



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 14TH MAY 2018** at **7.30 PM** in the Village Hall, Stoneham Street.

Agenda /Minute Number	Agenda Item	Appendix Number
18/103.	<p>To elect a Chairman of Coggeshall Parish Council for the year 2018-19 It was proposed to elect Cllr Nick Unsworth as Chairman of Coggeshall Parish Council Resolved: Proposer, Cllr Culemann, Seconder, Cllr Phillips - unanimous</p>	
18/104.	<p>To receive the Chairman's declaration of acceptance of office Received</p>	
18/105.	<p>To elect a Vice Chairman of Coggeshall Parish Council It was proposed to elect Cllr Culemann as Vice Chairman of Coggeshall Parish Council Resolved: Proposer, Cllr Unsworth, Seconder, Cllr Frith - unanimous</p>	
18/106.	<p>Those present and apologies for absence Present: Cllrs Frith, Heaton, Unsworth, Plumb, Phillips, Culemann, Thompson, Hagger, Appleton-Claydon, Keig & Walsh Apologies: None – Cllr Horne not present Also present – Parish Clerk, Debbie Morgan and one member of public.</p>	
18/107.	<p>Councillors Declarations Cllr Appleton-Claydon and Keig expressed a non-pecuniary interest in item 18/127 as they have children who use the playground.</p>	
18/108.	<p>Public Participation session with respect to Agenda items and other matters of mutual interest. No matters raised</p>	
18/109.	<p>County Councillor's & District Councillor's Report No Cllrs present</p>	
18/110.	<p>Clerk's Report Co-option The Parish Council are now free to co-opt a Councillor to replace Andy Green and notices will be displayed tomorrow with a application date of 1st June. Staffing Interviews for the RFO position were held on 11th May and it is hoped that a new RFO will be in place mid June. Land registry project Our solicitor is still working on the registration of the clock tower and the cemetery Data Protection We have been advised that Central Government have agreed an amendment to the GDPR to move that local councils do not have to appoint a DPO and this will be on the agenda for our next meeting Vandalism Two incidences of vandalism have occurred in the last month. A number of youths gained access to the roof of the village</p>	App 1

	<p>hall and caused damage to the guttering. Additionally the bark from two trees in the DoubleDay gardens has been removed which will now cause the trees to die. Our tree surgeon has recommended removal the BDC Tree Warden has also looked at the trees and confirmed that they will need to be removed.</p> <p>Annual Assembly To be held on Monday 21st May 2018 at 7.30 pm</p>																																													
18/111.	<p>Correspondence received</p> <table border="1"> <tr> <td>20-03-18</td> <td>BDC</td> <td>Letter regarding Street Cleaning Agreement</td> <td>For information</td> </tr> <tr> <td>04-04-18</td> <td>A Resident</td> <td>Complaint regarding a property in Kelvedon Road</td> <td>Clerk has responded</td> </tr> <tr> <td>09-04-18</td> <td>A Resident</td> <td>Complaint about litter left in the recreation ground</td> <td>For information</td> </tr> <tr> <td>10-04-18</td> <td>A Resident</td> <td>Request for a tree to be pruned in the cemetery</td> <td>Pass to Open Spaces</td> </tr> <tr> <td>11-04-18</td> <td>A Resident</td> <td>Request for a memorial bench in the cemetery</td> <td>Pass to Open Spaces</td> </tr> <tr> <td>12-04-18</td> <td>A Resident</td> <td>Email regarding support for the Big Park Project</td> <td>For information</td> </tr> <tr> <td>13-04-18</td> <td>A Resident</td> <td>Email regarding support for the Big Park Project</td> <td>For information</td> </tr> <tr> <td>14-04-18</td> <td>A Resident</td> <td>Email regarding support for the Big Park Project</td> <td>For information</td> </tr> <tr> <td>16-04-18</td> <td>A Resident</td> <td>Email regarding support for the Big Park Project</td> <td>For information</td> </tr> <tr> <td>17-04-18</td> <td>Telereal Trillium</td> <td>Email regarding the BT Building in East Street</td> <td>For information</td> </tr> <tr> <td>20-04-18</td> <td>BDC</td> <td>Letter regarding planning applications & PC objections</td> <td>For information</td> </tr> </table>	20-03-18	BDC	Letter regarding Street Cleaning Agreement	For information	04-04-18	A Resident	Complaint regarding a property in Kelvedon Road	Clerk has responded	09-04-18	A Resident	Complaint about litter left in the recreation ground	For information	10-04-18	A Resident	Request for a tree to be pruned in the cemetery	Pass to Open Spaces	11-04-18	A Resident	Request for a memorial bench in the cemetery	Pass to Open Spaces	12-04-18	A Resident	Email regarding support for the Big Park Project	For information	13-04-18	A Resident	Email regarding support for the Big Park Project	For information	14-04-18	A Resident	Email regarding support for the Big Park Project	For information	16-04-18	A Resident	Email regarding support for the Big Park Project	For information	17-04-18	Telereal Trillium	Email regarding the BT Building in East Street	For information	20-04-18	BDC	Letter regarding planning applications & PC objections	For information	App 2
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18/112.	<p>To receive a copy of the updated Standing Orders as provided by the NALC and to appoint a working party to carry out a review and make recommendations to the next meeting of the Full Council.</p> <p>It was proposed that Cllrs Culemann, Frith and the Clerk are appointed to the working party to review the Standing Orders</p> <p>Resolved: Proposer, Cllr Unsworth, Seconder, Cllr Phillips - unanimous</p>	App 3																																												
18/113.	<p>To review and agree the Standing committees for Coggeshall Parish Council</p> <p>It was agreed for the Standing Committees to remain as the previous year. Finance, Planning, Personnel, Traffic Management, Village Hall and Open Spaces.</p> <p>Resolved: Proposer, Cllr Unsworth, Seconder, Cllr Hagger - unanimous</p>	App 4																																												
18/114.	<p>To agree the number of committee members and their appointment to the Standing and Sub-Committees</p> <table border="1"> <thead> <tr> <th>TRAFFIC MANAGEMENT Min 5 – Max 9</th> <th>FINANCE Min 5 – Max 9</th> <th>VILLAGE HALL Min 5 – Max 9</th> </tr> </thead> <tbody> <tr> <td>Trevor Plumb Nick Unsworth Geoff Heaton Peter Phillips Anna Appleton-Claydon Peter Thompson</td> <td>Trevor Plumb Jochen Culemann Nick Unsworth Tom Walsh Geoff Heaton Peter Phillips</td> <td>Geoff Heaton Anna Appleton-Claydon Michael Horne Jochen Culemann Geoff Keig</td> </tr> </tbody> </table>	TRAFFIC MANAGEMENT Min 5 – Max 9	FINANCE Min 5 – Max 9	VILLAGE HALL Min 5 – Max 9	Trevor Plumb Nick Unsworth Geoff Heaton Peter Phillips Anna Appleton-Claydon Peter Thompson	Trevor Plumb Jochen Culemann Nick Unsworth Tom Walsh Geoff Heaton Peter Phillips	Geoff Heaton Anna Appleton-Claydon Michael Horne Jochen Culemann Geoff Keig	As above																																						
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	<p>Membership of the Standing Committees was agreed as above. Cllr Keig was added to the Village Hall and Open Spaces Committee, Cllr Unsworth was added to the Open Spaces Committee and Cllr Thompson was removed from the Village Hall Committee</p> <p>Resolved: Proposer, Cllr Unsworth, Seconder, Cllr Appleton-Claydon - unanimous</p>			
18/115.	<p>To review and agree membership and subscriptions to external organisations</p> <p>All subscriptions to remain as previous year</p> <p>Resolved: Proposer, Cllr Unsworth, Seconder, Cllr Culemann - unanimous</p>			App 5
18/116.	<p>To review representation on or work with external organisations It was agreed that this item should be considered at the next meeting of the Full Council</p>			App 6
18/117.	<p>To note the report from the Finance Committee/RFO</p> <p>I. To approve the payments for April 2018 (Appendix 7i)</p> <p>II. To note bank balances at 30th April 2018 (Appendix 7ii)</p> <p>III. To note the finance summary (Appendix 7iii) and income and expenditure report for the year ended 31st March 2018 (Appendix 7iv)</p> <p>IV. To note the Internal Audit report for year ended 31 March 2018 (Appendix 7v)</p> <p>V. To approve the statutory Income and Expenditure report (Appendix 7vii) and Balance Sheet for the year ended 31 March 2018 (Appendix 7vii)</p> <p>VI. Consider and approve carry forward of any specific unspent budgets from incomplete projects from 2017/18 to 2018/19 (Appendix 7viii)</p> <p>It was proposed to approve payments for April 2018</p> <p>Resolved: Proposer, Cllr Plumb, Seconder, Cllr Keig – unanimous</p> <p>It was proposed to approve the statutory Income and expenditure report and balance sheet.</p> <p>Resolved: Proposer, Cllr Plumb, Seconder, Cllr Culemann – unanimous</p> <p>It was proposed to agree to the unspent budget from 2017/18 to be carried forward to 2018/19</p> <p>Resolved: Proposer, Cllr Plumb, Seconder, Cllr Thompson - unanimous</p>			App 7
18/118.	<p>To review and approve the Annual Governance and Accountability Return Section 1 – Annual Governance Statement 2017/18</p> <p>It was proposed to approve the Annual Governance and Accountability Return (Section 1)</p> <p>Resolved: Proposer, Cllr Plumb, Seconder, Cllr Appleton-Claydon -</p>			App 8

	unanimous									
18/119.	To review and approve the Annual Governance and Accountability Return Section 2 – Accounting Statements 2017/18 Resolved: Proposer, Cllr Plumb, Seconder, Cllr Phillips – unanimous	As above								
18/120.	To note the minutes from the Planning Committee held on Monday 23rd April 2018	App 9								
18/121.	<p>To consider the following Planning Application</p> <table border="1"> <tr> <td>APPLICATION NO :</td> <td>18/00103/TPOCON</td> </tr> <tr> <td>DESCRIPTION :</td> <td>Notice of intent to carry out works to trees in a Conservation Area –Reducing the perimeter trees height from 20 metres to 10 metres by (fifty per cent), and fell one which is putting pressure on the front wall in the front garden. Rear garden, Reduce large cypress trees height from 20 metres to 10 metres (fifty per cent) as it is very tall and near the house. Front garden, assorted multi stemmed deciduous trees arranged around the garden wall. One trunk fell down last week into the garden, a rotten horse chestnut has previously had to be felled and larch trees recently felled were also found to have extensive rot. The concern is that others might fall, damaging the next door property or Paycockes National Trust property opposite. They could also block West Street.</td> </tr> <tr> <td>LOCATION :</td> <td>28 West Street Coggeshall Essex CO6 1NS</td> </tr> <tr> <td>Date for comments</td> <td>22nd May 2018</td> </tr> </table> <p>It was proposed to make no comment on the above planning application Resolved: Proposer, Cllr Thompson, Seconder, Cllr Appleton-Clayson - unanimous</p>	APPLICATION NO :	18/00103/TPOCON	DESCRIPTION :	Notice of intent to carry out works to trees in a Conservation Area –Reducing the perimeter trees height from 20 metres to 10 metres by (fifty per cent), and fell one which is putting pressure on the front wall in the front garden. Rear garden, Reduce large cypress trees height from 20 metres to 10 metres (fifty per cent) as it is very tall and near the house. Front garden, assorted multi stemmed deciduous trees arranged around the garden wall. One trunk fell down last week into the garden, a rotten horse chestnut has previously had to be felled and larch trees recently felled were also found to have extensive rot. The concern is that others might fall, damaging the next door property or Paycockes National Trust property opposite. They could also block West Street.	LOCATION :	28 West Street Coggeshall Essex CO6 1NS	Date for comments	22 nd May 2018	
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18/122.	To note the minutes from the Open Spaces Committee held on Monday 16th April 2018	App 10								
18/123.	<p>To note the award of a grant of £6,821 from the National Lottery Awards for all and to agree the appointment of a contractor to proceed with the work</p> <p>It was proposed to appoint the work to Trustwood Joinery & Enfield Doors Resolved: Proposer, Cllr Heaton, Seconder, Cllr Culemann – unanimous The Chairman afforded his thanks to Cllr Heaton for his efforts in achieving the grant.</p>	App 11								
18/124.	<p>To consider the submission of a request to the BDC Local Highways Panel with regard to frequent damage to a property in Bridge Street.</p> <p>It was proposed to submit the request with the addition of the concern of the Parish Council to the lack of a pavement and that it was believed that a woman was injured last year in Bridge Street. Resolved: Proposer, Cllr Anna Appleton-Claydon, Seconder, Cllr Walsh – unanimous</p>	App 12								

18/125.	<p>To receive an update on the Coggeshall Tapestry Project and to agree the issue of a sponsorship letter and to agree to the printing costs. (Cllr Heaton)</p> <p>Cllr Heaton advised that Inkpen Downie were visiting the Old Chapel on Tuesday 15th May and will be preparing a feasibility study. It was agreed that the sponsorship letter could be produced using the budget money.</p> <p>Resolved: Proposer, Cllr Appleton-Claydon, Seconder, Cllr Unsworth – unanimous</p>	App 13
18/126.	<p>To consider and agree giving permission to BDC to install a camera overlooking the recycling bins to prevent fly tipping</p> <p>It was agreed to give permission to BDC to install CCTV by the recycling bins in an attempt to prevent incidents of fly tipping</p> <p>Resolved: Proposer, Cllr Appleton-Claydon, Seconder, Cllr Culemann – unanimous</p>	
18/127.	<p>To consider and agree the procurement process for the Big Park Project (Cllr Appleton-Claydon)</p> <p>It was proposed to use the Braintree DC Framework agreement to obtain designs and quotations for the Big Park Project</p> <p>Resolved: Proposer, Cllr Unsworth, Seconder, Cllr Culemann – unanimous</p>	App 14
18/128.	<p>Items for the next agenda</p> <p>Appointment of Cllrs to external organisations To approve the additional cost of the village hall doors</p>	
18/129.	<p>To note the date and time of the next meeting</p> <p>Monday 11th June 2018 at 7.30 pm</p>	
18/130.	<p>To close the meeting to the press and the public to consider matters of a confidential nature</p>	
18/131.	<p>To agree the appointment of a Responsible Finance Officer following the recommendations from the Personnel Staffing Committee</p>	

The meeting closed at 8.35 pm