



COGGESHALL PARISH COUNCIL

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Minutes of the **ANNUAL MEETING OF THE PARISH COUNCIL** to be held on
Monday 9th May at 8.00 pm in the Village Hall, Stoneham Street.

16/117. To elect a Chairman of Coggeshall Parish Council

Resolved: Cllr Phillips proposed Cllr Unsworth as Chairman Seconded by Cllr Horne - Unanimous

16/118. To receive the Chairman's declaration of acceptance of office

Received

16/119. To elect a Vice Chairman of Coggeshall Parish Council

Resolved: Cllr Frith proposed Cllr Culemann seconded by Cllr Unsworth - Unanimous

16/120. To consider the co-option of Mr Andrew Green as a Parish Councillor for North Ward, Coggeshall (Appendix 1)

Resolved: Proposed by Cllr Phillips Seconded by Cllr Thompson - unanimous

16/121. To receive if appropriate the declaration of acceptance of office from Mr Andrew Green

Received

16/122. Those present and apologies for absence

Present: Cllrs Frith, Heaton, Unsworth, Phillips, Lewis, Culemann, Horne, Thompson, Green & Shattock

Apologies:- Cllrs Plumb, Norgrove

Not present, no apologies:- Cllr McDonald-Hermet

Also present – Clerk – Debbie Morgan

37 members of public

16/123. Councillors Declarations

Cllr Unsworth reminded Cllrs that the charging at the car park was on the agenda and any Councillors or their family who would be materially affected by the charging should declare an interest.

No interests were declared.

16/124. Minutes of previous meetings.(Appendix 2) The minutes of the Full Council meeting of 11th April 2016 were agreed as a true copy.

Resolved: Proposer Cllr Shattock seconder Cllr Horne – 3 abstentions due to not being in attendance at the meeting in April

16/125. Public Participation session with respect to Agenda items and other matters of mutual interest.

The Chairman of Coggeshall Chamber of Trade and Commerce felt they should have been consulted over the charges and felt that trade will be

affected by the car park. She also felt the solution was to extend the car parking into the play area by the Doctors surgery.

A resident felt that the council should abide by the results of the survey with regard to charging and would object strongly to the use of the open space as parking.

A resident felt that the money spent on introducing charging should be used to find additional parking

A business owner in Coggeshall felt that the four hour free parking was very generous and would boost businesses in Coggeshall. She carried out a survey on the car park a few years ago when she was on the Parish Council and established most of the cars were residents. She felt that business in Coggeshall are suffering because visitors cannot park in the car park. She encouraged the Council to go with the results of the survey where 65% of residents wanted an element of charging.

A resident of Stoneham Street felt that it was unfair that they shouldn't have access to free parking and was against charging.

A resident asked the council if they had any powers to prevent the parking outside the co-op in East Street.

A resident felt that the problem with parking was due to the lack of spaces and the council should be looking at finding some additional spaces.

Another resident of Stoneham Street had concerns that charging would push the problem into the adjacent roads.

A resident felt that the finding of additional parking spaces should be a priority.

A resident reminded the council that the land by the Doctors surgery is open space not waste space and should be protected and not used for parking.

16/126. County Councillor's & District Councillor's Report

Both councillors sent their apologies

16/127. Clerk's Report (Appendix 3)

Templates are still awaited for the website. The target is summer 2016 for the completion.

The "Where the water goes" survey was still ongoing and hopefully be complete by 2nd June

A planning course was held for Councillors and the Neighbourhood Plan Group and everyone found it very useful

Cllr Heaton is to attend the EALC Allotment Course on 19th May

The annual inspection of the Play Equipment is due to take place in May

16/128. Correspondence received (Appendix 4)

Date	Sender	Details	Action taken / to be taken
12/04/2016	A resident	FoI request for a copy of legal advice given in relation to the play area by the Drs Surgery and also the legal advice given in relation to the land adjacent to the car park owned by Mr Howlett	Reply sent re play area - other matter added to agenda
14/04/2016	Coggeshall Surgery	Concerns with possibility of the bottle banks being moved	Response sent by clerk

Date	Sender	Details	Action taken / to be taken
20/04/2016	Post Office	Notification of proposed moving of premises	Added to the Agenda
29/04/2016	Mr A Green	Application for co-option to the Parish Council	Added to the Agenda
29/04/2016	Coggeshall Amateur Theatre	Request for dates for the 2017 Pantomime	Passed to the Village Hall Committee for consideration
29/04/2016	A resident	Proposal for the play equipment in the recreation ground to be improved	To be passed to the Open Spaces Committee
01/05/2016	Chairman of the Q90 Celebration	Letter regarding the Queen's Birthday Celebration and also regarding the path in the recreation ground	Noted - Clerk to respond

16/129. To review and adopt the if appropriate Standing Orders (Appendix 5)

Proposer Cllr Phillips seconder Cllr Culemann - unanimous

16/130. To Review and agree the Standing Committees and for Coggeshall Parish Council

Traffic Management	Open Spaces	Village Hall
Geoff Heaton Trevor Plumb Peter Phillips Nick Unsworth John Lewis Peter Thompson	Peter Phillips Jochen Culemann Geoff Heaton Michael Horne Andy Green Peter Thompson Michael Frith	Geoff Heaton Nick Unsworth Andy Green Michael Horne
Personnel	Planning (All)	Finance (All)
Michael Frith Jochen Culemann Michael Norgrove Roy Shattock Peter Phillips	Trevor Plumb Nick Unsworth	Trevor Plumb Peter Phillips

Resolved: Proposed Cllr Phillips seconded Cllr Frith – unanimous

It was proposed to review having all the committee members on planning and finance in six months

16/131. To review of the Terms of Reference for the Standing Committees (Appendix 6)

The policies and procedures working party to provide a review of the Terms of Reference and report back at the next Full Council meeting (Action Clerk)

16/132. Appointment of members to Standing Committees

See above

- 16/133. Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council.**
Proposed to change the meeting to 7.30 pm on the 2nd Monday of the month
Resolved: Proposed Cllr Horne seconded Cllr Frith - unanimous
- 16/134. Review of representation on or work with external bodies and arrangements for reporting back (Appendix 7)**
Resolved: Proposer Cllr Phillips seconder Cllr Culemann - unanimous
- 16/135. To note the date and time of the Annual Parish Meeting**
Noted – 25th May – 7.30 pm
- 16/136. Review of inventory of land and assets including buildings and office equipment; (Appendix 8)**
Reviewed and noted
Cllr Thompson and Cllr Green to carry out a visual inspection of the fixed assets and report back at the next meeting
- 16/137. Review of the council's and/or staff subscriptions to other bodies (Appendix 9)**
Noted – no comments
- 16/138. To review and agree the council's complaints procedure (Appendix 10)**
Resolved: Proposed to adopt the Complaints procedure Cllr Shattock seconder Cllr Horne – 1 abstention
- 16/139. To review and agree the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 (Appendix 11)**
Resolved: Proposed to adopt the above procedures– Cllr Phillips seconder Cllr Thompson - unanimous
- 16/140. Review of the council's policy for dealing with the press/media (Appendix 12)**
Cllr Unsworth wanted it noted that the council are engaging the community by way of updates on Facebook
Proposed to adopt the Press/Media Policy
Resolved: Proposer Cllr Phillips seconder Cllr Frith - unanimous
- 16/141. Update on Superfast Broadband (Cllr Heaton)**
Cllr Heaton gave an update. Public funding is not available to upgrade to fibre broadband as County Broadband can provide a comparable wireless service to most of Coggeshall. County Broadband are looking to provide fully fibre optic broadband to West Bergholt providing 30% of residents sign up. Cllr Heaton will attend their presentation in West Bergholt this month.
- 16/142. To consider and agree if appropriate the proposed charging schedule from the traffic management Committee for the Stoneham Street Car Park for submission to NEPP in relation to the Braintree Off Street Parking Order (Appendix 13)**
Cllr Heaton gave background to decisions

The Parish Council will still have control by way of instructions to the North Essex Parking Partnership

Cllr Frith felt that up to four hours free was very generous and would encourage people to visit Coggeshall.

Cllr Lewis wanted it noted that currently the Council do not have any authority or control over who parks in the car park

Cllr Heaton proposed that the charging period was amended to 08.00 – 19.00

It was agreed that the resident's season tickets should be £100 and that two cars per household should be eligible

Resolved: Proposer Cllr Phillips Seconder Cllr Horne – 1 abstention – 1 vote against

The schedule will now be forwarded to NEPP for discussion.

21.40 – Cllr Shattock left the meeting

16/143. To consider and agree if appropriate as response to the Public Consultation from the Post Office with regard to the moving of premises (deadline 2nd June) (Appendix 14)

Cllr Phillips has concerns that the two members of staff in the Post Office have not been consulted.

Cllr Lewis had concerns about the level of staff confidentially with regard to the extended opening hours.

It was requested that the Clerk replied and emphasised that the current staff are very experienced and provide an excellent service.

Councillors also voiced concerns over access as the aisles in McColls are quite narrow

The Council would like more information as to how they can provide the service in the store and the security measures that will be and also where the sorting office will locate to. (Action clerk)

16/144. To discuss the FoI request for the legal information with regard to the granting of an easement to Mr Howlett (Appendix 15)

Cllr Heaton advised the council that they should not discuss the content of the advice received otherwise it will be in the public domain and have to be disclosed.

He advised that information can be withheld under section 42 of the FOIA exemption for legal professional privilege and also possibly the section 43 exemption for commercially sensitive information. However it can be disclosed if the public interest in disclosure outweighs the public interest in maintaining the exemption. Cllr Heaton said in this case the advice relates to a commercial deal so there was no public interest in disclosure.

It was proposed that we do not release the information under section 42: there is no doubt that it applies (whereas section 43 is less clear-cut), and legal professional privilege is an important principle of English law

Resolved: Proposer Cllr Heaton, seconder Cllr Lewis – Unanimous

It was proposed to suspend standing orders to allow the meeting to continue over 2 hours

Resolved: Proposer Cllr Unsworth, seconder Cllr Horne - unanimous

16/145. To note the report from the Finance Committee (Appendix 16)

i. To agree payments

ii. To note the bank balances

Proposed to accept the payments for April

Resolved: Proposed Cllr Horne seconder Cllr Culemann – unanimous
The bank balances were noted

16/146. To note the report from the Village Hall Committee

The Village Hall Committee have proposed a new charging structure with reduced fees for regular uses and community groups and increasing them for commercial users and also one off hirers. It was proposed that the first hour should be more expensive

The Committee are also looking at the possibility of installation of vending machines

16/147. To note the report from the Open Spaces

Cllr Phillips advised that the Diocese have agreed to allow the Parish Council to have access to Vicarage Fields

The path is due to be started in mid-June.

The proposal to locate the skate park in the recreation ground was rejected on the basis of noise and the impact it would have on the use of the Recreation ground

Cllr Heaton is making contact with the Landmark Trust with regard to the Old Chapel

22.05 – Cllr Phillips left the meeting

16/148. To note the report from the Traffic Management

Cllr Heaton advised that the Traffic Management meeting proposed the schedule and considered difficulties of navigation around Coggeshall with mobility scooters.

Two possible areas of additional parking spaces are being considered – the area behind the Co-op and also Vicarage Fields

The new footway at Colne Road is progressing

Cllr Culemann emphasised that the Chairman should be supported in the event that the general public become abusive.

Cllr Unsworth advised that a disruptive member of public can be removed from the meeting.

16/149. To note the report from the Planning Committee

Cllr Horne attended the BDC meeting regarding the local plan. The proposal for the Local Plan in Coggeshall includes only three sites, Cook's Field in East Street, top of Tey Road and the Dutch Nursery. Vicarage Field should be allocated as open space.

16/150. Update from the Neighbourhood Plan Steering Group

Cllr Horne advised the group meet monthly and have recently conducted a survey on housing needs.

16/151. To consider and agree if appropriate the quotations for the Neighbourhood Plan website (Appendix 17)

Proposed that the neighbourhood plan group use Colchester IT for the website

Resolved: Proposer Cllr Green seconder Cllr Lewis - unanimous

16/152. Items for next agenda

Report from Cllr Thompson and Green to check the fixed assets

Update from NEPP

Discussion on the legal advice received from Holmes and Hill with regard to the play area

Terms of Reference

16/153. To note date and time of next meeting

Monday June 13th – 7.30 pm

16/154. To close the meeting to the press and the public to discuss matters of a sensitive nature

Resolved: Proposed – Cllr Heaton seconder Cllr Thompson - unanimous

The meeting closed at 22.45