It should also be agreed that the Council's response to the Braintree Local Plan should be prepared by the working party, consisting of Cllrs Walsh, Smalley and Staines, and this should be circulated and agreed via email prior to the deadline of 12<sup>th</sup> October 2020.  <b>Resolved:</b> Proposer - Cllr Unsworth, seconder – Cllr Plumb - three abstentions  <b>Resolved:</b> Proposer - Cllr Culemann, seconder – Cllr Plumb - three abstentions</p>	App 12								
2020/428.	<p><b>To consider the following Planning Applications</b></p> <table border="1"> <tr> <td><b>APPLICATION NO:</b></td> <td>20/00287/TPO</td> </tr> <tr> <td><b>DESCRIPTION:</b></td> <td><a href="#"><u>Notice of intent to carry out works to tree protected by Tree Preservation Order 25/01 – Crown thin Beech trees by 30% and remove branches overhanging St Peters Rd</u></a></td> </tr> <tr> <td><b>LOCATION:</b></td> <td>40 St Peters Road Coggeshall Essex CO6 1SR</td> </tr> <tr> <td><b>Date for comments</b></td> <td>Thu 01 Oct 2020</td> </tr> </table> <p>No comment  <b>Resolved:</b> Proposer - Cllr Unsworth, seconder - Cllr Hagger - Unanimous</p>	<b>APPLICATION NO:</b>	20/00287/TPO	<b>DESCRIPTION:</b>	<a href="#"><u>Notice of intent to carry out works to tree protected by Tree Preservation Order 25/01 – Crown thin Beech trees by 30% and remove branches overhanging St Peters Rd</u></a>	<b>LOCATION:</b>	40 St Peters Road Coggeshall Essex CO6 1SR	<b>Date for comments</b>	Thu 01 Oct 2020	
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2020/436.	<p><b>Items for the next agenda</b>  Appointment of Cllr Unsworth to A12VTAG group  Update on funds from BDC to cover losses of village hall while closed due to Covid-19 (Cllr Unsworth)  Response to Government White Paper on Planning  Update on IWMF  Update on Nunn's Bridge</p>									
2020/437.	<p><b>To agree the date and time of the next meeting</b>  Monday 12<sup>th</sup> October 2020</p>									

The meeting closed at 22.30 hrs