



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 8th January 2018** at **7.30 pm** in the Village Hall, Stoneham Street.

Agenda /Minute Number	Agenda Item	Appendix Number
18/1.	<p>Those present and apologies for absence Present: Cllrs Frith, Heaton, Unsworth, Plumb, Phillips, Culemann, Horne, Thompson, Green, Hagger, Appleton-Claydon, Keig & Walsh Apologies: Cllrs Horne Not present, No apologies: Cllr Green Also Present: Clerk – Debbie Morgan and four members of public and Cllr Lynette Bowers-Flint It was proposed to accept the apologies of Cllr Horne Resolved: Proposer Cllr Keig, seconder Cllr Frith- unanimous</p>	
18/2.	<p>Councillors Declarations Cllr Heaton declared a non-pecuniary interest in item 10 as the applicant is known to him and will take part in the discussion but will not vote Cllr Thompson – non-pecuniary interest in item 18/6 as he lives locally.</p>	
18/3.	<p>Minutes of previous meetings. The minutes of the Full Council meeting of 11th December 2017 were agreed as a true record. Resolved: Proposer Cllr Phillips , seconder Cllr Frith - unanimous</p>	App 1
18/4.	<p>Public Participation session with respect to Agenda items and other matters of mutual interest. A resident asked about the six months for non-attendance rule for removal of councillors. A resident also asked why Cllr Unsworth's register of interest is not on the Braintree District Council website. The resident also asked about why minutes were not issued as draft and was advised that the council have decided that minutes should only be published after they had been approved at the next meeting. A member of public wanted to know why an item was not being discussed on the agenda and was advised that it was being held over to next month due to advice from the Council's solicitor which had not been received in time to be added to the agenda, but the item would be discussed at the next meeting in February as the advice had now been received.</p>	
18/5.	<p>County Councillor's & District Councillor's Report Cllr Lynette Bowers-Flint brought to the attention of the Parish Council a new planning application that had been submitted and comments are required by 5th February.</p>	
18/6.	<p>Clerk's Report</p>	App 2

	<p>The invoices for the donkey field at the Hamlet and the property at Dampier Road have been sent. To date payment has not been received for the Donkey Field, but the payment for Dampier road has been made. Cllr Heaton and the clerk are preparing a report which will be discussed at the next meeting following the advice from the Council's solicitor.</p> <p>We have been awarded £2,500 from the CiF fund for the replacement of the village hall doors and will be submitting the application to the National Lottery Awards for All in the next week to see if further funds can be obtained.</p> <p>The working party appointed by the Planning Committee will be working on a response to the Issues and Options Garden Villages public consultation. The closing date is 22nd January.</p> <p>The clerk has not yet had chance to speak to Highways with regard to a proposed sign on the A120</p> <p>The repairs to the Parish Council van have been completed. Unfortunately the clerk had to pay the bill of £587.88 (£100 excess plus VAT) on her personal credit card as the company did not accept cheques.</p> <p>The clerk met with a contractor with regard to the installation of CCTV around the village hall and the quotation should be received for the next meeting.</p> <p>The Council's solicitor has provided a draft letter to send to request the transfer of the title of the Clock Tower at zero cost to the Council. The clerk met with the solicitor before Christmas and she has asked to see the original deeds which are being held at the Essex Records Office. The clerk is collecting the documents on Tuesday 9th January.</p>													
18/7.	<p>Chairman's report including policy on Correspondence The Chairman advised that all correspondence on</p>													
18/8.	<p>Correspondence received</p> <table border="1" data-bbox="336 1301 1307 1599"> <tr> <td data-bbox="336 1301 480 1406">20-12-17</td> <td data-bbox="480 1301 651 1406">Braintree District Council</td> <td data-bbox="651 1301 1054 1406">Letter regarding Community Governance Review Proposals</td> <td data-bbox="1054 1301 1307 1406">For information</td> </tr> <tr> <td data-bbox="336 1406 480 1489">21-12-17</td> <td data-bbox="480 1406 651 1489">Tenant at the Hamlet</td> <td data-bbox="651 1406 1054 1489">Letter regarding leasing of the Donkey Field, The Hamlet</td> <td data-bbox="1054 1406 1307 1489">For discussion at a later meeting</td> </tr> <tr> <td data-bbox="336 1489 480 1599">21-12-17</td> <td data-bbox="480 1489 651 1599">Essex County Council</td> <td data-bbox="651 1489 1054 1599">Letter advising of adoption of Waste Local Plan</td> <td data-bbox="1054 1489 1307 1599">For information</td> </tr> </table>	20-12-17	Braintree District Council	Letter regarding Community Governance Review Proposals	For information	21-12-17	Tenant at the Hamlet	Letter regarding leasing of the Donkey Field, The Hamlet	For discussion at a later meeting	21-12-17	Essex County Council	Letter advising of adoption of Waste Local Plan	For information	App 3
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18/9.	<p>To note the report from the Finance Committee/RFO)</p> <ol style="list-style-type: none"> I. To approve the payments for December 2017 (Appendix 4i) II. To note the bank balances as 31st December 2017 (Appendix 4ii) III. To note the finance summary (Appendix 4iii) and income and expenditure report for December 2017 (Appendix 4iv) IV. To approve and sign the Braintree District Council Precept form requesting a precept of £154,213 for 2018/19 and confirming the 2018/19 budget of £41,941 net expenditures (Appendix 4v) V. To agree the appointment of Jan Stobart as internal auditor for the 2017/18 year-end audit at a cost of £180. 	App 4												

	<p>VI. To note the External Auditor' report on the Annual Return for the year ended 31 March 17 (Appendix 4vi)</p> <p>To approve the December Payments</p> <p>Resolved: Proposer Cllr Plumb , seconder Cllr Phillips – unanimous</p> <p>To approve and sign the Braintree District Council Precept form</p> <p>Resolved: Proposer Cllr Plumb, seconder Cllr Keig – unanimous</p> <p>To agree the appointment of Jan Stobart as internal auditor for 2017/18</p> <p>Resolved: Proposer Cllr Plumb, seconder Cllr Culemann – unanimous</p> <p>Cllr Plumb requested that it was noted that no comments</p>									
18/10.	<p>To note and discuss the Party Wall Notice received from Mr Howlett in relation to the development of the land adjacent to the Stoneham Street car park</p> <p>It was proposed to dissent from the works and appoint a surveyor (Richard Jackson) to carry out a condition survey as the builder has not provided a suggestion in his letter</p> <p>Resolved: Proposer Cllr Unsworth, seconder Cllr – one abstention.</p>	App 5								
18/11.	<p>Update on the Clock Tower</p> <p>The clerk is sending a letter to the person who had registered the clock tower to see if they would be willing to transfer it to the Council at zero cost.</p>									
18/12.	<p>To consider a proposal for engagement with Honywood school (Cllr Hagger)</p> <p>The new headmaster takes over in April. Cllr Hagger suggests that the Parish Council send a deputation to the school to establish good relations with the school and the council.</p>									
18/13.	<p>Update on the IWMF (Cllr Unsworth)</p> <p>A public meeting is being held in Witham on Friday 12th January and MP, Priti Patel will be in attendance. It is not expected that the application will be heard in January.</p>									
18/14.	<p>To consider supporting a request for a grit bin to be placed at Coggeshall Hamlet to be submitted to the Local Highways Panel</p> <p>It was proposed to support the request for a grit bin at the Hamlet and submit the request to the Local Highways Panel</p> <p>Resolved: Proposer Cllr Appleton-Claydon , seconder Cllr Frith – unanimous</p>	App 6								
18/15.	<p>To note the minutes from the Planning Committee</p> <p>Noted</p>	App 7								
18/16.	<p>To consider the following Planning Applications</p> <table border="1" data-bbox="304 1704 1286 1973"> <tr> <td>APPLICATION NO :</td> <td>17/02260/LBC</td> </tr> <tr> <td>DESCRIPTION :</td> <td>Relocation of boiler and new flue. Installation of drainage pipe through tea room door to courtyard. Insertion of fibre optic cable at low level within office.</td> </tr> <tr> <td>LOCATION :</td> <td>Paycockes 25 West Street Coggeshall Essex</td> </tr> <tr> <td>Date for comments</td> <td>15th January 2018</td> </tr> </table> <p>No comment</p>	APPLICATION NO :	17/02260/LBC	DESCRIPTION :	Relocation of boiler and new flue. Installation of drainage pipe through tea room door to courtyard. Insertion of fibre optic cable at low level within office.	LOCATION :	Paycockes 25 West Street Coggeshall Essex	Date for comments	15 th January 2018	
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18/18.	<p>Items for the next agenda</p> <p>Licences and leases for Parish Council property and land</p> <p>Clock Tower Update</p>									
18/19.	<p>To note the date and time of the next meeting</p> <p>Monday 12th February 2018 – 7.30 pm</p>									

The meeting closed at 8.32 pm