



# COGGESHALL PARISH COUNCIL

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To Councillors

## MINUTES OF A VIRTUAL MEETING OF THE PARISH COUNCIL held on Monday 29th March 2021 at 7.30 pm

Agenda /Minute Number	Agenda Item	Appendix Number
2020/832	<p><b>Those present and apologies for absence</b> <b>Present:</b> Cllr J Astley (Chairman), Cllr G Keig (Vice Chairman), Cllr J Alston, Cllr N Barnes, Cllr J Claydon, Cllr M Staines, Cllr T Plumb and Cllr T Walsh <b>Apologies:</b> Cllr I Hagger and Cllr I Ross <b>Also Present</b> – Theresa Devine, Clerk and 10 members of the public</p>	
2020/833	<p><b>Councillors Declarations</b> Cllr Plumb declared a non-pecuniary interest in a planning application and declared that he would not vote on the matter. Cllr Claydon declared a non-pecuniary interest connected to Planning Application No 21/00671/FUL under Agenda Item 2020/851 and declared he would leave the meeting when this item was raised.</p>	
2020/834	<p><b>Minutes of the Meeting of 15<sup>th</sup> March 2021</b> <b>Proposed:</b> Cllr J Astley                      <b>Seconded:</b> Cllr T Plumb <b>RESOLVED: That the Minutes of the Meeting of the Full Council held on Monday, 15<sup>th</sup> March 2021 be accepted as a true and accurate record.</b></p>	App 1
2020/835	<p><b>Public Participation Session</b> A member of the public raised the following points in connection with the Skate Ramp: <b>a)</b> The questionnaire had not been altered in a way that made it more 'neutral' as had been recommended at the last meeting of the Council; <b>b)</b> A location favoured by some villagers has been excluded for consideration; <b>c)</b> How could the Council ensure that questionnaires submitted were not fake? <b>d)</b> The public were originally 'told' that the Skate Ramp would be free but this was not the case as costs were already involved. <b>The following points were made by the Chairman:</b> i) How the questionnaire was analysed will be open to view; ii) The Vicarage Fields, land not owned by the Council, might not work as a location;</p>	

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	<p>iii) Overall, the Skate Ramp is a big project and it is prudent, therefore, that the project is undertaken within appropriate time-scales to ensure it is carried out correctly.</p> <p>Cllr Walsh indicated that some grant monies available to District Councillors would be contributed through the two District Councillors for Coggeshall.</p>	
2020/836	<p><b>County Councillor's &amp; District Councillor's Reports</b></p> <p>Cllr Walsh gave a report. The following points were noted:</p> <p><b>a)</b> The <b>Neighbourhood Plan</b> is going to Referendum on 6<sup>th</sup> May. A meeting between CPC and the NP group had been scheduled for 6<sup>th</sup> April where more detailed information can be shared.</p> <p><b>b)</b> The <b>Flood Alleviation Scheme</b> came up at the BDC Meeting. BDC wish to comment on this in the normal way.</p> <p><b>c) Elections on 6<sup>th</sup> May</b> are for the following: Police and Crime Commissioner/Essex CC/Neighbourhood Plan and Coggeshall Parish Council.</p> <p><b>Cllr R Mitchell presented his report. Noted:</b></p> <p><b>i)</b> The <b>excavation work</b> at Nuns Bridge was ongoing and could continue until the Autumn;</p> <p><b>ii)</b> Update given on <b>Flood Alleviation Scheme</b>;</p> <p><b>iii)</b> <b>The Quarry</b> – no problem with current emissions;</p> <p><b>iv)</b> The <b>Queen Street Planning Application</b> was unlikely to be going in before the local elections in May;</p> <p><b>v ) Nuns Bridge</b> – investigatory excavations being made to check the base;</p> <p><b>vi)</b> The '<b>Winter Service</b>' will continue until May. This involves salting of roads etc.</p> <p>A point was raised that in the Essex Mineral Plan there was mention of a site north of Cut Hedge Lane being the preferred location for the quarry but there is no mention of the site the flood alleviation will occupy and no confirmation from County Council. Cllr Mitchell confirmed that no planning application had yet been received.</p> <p><i>Cllr Mitchell left the meeting at 8.12 pm.</i></p>	
2020/837	<p><b>Clerk's Report and current projects list</b></p> <p>The Clerk's Report was noted.</p> <p><b>Point 3 – Request for Free Use of a Market Stall by Big Park Project Fund Raiser:</b></p> <p>A discussion took place on the merits/disadvantages of allowing free use of a market stall.</p> <p><b>Proposed: Cllr M Staines                      Seconded: Cllr J Astley</b></p> <p><b>RESOLVED:</b> That the request to use a market stall free of charge (as the funds will go to the Big Park Project, which will benefit the community) be granted.</p> <p><b>Use of Millenium Garden for Mums and Tots Group (reported on orally at the Meeting)</b></p> <p>A discussion took place.</p> <p><b>Proposed: Cllr J Astley                      Seconded: Cllr T Walsh</b></p>	App 2

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	<p><b>RESOLVED:</b> That the request be approved and that the Clerk emphasise the importance that the group take care to keep the area clean, tidy and free from litter.</p> <p><b>Projects List</b> The Clerk to check that the List has been updated since the November Annual Parish Meeting.</p>	
2020/838	<p><b>Correspondence received:</b></p> <p><b>a) Litter Picking</b> – A discussion took place. The Clerk to contact Freering Parish Council regarding co-ordination of a group to litter pick the area along the Freering Road. The Clerk also to contact BM who runs a litter picking group.</p> <p><b>b) Parker Strategic Land Briefing – Land South West of Coggeshall Road, Kelvedon</b> A discussion took place. <b>Proposed: Cllr J Astley                      Seconded: Cllr M Staines</b> <b>RESOLVED:</b> That the Council make no response at this time.</p> <p><b>c) Use of Millennium Garden by Coggeshall Library in the Summer months for Toddler Rhyme Activities</b> A short discussion took place. <b>Proposed: Cllr J Alston                      Seconded: Cllr T Walsh</b> <b>RESOLVED:</b> That the request be granted and that the Library be reminded of the need to keep the area clean, tidy and free from litter.</p> <p><b>d) French Drains – Bovis Development</b> Matter noted.</p>	App 3
2020/843	<p><b>Councillors agreed to bring forward Agenda Item 843 (Neighbourhood Plan) to discuss at this point and to follow this with Agenda Item 851.</b></p> <p>A member of the NP Group informed the Council of the following:</p> <p><b>a)</b> A 50% 'Yes' vote will mean that the Neighbourhood Plan (NP) can be incorporated into BDC's Planning Laws and taken into account for any proposals that come forward;</p> <p><b>b) Cooks Field and protection of the Essex Way.</b> A leaflet and poster was being prepared on this matter.</p> <p><b>c)</b> A sum of £2578 could be spent on advertising;</p> <p><b>d)</b> The NP will provide a lot of opportunity for the village to be developed in the way the parishioners desire.</p> <p><b>e)</b> Advertising – A discussion took place over various means of advertising. It was agreed to use posters, leaflets, public Zoom call, a stall on the market and social media posts. <b>Proposed: Cllr J Astley                      Seconded: Cllr G Keig</b> <b>RESOLVED:</b> That the Council meet the costs of the advertising.</p> <p><b>f)</b> Training Session to be held after the Open Spaces Committee Meeting on 6<sup>th</sup> April. Councillors to join the meeting around 8.05/8.10 pm.</p> <p><b>g)</b> Cllr Walsh to check with the Electoral Officer if a stall would be permitted in the hall on the Election Day.</p> <p><i>Cllr J Claydon left the meeting while the next matter was discussed and put to the vote.</i></p>	
2020/851	<b>To consider Planning Application 21/00671/FUL -</b>	

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	<p>Construction of 20 dwellings, new vehicular access to East Street, internal access road, garages, parking spaces, private open space, amenity space and provision of foul and surface water drainage and landscaping at Development Land, East Street, Coggeshall, Essex. (Known as Cooks Field)</p> <p>The Council were informed of the background:</p> <p><b>a)</b> The land is allocated for development but CPC able to comment on form, numbers and how it applies to the Neighbourhood Plan.</p> <p><b>b)</b> The Planning Inspector had agreed the proposed number of 15 houses (based on density at the edge of the village) set out in the NP but the developer had applied for 20 houses and this might be agreed.</p> <p><b>c)</b> The NP group will formulate a more comprehensive objection including environmental issues, protected views and housing density and present to the Council for approval.</p> <p><b>Proposed:</b> Cllr T Plumb                      <b>Seconded:</b> Cllr J Astley</p> <p><b>RESOLVED:</b> That Coggeshall Parish Council <b>OBJECTS</b> to the application for Cook's Field and requests an extension to comment until 15<sup>th</sup> April to accommodate any drafting changes the Council wishes to make without undue pressure on any one individual.</p> <p>The Chairman expressed thanks to all members of the Neighbourhood Plan Group for all the work that they do.</p> <p><i>Cllr P Claydon joined the meeting when this topic was closed at 8.45 pm.</i></p>	
2020/839	<p><b>Finance</b></p> <p><b>Proposed:</b> Cllr T Plumb                      <b>Seconded:</b> Cllr J Claydon</p> <p><b>RESOLVED:</b> That the payments presented be approved.</p>	App 4.1
2020/840	<p><b>Market Working Party</b></p> <p><b>a)</b> Cllr Staines reported that the outstanding rent arrears had now been paid by BACS.</p> <p><b>b)</b> A draft letter had been circulated to Councillors to use for briefing residents on the upcoming road closures.</p> <p><b>c)</b> The earliest date to commence the road closure could be Thursday, 6<sup>th</sup> May - to be included in the letter.</p> <p><b>Proposed:</b> Cllr M Staines                      <b>Seconded:</b> Cllr T Walsh</p> <p><b>RESOLVED:</b> That the draft letter be approved and sent out to residents.</p>	App 5
2020/841	<p><b>Big Park Project</b></p> <p>The next report will be presented in April. There were no interim matters to report.</p>	
2020/842	<p><b>Skate Ramp Working Party</b></p> <p>Cllr Plumb had provided editorial comments on the questionnaire to provide a more neutral presentation but had not received an amended copy of the questionnaire. A copy of the flyer used had not been circulated either.</p>	App 7

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	A short discussion took place about the poster. <b>Proposed:</b> Cllr J Astley <b>Seconded:</b> Cllr G Keig <b>RESOLVED:</b> That the posters are put up on the Notice Boards.	
<b>2020/843</b>	<b>SEE ABOVE – ITEM BROUGHT FORWARD.</b>	App 8
2020/844	<b>Stoneham Street Car Park</b> Cllr Plumb reported that the legal agreement had been signed by the Chairman and the Clerk and sent off to CBC's legal department. A meeting was now required with NEPP to agree on the logistics to carry out the new scheme. The Clerk to contact Christine Belgrave at BDC to invite to a Car Park and Traffic Management Meeting to be held one evening after 12 <sup>th</sup> April 2021	
2020/845	<b>Planning Application 21/00487/HH</b> Erection of a two-storey side extension at Raynescroft Farm, 20 Colchester Road, Coggeshall, Essex, CO6 1RP <b>Proposed:</b> Cllr J Astley <b>Seconded:</b> Cllr J Claydon <b>RESOLVED:</b> That CPC has <b>NO OBJECTIONS</b> to this application. <b>NOTE:</b> Cllr T Plumb abstained from the vote.	
2020/846	<b>Planning Application 21/00765/HH and 21/00766/LBC</b> Single storey side extension and part conversion of existing detached garage at 15 Grange Hill, Coggeshall, Essex, CO6 1RP <b>Proposed:</b> Cllr J Astley <b>Seconded:</b> Cllr J Claydon <b>RESOLVED:</b> That CPC has <b>NO OBJECTIONS</b> to this application. <b>NOTE:</b> Cllr T Plumb abstained from the vote.	
2020/847	<b>Planning Application 21/00828/TPO/CON</b> Tree Works at 15 Kings Acre, Coggeshall, Essex <b>Proposed:</b> Cllr J Astley <b>Seconded:</b> Cllr J Claydon <b>RESOLVED:</b> That CPC has <b>NO OBJECTIONS</b> to this application. <b>NOTE:</b> Cllr T Plumb abstained from the vote.	
2020/848	<b>Planning Application 21/00929/TPOCON</b> Tree Works at 15 Kings Acre, Coggeshall, Essex <b>Proposed:</b> Cllr J Astley <b>Seconded:</b> Cllr J Claydon <b>RESOLVED:</b> That CPC has <b>NO OBJECTIONS</b> to this application. <b>NOTE:</b> Cllr T Plumb abstained from the vote.	
2020/849	<b>Planning Application 21/00780/LBC</b> Emergency render repairs. Remove and replace garden storage shed. Remove lean to roof tiles and replace with slate. Minor internal alteration works. Secondary glazing at Sheepcotes, 6 Church Green, Coggeshall, Essex. <b>Proposed:</b> Cllr J Astley <b>Seconded:</b> Cllr J Claydon <b>RESOLVED:</b> That CPC has <b>NO OBJECTIONS</b> to this application. <b>NOTE:</b> Cllr T Plumb abstained from the vote.	
2020/850	<b>Planning Application 21/00824/HH and 21/00825/LBC</b> Erection of a glass roof veranda to rear elevation at Little Haven, The Old Brewery, Bridge Street, Coggeshall, Essex <b>Proposed:</b> Cllr J Astley <b>Seconded:</b> Cllr J Claydon <b>RESOLVED:</b> That CPC has <b>NO OBJECTIONS</b> to this application.	

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	<b>NOTE:</b> Cllr T Plumb abstained from the vote.	
<b>2020/851</b>	<b>SEE ABOVE – ITEM MOVED FORWARD FOR CONSIDERATION</b>	
2020/852	<p><b>Post Lockdown Office Opening Hours</b>  <b>PROPOSED:</b> Cllr J Astley      Seconded: Cllr M Staines  <b>RESOLVED:</b> To implement new office opening hours post lockdown to the following:  <b>Tuesdays:</b> 10.00 am to 1.00 pm  <b>Thursdays:</b> 10.00 am to 1.00 pm  <b>Closed: Mondays, Wednesdays and Fridays.</b></p>	
2020/853	<p><b>Items for the next Agenda</b>  <b>a)</b> Projects List  <b>b)</b> Big Park Project  <b>c)</b> Minerals and Waste Plan Response  Any further items to be sent through to the Clerk.</p>	
2020/854	<p><b>Date and Time of the Next Meeting:</b>  Monday, 12<sup>th</sup> April 2021 at 7.30 pm.</p>	
2020/855	<p><b>Proposed:</b> Cllr J Astley      <b>Seconded:</b> Cllr J Claydon  <b>RESOLVED: To exclude the Press and Public from Part 2 (Confidential) Part of the Agenda</b></p>	
<b>PART TWO - CONFIDENTIAL</b>		
2020/856	<p><b>Minutes of the Staffing Meeting Held on Thursday, 13<sup>th</sup> March 2021</b>  <b>a) Grievance Procedure</b>  <b>Proposed:</b> Cllr J Astley      <b>Seconded:</b> Cllr G Keig  <b>RESOLVED:</b> To accept the change in the Grievance Procedure as set out in the Minutes.</p>	App 9
2020/857	<p><b>Councillor Training</b>  A discussion took place.  <b>Proposed:</b> Cllr G Keig      <b>Seconded:</b> Cllr J Astley  <b>RESOLVED:</b> That the Clerk contact EALC again to request a bespoke training course for all CPC Councillors (to take place after the elections) on an introduction to being a Councillor.</p>	

The Chairman thanked everyone for attending and the Meeting ended at 9.41 pm.

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