



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 9th April 2018** at **7.30 pm** in the Village Hall, Stoneham Street.

Agenda /Minute Number	Agenda Item	Appendix Number
18/70.	Those present and apologies for absence Present: Cllr Heaton, Unsworth, Phillips, Culemann, Horne, Thompson, Hagger & Appleton-Claydon Apologies: Cllrs Frith, Plumb, Keig & Walsh. Apologies were noted Also present: Clerk – Debbie Morgan, one member of public & Rosie Pearson from CAUSE and Cllr Robert Mitchell	
18/71.	Councillors Declarations Cllr Thompson – a pecuniary interest in 18/89 – as his son-in-law is one of the tenderers Cllr Heaton – Non pecuniary interest in 18/79 – applicants are known to him Cllr Unsworth – pecuniary interest in 18/81 as the applicant has donated to the PAIN campaign.	
18/72.	Minutes of previous meetings. The minutes of the Full Council meeting of Monday 12 th March 2018 were agreed as a true record. Resolved: Proposed Cllr Unsworth, seconder Cllr Phillips - unanimous	App 1
18/73.	Public Participation session with respect to Agenda items and other matters of mutual interest. No matters raised by the public The chair proposed that item 82 brought forward and be the next item on the agenda. Resolved: Proposed Cllr Unsworth, seconder Cllr Culemann - unanimous	
18/74.	County Councillor's & District Councillor's Report Cllr Robert Mitchell gave an update on the Foundry house and also advised the PC that he would not be able to make the IWMF meeting. He also mentioned that a resident had raised a request that the double yellow lines were extended in St Peter's Road. Cllr Mitchell was advised that the Parish Council were not aware of this request.	
18/75.	Clerk's Report Andy Green has resigned from his post as Parish Councillor. Notices have been prepared and are displayed on the notice board. Unless more 10 or more residents request an election, The Parish Council will be free to co-opt from 24 th April 2018 The RFO has tendered her resignation. The Full Time Groundsman is currently off sick following an operation and is likely to be out of action for some while.	App 2

	<p>All staff appraisals have been completed. Instructions have been given to our solicitor to proceed with obtaining the title to the clock tower. She is currently on holiday and will be starting work in mid-April. A training course was held on the new General Data Protection Regulations and was attended by a good number of Councillors. The clerk attended the SLCC AGM in March</p>																																					
18/76.	<p>Correspondence received</p> <table border="1"> <tr> <td>12.03.18</td> <td>A resident</td> <td>Letter from a resident concerned with regard to damage to their property</td> <td>Clerk liaising with the District Councillor</td> </tr> <tr> <td>12.03.18</td> <td>Letter from a Hall Hirer</td> <td>Letter complaining about the hall charges during the snow</td> <td>Pass to Village Hall</td> </tr> <tr> <td>14.03.18</td> <td>Sandra Cheal School of Dancing</td> <td>Letter complaining about the hall charges during the snow</td> <td>Pass to Village Hall</td> </tr> <tr> <td>19.03.18</td> <td>Judy Cowell</td> <td>Letter complaining about the hall charges during the snow</td> <td>Pass to Village Hall</td> </tr> <tr> <td>21.03.18</td> <td>Letter from hall user</td> <td>Letter complaining about the hall charges during the snow</td> <td>Pass to Village Hall</td> </tr> <tr> <td>21.3.18</td> <td>Coggeshall Neighbourhood Watch</td> <td>Letter thanking the Parish Council for the grant money</td> <td>For information</td> </tr> <tr> <td>23.03.18</td> <td>Stonewriters</td> <td>Letter complaining about dogs in the cemetery</td> <td>Pass to Open Spaces</td> </tr> <tr> <td>25.03-18</td> <td>No to B and C</td> <td>Notice of the Blackwater Valley Walk in relation to the A120 route</td> <td>For information</td> </tr> <tr> <td>30.03.18</td> <td>Peter Lewis</td> <td>Letter resigning from the P3 Footpath Group</td> <td>Pass to Open Spaces</td> </tr> </table>	12.03.18	A resident	Letter from a resident concerned with regard to damage to their property	Clerk liaising with the District Councillor	12.03.18	Letter from a Hall Hirer	Letter complaining about the hall charges during the snow	Pass to Village Hall	14.03.18	Sandra Cheal School of Dancing	Letter complaining about the hall charges during the snow	Pass to Village Hall	19.03.18	Judy Cowell	Letter complaining about the hall charges during the snow	Pass to Village Hall	21.03.18	Letter from hall user	Letter complaining about the hall charges during the snow	Pass to Village Hall	21.3.18	Coggeshall Neighbourhood Watch	Letter thanking the Parish Council for the grant money	For information	23.03.18	Stonewriters	Letter complaining about dogs in the cemetery	Pass to Open Spaces	25.03-18	No to B and C	Notice of the Blackwater Valley Walk in relation to the A120 route	For information	30.03.18	Peter Lewis	Letter resigning from the P3 Footpath Group	Pass to Open Spaces	App 3
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18/77.	<p>To note the report from the Finance Committee/RFO I. To note the bank balances II. To approve the payments for March 2018 It was proposed to agree the payments for March 2018 Resolved: Proposed Cllr Thompson, seconder Cllr Appleton-Claydon-unanimous</p>	App 4																																				
18/78.	<p>To note the minutes from the Planning Committee Noted</p>	App 5																																				
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18/81.	APPLICATION NO : 18/00081/TPO		
	DESCRIPTION :		Notice of intent to carry out works to trees protected by Tree Preservation Order 21/00 – Pruning works to 17 trees (T1, T4, T7, T10-T14, T17, T18 and T20-T26) , as per the document "70586 – Tree Data and Specification Table" uploaded with this application. The works are proposed in order to address health and safety concerns
	LOCATION :		Scrips Farm Estate Cuthedge Lane Coggeshall Essex
	Date for comments		19 th April 2018
No comment Resolved: Proposed Cllr Thompson, seconder Cllr Hagger - one abstention			
18/82.	To receive an update on the Monks Wood proposed Garden Village and consider supporting CAUSE on their opposition. Rosie Pearson gave an update on the Monks Wood proposal. It was proposed that Cllr Appleton-Claydon is to draft a letter and Cllr Plumb to speak at the meeting on behalf of the Parish Council. Resolved: Proposed Cllr Unsworth, seconder Cllr - unanimous	App 6	
18/83.	Update from the NHS meeting regarding re-configuration of clinical services between Chelmsford, Basildon and Southend (Cllr Culemann) Cllr Culemann attended the meeting regarding the above and gave an update. The merger is designed to save money.		
18/84.	Update on the Transport Meeting (Cllr Horne) Update provided	App 7	
18/85.	Update on the search for additional parking (Cllr Unsworth) This item was moved to the closed session, although there is no new information.		
18/86.	To discuss and agree the proposals from the WW1 memorial working party and agree to expenditure where appropriate. Cllr Appleton-Claydon presented a number of possible projects including a memorial in the grassed area by the doctor's surgery to protect the area to provide a central area Poppies – It was proposed to purchase £300 of red wool, black wool and black buttons. Resolved: Proposed Cllr Appleton-Claydon, seconder Cllr Culemann-unanimous		
18/87.	To consider and agree a letter to BT with regard to the exchange in East Street Coggeshall The letter was agreed with minor amendments to the first paragraph. Resolved: Proposed Cllr Heaton , seconder Cllr Appleton-Claydon-unanimous	App 8	
18/88.	To consider and agree the appointment of a Data Protection Officer and to appoint a working party to review the Council's data policy and documents and any other actions as appropriate. Cllrs Appleton-Claydon, Heaton and the Clerk to be on the working party. Polly to attend a course at the EALC for GDPR It was proposed to appoint LCPAS as DPO at a cost of £150 per annum.	App 9	

	Resolved: Proposed Cllr Unsworth, seconder Cllr Appleton-Claydon - unanimous	
18/89.	To consider and agree a contractor to construct a new path at the Owen Martin Nature Reserve and the use of \$106 money to fund this project. Cllr Thompson left the room. It was proposed that the tender should be awarded to Brooks and Wood who had provided the lowest quotation. The clerk is to inform BDC and apply for the \$106 money to be allocated to the project. Resolved: Proposed Cllr Phillips, seconder Cllr Appleton-Claydon-unanimous Cllr Thompson re-joined the meeting	App 10
18/90.	To consider and agree the process for the contracts finder Cllr Appleton-Claydon advised the Council that in order to place a notice on contracts finder for the Big Park Project CPC need to register with a third party portal. A number of local councils use Delta who charge £750 plus VAT. Cllr Appleton-Claydon is to look at other options and check with Braintree to see if we are able to use their registration and bring more information to the Open Spaces meeting next week.	
18/91.	To discuss and agree if appropriate, the proposal to provide Councillor's surgeries on a regular basis (Cllr Thompson) It was proposed that Cllrs trial a surgery for a month on a Thursday morning. Cllr Culemann, Thompson, Unsworth, Heaton & Horne are to provide cover for the first month. Resolved: Proposed Cllr Thompson, seconder Cllr Unsworth - unanimous	App 11
18/92.	To consider and agree if appropriate a submission to the RCCE Village of the Year award Cllr Thompson to complete the form and a submission is to be made from Coggeshall Parish Council. Resolved: Proposed Cllr Unsworth, seconder Cllr Culemann - unanimous	App 12
18/93.	Items for the next agenda Foundry house Bridge Street – LHP Setting up of councillor's email Coggeshall-pc.gov.uk domain Big park project update	
18/94.	To note the date and time of the next meeting Monday 14 th May 2018 at 7.30 pm – Agenda items no later than Saturday 5th May	
18/95.	To close the meeting to the press and public to discuss matters of a sensitive nature	
18/96.	To consider and agree the Coggeshall Parish Council employees contractual salary scale increments for 2018-2019 It was proposed to agree the contractual salary increases for the applicable employees. Resolved: Proposed Cllr Unsworth, seconder Cllr Hagger- unanimous	App 13

The meeting closed at 21.15 pm