



COGGESHALL PARISH COUNCIL

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Minutes of a meeting of **THE PARISH COUNCIL** held on **Monday 12th September 2016** at **7.30 pm** in the Village Hall, Stoneham Street.

16/246. Those present and apologies for absence

Present: - Cllrs Frith, Heaton, Unsworth, Plumb, Phillips, Lewis, Culemann, Horne, Thompson, Hagger & Walsh

Apologies – Cllr Green

Resolved to accept apologies from Cllr Green: proposer Cllr Thompson
seconder Cllr Frith – unanimous

Also present: Clerk – Debbie Morgan and three members of public

16/247. Councillors Declarations

Cllr Plumb declared a pecuniary interest in the Planning Application for 20 Colchester Road as he is a tenant of an adjacent plot of land from the applicant.

Cllr Heaton declared his partner has raised one of the Freedom of information requests.

Cllr Phillips declared an non-pecuniary interest as the owner of Hiscocks Insurance is known to him.

16/248. Minutes of previous meetings.

To approve the minutes of the Full Council meeting of 8th August 2016.
(Appendix 1)

Cllr Lewis advised that he would like it minuted that item 16/225 (discussion on the draft NEPP agreement) that he remarked that the Council would have to note that under the agreement there would be a loss of 10% if parking at the end of bays was not permitted.

Cllr Plumb's recollection that the question of parking in unmarked bays should be discussed with NEPP.

Cllr Unsworth felt that this issue would be resolved when the car park was re-marked.

It was agreed that the addition of "Cllr Lewis wanted it noted that parking at the end of bays would possibly be lost under the agreement" would be added to the minutes

Resolved: Proposer Cllr Lewis seconder Cllr Phillips - unanimous

16/249. Public Participation session with respect to Agenda items and other matters of mutual interest.

Helen Ellis-Jones introduced herself as the new Chairman of the Coggeshall Chamber of Trade

A resident and former Councillor wanted to remind the Council of the three main aims of the parish councils and the Council are not there to represent their own individual causes or interest.

16/250. Chairman's Report

The Chairman welcomed Helen Ellis-Jones to the meeting and wished her the best in her new position as Chairman of Coggeshall Chamber of Trade

The Chairman would like the Council to thank Christine and Hugh at the Post Office for their work in Coggeshall over the last 40 years or more.

The District Councillors have £1,500 each to spend on community projects. Geoff Heaton updated the Council on the Broadband meeting with County Broadband who are discussing with the council ways to provide fibre broadband in Coggeshall.

16/251. County Councillor's & District Councillor's Report

Both Councillors sent their apologies

16/252. Clerk's Report (Appendix 2)

The new website is nearly completed, but probably won't be finished until the end of October

The planners for the Dutch Nursery are holding an exhibition on Thursday in the Village Hall

Two streetlights are out in Stoneham Street. It appears that the road may have to be dug up to resolve the problem.

The streetlight in Horn Lane is also out due to a problem with the electrical supply. We are advised by UK Powernetworks that they will not reconnect the supply as the column uses an external cable. The clerk is obtaining quotes for a new lamp column.

The Co-op now have a clothing bank situated at their store in East Street following a request by the Parish Council

Further vandalism has been carried out at the recreation ground with a section of fence being damaged. Eye witnesses reported the boy concerned was wearing a Honywood uniform and the count are in contact with the school. The matter has been reported to the police.

The external audit has been returned without any comments or qualifications.

The Council wished to thank Clare Freeman for her hard work on the council's accounts and finances.

16/253. Correspondence received (Appendix 3)

09-08-16	A resident	Freedom of Information Request	On Agenda for Full Council
10-08-16	Essex County Council	Notification of changes to the recycling centres	For information
14-08-16	Coggeshall Amalgamated Charity	Proposed changes to Almshouses Charities	On Agenda for Full Council
14-08-16	Environment Agency	Information on the Coggeshall Radial Gate	For information
26-08-16	Mike Wark	Request for Grant for Fun Day	Clerk to write following Council decision
01-09-16	Groundwork UK	Information on the Tesco Bags of Help scheme	For information
02-09-16	A Resident	Freedom of Information Request	On Agenda for Full Council

16/254. To note the report from the Finance Committee (Appendix 4)

- i. Approval of payments for August 2016**
- ii. To note bank balances**
- iii. To note income and expenditure report**
- iv. To note finance summary**

Resolved: Cllr Plumb proposed to approve the payments for August 2016
seconded Cllr Hagger - unanimous

16/255. Approval of Finance Committee Terms of Reference (Appendix 5)
Resolved: Proposer Cllr Plumb seconded Cllr Phillips - unanimous

16/256. Approval of Finance Regulations (Appendix 6)
Resolved: Proposer Cllr Plumb seconded Cllr Lewis - unanimous

16/257. Budget 2017/18 – recommendation of items for consideration for inclusion in 2017/18 budget
Cllr Plumb advised all of the committees are putting forward their request for items to be included in the October meeting of the Finance Committee and this will then be approved by the Full Council.

16/258. 3 year forecast 2018/19, 19/20 and 20/21 – recommendation of items for consideration for inclusion in 3 year forecast.
These are being considered by the individual committees as 16/257

16/259. To consider the quotations from the Insurance Brokers with regard to the company insurance renewal. (Appendix 7)
Cllr Lewis had concerns that the reduction for the Ecclesiastical cover on the hirer's liability.
It was proposed to accept the quotation from Hiscock although it was not the cheaper quotation, it provided more extensive cover and was within the budget.
Resolved: Proposed: Cllr Walsh, seconded Cllr Lewis – one abstention.

16/260. To discuss and agree a response to two residents' Freedom of Information request for the legal advice provided by LGSS Law regarding the children's play area behind Stoneham Street. (Appendix 8)
Cllr Plumb felt that the council would be inconsistent if they withhold the advice.
Cllr Walsh felt that not releasing the information would not be in the Council's best interests.
The Clerk advised the council that the residents had both requested copies of the legal advice and the brief.
It was proposed to allow the information to be provided to the two residents that had submitted a request.
Resolved: Proposed Cllr Lewis seconded Cllr Frith – one abstention

16/261. To consider and agree nominations for the appointment of Trustee for the EW King Fund (Appendix 9)
Cllr Lewis and the clerk to report back at the next meeting.

16/262. To consider and approve if appropriate a request for a merger between the Coggeshall Amalgamated Charity & Queen Street Almshouses (Appendix 10)
Cllr Lewis felt that it would be wrong for the council to step back from their responsibilities in nominating trustees.
Resolved: it was proposed that the Parish Council should continue to be involved and support the merger.

It was proposed that the Parish Council would be willing to continue to nominate two trustees on the merged charity

Resolved: Proposed Cllr Hagger – seconder Cllr Frith - unanimous

16/263. To consider and agree the Coggeshall Parish Council Grant Policy and Application Form (Appendix 11)

It was proposed to adopt the application form, policy and rules, with the amendment that the deadline for grants (item 2) was removed from the rules and replaced with "applications will be received through the year and considered against the budget"

Resolved: Proposer: Cllr Phillips Seconder Cllr Horne, - unanimous

16/264. Update from the Car Park search working party (Appendix 12)

Cllr Lewis gave a brief update on the working party who are responsible for searching for car park space. The Clerk is to make preliminary enquiries to the planning authorities with regard to the possibility of gaining planning permission.

16/265. To note the report from the Village Hall Committee

The committee consulted the regular hirers with regard to the proposed increases in fees and received five responses of which four were critical of the increases. It was decided to postpone the introduction of the first hour premium for six months. Bookings made for 2017 and paid in advance would be at the current rate.

Bike racks are to be installed outside the hall.

Items for the budget were discussed and included wheelchair friendly doors, low energy florescent tubes. Charging for storage space and hiring out of chairs is being considered at the next meeting

It was proposed to suspend standing orders to for the meeting to continue over two hours

Resolved: Proposer, Cllr Plumb seconder, Cllr Horne – unanimous

16/266. To agree the proposals for changes to the cost of hiring the village hall from the Village Hall Committee (Appendix 13)

Resolved: Proposer, Cllr Heaton, seconder, Cllr Horne - unanimous

16/267. To note the report from the Open Spaces

Official opening of the new footpath was carried out by Lady Newton. The council are looking at adult outdoor gym equipment and repairs to the shelter at the recreation ground in the budget for next year. A working party has been set up to look at the proposals for the old chapel and are meeting this week.

16/268. To note the report from the Planning Committee

Items were dealt with as per the minutes – nothing of note to report.

16/269. To consider the following planning applications

APPLICATION NO :	16/01460/VAR
DESCRIPTION :	Application for variation of Condition 8 approved application 09/00548/FUL and Section 106 Agreement - to extend operating hours by two hours per day to 2400hrs

LOCATION :	Proposed Essex Air Ambulance HQ The Airfield Earls Colne Essex
Date for comments	30 th September 2016

The Council support this application

APPLICATION NO :	16/01106/FUL – REVISED DRAWINGS (Second Revision)
DESCRIPTION :	Proposed replacement of existing detached garage with erection of detached double garage with games room above and the insertion of weatherboarding on front gable of the existing house
LOCATION :	3 Church Green Coggeshall Essex CO6 1UD
Date for comments	16 th September 2016

Sent in error – no change

APPLICATION NO :	16/00239/TPOCON
DESCRIPTION :	Works to tree in a conservation area
LOCATION :	39 West Street Coggeshall Essex CO6 1NS
Date for comments	21 st September 2016

The Parish Council support the Tree Officer's decision

APPLICATION NO :	16/00251/TPO
DESCRIPTION :	Works to trees in a conservation area
LOCATION :	51 West Street Coggeshall Essex CO6 1NS
Date for comments	30 th September 2016

The Parish Council support the Tree Officer's decision

APPLICATION NO :	16/01437/FUL
DESCRIPTION :	Proposed change of use of existing storage unit into carpet shop
LOCATION :	Raynecroft Farm 20 Colchester Road Coggeshall Essex CO6 1RP
Date for comments	20 th September 2016

No comment

Resolved: Proposed the comments on the above applications. Proposer, Cllr Hagger, Seconder, Cllr Horne – one abstention with respect to 16/01437

- 16/270. Update from the Neighbourhood Plan Steering Group**
Cllr Walsh advised a new chairman has now been appointed. A new education group has been formed.
- 16/271. Items for next agenda**
EW King Trustee
Horn Lane Lamp Column
- 16/272. To note date and time of next meeting**
10th October at 8.00 pm
- 16/273. To close the meeting to the press and the public to discuss matters of a sensitive nature**

The meeting closed at 10.20