



# 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 13<sup>th</sup> November 2017** at **7.30 pm** in the Village Hall, Stoneham Street.

Agenda /Minute Number	Agenda Item	Appendix Number
17/234.	<p><b>Those present and apologies for absence</b> <b>Present:</b> Cllrs Frith, Unsworth, Plumb, Phillips, Culemann, Horne, Keig Thompson, Hagger &amp; Appleton-Claydon, <b>Apologies:</b> Cllr Walsh &amp; Heaton <b>Not present, no apologies</b> – Cllr Green <b>Also present:</b> Clerk, Debbie Morgan, four members of public &amp; District Councillor - Cllr Robert Mitchell It was proposed to accept the apologies of Cllr Walsh and Heaton <b>Resolved:</b> Proposer Cllr Unsworth, seconder Cllr Plumb- unanimous</p>	
17/235.	<p><b>Councillors Declarations</b> Cllr Hagger declared a non-pecuniary interest in item 17/250 as the applicant is a neighbour Cllr Appleton-Claydon declared a non-pecuniary interest in 17/253 as one of the tenderers is known to her and also a pecuniary interest in agenda item 17/247 as her property would be eligible for a season ticket in the car park Cllr Unsworth declared a non-pecuniary interest in 17/253 as one of the tenderers is known to him</p>	
17/236.	<p><b>Minutes of previous meetings.</b> To approve the minutes of the Full Council meeting of Monday 9<sup>th</sup> October 2017. The minutes were amended to remove Cllr Unsworth and Green from the list of those attending and to also correct the spelling of "twinning" from "twining" but were otherwise agreed as a true record. <b>Resolved:</b> Proposer Cllr Phillips, seconder Cllr Keig- unanimous</p>	App 1
17/237.	<p><b>Public Participation session with respect to Agenda items and other matters of mutual interest.</b> Mr Hutton introduced himself as the proposed candidate for the trustee for the Amalgamated charity. Paul Javin from the Neighbourhood Plan group spoke with regard to the quotations for the planning policies and the design guidelines. It is hoped that the neighbourhood plan should be complete in early 2019. A resident asked how much money the Parish Council currently had in reserves and Cllr Plumb provided the figures for the expected reserves at the end of March 2018</p>	
17/238.	<p><b>County Councillor's &amp; District Councillor's Report</b> Cllr Robert Mitchell advised that he had not heard if the residents of East Street or Stoneham Street were pursuing the possibility of resident</p>	

	<p>parking scheme following the meeting held in September. Cllr Unsworth proposed that items 17/253 and 17/258 were moved to the next items on the agenda.</p> <p><b>Resolved:</b> Proposer Cllr Unsworth, seconder Cllr Appleton-Claydon-unanimous</p>																					
17/239.	<p><b>Clerk's Report</b></p> <p>With regard to the registration of the Parish Council land and property, we are still awaiting the registration of the Clock Tower and the cemetery, both of which have been registered by other parties. The solicitor has been in touch regarding the clock tower issue and we should be receiving some advice from them at the end of the week.</p> <p>All the licensees have been sent a letter to advise them that the Parish Council will be sending out invoices for the unpaid amounts for the previous six years and invoices will be submitted next week.</p> <p>We have heard unofficially that the CiF grant has been successful, but we are only to receive a third of the original £7,500 application. Councillors are reminded that the Data Protection Act course is to be held on Monday 11th December at 2 pm in the Keys Room. It is important that as many Councillors as possible attend.</p> <p>A public exhibition of the proposed Garden Villages is being held on Thursday 30th November in the Keys Room of the Village Hall between 3.00 pm and 7.00 pm. This is being called the "Issues and Options" consultation and will cover the proposed West Tey development. BDC will be running a trial kerbside clothing and shoe collection in Coggeshall for six months starting this month. The collection will be fortnightly with the recycling waste. Further information will be posted to all residents.</p> <p>The clerk has not yet had chance to speak to Highways with regard to a proposed sign on the A120. I hope I will have time in the next few weeks.</p>	App 2																				
17/240.	<p><b>Correspondence received</b></p> <table border="1" data-bbox="319 1366 1292 1792"> <tr> <td>23-10-17</td> <td>Dunmow Resident</td> <td>Letter regarding a proposal for a railway between Kelvedon and Coggeshall</td> <td></td> </tr> <tr> <td>26 10 17</td> <td>Allotment Tenant</td> <td>Letter regarding the "non cultivation" letters sent out regarding the allotments</td> <td>Pass to the allotment sub-committee</td> </tr> <tr> <td>25-10-17</td> <td>Allotment Tenant</td> <td>Letter regarding the "non cultivation" letters sent out regarding the allotments</td> <td>Pass to the allotment sub-committee</td> </tr> <tr> <td>21-09-17</td> <td>Department for Digital, Culture, Media and Sport</td> <td>Update on the new Data Protection Bill</td> <td>For information</td> </tr> <tr> <td>19-10-17</td> <td>A resident</td> <td>Copy of a letter sent to Priti Patel regarding anti-social issues in Fabians Close Park</td> <td>Pass to Open Spaces</td> </tr> </table> <p>The clerk is to write to the Dunmow resident thanking him for his interest.</p>	23-10-17	Dunmow Resident	Letter regarding a proposal for a railway between Kelvedon and Coggeshall		26 10 17	Allotment Tenant	Letter regarding the "non cultivation" letters sent out regarding the allotments	Pass to the allotment sub-committee	25-10-17	Allotment Tenant	Letter regarding the "non cultivation" letters sent out regarding the allotments	Pass to the allotment sub-committee	21-09-17	Department for Digital, Culture, Media and Sport	Update on the new Data Protection Bill	For information	19-10-17	A resident	Copy of a letter sent to Priti Patel regarding anti-social issues in Fabians Close Park	Pass to Open Spaces	App 3
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17/241.	<p><b>To note the report from the Finance Committee/RFO</b></p> <ol style="list-style-type: none"> <li>I. Approval of payments for Oct 2017 (Appendix 4i)</li> <li>II. To note bank balances (Appendix 4ii)</li> </ol>	App 4																				

	<p>III. To note finance summary (Appendix 4iii) and income and expenditure report for Oct 2017 (Appendix 4iv)</p> <p><b>Budget, reserves and precept 2018/19</b></p> <ul style="list-style-type: none"> <li>To review and approve the 2018/19 budget (Appendix 4v)</li> <li>To review reserves and approve the following transfers to Earmarked Reserves for 2017/18 (Appendix 4v) <ol style="list-style-type: none"> <li>£6,000 to Earmarked Reserve: car park</li> <li>£15,000 to Earmarked Reserve: Recreation Ground Equipment</li> </ol> </li> <li>To consider and agree the level of Precept for 2018/19 subject to changes in the tax base (Appendix 4vi)</li> </ul> <p><b>Other Finance</b></p> <ul style="list-style-type: none"> <li>To review and approve the Investment Strategy (Appendix 4vii)</li> <li>To review and approve the Risk Assessment (Appendix 4viii)</li> </ul> <p>It was proposed to approve the payments for October</p> <p><b>Resolved:</b> Proposer Cllr Plumb, seconder Cllr Culemann - unanimous</p> <p>It was proposed that £6,000 should be moved to the car park and £15,000 to the recreation ground Big Park Project as ear-marked reserves.</p> <p><b>Resolved:</b> Proposer Cllr Plumb, seconder Cllr Culemann - unanimous</p> <p>It was proposed that unless the tax base reduces, the precept for 2018/19 should be kept at the current level of £154,213.</p> <p><b>Resolved:</b> Proposer Cllr Plumb, seconder Cllr Culemann - unanimous</p> <p>It was proposed approve the budget as Appendix 4v with the following agreed changes - a reduction the air monitoring survey to £2,000 and add an extra £5000 the village hall doors</p> <p><b>Resolved:</b> Proposer Cllr Plumb, seconder Cllr Unsworth- unanimous</p> <p>It was proposed to approve the Investment Strategy</p> <p><b>Resolved:</b> Proposer Cllr Plumb, seconder Cllr Keig- unanimous</p> <p>It was proposed to approve the Risk Assessment</p> <p><b>Resolved:</b> Proposer Cllr Plumb, seconder Cllr Frith- unanimous</p>	
17/242.	<p><b>To note the minutes from the Finance Committee</b></p> <p>Noted</p>	App 5
17/243.	<p><b>To note the minutes from the Open Spaces Committee</b></p> <p>Noted</p>	App 6
17/244.	<p><b>To consider affiliating the Chapel to RCCE as a community building at a cost of £50 plus VAT</b></p> <p>It was proposed to affiliate the Old Chapel to the RCCE as a community building</p> <p><b>Resolved:</b> Proposer Cllr Unsworth, seconder Cllr Hagger- unanimous</p>	App 7
17/245.	<p><b>To consider and agree to set up a website for the tapestry project at an initial cost of £48: (£9 for 2 years' use of the domain name and £39 for 1 year's hosting fees)</b></p> <p>It was proposed to agree to the setting up of a website for the tapestry project.</p> <p><b>Resolved:</b> Proposer Cllr Frith, seconder Cllr Horne - unanimous</p>	
17/246.	<p><b>To note the minutes from the Traffic Management Committee</b></p> <p>Noted</p>	App 8
17/247.	<p><b>To consider and agree the Coggeshall Parish Council season ticket</b></p>	App 9

	<p><b>policy for the Stoneham Street Car Park</b>  Cllr Appleton-Claydon left the meeting room  It was proposed to agree with option 1 (Appendix 9i) with a clause to agree that qualifying properties are reviewed annually  It was proposed by ballot to agree to Season Ticket policy number 5 votes in favour for Appendix 9i and four for Appendix 9ii</p>									
17/248.	<b>To note the minutes from the Planning Committee</b>	App 10								
17/249.	<p><b>To consider the following Planning Applications</b></p> <table border="1"> <tr> <td><b>APPLICATION NO :</b></td> <td><a href="#">17/01745/LBC</a> &amp; <a href="#">17/01744/FUL</a></td> </tr> <tr> <td><b>DESCRIPTION :</b></td> <td>Erection of single storey rear extension</td> </tr> <tr> <td><b>LOCATION :</b></td> <td>61 Stoneham Street Coggeshall Essex CO6 1UH</td> </tr> <tr> <td><b>Date for comments</b></td> <td>20<sup>th</sup> November 2017</td> </tr> </table> <p>No comment  <b>Resolved:</b> Proposer Cllr Thompson, seconder Cllr Appleton-Claydon-unanimous</p>	<b>APPLICATION NO :</b>	<a href="#">17/01745/LBC</a> & <a href="#">17/01744/FUL</a>	<b>DESCRIPTION :</b>	Erection of single storey rear extension	<b>LOCATION :</b>	61 Stoneham Street Coggeshall Essex CO6 1UH	<b>Date for comments</b>	20 <sup>th</sup> November 2017	
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17/253.	<b>To consider the quotations in relation to the Neighbourhood Plan and</b>	App 11								

	<p><b>appoint a consultant to provide Planning policies and the village design statement.</b></p> <p>Proposed to accept the recommendations of neighbourhood plan group and appoint DAC Planning for the planning policies and the Landscape Partnership for the design statement subject to receipt of the grant from MiCommunity.</p> <p><b>Resolved:</b> Proposer Cllr Culemann, seconder Cllr Plumb- 2 abstentions</p>	
17/254.	<p><b>Update on the IWMF</b></p> <p>The planning application is not going to be heard until the new year.</p>	
17/255.	<p><b>To consider and agree the appointment of Cllr Walsh to speak at the Essex County Council meeting in relation to the IWMF application.</b></p> <p>It was proposed to appoint Cllr Walsh or Cllr Appleton-Claydon to speak on behalf of the Parish Council at the meeting</p> <p><b>Resolved:</b> Proposer Cllr Keig, seconder Cllr Culemann - unanimous</p>	App 12
17/256.	<p><b>Update from the WW1 memorial working party</b></p> <p>The working party are in discussions with the British Legion.</p>	
17/257.	<p><b>To note the purchase of the Great Coggeshall Tithe map by Cllr Horne</b></p> <p>The council would like to formally thank Cllr Horne for his generosity in purchasing the map.</p>	App 13
17/258.	<p><b>To consider and agree the request from the Amalgamated Charities for the Parish Council to appoint Peter Hutton as the nominated trustee for the next four years.</b></p> <p>It was proposed to re-appoint Peter Hutton as the Parish Council's nominated trustee to the Amalgamated Charities.</p> <p><b>Resolved:</b> Proposer Cllr Hagger, seconder Cllr Thompson - unanimous</p>	App 14
17/259.	<p><b>To discuss and agree the CPC Co-Option policy</b></p> <p>It was proposed to agree the CPC Co-option Policy</p> <p><b>Resolved:</b> Proposer Cllr Culemann, seconder Cllr Phillips - unanimous</p>	App 15
17/260.	<p><b>To discuss and agree the changes to the CPC Social Media policy including the Council's Policy on posting on Facebook.</b></p> <p>It was agreed that Cllr Appleton-Claydon would be added to the administration of the Facebook page and the addition of links to agendas and approved minutes to be posted to be included in the Social Media policy in addition to the other proposed changes.</p> <p><b>Resolved:</b> Proposer Cllr Thompson, seconder Cllr Plumb - unanimous</p> <p>It was agreed to suspend standing orders to allow the meeting to exceed two hours.</p> <p><b>Resolved:</b> Proposer Cllr Keig, seconder Cllr Thompson – two abstention and one against</p>	App 16
17/261.	<p><b>Items for the next agenda</b></p> <p>Engagement with Honywood School (Cllr Hagger)</p>	
17/262.	<p><b>To note the date and time of the next meeting</b></p> <p>11<sup>th</sup> December 2017 – 7.30 pm</p>	
17/263.	<p><b>To close the meeting to the press and the public due to the sensitive nature of the discussions.</b></p> <p><b>Resolved:</b> Proposer Cllr Unsworth, seconder Cllr Plumb - unanimous</p>	
17/264.		

The meeting closed at 10.16 pm