



# 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 8<sup>TH</sup> MAY** at **7.30 PM** in the Village Hall, Stoneham Street.

Agenda /Minute Number	Agenda Item	Appendix Number
17/100.	<b>To elect a Chairman of Coggeshall Parish Council for the year 2017-18</b> It was proposed to elect Cllr Unsworth as Chairman for the year 2017-18 <b>Resolved:</b> Proposer Cllr Thompson, seconder Cllr Culemann - unanimous	
17/101.	<b>To receive the Chairman's declaration of acceptance of office</b> Received	
17/102.	<b>To elect a Vice Chairman of Coggeshall Parish Council</b> It was proposed to elect Cllr Culemann as Vice Chairman <b>Resolved:</b> Proposer Cllr Unsworth, seconder Cllr Frith - unanimous	
17/103.	<b>Those present and apologies for absence</b> Present Frith, Heaton, Unsworth, Plumb, Culemann, Horne, Thompson, Green, Hagger & Appleton-Claydon & Lewis Apologies: Cllr Walsh, Phillips & Green Also present – two members of public and the Clerk, Debbie Morgan It was proposed to accept the apologies of the above Councillors <b>Resolved:</b> - Proposer, Cllr Unsworth, seconder Cllr Thompson	
17/104.	<b>Councillors Declarations</b> Cllr Horne declared an interest in 17/117 as he is a judge on the RCCE Village of the year panel. Cllr Heaton declared a non-pecuniary, non-prejudicial interest in item 17/125 (11 Stoneham Street) as the applicant is known to him	
17/105.	<b>Minutes of previous meetings.</b> To approve the minutes of the Full Council meeting of Monday 10 <sup>th</sup> April 2017. <b>Resolved:</b> Proposer Cllr Unsworth, seconder Cllr Plumb - unanimous	App 1
17/106.	<b>Public Participation session with respect to Agenda items and other matters of mutual interest.</b> A resident asked about the website as he had been unable to download the agendas. The Clerk advised that there was a problem which she was trying to resolve.	
17/107.	<b>County Councillor's &amp; District Councillor's Report</b> None received	
17/108.	<b>Clerk's Report</b> (7.41 Cllr Lewis arrived) The Clerk advised that up to four cars had been identified in the car park as not having moved for a couple of months. Two of these cars did not have tax or MOT and were stickered with removal orders.	App 2

	<p>One has since been removed and arrangements were in place to have the other car removed.</p> <p>The annual Parish Meeting is due to take place on the 15<sup>th</sup> May</p> <p>The plans have been produced for the Hamlet and the Recreation Ground for the land registry project and sent to the solicitor.</p> <p>The clerk had received a number of complaints about discarded cigarette butts in the centre of the village outside certain establishments and would be writing to the managers to ask that they encourage their customers and staff not to smoke at the front of the property and to sweep up regularly.</p>									
17/109.	<p><b>Correspondence received</b></p> <table border="1"> <tr> <td>18-04-17</td> <td>A Resident</td> <td>Request for more rubbish bins</td> <td>Pass to Open Spaces</td> </tr> <tr> <td>24-04-17</td> <td>RCCE</td> <td>Notification of 1st Round of judging</td> <td>On agenda</td> </tr> </table>	18-04-17	A Resident	Request for more rubbish bins	Pass to Open Spaces	24-04-17	RCCE	Notification of 1st Round of judging	On agenda	App 3
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17/110.	<p><b>To receive a copy of the current approved Standing Orders for review at the June 2017 meeting and consider the appointment of a working party</b></p> <p>It was agreed that as the Standing Orders were reviewed intensively last year that the clerk should check for legislation changes and present an annotated document for review at the next meeting.</p> <p><b>Resolved:</b> Proposed Cllr Unsworth, second Cllr Plumb</p>	App 4 Clerk								
17/111.	<p><b>To review and agree the number of meetings held annually of the Parish Council</b></p> <p>It was agreed to continue with the day of the second Monday of the month and to hold a minimum of 12 meetings a year.</p> <p><b>Resolved:</b> Proposer Cllr Unsworth, seconder Cllr Frith - unanimous</p>									
17/112.	<p><b>To review and agree the Standing and Sub-committees for Coggeshall Parish Council</b></p> <p>It was agreed to leave the standing committees as follows:</p> <ul style="list-style-type: none"> <li>Finance</li> <li>Village Hall</li> <li>Personnel</li> <li>Open Spaces</li> <li>Planning</li> <li>Traffic Management</li> </ul> <p><b>Resolved:</b> Proposer Cllr Unsworth, seconder Cllr Plumb - unanimous</p>									
17/113.	<p><b>To agree the number of committee members and their appointment to the Standing and Sub-Committees</b></p> <table border="1"> <thead> <tr> <th><b>FINANCE (min 6 – max 9)</b></th> <th><b>PLANNING (min 6 – max 9)</b></th> <th><b>TRAFFIC M'MENT (min 5 – max 9)</b></th> </tr> </thead> <tbody> <tr> <td>Trevor Plumb Peter Phillips Nick Unsworth John Lewis Jochen Culemann Geoff Heaton</td> <td>Peter Thompson Trevor Plumb Jochen Culemann Tom Walsh Anna Appleton-C Michael Frith Geoff Heaton Ian Hagger</td> <td>Trevor Plumb Peter Thompson Nick Unsworth Geoff Heaton John Lewis Peter Phillips</td> </tr> </tbody> </table>	<b>FINANCE (min 6 – max 9)</b>	<b>PLANNING (min 6 – max 9)</b>	<b>TRAFFIC M'MENT (min 5 – max 9)</b>	Trevor Plumb Peter Phillips Nick Unsworth John Lewis Jochen Culemann Geoff Heaton	Peter Thompson Trevor Plumb Jochen Culemann Tom Walsh Anna Appleton-C Michael Frith Geoff Heaton Ian Hagger	Trevor Plumb Peter Thompson Nick Unsworth Geoff Heaton John Lewis Peter Phillips			
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	<p>It was proposed to appoint the above members to the Standing Committees.</p> <p><b>Resolved:</b> Proposer Cllr Unsworth, seconder Cllr Appleton-Claydon - unanimous</p>			
17/114.	<p><b>To review and agree membership and subscriptions to external organisations</b></p> <p>It was agreed to continue with the existing subscriptions as listed. The Clerk is also to look at the cost of membership of the Institute of cemetery and crematorium managers</p> <p><b>Resolved:</b> Proposer Cllr Frith, seconder Cllr Lewis - unanimous</p>			App 5 <b>Clerk</b>
17/115.	<p><b>To review representation on or work with external organisations</b></p> <p>The Clerk was asked to contact Barry Gibson of the Amalgamated Charities to enquire with regard to the progress of the proposed merger with the Church Green Trustees</p> <p>Peter Thompson mentioned that he would be interested in being involved with the alms-houses due his previous connection with maintenance issues.</p>			App 6 <b>Clerk</b>
17/116.	<p><b>To consider the adoption of a community waste scheme (Cllr Lewis)</b></p> <p>The proposal was consider but it was agreed that such a scheme would not be required.</p>			
17/117.	<p><b>To appoint 3-4 Representatives to represent Coggeshall Parish Council with regard to the Village of the Year competition ( 11.00 am Friday 12<sup>th</sup> May)</b></p> <p>Cllr Unsworth, Helen Jones of the Chamber of Trade can attend. The clerk is to ask Alex Stevenson of the Neighbourhood Plan group. Cllr Appleton-Claydon could be available if required.</p> <p><b>Resolved:</b> Proposer Cllr Unsworth, seconder Cllr Horne - unanimous</p>			App 7
17/118.	<p><b>To note the report from the Finance Committee/RFO</b></p> <ol style="list-style-type: none"> <li>I. To note bank balances</li> <li>II. To approve the payments for April 2017</li> <li>III. To note the Internal Audit report for year ended 31 March 2017 (1 appendix)</li> <li>IV. To approve the statutory Income and Expenditure report and Balance Sheet for the year ended 31 March 2017</li> </ol> <p>It was proposed to approve the payments and approve the statutory Income and Expenditure Report</p> <p><b>Resolved:</b> Proposer Cllr Plumb, seconder Cllr Horne - unanimous</p>			App 8
17/119.	<p><b>To approve the Annual Return Section 1 – Annual governance statement for the year ended 31 March</b></p> <p>It was proposed to approve the Annual Return, Section 1</p> <p><b>Resolved:</b> Proposer Cllr Plumb, seconder Cllr Horne - unanimous</p>			App 9

17/120.	<p><b>To approve the Annual Return Section 2 – Accounting statements for the year ended 31 March 2017</b></p> <p>It was proposed to approve the Annual Return Section 2  <b>Resolved:</b> Proposer Cllr Plumb, seconder Cllr Horne - unanimous</p>	App 9								
17/121.	<p><b>Update on the Superfast Broadband and to consider an additional public exhibition</b></p> <p>Cllr Heaton &amp; Unsworth to speak to County Broadband with regard to their requirements for the second event.</p>	App 10								
17/122.	<p><b>To agree the appointment of a Councillor to represent Coggeshall Parish Council at the Public Enquiry with regard to the West Street, planning application by Pigeon and agree a statement to be read at the enquiry. (starting 9<sup>th</sup> May)</b></p> <p>It was proposed that Cllr Plumb represents the Parish Council with the prepared statement as written  <b>Resolved:</b> Proposed Cllr Unsworth, seconder Cllr Hagger – unanimous  The committee thanked Cllr Plumb for his work on this matter</p>	App 11								
17/123.	<p><b>To consider the following Planning Applications</b></p> <table border="1" data-bbox="304 831 1286 1099"> <tr> <td><b>APPLICATION NO :</b></td> <td><a href="#">17/00136/TPOCON</a></td> </tr> <tr> <td><b>DESCRIPTION :</b></td> <td>Notice of intent to carry out works to tree in a Conservation Area - Remove tree at rear of property and remove ivy from the wall</td> </tr> <tr> <td><b>LOCATION :</b></td> <td>The White Hart Hotel 1 - 13 Market End Coggeshall Essex CO6 1NH</td> </tr> <tr> <td><b>Date for comments</b></td> <td>13<sup>th</sup> May 2017</td> </tr> </table> <p>It is understood that the owner will be replacing the maple tree with an Acer  No comment was proposed  <b>Resolved:</b> - Proposed Cllr Thompson, Seconder Cllr Plumb, unanimous</p>	<b>APPLICATION NO :</b>	<a href="#">17/00136/TPOCON</a>	<b>DESCRIPTION :</b>	Notice of intent to carry out works to tree in a Conservation Area - Remove tree at rear of property and remove ivy from the wall	<b>LOCATION :</b>	The White Hart Hotel 1 - 13 Market End Coggeshall Essex CO6 1NH	<b>Date for comments</b>	13 <sup>th</sup> May 2017	
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17/128.	<p><b>Items for the next agenda</b>  Data Protection Act – new legislation  Potential land purchase in East Street  Review of Standing Orders  County Broadband</p>									
17/129.	<p><b>To note the date and time of the next meeting</b>  Monday 12<sup>th</sup> June 2017 – 7.30 pm</p>									
17/130.	<p><b>To close the meeting to the press and the public to consider matters of a confidential nature</b></p>									
17/131.	<p><b>To consider acquisition of the land for sale behind the Co-op in East Street and possible uses. Also, if necessary, the appointment of a surveyor to provide a valuation.</b>  It was proposed to defer this item until the next meeting to give the neighbourhood plan and other groups to give time to make any comments.</p>	App 12								

The meeting closed at 9.30 pm