



# COGGESHALL PARISH COUNCIL

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

To Councillors

Minutes of a virtual meeting of the **ANNUAL PARISH COUNCIL** meeting held on **Monday 30<sup>th</sup> November 2020** at **7.30 pm**

Agenda /Minute Number	Agenda Item	Appendix Number
2020/510	<b>Election of Coggeshall Parish Council Chairman</b> <b>James Astley was proposed for the position of Chairman</b> Proposed: Cllr Jochen Culemann Seconded: Cllr Geoff Keig For: 8    Against: 0    Abstained: 1	
2020/511	<b>Cllr Jochen Culemann proposed that the chairman sign the Declaration of Acceptance of Office on Wednesday 2<sup>nd</sup> December 2020 or to the nearest date.</b> Proposed: Cllr Jochen Culemann Seconded: Cllr Geoff Keig Unanimous	
2020/512	<b>Election of Coggeshall Parish Council Vice Chairman</b> <b>Geoff Keig was proposed for the position of Vice-Chairman</b> Proposed: Cllr Jochen Culemann Seconded: Cllr Trevor Plumb Unanimous	
2020/513	<b>Cllr Jochen Culemann proposed that the Vice-Chairman sign the Declaration of Acceptance of Office on Wednesday 2<sup>nd</sup> December 2020 or to the nearest date.</b> Proposed: Cllr Jochen Culemann Seconded: Cllr Geoff Keig Unanimous	
2020/514	<b>Those present and apologies for absence</b> <b>Present:</b> - Cllr Plumb, Cllr Culemann, Cllr Staines, Cllr Keig, Cllr Astley, Cllr Claydon, Cllr Smalley, Cllr Hagger & Cllr Ross. <b>Apologies:</b> Cllr Walsh, <b>No apologies:</b> Cllr Horne <b>Also, Present:</b> - Acting Clerk – Grahame Walkingshaw, RFO Steve Marriott & 9 members of the public The Chairman informed the meeting of the resignation of Cllr Nick Unsworth with immediate effect (27/11/20)	
2020/515	<b>Councillors Declarations</b> None	
2020/516	<b>It was noted and recorded that Coggeshall Parish Council no longer meets the eligibility criteria for the General Power of Competence (Localism Act 2011)</b>	

2020/517	<p><b>The following changes were made to Standing and Sub-Committees for Coggeshall Parish Council:</b></p> <p><b><u>Standing Committees:</u></b></p> <p><b>Planning:</b> Cllr Nick Unsworth Removed Cllr Stephanie Smalley Added</p> <p><b>Open Spaces:</b> Cllr Nick Unsworth Removed Cllr Ian Ross Added</p> <p><b>Village Hall:</b> Cllr James Astley Removed</p> <p><b>Personnel:</b> Cllr Nick Unsworth Removed Cllr Jochen Culemann Removed Cllr Ian Ross Added Cllr Geoff Keig Added</p> <p><b>Traffic Management:</b> Cllr Nick Unsworth Removed Cllr John Claydon Added</p> <p><b>Finance:</b> Cllr Nick Unsworth Removed</p> <p><b><u>Sub Committees:</u></b></p> <p><b>Allotment:</b> No Changes <b>Neighbourhood Plan:</b> No Changes</p> <p>Proposed: Cllr James Astley Secunder: Cllr Geoff Keig Unanimous</p>	App 1
2020/518	<p><b><u>The following were appointed chairman of the standing committees:</u></b></p> <p><b><u>Standing Committees:</u></b></p> <p><b>Planning:</b> Cllr James Astley – No Change <b>Open Spaces:</b> Cllr Geoff Keig – No Change <b>Village Hall:</b> Cllr Natasha Barnes – No Change <b>Personnel:</b> Terms of Reference to elect a new chairman <b>Traffic Management:</b> Cllr Trevor Plumb – No Change <b>Finance:</b> Cllr Trevor Plumb – No Change</p> <p><b>The Parish Clerk was actioned to call a meeting of the Personnel Committee to decide on a new chairman.</b></p> <p>Proposed: Cllr James Astley Secunder: Cllr Jochen Culemann Unanimous</p>	
2020/519	<p><b>To review and agree the Terms of Reference for the Standing and Sub-Committees</b></p> <p><b>Proposed:</b> Cllr James Astley <b>Secunder:</b> Cllr Jochen Culemann Unanimous</p>	App 2

2020/520	<p><b>Minutes of previous meetings.</b></p> <p>The minutes of the Full Council meeting of Monday 9<sup>th</sup> November 2020 were deferred to the meeting on 14<sup>th</sup> December 2020 for amendments to be added.</p> <p>An amendment was requested to change "AGM" to "Annual Meeting of the Parish Council" for the minutes dated 09/11/20.</p>	App 3
2020/521	<p><b>Public Participation session with respect to Agenda items and other matters of mutual interest.</b></p> <p>A resident and member of CRAQ informed the meeting that the consultation process for the quarry continues until the 31<sup>st</sup> March 2020. When the quarry application goes to planning, the resident intends to collect signatures to oppose the quarry. Councillors or residents can comment on: <a href="mailto:info@craq.org.uk">info@craq.org.uk</a> or go to the website <a href="http://www.craq.org.uk">www.craq.org.uk</a></p> <p>Another resident suggested writing individual letters in opposition to the quarry.</p> <p>Cllr Trevor Plumb suggested using a professional planner when the planning application came forward. The resident explained that they already had a professional planner working for them.</p> <p>A resident informed the meeting that only 1 "no dogs" sign was visual near to the children's play area. The Parish Clerk was actioned to get another sign for display.</p> <p>A resident informed the meeting that planning permission had been given for the cycleway between Coggeshall and Earl's Colne. The 2<sup>nd</sup> part of the cycleway to Kelvedon still required planning permission. He informed the meeting that a landowner who owns part of the disused railway to Halstead had given permission to use the land for the cycleway and this could extend it as far as Halstead.</p> <p>A resident from the Neighbourhood Plan working party informed the meeting that inspectors had approved the plan with some very small amendments. The plan is now with Braintree District Council to review before going to Referendum. She asked that the Parish Council now make reference to the plan when dealing with any future planning applications or projects.</p> <p>Another resident informed the meeting of 4 things to think about in relation to the neighbourhood plan:</p> <ol style="list-style-type: none"> <li>(1) The Referendum would be in May 2021 – the Neighbourhood Plan would need 50% of people to agree it, so it would be important to get people voting.</li> <li>(2) Any new developments between now and the referendum can use the Neighbourhood Plan to refer to.</li> <li>(3) The Design Guide is there to see the design of any new developments.</li> <li>(4) The link from St Anne's Road to Recreation Ground was important.</li> </ol> <p>Another resident suggested that a final Neighbourhood Plan presentation or seminar would be useful and asked that the Parish Council as a whole attend the event.</p> <p>A resident on the Big Park Project explained that Phase 1 had now been completed and wished to thank everyone who had been involved in the project. Comments from residents had been very</p>	

	<p>positive and the Big Park Project Working Party and Parish Council should be proud to have developed a new playground. She requested that communications between both parties improve for the 2<sup>nd</sup> phase of the project, which has already raised £4,000 to date.</p> <p>Another resident asked for a media release to be given on Wednesday 2<sup>nd</sup> December 2020. The Parish Clerk was actioned to co-ordinate the media release.</p>	
2020/522	<p><b>Clerks Report and Current Projects List</b>  <b>The following changes were made to the Current Projects List:</b>  <b>Environment Agency &amp; Flood Alleviation Working Party:</b> Cllr Nick Unsworth Removed  <b>Market Road Closure:</b> Cllr Nick Unsworth Removed          Nothing further to report.</p>	App 4
2020/523	<p><b>Finance</b>  <b>i) To approve payments / accounts payable</b>          Proposed: Cllr James Astley          Secunder: Cllr Geoff Keig          Unanimous  <b>To note a report from the RFO on the year to date actuals against budget and the projected year end out-turn</b>          Noted</p>	App 5 (I) App 5 (ii)
2020/524	<p><b>To review and agree the Standing Orders</b>          Proposed: Cllr James Astley          Secunder: Cllr Geoff Keig          Unanimous</p>	App 6
2020/525	<p><b>To review the Council Policies</b>          Proposed: Cllr James Astley          Secunder: Cllr Stephanie Smalley          Unanimous</p>	App 7
2020/526	<p><b>To review and agree membership and subscriptions to external organisations</b>          Proposed: Cllr Geoff Keig          Secunder: Cllr James Astley          Unanimous</p>	App 8
2020/527	<p><b>To review representation on or work with external organisations</b>          Cllr Michael Staines to replace Cllr Nick Unsworth for the Section 106/Bradwell, IWMF &amp; A120 Forum          Cllr Stephanie Smalley &amp; Cllr Geoff Keig added to the Hitcham Trust (with Cllr Michael Horne)          Broadband Champion – Cllr James Astley          Proposed: Cllr James Astley          Secunder: Cllr Jochen Culemann          Unanimous</p>	App 9
2020/528	<p><b>To note the correspondence from Braintree District Council with regard to verge cutting</b>          To be added to the agenda for the meeting on 14/12/20</p>	App 10
2020/529	<p><b>To note the updated report from Proludic with regard to the Big Park Project and to retrospectively agree to the slight change in location for the log stockade</b></p>	

	Proposed: Cllr Geoff Keig Seconder: Cllr Trevor Plumb For: 8      Against: 0      Abstain: 1													
2020/530	<b>To consider a request from the Hitcham Trust for the Parish Council to appoint trustees and agree three appropriate candidates.</b> Cllr Stephanie Smalley & Cllr Geoff Keig added to the Hitcham Trust (with Cllr Michael Horne) Agreed under 2020/527	App 12												
2020/531	<b>To discuss Grass Cutting</b> <b>To be added to the agenda for the next meeting on the 14<sup>th</sup> December 2020.</b> Proposed: Cllr James Astley Seconded: Cllr Ian Hagger Unanimous													
2020/532	<b>To discuss report from the Neighbourhood Plan on the Examiners Report</b> (Discussed under 2020/521)													
2020/533	<b>Grant Application – Coggeshall Youth Project for £412.14</b> Cllr Jochen Culemann proposed to accept the Grant Application from the Coggeshall Youth Project.  Proposed: Cllr Jochen Culemann Seconder: Cllr Geoff Keig Unanimous	App 13												
2020/534	<b>Correspondence received</b> <b>COVID BONUS</b> Cllr Michael Staines suggested that this should go to the Personnel Committee. Cllr James Astley wished to make a formal thank you on behalf of the Parish Council to the 2 groundsmen for their hard work and efforts during COVID. The Parish Clerk was actioned to write a letter of thanks to both groundsmen on behalf of the Parish Council. Proposed: Cllr James Astley Seconder: Cllr Ian Hagger Unanimous  <b>Tilkey Road</b> The Parish Clerk was actioned to look into previous action on this subject. A resident acting on behalf of the Parish Council would contact Essex County Councillor Robert Mitchell to discuss further.  <b>Coggeshall Xmas Committee</b> The Parish Clerk was actioned to contact Essex County Councillor Robert Mitchell in relation to this and to advise the Coggeshall Xmas Committee of temporary sprays that could be used for surfaces.	App 14												
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2020/535	<b>To consider the following Planning Applications</b>	
	<b>APPLICATION NO:</b>	20/00361/TPO
	<b>DESCRIPTION:</b>	<a href="#">Notice of intent to carry out works to trees protected by Tree Preservation Order 25/01 - Crown reduce 3 Beech trees by 2-3 metres back to previous cut points as granted in 2015 and removal of small branches overhanging power cables and telephone wires</a>
	<b>LOCATION:</b>	40 St Peters Road Coggeshall Essex CO6 1SR
	<b>Date for comments</b>	Thu 12 Nov 2020
No Comments <b>Resolved:</b> - Proposer Cllr James Astley Seconder Cllr Geoff Keig Unanimous		
2020/536	<b>APPLICATION NO:</b>	<b>20/00506/FUL</b>
	<b>DESCRIPTION:</b>	<a href="#">Erection of a single-storey commercial building for flexible B1, B2 &amp; B8 Use Class and associated development</a>
	<b>LOCATION:</b>	Griggs Business Centre West Street Coggeshall Essex CO6 1NT
	<b>Date for comments</b>	18 <sup>th</sup> November 2020
No Comments <b>Resolved:</b> - Proposer Cllr James Astley Seconder Cllr Geoff Keig Unanimous		
2020/537	<b>APPLICATION NO:</b>	<b>20/00354/TPOCON</b>
	<b>DESCRIPTION:</b>	<a href="#">Notice of intent to carry out works to tree in a Conservation Area - Yew - crown reduction of 1 metre all over (30%) Reasons for required reduction: 1. Power and phone lines running through branches 2. Branches overhanging pavement and access road to village carpark, causing an obstruction for large vans and lorries 3. Branches growing into walls and roof of 300 year old property 4. Light reduction into house We have recently moved into the property and were advised by surveyor that action was needed to reduce the tree size as it could cause structural problems if not addressed soon. We have been advised that the tree has not been pruned in the previous 10+ years, so probably well overdue!!</a>
	<b>LOCATION:</b>	37 Stoneham Street Coggeshall Essex CO6 1UH
	<b>Date for comments</b>	25 <sup>th</sup> November 2020
No Comments <b>Resolved:</b> - Proposed: Cllr James Astley Seconder: Cllr Jochen Culemann Unanimous		
2020/538	<b>APPLICATION NO:</b>	<b>20/01712/HH</b>
	<b>DESCRIPTION:</b>	<a href="#">Retention of front garden fence.</a>
	<b>LOCATION:</b>	24 Hill Road Coggeshall Essex CO6 1SP
	<b>Date for comments</b>	26 <sup>th</sup> November 2020
No Comments <b>Resolved:</b> - Proposed: Cllr James Astley		

	<p>Seconder: Cllr Ian Hagger Unanimous</p>										
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2020/542	<p><b>Items for the next agenda</b> Grass Cutting Neighbourhood Plan</p>										
2020/543	<p><b>To agree the date and time of the next meeting</b> The next meeting would be on the 14<sup>th</sup> December 2020 at 7.30 p.m.</p>										

The meeting closed at 9.26 p.m.