



COGGESHALL PARISH COUNCIL

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To Councillors

MINUTES OF A VIRTUAL MEETING OF THE PARISH COUNCIL held on Monday 15th March 2021 at 7.30 pm

A G E N D A

Agenda /Minute Number	Agenda Item	Appendix Number
2020/798	Those present and apologies for absence Present; Cllr J Astley (Chairman), Cllr G Keig (Vice Chairman), Cllr J Alston, Cllr N Barnes, Cllr J Claydon, Cllr I Hagger, Cllr I Ross, Cllr S Smalley, Cllr M Staines and Cllr T Plumb. Apologies: None. Also Present – Theresa Devine, Clerk, RFO Steve Marriott and 8 members of public	
2020/799	Councillors Declarations None.	
2020/800	Minutes of the Meeting of 25th February 2021 Proposed: Cllr J Astley Seconded: Cllr I Hager RESOLVED: That the Minutes of the Meeting of the Full Council held on Monday, 25th February 2021 be accepted as a true and accurate record.	App 1
2020/801	Public Participation Session A member of the public requested that the Council make representations on behalf of the Parishioners in connection with the proposed Licensing Application 21/00177/LAFU relating to the Conservative Club in the village. Various causes for concern were expressed including: a) Access issues – it would be necessary to cross the land of a parishioner to reach the proposed outside seating area; b) Opening times (12.00 noon to 10.00 pm 7 days per week) possibly causing disturbance to nearby residents; c) Fear of crime and disorder. Proposed: Cllr J Astley Seconded: Cllr I Ross RESOLVED: That the Clerk request an extension to comment on this application giving time for a response to be formulated by the next Meeting of the Council.	
2020/802	County Councillor's & District Councillor's Reports Apologies for Absence had been received from Cllr R Mitchell and Cllr N Unsworth who both had to attend other Meetings. A written report had been received from Cllr Mitchell and was noted. A report had also been received from Cllr Unsworth and was noted.	
2020/803	Clerk's Report and current projects list	App 2

	There were no matters to report by the new Clerk. Cllr Astley gave a brief summary on current projects.													
2020/804	<p>Correspondence received</p> <table border="1"> <tr> <td>22.02.2021</td> <td>Highways England</td> <td>A120 – A12 Improvement Scheme</td> <td>Noted.</td> </tr> <tr> <td>23.02.2021</td> <td>BDC</td> <td>Cuthedge Lane, change of use.</td> <td>Noted.</td> </tr> <tr> <td>02.03.2021</td> <td>Highways England</td> <td>Cancellation of scheduled works on A120 between Braintree and Marks Tey.</td> <td>Noted.</td> </tr> </table>	22.02.2021	Highways England	A120 – A12 Improvement Scheme	Noted.	23.02.2021	BDC	Cuthedge Lane, change of use.	Noted.	02.03.2021	Highways England	Cancellation of scheduled works on A120 between Braintree and Marks Tey.	Noted.	App 3
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02.03.2021	Highways England	Cancellation of scheduled works on A120 between Braintree and Marks Tey.	Noted.											
2020/805	<p>Finance</p> <p>1. Report from Finance Committee/RFO already noted.</p> <p>2. Payments: Proposed: Cllr J Astley Seconded: Cllr T Plumb RESOLVED: That the payments presented to the Council be agreed.</p> <p>3. To note Bank Balances. Noted.</p> <p>4. Budget Position at 31st March 2021 a) The budget forecast is now more certain as at the year end. b) BDC Grant of £2096 received (not in figs produced as received afterwards). c) Point of concern – Market Rents still not being received. Some unpaid rents go back to Sept/Oct 2020. Proposed: Cllr J Astley Seconded: Cllr T Plumb AGREED: The Clerk to include on next Agenda item on how the Council will resolve this matter.</p> <p>5. Council's Banking Arrangements The mandate change has now been agreed with Lloyds Bank. Nat West still ongoing. A Current Accounts and a Savings Account are now open with Unity Bank but Barclays Current Account being left open. Proposed Cllr J Astley Seconded: Cllr T Plumb RESOLVED: That a sum of £20,000 to be transferred from Barclays to open up the new account. The RFO's report was noted.</p>	App 4.2 4.3, 4.4												
2020/806	<p>Minutes of the Finance Committee Meeting of 25th February 2021 The Minutes were noted.</p>	App 5												
2020/807	<p>Reinvestment of the Lloyds Bank Fixed Term Deposit The RFO reported that a sum of £85,000 matures on 23rd March 2021. The interest rates offered for renewal for 12 months is 0.05% . A discussion took place. Proposed: Cllr T Plumb Seconded: Cllr J Claydon RESOLVED: At the end of the term to put the full amount into an Instant Access Account for 3 months while investigations are made into the best yielding option for the investment.</p>													
2020/808	<p>Review of:</p> <p>a) The annual Risk Assessment b) The annual Internal Controls Review c) The annual review of the Council's Financial Regulations and d) The Council's Investment Strategy</p>	App 6.1 6.2, 6.3, 6.4, 6.5												

	<p>It was noted that the Risk Assessment needed to be reviewed in the light of several factors, e.g. the closure of the Village Hall owing to Lockdown, risk of loss of a Clerk or change of Councillors.</p> <p>Proposed: Cllr J Astley Seconded: Cllr T Plumb RESOLVED: To approve the documents reviewed.</p>	
2020/809	<p>Appointment of Internal Auditor Proposed: Cllr T Plumb Seconded: Cllr J Astley RESOLVED: That Jan Stobart, FCCA be appointed as the Internal Auditor for the Financial Year 2020/21.</p>	App 7
2020/810	<p>Annual Review of the Council's Regular Payments undertaken by The Finance Committee. Noted.</p>	App 8
2020/811	<p>Grant Applications made to Braintree District Council and Update on the Approvals and possible further grants. Noted.</p>	App 9
2020/812	<p>Insurance Claim in respect of lost Village Hall Hire Income The RFO confirmed that the Council would be claiming the full amount subject only to the deduction of legitimate savings in Village Hall expenditure as a result of COVID, i.e. contract cleaning and heating, light and power. Noted.</p>	App 10
2020/813	<p>Council's I.T. and the Implementation of Sharepoint for file storage and back-up. The RFO reported on the efficiency of Sarala, a local company, which had recently restored the Council's systems following data loss and recommended that Sharepoint be installed using this company to prevent such an emergency in the future. Also, that Sarala be used for I.T. support. Proposed: Cllr G Keig Seconded: Cllr J Claydon RESOLVED: That Sarala be used by the Council to implement Sharepoint and support the Council's I.T. systems.</p>	
2020/814	<p>Minutes of the Open Spaces Committee Meeting held on 2nd March 2021. Noted.</p>	App 11
2020/815	<p>Skate Ramp Working Party – Recommendations from the Open Spaces Committee A discussion took place and the following points were noted. a) Some minor edits were needed in the Consultation Document. b) A more neutral stance should be apparent in the document. Proposed: Cllr M Staines Seconded: Cllr J Claydon That the Consultation Document be accepted as it stands. First proposal withdrawn after counter proposal below given and accepted by Council: Proposed: Cllr T Plumb Seconded: Cllr J Alston RESOLVED: That the wording of the proposal be made more neutral. Distribution of information: Proposed: Cllr J Astley Seconded: Cllr G Keig</p>	App 12

	RESOLVED: That the Council agree for information to be included in the Life Magazine.									
2020/816	Consultation Costs for Skate Ramp Three quotes had been received and Colchester Press was the most economical. A discussion took place. Proposed: Cllr G Keig Seconded: Cllr J Astley RESOLVED: That Coggeshall Parish Council agree to pay the costs for the consultation and the advertising costs. Advertising costs: £96 inc VAT – Look Magazine and £185 inc VAT Colchester Press.	App 13								
2020/817	Market Working Party A discussion took place concerning a proposal to undertake a trial period of road closures on days the market operates including how the actual closures will be achieved, the length of the trial, how its success will be evaluated, and how it will be advertised. Proposed: Cllr M Staines Seconded: Cllr J Astley RESOLVED: That a staged 8 week trial be implemented, evaluation will take place prior to the start of the trial, 4 weeks into the trial and at the end. Cllr Staines to work with the Clerk on the details, including the letter to be sent out to residents. Proposed: Cllr G Keig Seconded: Cllr J Astley RESOLVED: That the new arrangements will not take place before 6 th May.	App 14								
2020/818	Big Park Project Item deferred to next meeting.									
2020/819	Neighbourhood Plan (NP) A discussion took place on the best way to advertise the Neighbourhood Plan Referendum. It was noted that there is still £3,200 in the budget for the NP. Agreed: Further investigation to be made. Findings will be discussed at the next Council Meeting.	App 15								
2020/820	RCCE Proposed: Cllr J Astley Seconded: Cllr J Claydon RESOLVED: To renew the Membership for the Village Halls and Community Buildings at a cost of £55 exclusive of VAT.	App 16								
2020/821	Stoneham Street Car Park Proposed: Cllr J Astley Seconded: Cllr J Claydon RESOLVED: The Service Level Agreements to be signed by the Chairman of the Council and the Clerk and sent undated to the legal department at Braintree District Council.									
2020/822	To consider the following Planning Applications									
	<table border="1"> <tr> <td>Application No</td> <td>21/00379/ TPO</td> </tr> <tr> <td>Description</td> <td>Carry out tree works</td> </tr> <tr> <td>Location:</td> <td>16 Colne Road</td> </tr> <tr> <td>Date for comments</td> <td>17.03.2021</td> </tr> </table> <p>Proposed: Cllr J Astley Seconded: Cllr G Keig RESOLVED: That the Council has no comment to make on this application.</p>	Application No	21/00379/ TPO	Description	Carry out tree works	Location:	16 Colne Road	Date for comments	17.03.2021	
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	RESOLVED: That the Clerk request an extension to comment to 30 th March 2021. It will be discussed again at the next Meeting of the Council on 29 th March.									
2020/829	<table border="1"> <tr> <td>Application No</td> <td>20/02078/FUL</td> </tr> <tr> <td>Description</td> <td></td> </tr> <tr> <td>Location</td> <td>65 West Street</td> </tr> <tr> <td>Date for comments</td> <td></td> </tr> </table> <p>Proposed: Cllr J Astley Seconded: Cllr G Keig RESOLVED: That the Clerk request an extension to comment to 30th March 2021 and the item be discussed again at the next Council Meeting on 29th March 2021.</p>	Application No	20/02078/FUL	Description		Location	65 West Street	Date for comments		
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2020/830	<p>Item for the next Agenda</p> <p>a) Decision on how to deal with unpaid market rents. b) How the NP will be advertised.</p>	App 17								
2020/831	<p>Date and Time of the Next Meeting: Monday, 29th March 2021 at 7.30 pm.</p>									

The Chairman thanked everyone for attending and the Meeting ended at 9.31 pm.