



COGGESHALL PARISH COUNCIL

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To Councillors

MINUTES OF A VIRTUAL MEETING OF THE PARISH COUNCIL held on Monday 14th December 2020 at 7.30 pm

A G E N D A

Agenda /Minute Number	Agenda Item	Appendix Number
2020/544	Those present and apologies for absence Present; Cllr Culemann, Cllr Hagger, Cllr Keig, Cllr Plumb, Cllr Ross, Cllr Astley, Cllr Staines, Cllr Smalley, Cllr Claydon Apologies – Cllr Walsh, Cllr Horne Also Present – ECC Cllr Mitchell, BDC Cllr Unsworth, BDC Cllr Wilson, Locum Clerk Carolyn McSweeney, RFO Steve Marriott and 2 members of public	
2020/545	Councillors Declarations Cllr Astley 2020/564	
2020/546	Co-option of Parish Councillor Mrs June Alston had applied to join the Parish Council. After considering her written presentation it was proposed to invite Mrs Alston to join the Council, taking the vacant seat in North Ward Proposed Cllr Astley Seconded Cllr Culemann	App 1
2020/547	Minutes of previous meetings The minutes of the Annual Council meeting of Monday 30 th November 2020 were approved as a true record Resolved – Proposer Cllr Culemann Seconder Cllr Astley The minutes of the Full Council meeting of Monday 9 th November 2020 were approved as a true record Resolved – Proposed Cllr Culemann Seconder Cllr Astley	App 2a App 2b
2020/548	Public Participation session with respect to Agenda items and other matters of mutual interest. A resident commented on the former Clerks' resignation letter. Another resident felt that going forward the Council should focus more on communication. BDC Cllr Wilson raised an issue about the co option to the Council, but was advised that the vacancy in North Ward was available for co option.	
2020/549	County Councillor's & District Councillor's Report ECC Cllr Mitchell reported that the ongoing maintenance on the A12 is causing problems to other routes including damage to roads and bridges. He had attended meetings with Highways England to discuss the A12 junction at Feering and A120 proposals and had also attended meetings with Feering and Kelvedon Parish Councils. Discussions were ongoing with the NEPP to proceed with changes to parking restrictions and the use of parking areas. Cllr	

	<p>Mitchell reminded the meeting that this area is now is now subject to Tier 3 Covid-19 restrictions</p> <p>BDC Cllr Unsworth reported that the Government Inspector had now passed Stage 1 of the Local Plan for the Garden Communities. BDC had passed Delegated Powers to make planning applications for less than 10 properties to be decided by Officers and not taken to Committee</p> <p>BDC Cllr Wilson reported that the 'No Dogs' sign was missing from the playground</p> <p>ECC Cllr Mitchell urged every Cllr to visit the new electric car charging forecourt in Braintree. Cllr Staines enquired if the buses used on the Park and Ride would be electric. ECC Cllr Mitchell said that in time this may be happen and that the use of electric bikes and scooters is to be encouraged.</p>													
2020/550	<p>Clerk's Report and current projects list</p> <p>To discuss</p> <p>The initial landscaping works to the cemetery extension have now been completed and the area has been seeded. The Clerk is now progressing the planning application for the change of use.</p> <p>The works to repair the damage to the wall of the recreation ground is partially complete.</p> <p>The Working Group for the Market Road closure have completed and submitted the form to BDC along with a cheque for £211. Risk Assessment has been completed.</p> <p>Training attended – none</p> <p>Benches in Church Green – the instruction has been given to the contractor and the work is scheduled to take place in January.</p> <p>The Tree surgeon has confirmed they will be carrying out the required works to those trees identified in the report over the next couple of months.</p> <p>The Clerk has contacted Proludic regarding the repairs and remedial works to the play equipment. 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 first phase of the installation to the Big Park Project is now complete.</p> <p>Following the resignation of Cllr Unsworth, BDC have advised that they have received 10 signatures calling for an election and it will not be possible for CPC to co-opt for this vacancy, but will need to wait until it is physically possible to hold an election. Expected to be May 2021 at the earliest.</p>	App 3												
2020/551	<p>Correspondence received</p> <table border="1" data-bbox="319 1765 1286 2092"> <tr> <td data-bbox="319 1765 483 1899">24/11/2020</td> <td data-bbox="483 1765 699 1899">A relative</td> <td data-bbox="699 1765 1023 1899">Letter enclosing donation of £25 for the planting of a tree following cemetery works</td> <td data-bbox="1023 1765 1286 1899">Clerk requested to speak with the resident</td> </tr> <tr> <td data-bbox="319 1899 483 1966">27/11/2020</td> <td data-bbox="483 1899 699 1966">Big Park Project Working Party</td> <td data-bbox="699 1899 1023 1966">Comment with regard to the Big Park</td> <td data-bbox="1023 1899 1286 1966">Deferred to next meeting</td> </tr> <tr> <td data-bbox="319 1966 483 2092">02/12/2020</td> <td data-bbox="483 1966 699 2092">BDC</td> <td data-bbox="699 1966 1023 2092">Email notifying that electric charging points to the Stoneham Street Car Park are not viable</td> <td data-bbox="1023 1966 1286 2092">Deferred to next meeting</td> </tr> </table>	24/11/2020	A relative	Letter enclosing donation of £25 for the planting of a tree following cemetery works	Clerk requested to speak with the resident	27/11/2020	Big Park Project Working Party	Comment with regard to the Big Park	Deferred to next meeting	02/12/2020	BDC	Email notifying that electric charging points to the Stoneham Street Car Park are not viable	Deferred to next meeting	App 4
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	04/12/2020	Parish Clerk	Notice of resignation	Noted	
2020/552	<p>Finance Committee</p> <ol style="list-style-type: none"> 1. To agree payments / accounts payable 2. To note bank balances <p>RFO, Steve Marriott informed the meeting that following recent Cllr resignations that further signatories were required for the bank accounts</p> <p>Resolved Proposer Cllr Astley Seconder Cllr Keig</p>				App 5i App 5ii
2020/553	<p>Big Park Project – Finance</p> <ol style="list-style-type: none"> 1. To note that a request has been made to Enovert for payment of the net grant of £22,500 and the funds have been received 2. To approve an interim payment to Proludic in respect of their invoice for £77,000 plus vat less the agreed retention of 5% - £87,780 inc vat <p>Some items on the Inspection report had not met the British Standard and were identified as Low/Very Low risk. It was therefore proposed that the payment to Proludic should only reflect payment for those items that had passed the inspection. Payment of the balance to be paid when repairs have been made. It was also noted that some of the turf laid had not bedded in. The Clerk will contact Proludic to raise these issues</p> <p>Resolved Proposed Cllr Astley Seconder Cllr Keig</p>				App 6
2020/554	<p>Parish Council Insurance</p> <p>To consider increases in the Council's insurance</p> <ol style="list-style-type: none"> 1. In respect of Playground Equipment £77,000 with an increased premium of £170.10 for the remainder of the policy term to October 2021 2. In respect of Other Surfaces relating to the Car parks £50,000 with an increased premium of £110.45 for the remainder of the policy term to October 2021 <p>Resolved to accept the increases as detailed Proposed Cllr Astley Seconder Cllr Keig</p>				
2020/555	<p>Interim Audit</p> <p>Following the resignation of the Clerk to approve an interim Internal Audit</p> <p>RFO Steve Marriott detailed the cost involved. Resolved to request the Internal Auditor to undertake an interim audit Proposed Cllr Astley Seconder Cllr Keig</p>				App 7
2020/556	<p>Grant Application to Braintree District Council</p> <p>To retrospectively approve the RFO making an application for a grant to BDC under the terms of the COVID-19 Business Support Grant: Additional Restrictions Grant</p> <p>RFO Steve Marriott reported that the grant had already been received. Proposed Cllr Keig Seconder Cllr Astley</p>				App 7b

2020/568	<p>To note the correspondence from Braintree District Council regarding verge cutting and to agree a response After some discussion it was agreed to support this initiative where it does not impact on road safety and various examples were given. Resolved Proposed Cllr Astley Seconded Cllr Keig</p>	App 13								
2020/569	<p>To discuss Grass cutting To be deferred to next meeting</p>									
2020/570	<p>To consider and agree the response to the Enoverf Feedback form It was agreed that the Big Park Project Working Party should consider the feedback form in liaison with the Fund raising group and report back to the next meeting Resolved Proposed Cllr Astley Seconded Cllr Keig</p>	App 14								
	<p>To consider the following Planning Applications:</p>									
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	<p>DESCRIPTION: Notice of intent to carry out works to tree in a Conservation Area - Laurel (T1) - reduce crown height by approximately 4 metres. Remove the two lowest limbs that overhang garden of 20 West Street on south boundary and remove trunk that is pushing on boundary wall</p> <p>LOCATION: The Mill House Kings Acre Coggeshall Essex CO6 1NY</p> <p>Date for comments 2020/12/23</p> <p>No Comment Resolved Proposed Cllr Astley Seconded Cllr Keig</p>	
2020/575	<p>APPLICATION NO: 20/01926/LBC</p> <p>DESCRIPTION: Repainting of exterior walls consisting of a change of colour.</p> <p>LOCATION: 93 West Street Coggeshall Essex CO6 1NT</p> <p>Date for comments 2020/12/25</p> <p>No Comment Resolved Proposed Cllr Astley Seconded Cllr Keig</p>	
2020/576	<p>APPLICATION NO: 20/01919/OUT</p> <p>DESCRIPTION: Outline application with (with appearance and landscaping reserved) for the erection of 15no. dwellings.</p> <p>LOCATION: 31 Colchester Road Coggeshall Essex CO6 1RR</p> <p>Date for comments 2020/12/31</p> <p>The Clerk was requested to contact BDC to obtain an extension to this application to enable further discussion at the next meeting</p>	
2020/577	<p>APPLICATION NO: 20/01917/FUL</p> <p>DESCRIPTION: Conversion of and extension to existing barn 'The Byre' to form 1 x 2 bedroom two-storey detached dwellinghouse and erection of 1 x 2 bedroom two-storey detached dwellinghouse, together with associated landscaping and boundary treatments and a garden store for bins and bikes, with shared private access drive.</p> <p>LOCATION: Land Adj. Warley Farm Cottages Nuntys Lane Pattiswick Coggeshall Essex CM77 8B</p> <p>Date for comments 2020/12/31</p> <p>No comment Resolved Proposed Cllr Astley Seconded Cllr Smalley</p>	
2020/578	<p>APPLICATION NO: 20/01922/LBC</p> <p>DESCRIPTION: The replacement of a uPVC bathroom window with a single glazed wooden framed window</p> <p>LOCATION: The Fleece 27 West Street Coggeshall Essex CO6 1NS</p> <p>Date for comments 2020/12/31</p> <p>No comment Resolved Proposed Cllr Astley Seconded Cllr Keig</p>	
2020/579	<p>APPLICATION NO: 20/01899/LBC</p> <p>DESCRIPTION: Installation of secondary glazing to three windows</p> <p>LOCATION: 22 Stoneham Street Coggeshall Essex CO6 1TT</p> <p>Date for comments 2020/12/31</p> <p>No comment</p>	

	Resolved Proposed Cllr Astley Seconded Cllr Keig	
2020/580	APPLICATION NO: 20/01788/HH	
	DESCRIPTION: Single storey detached garden room	
	LOCATION: 8 East Street Coggeshall Essex CO6 1SH	
	Date for comments 2021/01/04	
	No comment	
	Resolved Proposed Cllr Astley Seconded Cllr Keig	
2020/581	Items for the next agenda	
2020/582	To agree the date and time of the next meeting 12 th January 2021 at 7.30 p.m. via zoom	

The meeting closed at 9.40pm