



COGGESHALL PARISH COUNCIL

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To Councillors Unsworth, Plumb, Horne, Staines, Hagger, Barnes, Keig, Smalley, Astley,
Claydon, Ross, Walsh and Alston

MINUTES OF A VIRTUAL MEETING OF THE PARISH COUNCIL held on Tuesday 12th January 2021 at 7.30pm

| Agenda /Minute Number | Agenda Item | Appendix Number |
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| 2020/588 | Those present and apologies for absence Present – Cllrs Astley, Plumb, Smalley, Walsh, Staines, Barnes, Claydon, Ross and Alston Apologies – Cllr Hagger No apologies – Cllr Horne Also Present – ECC Cllrs Mitchell and Wilson, BDC Cllr Unsworth, Locum Clerk Carolyn McSweeney, RFO Steve Marriott and 13 members of public | |
| 2020/589 | Councillors Declarations Cllr Astley – 2020/605 Cllr Plumb – 2020/613 | |
| 2020/590 | Minutes of previous meetings. The minutes of the Full Council meeting of 14 th December 2020 were approved as true record Resolved – Proposer Cllr Astley Seconded Cllr Smalley The minutes of the Extraordinary Full Council meeting of 21 st December 2020 were approved as a true record Resolved – Proposer Cllr Astley Seconded Cllr Smalley | App 1 App. 2 |
| 2020/591 | Public Participation session with respect to Agenda items and other matters of mutual interest. The maximum time allowed for this item is 15 minutes. At the close of this item, members of the public will no longer be permitted to address the Council unless invited by the Chairman. ECC Cllr Wilson reported that the dog sign had not yet been moved Several members of the public spoke in support of the procurement of a skate ramp and offered their expertise in installing the ramps. Two residents of Stoneham Street complained about excessive noise before 6am on Thursdays when one stall holder is setting up his stall. They were very supportive of the market but had found the disruption which began in April 2020 to be detrimental to their well | |

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| | <p>being. They suggested that a 6am set up time would be appropriate and asked the Council to help find a solution to this problem. BDC Cllr Unsworth read out to the meeting a statement from the market holder concerned.</p> <p>A resident enquired why the agenda documentation for the November 2020 meeting was not on the website and raised some queries about the budget calculations for 2021/22</p> | |
| 2020/592 | <p>Councillor Resignation The resignation of Cllr Culemann was noted</p> | |
| 2020/593 | <p>County Councillor's & District Councillor's Report ECC Cllr Mitchell reported that County Broadband were moving into Coggeshall. There was nothing further to report on Nunns Bridge. He had received some complaints about speeding issues in Stoneham Street and it was likely that the Referendum for the Neighbourhood Plan would be held at the same time as the next local elections.</p> <p>BDC Cllr Unsworth reported that he had now joined the Green Party. He outlined the discussions he had with Great Notley Parish Council concerning procuring their defunct skate ramp. He reported the ramp was in good condition, but would be subject to a full ROSPA inspection. He had been offered help in transporting and storing the ramp and was happy to use the remaining funds from his Community Grant towards bringing the ramp to Coggeshall. He had spoken with the Planning Department who had advised that the ramp could be installed under Permitted Development rights. ECC Cllr Wilson referred to covenants on the Recreation Ground that may prevent the ramps from being installed at that location.</p> <p>BDC Cllr Walsh reported that a centre had been set up at Earls Colne for Covid vaccinations and also at Witham, Braintree and Halstead. It is hoped that a larger centre will be set up at the Chelmsford City Racecourse. The Inspector had broadly recommended the Neighbourhood Plan and it should go to referendum in the Spring.</p> | |
| 2020/594 | <p>Clerk's Report and current projects list Works have now been completed for the cemetery extension and the area has been seeded. Pre planning meeting needs to be set up with BDC to ascertain if change of use application is necessary prior to tendering for the works.</p> <p>The works to repair the damage to the wall at the recreation ground is partially complete.</p> <p>No training attended</p> <p>Works on the new benches in Church Green should begin soon</p> <p>The Tree Surgeon will be carrying out required works over the next couple of months.</p> <p>Following the resignation of Cllr Culemann, Braintree District Council have advised that they have received 10 signatures calling for an election and it will not be possible for CPC to co opt to this vacancy, but will need to wait until it is possible to hold an election,</p> | App 3 |

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| 2020/595 | Correspondence received | | | App 4.1 | |
| | 24/12/2020 | Resident | Complaint about market stall holder | | Dealt with at item 2020/603 |
| | 02/12/2020 | BDC | Email notifying that electric charging points to the Stoneham Street Car Park are not viable | | Noted |
| | 04/01/2021 | Highways England | Road works information | | Noted |
| | | | | App 4.2 | |
| 2020/596 | To note the report from the Finance Committee/RFO I. To agree payments II. To note bank balances III. To receive an up to date report on Income and Expenditure The payments, bank balances and reports were noted Resolved Proposed Cllr Astley Seconded Cllr Plumb All agreed | | | App 5 | |
| 2020/597 | Finance Committee – to receive an update and note the draft minutes of a Finance Ctte Meeting held on 17th December 2020 The minutes were noted | | | App 6 | |
| 2020/598 | Finance – Budget Year ending 31/3/2021, to receive a report from the RFO and Finance Ctte and discuss the projected year end out turn Noted | | | App 7 | |
| 2020/599 | Finance – Budget and Precept 2021/22 <ul style="list-style-type: none"> • To receive report from RFO and Finance Ctte • To discuss and approve the Finance Ctte recommendation for the budget and an increase in the precept of 5%, to be submitted to Braintree District Council • To authorise the Chairman and Locum Clerk to sign the precept request to Braintree District Council The RFO went through the reports with the members and explained that despite the loss of income from the Village Hall in 2020 that by making adjustments to some budgets, the Finance Ctte had managed to balance the accounts with an increase in the precept of 5%. Cllr Walsh thanked the Finance Ctte and the RFO for all their work in balancing the accounts during these difficult times. Resolved Proposed Cllr Astley Seconded Cllr Plumb All agreed | | | App 8 | |
| 2020/600 | To approve the payment of the balance of the Proludic Ltd invoice dated 30/11/20, less agreed retention In recent correspondence Proludic Ltd had still not confirmed that the equipment met the British Standards as outlined in the specifications. It was agreed to write back to Proludic Ltd for an up-to-date report and confirmation from the Playground Inspection Company that the British Standards have been met. No further payment to be made until this has been received. Resolved Proposed Cllr Astley Seconded Cllr Barnes All agreed | | | App 9 | |
| 2020/601 | To receive and action the interim report of the Internal Auditor | | | App 10 | |

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| | The report was noted | |
| 2020/602 | To note the minutes from the Personnel Committee – 21st December 2020 The minutes were noted | App 11 |
| 2020/603 | To discuss/agree changes to the administration of the Market, including: fees, road closure procedure and future evening markets and to consider letting of Recreation Ground and inclusion of Christmas Market in CPC activities – Cllr Staines Following a complaint concerning the set-up times of the market and issues with cashless payments, Cllr Staines spoke to all the market stall holders and submitted a written report for consideration. The most pressing concerns were for changes to be made to the Terms and Conditions to reflect the set up times and payments. After some discussion and having taken account of comments made early in the meeting by residents of Stoneham Street, it was agreed that the following amendments be made to the Terms and Conditions with immediate effect - <ul style="list-style-type: none"> • Set up time be set at no earlier than 6am and • That all future payments by stall holders will be cashless Resolved Proposed Cllr Astley Seconded Cllr Walsh Cllr Staines had put forward several suggestions for improving the efficiency and ensuring future income for the market including; fee incentive options, additional infrastructure to enhance visitors experience of visiting the market, to consider road closures and the introduction of a monthly evening market, to consider the letting of the Recreation Ground to increase revenue and to consider assuming future responsibly for the Christmas Market. Cllr Plumb reminded the meeting that a decision had been taken to not start any new projects during 2021/22 and was concerned that utilising the Recreation Ground would impact on the limited Open Space available in the village. It was agreed that a working Party should be set up to consider all these matters. | App 12 |
| 2020/604 | Public Consultation – Greater Anglia, changes to timetable (Cllr Claydon) Cllr Claydon had circulated a suggested response to this consultation. It was agreed to accept and submit Cllr Claydon's comments Resolved Proposed Cllr Claydon Seconded Cllr Astley | |
| 2020/605 | To receive the monthly report from the Big Park Project fundraising group and to consider and agree the response to the Enover Feedback form The previously circulated report was noted. Cllr Astley had not yet completed the Enover Feedback Form | App 13 |
| 2020/606 | Neighbourhood Plan – Link from St Anne's Road to Recreation Ground – update This item was deferred to the next meeting | |
| 2020/607 | To note and discuss the CPC entry in the Open spaces Action plan This item was deferred to the next meeting . <i>Cllr Unsworth</i> | |

requested that proposed improvement works at Coggeshall Cricket Club be added.

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| 2020/608 | <p>To discuss the procurement of second hand skate ramps BDC Cllr Unsworth had become aware that Great Notley Parish Council were installing a new skate park and had made enquiries about procuring the old skate ramps for Coggeshall. He had already looked into the planning aspect and had secured the assistance of residents who were willing to assist with the transportation, storage and installation of the ramps into the Recreation Ground. The general feeling of the members was that this could be a benefit to Coggeshall and provide a good resource for older children/youths in the village. However, there were reservations surrounding the future life/safety of the equipment (noted in was already 12 years old), financial implications to the Parish and location. Cllr Plumb suggested some alternative locations, and Cllr Astley was concerned that the time frame that Great Notley were working to was unachievable. ECC Cllr Wilson felt that consultation with neighbours of the Recreation Ground should be undertaken before any decision was made and that the Deeds should be checked. Cllr Unsworth was requested to put together a comprehensive report for presentation at the next Full Council meeting on 25th January 2021. After that if the decision to proceed was made a Working Party would be formed to explore the project. Cllrs Claydon, Staines and Alston offered to join a Working Party together with Cllr Unsworth. It was also agreed to include interested members of the public. Resolved Proposed Cllr Astley Seconded Cllr Claydon</p> | |
| 2020/609 | <p>Locum Clerks' Working hours The Locum Clerk explained that she was only able to undertake 15 hours per week due to other working commitments and that would mean that until a new Clerk was appointed that the current list of projects would need to be prioritised. It was agreed that the Clerk would meet with the Cllrs Astley and Keig to set work priorities.</p> | |
| 2020/610 | <p>To note – Braintree District Council (Off Street Parking Places) Order 2021 It was agreed that at the next Full Council meeting a Working Party would be set up to facilitate this matter</p> | App 15 |
| 2020/611 | <p>To approve the attendance of the Assistant Clerk – Cemetery Management and Compliance course, 5th and 6th May 2021 - £140 Agreed that the Admin Assistant should attend this course Resolved Proposed Cllr Astley Seconded Cllr Claydon</p> | |
| 2020/612 | <p>To appoint Cllrs to those Committees not currently at full strength Following recent resignations from the Council most of the Cttes were currently under strength, it was therefore agreed to make the following appointments to Cttes. Planning Ctte – Cllrs Staines and Walsh to join + Cllr Smalley Open Spaces Ctte – Cllrs Claydon, Alston and Plumb to join Village Hall Ctte – Cllrs Smalley, Astley and Claydon to join Personnel Ctte – Cllr Astley to join Traffic Management Ctte – Cllrs Barnes and Alston to join Finance Ctte – Cllr Staines to join</p> | |

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| 2020/613 | <p>To consider the following Planning Applications</p> <table border="1"> <tr> <td>APPLICATION NO :</td> <td>20/01919/OUT</td> </tr> <tr> <td>DESCRIPTION :</td> <td>Outline application (with appearance and landscaping reserved) for the erection of 15no. dwellings</td> </tr> <tr> <td>LOCATION :</td> <td>31 Colchester Road, Coggeshall</td> </tr> <tr> <td>Date for comments</td> <td>14th January 2021</td> </tr> </table> <p>Objection – The application has been considered against the emerging Coggeshall Neighbourhood Plan and as such does not meet the following Policies within the NP – Polcicies 1,7,12,13,15,16 and 17</p> <p>Resolved Proposed Cllr Astley Seconded Cllr Walsh</p> | APPLICATION NO : | 20/01919/OUT | DESCRIPTION : | Outline application (with appearance and landscaping reserved) for the erection of 15no. dwellings | LOCATION : | 31 Colchester Road, Coggeshall | Date for comments | 14 th January 2021 | |
| APPLICATION NO : | 20/01919/OUT | | | | | | | | | |
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| LOCATION : | 31 Colchester Road, Coggeshall | | | | | | | | | |
| Date for comments | 14 th January 2021 | | | | | | | | | |
| 2020/614 | <table border="1"> <tr> <td>Application No:</td> <td>20/01975/LBC</td> </tr> <tr> <td>Description</td> <td>Removal of internal stud wall between lounge and kitchen area</td> </tr> <tr> <td>Location:</td> <td>The Fleece, 27 West Street, Coggeshall</td> </tr> <tr> <td>Date for comment</td> <td></td> </tr> </table> <p>No comment</p> <p>Resolved Proposed Cllr Astley Seconded Cllr Claydon</p> | Application No: | 20/01975/LBC | Description | Removal of internal stud wall between lounge and kitchen area | Location: | The Fleece, 27 West Street, Coggeshall | Date for comment | | |
| Application No: | 20/01975/LBC | | | | | | | | | |
| Description | Removal of internal stud wall between lounge and kitchen area | | | | | | | | | |
| Location: | The Fleece, 27 West Street, Coggeshall | | | | | | | | | |
| Date for comment | | | | | | | | | | |
| 2020/615 | <table border="1"> <tr> <td>Application No:</td> <td>20/02078/FUL</td> </tr> <tr> <td>Description</td> <td>Erection of a two storey 2 bedroom detached dwelling house</td> </tr> <tr> <td>Location:</td> <td>65 West Street, Coggeshall</td> </tr> <tr> <td>Date for comment</td> <td>13th January 2021</td> </tr> </table> <p>Objection on the following grounds – the proposal does not preserve or enhance the conservation area and lack of reference to the existing character of the area</p> <p>Resolved Proposed Cllr Staines Seconded Cllr Astley</p> | Application No: | 20/02078/FUL | Description | Erection of a two storey 2 bedroom detached dwelling house | Location: | 65 West Street, Coggeshall | Date for comment | 13th January 2021 | |
| Application No: | 20/02078/FUL | | | | | | | | | |
| Description | Erection of a two storey 2 bedroom detached dwelling house | | | | | | | | | |
| Location: | 65 West Street, Coggeshall | | | | | | | | | |
| Date for comment | 13th January 2021 | | | | | | | | | |
| 2020/616 | <table border="1"> <tr> <td>Appliation NO:</td> <td>20/02056/HH</td> </tr> <tr> <td>Description</td> <td>Two storey rear extension, single storey porch extension, replacement of exsiting windows, rendering of existing external walls and associated internal alterations</td> </tr> <tr> <td>Location</td> <td>41A Queen Street, Coggeshall</td> </tr> <tr> <td>Date for comment</td> <td>4th January 2021</td> </tr> </table> <p>No comment</p> <p>Resolved Proposed Cllr Astley Seconded Cllr Claydon</p> | Appliation NO: | 20/02056/HH | Description | Two storey rear extension, single storey porch extension, replacement of exsiting windows, rendering of existing external walls and associated internal alterations | Location | 41A Queen Street, Coggeshall | Date for comment | 4th January 2021 | |
| Appliation NO: | 20/02056/HH | | | | | | | | | |
| Description | Two storey rear extension, single storey porch extension, replacement of exsiting windows, rendering of existing external walls and associated internal alterations | | | | | | | | | |
| Location | 41A Queen Street, Coggeshall | | | | | | | | | |
| Date for comment | 4th January 2021 | | | | | | | | | |
| 2020/617 | <table border="1"> <tr> <td>Application No:</td> <td>20/02088/HH</td> </tr> <tr> <td>Description</td> <td>Single storey front porch extension</td> </tr> <tr> <td>Location</td> <td>58 Jaggards Road, Coggeshall</td> </tr> <tr> <td>Date for comment</td> <td>12th January 2021</td> </tr> </table> <p>No comment</p> <p>Resolved Proposed Cllr Astley Seconded Cllr Claydon</p> | Application No: | 20/02088/HH | Description | Single storey front porch extension | Location | 58 Jaggards Road, Coggeshall | Date for comment | 12th January 2021 | |
| Application No: | 20/02088/HH | | | | | | | | | |
| Description | Single storey front porch extension | | | | | | | | | |
| Location | 58 Jaggards Road, Coggeshall | | | | | | | | | |
| Date for comment | 12th January 2021 | | | | | | | | | |

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| 2020/618 | Application No | 20/02096/HH |
| | Description | Replacement lean-to glasshouse to be sited on existing dwarf walls |
| | Location | 59 East Street, Coggeshall |
| | Date for comment | 12th January 2021 |
| | No comment Resolved Proposed Cllr Astley Seconded Cllr Claydon | |
| 2020/619 | Application No | 20/02002/LBC |
| | Description | Retention of first floor shower room |
| | Location | 4 East Street, Coggeshall |
| | Date for comment | 12th January 2021 |
| | No comment Resolved Proposed Cllr Astley Seconded Cllr Claydon | |
| 2020/620 | Application No | 20/20184/HH |
| | Description | Single storey rear extension |
| | Location | 22 East Street, Coggeshall |
| | Date for comment | 20th January 2021 |
| | No comment Resolved Proposed Cllr Astley Seconded Cllr Claydon | |
| 2020/621 | Braintree District Council – Planning application decisions | |
| | Application No | 20/01795/HH |
| | Description | Single storey side extension |
| | Location | Marygolds, Marks Hall Road, Coggeshall |
| | Decision | Granted |
| | Application No: | 20/01685/HH |
| | Description | Two storey side extension and part two storey, part single storey rear extension |
| | Location | 30 Monkdowns Road, Coggeshall |
| | Decision | Granted |
| | Application No: | 20/01712/HH |
| | Description | Retention of front garden fence |
| | Location | 24 Hill Road, Coggeshall |
| | Decision | Refused |
| | All decisions were noted | |
| | 2020/622 | Items for the next agenda |
| Noted | | |
| 2020/623 | To note the date and time of the next meeting Monday 25 th January 2021 at 7.30pm | |

There being no other business the meeting closed at 10.35pm