



COGGESHALL PARISH COUNCIL

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Minutes of a MEETING OF THE PARISH COUNCIL held on **Monday 12th February 2018** at **7.30 pm** in the Village Hall, Stoneham Street.

Agenda /Minute Number	Agenda Item	Appendix Number
18/20.	Those present and apologies for absence Present:- Cllrs Heaton, Unsworth, Phillips, Culemann, Horne, Thompson, Green, & Appleton-Claydon --- Hagger Apologies:- Cllr Frith, Plumb, Keig & Walsh Absent without apologies – Cllr Green Also Present:- Clerk, Debbie Morgan, three members of public and Cllr Robert Mitchell (Essex County Council) Apologies were noted	
18/21.	Councillors Declarations Cllr Appleton-Claydon declared a pecuniary interest in agenda item 18/39 as her company provides web hosting to Duncan Grove who are one of the companies providing quotations for the Little Park Project. Additionally she has a small child who would use the Little Park. She confirmed that she would leave the meeting and not take part in the voting.	
18/22.	Minutes of previous meetings. The minutes of the Full Council meeting of 8 th January 2018 were approved as a true record Resolved: Proposer Cllr Phillips , seconder Cllr Thompson - unanimous	App 1
18/23.	Public Participation session with respect to Agenda items and other matters of mutual interest. A resident welcomed the Parish Council's interest in playgrounds. A resident asked about Cllr Unsworth's register of interest with regard to the PAIN campaign. A second resident also welcomed the Parish Council's initiative to upgrade the play areas.	
18/24.	County Councillor's & District Councillor's Report Cllr Mitchell reported that the Feering Road had a number of patching repairs carried out recently.	
18/25.	Clerk's Report The clerk is still to speak to Highways with regard to a proposed sign on the A120. The quotation for the CCTV in and around the village hall is still awaited and being chased The Council's solicitor now has the original deeds for the top part of the cemetery after they were collected from the Essex Records Office. She is still waiting to hear from the Diocese Solicitor regarding releasing the title.	App 2

	<p>The letter drafted by our solicitor has been sent to the owner of the 1 Stoneham Street with regard to releasing the title. This letter was sent at the beginning of January. The advice from our solicitor is to wait until the end of this month before deciding on further action. Twice during January the clerk and Cllr Mitchell have spent a considerable amount of time trying to speak with someone from BT Open Reach due to roadworks being planned in Stoneham Street on a Thursday on Market Day. Essex Highways have now been informed not to issue a permit for roadworks in Stoneham Street on a Thursday. The 30 mph stickers have been delivered and can be collected from the library.</p>																													
18/26.	<p>Correspondence received</p> <table border="1"> <thead> <tr> <th>Date received</th> <th>From</th> <th>Subject</th> <th>Action taken</th> </tr> </thead> <tbody> <tr> <td>03-01-18</td> <td>A resident of Great Dunmow</td> <td>Letter regarding a heritage train connection between Coggeshall and Kelvedon</td> <td></td> </tr> <tr> <td>09-01-18</td> <td>A Coggeshall Resident</td> <td>Letter regarding council matters</td> <td>Clerk has responded</td> </tr> <tr> <td>29-01-18</td> <td>USA Tourist</td> <td>Email regarding a visit to Coggeshall</td> <td>Cllr Horne dealing</td> </tr> <tr> <td>07-02-18</td> <td>A Coggeshall Resident</td> <td>Copy letter regarding comments on the Colchester Road planning application</td> <td>For information</td> </tr> <tr> <td>03 02 18</td> <td>Amalgamated Charities</td> <td>Withdrawal of request for market rights</td> <td>For information</td> </tr> <tr> <td>31.01.18</td> <td>A Coggeshall Resident</td> <td>Email regarding East Street issues</td> <td>For information</td> </tr> </tbody> </table>	Date received	From	Subject	Action taken	03-01-18	A resident of Great Dunmow	Letter regarding a heritage train connection between Coggeshall and Kelvedon		09-01-18	A Coggeshall Resident	Letter regarding council matters	Clerk has responded	29-01-18	USA Tourist	Email regarding a visit to Coggeshall	Cllr Horne dealing	07-02-18	A Coggeshall Resident	Copy letter regarding comments on the Colchester Road planning application	For information	03 02 18	Amalgamated Charities	Withdrawal of request for market rights	For information	31.01.18	A Coggeshall Resident	Email regarding East Street issues	For information	App 3
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18/27.	<p>To note the report from the Finance Committee/RFO</p> <ol style="list-style-type: none"> I. Approval of payments for Jan 2018 (Appendix 4i) II. To note bank balances at 31 January 2018 (Appendix 4ii) III. To note finance summary (Appendix 4iii) and income and expenditure report for January 2018 (Appendix 4iv) <p>It was proposed to approve the payments for January 2018 Resolved: Proposer Cllr Phillips, seconder Cllr Horne- unanimous</p>	App 4																												
18/28.	<p>To note the minutes from the Village Hall Committee held on 15th January</p> <p>Noted</p>	App 5																												
18/29.	<p>To consider and agree the granting of the alcohol licence for the Farmers' Market being held on 4th March 2018</p> <p>It was proposed to agree the granting of the alcohol licence for the Farmers' Market Resolved: Proposer Cllr Thompson, seconder Cllr Horne - unanimous</p>	App 6																												
18/30.	<p>To note the minutes from the Open Spaces Committee held on Monday 5th February</p> <p>Noted</p>	App 7																												
18/31.	<p>To note the minutes from the Planning Committee held on 18th & 29th January</p> <p>Noted</p>	App 8																												
18/32.	<p>To consider the following amounts paid to the Parish Council in relation to use of land for 2018-2019</p>	App 9																												

	Detail	Amount per annum	
	Dedicated parking space at the Cemetery	£322 plus VAT	
	Use of part of the land at the Owen Martin nature reserve as garden (Dampier Road)	£20	
	Use of part of the Hop Field at the Hamlet for grazing donkeys	£45	
	Use of part of the Hop Field at the Hamlet for the residents of the Kings Bungalows to gain rear access to their properties and to park vehicles	£10 – last charged in 2006	
	Use of approximately two acres at the Hop Field at the Hamlet for hay cutting	£45	
	<p>It was proposed to change the amounts charged as follows:</p> <p>Cemetery Parking, Queen Street - £400 including VAT Resolved: Proposer Cllr Culemann, seconder Cllr Phillips - unanimous</p> <p>Dampier Road, Rear Garden – Postpone until next meeting</p> <p>The Hamlet, Donkey Grazing - Postpone until next meeting</p> <p>The Hamlet, Rear access to bungalows – Proposal to increase to £100 per annum plus VAT per property Resolved: Proposer Cllr Heaton, seconder Cllr Culemann - unanimous</p> <p>The Hamlet, Hay Cutting – Resolved: Proposer Cllr Culemann, seconder Cllr Thompson - unanimous</p>		
18/33.	<p>To review the licences for the following if appropriate</p> <ul style="list-style-type: none"> a. Grazing at the Hop Field (Appendix 10ii) b. Provision of rear access from the Hop Field to the Kings Bungalows (Appendix 10iii) c. Hay Making Licence (Appendix 10iv) Addition of clause to make provision for access and a definition of common parts. d. Bee Keeping Licence (Appendix 10v) <p>It was proposed to agree to the above licences with the exception of the grazing at the Hop Field which would be discussed at the March meeting of the Full Council.</p> <p>Resolved: Proposer Cllr Horne , seconder Cllr Appleton-Claydon - unanimous</p>		App 10
18/34.	<p>To consider a request to the Local Highways Panel for a dropped kerb to be installed either side of the road between the Co-op and the Recreation Ground and for a speed indicating VAS in East Street</p> <p>It was proposed that the speed indicating device should not be considered as a proposal and the LHP should be asked to consider the provision of dropped kerbs either side of the road between the Co-op and the recreation ground in East Street. Cllr Robert Mitchell confirmed he would be willing to support the proposal for the dropped kerb. .</p> <p>Resolved: Proposer Cllr Thompson , seconder Cllr Phillips - unanimous</p>		App 11
18/35.	<p>To consider a request for a planning course, to note the current training calendar from the EALC and to agree to the following Councillors attending the following courses:-</p> <p>Cllr Appleton Claydon – Chairman's Course (1 and 2)</p>		App 12

	<p>Cllr Keig & Cllr Horne, Unsworth – Planning Course Cllr Heaton – VAT Course?</p> <p>Resolved: Proposer Cllr Unsworth , seconder Cllr Phillips - unanimous</p>	
18/36.	<p>To agree to the payment of £250 for the Clerk to register for the CiLCA using the online registration</p> <p>Resolved: Proposer Cllr Unsworth , seconder Cllr Horne - unanimous</p>	App 13
18/37.	<p>To agree to a representative from the Parish Council attending the A120 Forum on 20th February</p> <p>It was proposed that Cllr Plumb would represent Coggeshall Parish Council at this meeting.</p> <p>Resolved: Proposer Cllr Unsworth, seconder Cllr Thompson - unanimous</p>	App 14
18/38.	<p>To approve the hiring of the Keys Room from 10 am-4 pm on a Saturday in March (date to be Confirmed) for a “Tapestry event” from 11 am-3 pm and to approve expenditure of up to £50 on leaflets and posters to advertise the event. (Cllr Heaton)</p> <p>It was proposed to agree to the Keys Room being used to promote the Tapestry and also £50 expenditure on printing leaflets.</p> <p>Resolved: Proposer Cllr Heaton , seconder Cllr Appleton-Claydon - unanimous</p>	App 15
18/39.	<p>To discuss and agree the purchase of new equipment for the Little Park Project (Cllr Appleton-Claydon)</p> <p>Cllr Appleton-Claydon went through the costs of the new equipment. Cllr Appleton-Claydon then left the meeting room and waiting in the lobby, but did comment on the proposal by shouting through the closed door.</p> <p>Cllr Unsworth proposed that this should be minuted, but there was no seconder.</p> <p>It was proposed to agree to the appointment of the Duncan and Grove and to carry out the works to the Little Park Project.</p> <p>Resolved: Proposer Cllr Heaton , seconder Cllr Culemann - one abstention</p>	App 16
18/40.	<p>Items for the next agenda</p> <p>Dampier Road Lease or Licence and review charge The Hamlet Donkeys – To approve the lease and review charge Update on additional parking Update on BT exchange</p>	
18/41.	<p>To note the date and time of the next meeting</p> <p>Monday 12th March 2018 – 7.30 pm</p>	
18/42.	<p>To close the meeting to the press and the public to discuss matters of a sensitive nature.</p>	
18/43.		

The meeting closed at 9.00 pm