



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 12th March 2018** at **7.30 pm** in the Village Hall, Stoneham Street.

Agenda /Minute Number	Agenda Item	Appendix Number
18/44.	Those present and apologies for absence Present: Cllrs Frith, Heaton, , Plumb, Phillips, Culemann, Horne, Thompson, Hagger, Appleton-Claydon, Keig & Walsh Apologies: Cllr Unsworth - Noted Not present, no apologies: Cllr Green Also Present: Clerk, Debbie Morgan, three members of public	
18/45.	Councillors Declarations 18/54 – Cllr Appleton Claydon has reserved a property on this site.	
18/46.	Minutes of previous meetings. Cllr Heaton made a proposal that the minute for 18/39 should be altered, but the proposal did not receive a seconder. It was proposed that the draft minutes of the Full Council meeting held on Monday 12 th February 2018 were agreed as a true record Resolved: Proposer, Cllr Culemann, seconder Cllr Thompson – four voted in favour and seven abstained.	App 1
18/47.	Public Participation session with respect to Agenda items and other matters of mutual interest. A member of public asked with regard to the parish council's intentions on the Hop Field at the Hamlet A member of CAUSE spoke with regard to the proposed Monks Wood development and advised the Parish Council that the developer has raised two legal issues with the Planning Inspectorate. CAUSE has requested that the parish council support their objection to the Monks Wood Development. Cllr Plumb advised the CAUSE member that the Parish Council had previously objected to the Monks Wood proposal at the BDC local plan meeting when the garden communities were being discussed. The CAUSE representative was asked to send a letter to the Parish Council with concrete proposals and how the PC can provide support.	
18/48.	County Councillor's & District Councillor's Report None present.	
18/49.	Clerk's Report The clerk has emailed Cllr Robert Mitchell with regard to the sign on the A120 and he is making enquiries. He has also suggested that we might be able to change the brown signs under the Local Highways Panel scheme. A quotation has now been received for the provision of CCTV for the	App 2

	<p>village hall and this will be considered at the next meeting of the Village Hall Committee.</p> <p>We have not heard from any of the third parties with regard to the registration of the clock tower following correspondence sent or the cemetery and this is on the agenda for discussion during the closed session.</p> <p>The clerk has written to the owners of the property in Dampier Road with regard to whether they would prefer a lease or a licence, but have not received a reply.</p> <p>The migration from V1 to V2 of the Hallmaster online booking system has now taken place and the office are also now using the system for the production of invoices. This has not been without a few issues due to missing data.</p> <p>The Clerk reminded Councillors that agenda items must be with the office at least one week before the meeting. Standing orders state five clear days. This month three late submissions for the Full Council meeting were received, in future, any late requests will be held over until the next meeting.</p> <p>Staff appraisals are currently being carried out. It should also be noted that the Full-Time groundsman is due to have an operation later this month which will require a six week recovery period.</p> <p>Councillors were reminded that a training session has been organised at the Keys Room Village Hall on Tuesday 20th March between 2-4 pm. It is very important that as many councillors as possible attend this course.</p> <p>The clerk will be attending the SLCC AGM on Thursday 15th March. The office will be covered by Cllr Heaton with assistance from Cllr Phillips on that day.</p> <p>The clerk also attached to this report a list of the current projects being carried out by the PC and those responsible.</p>																					
18/50.	<p>Correspondence received</p> <table border="1" data-bbox="320 1283 1289 1641"> <tr> <td>08.02.18</td> <td>A resident</td> <td>Issue with the Queen Head Pub, Surrex</td> <td>Clerk has responded</td> </tr> <tr> <td>16.02.18</td> <td>A resident</td> <td>Issue with a shrub at Dampier Road</td> <td>Pass to Open Spaces</td> </tr> <tr> <td>18.02.18</td> <td>A resident</td> <td>Issue with parking at Queen Street</td> <td>Clerk has responded</td> </tr> <tr> <td>20.02.18</td> <td>Essex County Council</td> <td>Information on a number of events</td> <td>For information</td> </tr> <tr> <td>21.02.18</td> <td>Marks Hall</td> <td>Information on Operation Varsity</td> <td>For information</td> </tr> </table>	08.02.18	A resident	Issue with the Queen Head Pub, Surrex	Clerk has responded	16.02.18	A resident	Issue with a shrub at Dampier Road	Pass to Open Spaces	18.02.18	A resident	Issue with parking at Queen Street	Clerk has responded	20.02.18	Essex County Council	Information on a number of events	For information	21.02.18	Marks Hall	Information on Operation Varsity	For information	App 3
08.02.18	A resident	Issue with the Queen Head Pub, Surrex	Clerk has responded																			
16.02.18	A resident	Issue with a shrub at Dampier Road	Pass to Open Spaces																			
18.02.18	A resident	Issue with parking at Queen Street	Clerk has responded																			
20.02.18	Essex County Council	Information on a number of events	For information																			
21.02.18	Marks Hall	Information on Operation Varsity	For information																			
18/51.	<p>To note the report from the Finance Committee/RFO</p> <ol style="list-style-type: none"> I. Approval of payments for Feb 2018 (Appendix 4i) II. To note bank balances at 28 February 2018 (Appendix 4ii) III. To note finance summary (Appendix 4iii) and income and expenditure report for February 2018 (Appendix 4iv) IV. Internal Controls – To approve the 2017/18 annual review of internal controls – as recommended by the Finance Committee (Appendix 4v) V. Re-investment of 1 year Lloyds account and other savings accounts (Appendix 4vi and Appendix 4ii) - to consider the recommendations of the Finance Committee 	App 4																				

	<p>VI. To consider and approve re-investment of 1 year Lloyds balance which matures on 23 March 2018</p> <p>VII. To consider and approve re-investment of other Council savings accounts</p> <p>VIII. To note the minutes from the Finance Committee (Appendix 4vii)</p> <p>It was proposed to agree the payments for February 2018 Resolved: Proposer, Cllr Plumb, seconder Cllr Culemann, unanimous</p> <p>It was proposed to agree the recommended changes to the Financial Internal Controls Resolved: Proposer, Cllr Plumb, seconder Cllr Phillips, unanimous</p> <p>It was proposed to agree with the recommendations from the Finance Committee and agree to the re-investment into the Lloyds account and to approve re-investment of other Council savings accounts. Resolved: Proposer, Cllr Plumb, seconder Cllr Culemann , unanimous</p> <p>Minutes of the Finance Committee were noted</p>									
18/52.	<p>To note the minutes from the Village Hall Committee held on 5th March 2018</p> <p>Noted</p>	App 5								
18/53.	<p>To note the minutes from the Planning Committee held on Monday 26th February 2018</p> <p>Noted</p>	App 6								
18/54.	<p>To consider the following Planning Application (Cllr Appleton-Claydon left the room)</p> <table border="1"> <tr> <td>APPLICATION NO :</td> <td>17/02190/FUL (revised drawings)</td> </tr> <tr> <td>DESCRIPTION :</td> <td>The erection of 3 no. bungalows and 2 no. two storey dwellings, with associated private drive, footpaths, garages, public open space and landscaping</td> </tr> <tr> <td>LOCATION :</td> <td>Land East Of Tilkey Road Coggeshall Essex</td> </tr> <tr> <td>Date for comments</td> <td>14th March 2017</td> </tr> </table> <p>No comment Resolved: Proposer, Cllr Thompson, seconder Cllr Culemann, unanimous</p>	APPLICATION NO :	17/02190/FUL (revised drawings)	DESCRIPTION :	The erection of 3 no. bungalows and 2 no. two storey dwellings, with associated private drive, footpaths, garages, public open space and landscaping	LOCATION :	Land East Of Tilkey Road Coggeshall Essex	Date for comments	14 th March 2017	
APPLICATION NO :	17/02190/FUL (revised drawings)									
DESCRIPTION :	The erection of 3 no. bungalows and 2 no. two storey dwellings, with associated private drive, footpaths, garages, public open space and landscaping									
LOCATION :	Land East Of Tilkey Road Coggeshall Essex									
Date for comments	14 th March 2017									
18/55.	<p>Update on the A120 proposals following the meeting of the forum group (Cllr Plumb)</p> <p>Cllr Plumb advised that the recommendation for the preferred route for the A12 is imminent but there was no further information on the A120 other than ECC will be stating their preference in July 2018. This will be followed by a Highways Agency review with a National Government announcement in the Spring of 2019.</p>									
18/56.	<p>8.30 pm Cllr Walsh left the meeting</p> <p>To consider and agree the licence and annual charge for the grazing for the Donkey Field at the Hamlet.</p> <p>It was proposed to agree the licence for the donkey grazing Resolved: Proposer, Cllr Culemann, seconder Cllr Frith , unanimous</p> <p>It was proposed to agree to £135 per annum as a annual charge for the grazing. Resolved: Proposer, Cllr Thompson, seconder Cllr Frith, unanimous</p>	App 7								

18/57.	<p>To consider and agree the Inkpen Downie fee proposals for a feasibility study on restoring the Old Chapel in St Peter's Cemetery (Cllr Heaton)</p> <p>It was proposed to appoint Inkpen Downie to carry out a feasibility study on the Old Chapel at a cost of £2,025</p> <p>Resolved: Proposer, Cllr Heaton , seconder Cllr Appleton-Claydon , unanimous</p>	App 8
18/58.	<p>To discuss and agree on the design brief for the Big Park Project (Cllr Appleton-Claydon)</p> <p>It was proposed to approve the brief for the Big Park Project</p> <p>Resolved: Proposer, Cllr Culemann, seconder Cllr Frith, unanimous</p>	App 9
18/59.	<p>To consider the quotations for the replacement of the Photocopier Contract</p> <p>It was proposed to accept the quotation from Digital Copier System quote</p> <p>Resolved: Proposer, Cllr Culemann, seconder Cllr Horne , unanimous</p>	App 10
18/60.	<p>Update on the WW1 war commemorations proposals (Cllr Hagger)</p> <p>Cllr Hagger asked for support for the war commemorations proposals. Cllr Phillips, Horne and Appleton-Claydon confirmed they would be willing to join the working party and are to prepare a proposal including costings for the next meeting.</p>	
18/61.	<p>To consider and agree a request from the Neighbourhood Watch Group for grant of £250</p> <p>It was proposed to approve the grant request for £250.</p> <p>Resolved: Proposer, Cllr Culemann , seconder Cllr Frith, unanimous</p>	App 11
18/62.	<p>To consider and agree the replacement of the lamps in the Car Park to LED lamps</p> <p>It was proposed to replace all four lamps in the car park at a cost of £489 (plus VAT) per lamp.</p> <p>Resolved: Proposer, Cllr Keig , seconder Cllr Appleton-Claydon, unanimous</p>	App 12
18/63.	<p>To note the correspondence from Mid Essex Hospital Services and agree if appropriate, the appointment of two representatives to attend the meeting on 26th March</p> <p>Cllr Horne and Culemann to attend</p> <p>Resolved: Proposer, Cllr Culemann, seconder Cllr Frith , unanimous</p>	App 13
18/64.	<p>Items for the next agenda</p> <p>Additional Parking search (Cllr Unsworth)</p> <p>Letter for the BT Building (Cllr Appleton-Claydon)</p> <p>Village of the year</p> <p>To agree the process for the contracts finder</p> <p>Quote for the nature reserve path</p>	
18/65.	<p>To note the date and time of the next meeting</p> <p>Monday 9th April 2018 at 7.30 pm</p>	
18/66.	<p>To close the meeting to the Press and the Public to discuss matters of a confidential nature</p> <p>Resolved: Proposer, Cllr Culemann, seconder Cllr Keig , unanimous</p>	
18/67.		App 14

18/68.		
18/69.		

The meeting closed at 21.15 hrs