



COGGESHALL PARISH COUNCIL

Village Hall, 25 Stoneham Street, Coggeshall, Essex, CO6 1UH
01376 562346
clerk@coggeshall-pc.gov.uk

Minutes of a meeting of the **PARISH COUNCIL** held on **Monday 13th February 2017** at **7.30 pm** in the Village Hall, Stoneham Street.

17/15. Those present and apologies for absence

Present: Cllrs Heaton, Unsworth, Plumb, Phillips, Lewis, Culemann, Horne, Thompson, Hagger, & Appleton-Claydon

Apologies Cllrs Frith, Green & Walsh

Also present – Clerk, Debbie Morgan - three members of public & District Councillor – Lady Newton

Resolved: Proposer Cllr Plumb, Seconder Cllr Horne, Unanimous

17/16. Councillors Declarations

Cllr Horne declared a non-pecuniary interest in Items 17/26 and 17/32

Cllr Appleton-Claydon declared a pecuniary interest in 17/27 as a member of the Youth Chamber Committee

17/17. Minutes of previous meetings.

It was noted that Cllr Appleton-Claydon had incorrectly been listed as Claydon-Appleton in the minutes and this was amended.

The minutes of the Full Council meeting of 9th January 2017 were agreed as a true record with the above amendment. (Appendix 1)

Resolved: Proposer Cllr Hagger, Seconder Cllr Phillips. One abstention due to not being present at the meeting.

17/18. Public Participation session with respect to Agenda items and other matters of mutual interest.

Two members of the Coggeshall Youth Project presented their application for a grant for technology zone.

A resident queried the item on the agenda regarding staff pensions and was advised by the Clerk that staff were already in the pension scheme and the motion was in the interests of good housekeeping.

17/19. County Councillor's & District Councillor's Report

Cllr Lady Newton reminded the council that she had access to a grant fund of £1,500 for community projects in her region of which £750 was still unallocated. With regard to the A120 and the A12 consultations, she emphasised the importance of the community supporting the chosen scheme once a decision had been made.

The District are submitting a request for an increase in the budget which would equate to approximately 50p a week for a band D property.

17/20. Clerk's Report (Appendix 2)

The clerk advised that she had received a response from the CAB with regard to a request to restart the Outreach in Coggeshall. However the reason they ceased was due to lack of demand. If the council can demonstrate a demand, then they will review. The CAB had also written recently to advise on an increase in their opening hours.

The new website is now live. Further pages will be added over the next few months.

The public consultation for the A120 route options will take place in Coggeshall at the Village Hall on Saturday 25th February.

The consultant is expecting to get the tenders to us in mid-February for the resurfacing of the gravel area car park These will be submitted to the March Full Council for a decision.

We have received notification that Bovis Homes are holding a public exhibition in relation to proposals to develop fields in Colchester Road, Coggeshall This is being held in the village hall on Wednesday 22nd February 2017 between 2 pm – 7.00 pm.

Cllr Plumb noted that Cllrs had been invited to a private session with Bovis Homes at 1.00 pm. He strongly recommended that Councillors did not attend this private session due to transparency rules.

17/21. Correspondence received (Appendix 3)

Date received	From	Subject	Action taken
16-01-17	Wish upon a star	Letter advising of cancellation of regular booking at the Village Hall	Noted at the village hall meeting
16-01-17	A Resident	Lack of road and pavement sweeping	Clerk responded
16-01-17	Citizens Advice	Thank you for grant money	Noted
19-01-17	A Resident	Complaint about a streetlight and request for a shield to be fitted	Added to the agenda for discussion
20-01-17	A Resident	Request for three season tickets to the car park	Noted - passed to Cllr Plumb & Thompson
20-01-17	Coggeshall in Bloom	Thank you for grant money	Noted
05-02-17	A Resident	FOI request regarding the car park	Clerk to respond
07-02-17	St Peter ad Vincula	Letter asking the council to reconsider its decision not to take responsibility for the path	Clerk has responded - cannot reconsider for six months.

It was noted that Cllr Heaton and the Clerk would prepare a response to the Fol request.

17/22. To note the report from the Finance Committee

- i. Approval of payments for January 2017** (Appendix 4i)
- ii. To note bank balances** (Appendix 4ii)

It was proposed to approve the payments for January 2017

Resolved: Proposer Cllr Plumb, Seconder Cllr Phillips, Unanimous

The bank balances were noted

17/23. To consider passing a resolution to allow the following staff positions to be admitted to membership of the Local Government Pension Scheme operated by Essex County Council: (Appendices 5i and 5ii)

- **The Post of Clerk**
- **The Post of Works Operative**
- **The Post of Responsible Finance Officer**
- **The Post of Village Hall Manager**
- **The Post of Weekend Caretaker**

It was proposed to agree the resolution as written

Resolved: Proposer Cllr Phillips, Seconder Cllr Plumb , Unanimous

- 17/24. To consider and agree a date for the Annual Meeting of the Parish**
 It was proposed that the meeting should take place on Monday 15th May at 8.00 pm
Resolved: Proposer Cllr Appleton-Claydon, Seconder Cllr Horne, Unanimous
- 17/25. To consider and agree a response to the Public Consultation on the improvements to the A12 (Appendix 6)**
 It was proposed to support the scheme for widening the A12, however it was difficult for the council to support any individual option as the preferred route for the A120 is not known. Improvements to certain junctions such as Rivenhall should be carried out along with an all facing junctions at Feering. The council would support any improvements that alleviate traffic in the local villages, especially Kelvedon High Street.
Resolved: Proposer Cllr Unsworth , Seconder Cllr Phillips , Unanimous
- 17/26. To consider a grant request for £250 from the Neighbourhood Watch Group (Appendix 7)**
 It was proposed to agree the grant request
Resolved: Proposer Cllr Unsworth, Seconder Cllr Phillips, Unanimous
- 17/27. To consider a grant request for £1,000 from the Coggeshall Youth Project (Appendix 8)**
 Cllr Appleton-Claydon left the room
 Proposed to make the grant of £1,000 to the Coggeshall Youth Project
Resolved: Proposer Cllr Unsworth, Seconder Cllr Lewis , Unanimous
 Cllr Appleton-Claydon re-joined the meeting
- 17/28. To consider and agree if appropriate becoming members of the Institute of Groundsmanship at a cost of £150 per annum or to agree to paying for the Risk Assessment templates at a cost of £2.50 each. (Appendix 9)**
 It was proposed the council obtain the risk assessments without joining the Institute of Groundsmanship.
Resolved: Proposer Cllr Culemann , Seconder Cllr Plumb, Unanimous
- 17/29. To note the training schedule from the EALC and agree any requests from Councillors to attend. (Appendix 10)**
 Cllr Culemann to attend Saturday Planning on 5th May, Cemeteries on 4th May, Law and Procedures on 12th September and Social Media on 10th October. Cllr Appleton-Claydon is to attend Councillor Training Day 1 & 2 in June.
 All other courses to be approved by the Chairman and Clerk as needed
Resolved: Proposer Cllr Unsworth , Seconder Cllr Plumb, Unanimous
- 17/30. To consider a request for a shield to be fitted to a street lamp in Queen Street, Coggeshall. (Appendix 11i & 11ii)**
 It was proposed that when the light bulb needs replacing, it should be replaced with an LED lamp as the agreed policy, but no other action should be taken.
- 17/31. To consider carrying out an “exit poll” at the A120 Public Consultation in Coggeshall on Saturday 25th February and to agree a rota if appropriate.**
 Cllrs Plumb, Unsworth, Hagger, Heaton, Thompson, Horne, Lewis to attend for an hour each for the exit poll.
 The clerk is also to arrange a poll on Facebook.

17/32. To consider and agree the response from Coggeshall Parish Council in relation to the changes to the replacement Waste Local Plan (Cllr Unsworth) (Appendix 12)
 Cllr Unsworth to provide the final copy based on the response in the Appendix supplied.

Resolved: Proposer Cllr Plumb , Seconder Cllr Hagger, Unanimous

17/33. To note the draft minutes from the Village Hall Committee
 Noted

17/34. To note the draft minutes from the Open Spaces
 Noted

17/35. To note the draft minutes from the Planning Committee
 Noted

17/36. To consider the following planning applications

APPLICATION NO	<u>16/02116/FUL</u>
DESCRIPTION	Proposed conversion of existing detached garage, creation of a link structure between the house and converted garage (at ground floor). Amendments to alignment of boundary fence.
LOCATION	The New House 33 Queen Street Coggeshall Essex CO6 1UF
Date for comments	Extension to 14th February

No comment

Resolved: Proposer Cllr Phillips, Seconder Cllr Lewis, Unanimous

17/37. Items for next agenda
 The Old Chapel – possible demolition
 Commemoration of end of World War I
 Additional Village Parking
 Plastic Bag Exchange
 Councillor Appleton-Claydon appointment to Standing Committees.

17/38. To note date and time of next meeting
 Monday 13th March 7.30 pm

The meeting closed at 9.29 pm