



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 11th June 2018** at **7.30 pm** in the Village Hall, Stoneham Street.

Agenda /Minute Number	Agenda Item	Action
18/132.	Those present and apologies for absence Present: Cllrs Frith, Heaton, Unsworth, Plumb, Culemann, Horne, Thompson, Hagger, Appleton-Claydon, Phillips, Keig & Walsh Not Present: Cllr Horne Also present: Clerk – Debbie Morgan, one member of public	
18/133.	Councillors Declarations Cllrs Plumb and Appleton-Claydon advised that the applicant for Co-optation to North Ward is known to them Cllr Appleton-Claydon and Keig each has a child and therefore a non-pecuniary interest in the Big Park Project	
18/134.	Minutes of previous meetings. The minutes of the Extra-Ordinary Meeting held on Thursday 10 th May and the minutes of the Full Council meeting held on Monday 14 th May 2018 were agreed as a true record. Resolved: Proposer Cllr Plumb, Seconder Cllr Appleton Claydon, - unanimous	
18/135.	To consider a request from Natasha Barnes to be co-opted as Parish Councillor to Coggeshall Parish Council It was proposed to elect Natasha Barnes as Parish Councillor for the North Ward in Coggeshall Resolved: Proposer Cllr Unsworth, Seconder Cllr Culemann , - unanimous Cllr Barnes signed the declaration of acceptance of office form and joined the meeting.	
18/136.	Public Participation session with respect to Agenda items and other matters of mutual interest. There were no comments from the member of public	
18/137.	County Councillor's & District Councillor's Report None present The clerk was asked to email the District Councillors and enquire if they are able to provide a written update.	
18/138.	Clerk's Report and list of current projects The new RFO starts on Thursday 14 th June The Parish Council's Solicitor is still working on the registration of the clock tower and the cemetery With regard to GDPR, we have been advised that a DPO is not mandatory for Parish Councils, in view of this new information, the decision to appoint a DPO is on the agenda for review.	

18/139.	<p>Correspondence received</p> <table border="1" data-bbox="320 192 1305 315"> <tr> <td data-bbox="320 192 504 248">11/05/2018</td> <td data-bbox="504 192 692 248">A Resident</td> <td data-bbox="692 192 1078 248">Complaint about road markings in Honeywood Ave</td> <td data-bbox="1078 192 1305 248">Clerk has actioned</td> </tr> <tr> <td data-bbox="320 248 504 315">22/05/2018</td> <td data-bbox="504 248 692 315">Coggeshall in Bloom</td> <td data-bbox="692 248 1078 315">Letter regarding their Grant request</td> <td data-bbox="1078 248 1305 315">Clerk has responded</td> </tr> </table>	11/05/2018	A Resident	Complaint about road markings in Honeywood Ave	Clerk has actioned	22/05/2018	Coggeshall in Bloom	Letter regarding their Grant request	Clerk has responded	
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18/140.	<p>To note the Finance report I. To approve payments for May 2018 It was proposed to approve the payments for May 2018 Resolved: Proposer Cllr Plumb, Seconder Cllr Hagger, - unanimous</p>									
18/141.	<p>To note the minutes from the Village Hall Committee held on Wednesday 23rd May Noted</p>									
18/142.	<p>To note the minutes from the Open Spaces Committee held on Monday 4th May Noted</p>									
18/143.	<p>To note the minutes from the Planning Committee held on Tuesday 29th June Cllr Plumb advised that the decision to elect a chair was deferred to the next meeting. Noted</p>									
18/144.	<p>To consider the following Planning Application:-</p> <table border="1" data-bbox="304 1032 1286 1189"> <tr> <td data-bbox="304 1032 584 1066">APPLICATION NO :</td> <td data-bbox="584 1032 1286 1066">18/00911/FUL</td> </tr> <tr> <td data-bbox="304 1066 584 1099">DESCRIPTION :</td> <td data-bbox="584 1066 1286 1099">Change of Use from business to 1 no. residential unit</td> </tr> <tr> <td data-bbox="304 1099 584 1133">LOCATION :</td> <td data-bbox="584 1099 1286 1133">10 Bridge Street Coggeshall Essex CO6 1NP</td> </tr> <tr> <td data-bbox="304 1133 584 1189">Date for comments</td> <td data-bbox="584 1133 1286 1189">12th June 2018</td> </tr> </table> <p>It was proposed that to object to the application due to lack of parking and the emerging neighbourhood plan and in line with Parish Council policy to preserve commercial operations in the centre of Coggeshall. Resolved: Proposer Cllr Culemann, Seconder Cllr Appleton-Claydon, - unanimous</p>	APPLICATION NO :	18/00911/FUL	DESCRIPTION :	Change of Use from business to 1 no. residential unit	LOCATION :	10 Bridge Street Coggeshall Essex CO6 1NP	Date for comments	12 th June 2018	Clerk
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18/145.	<p>To consider and agree the amended Standing Orders as proposed by the working party Cllr Appleton-Claydon asked about amending 18C and was advised by the clerk that as the item is in bold, it cannot be amended. It was proposed to agree the standing orders as proposed by the working party Resolved: Proposer Cllr Appleton-Claydon, Seconder Cllr Culemann, - unanimous</p>									
18/146.	<p>To consider a request from the Neighbourhood Plan Sub-Committee for additional budget It was proposed to agree to an additional £1,225 for the Neighbourhood Plan budget. Resolved: Proposer Cllr Unsworth, Seconder Cllr Culemann, - unanimous</p>									
18/147.	<p>To consider a review of the decision to appoint an external DPO It was proposed not to change the decision so that the Parish Council</p>									

	are working within the legislation. Resolved: Proposer Cllr Unsworth, Seconder Cllr Plumb, - unanimous	
18/148.	To consider, review and approve the following in relation to GDPR I. Data Audit II. General privacy notice III. Role Holders Privacy notice IV. Record retention policy (updated) It was proposed to agree the above subject to the Big Park Project, the Neighbourhood Plan and the Tapestry group being added to the data audit with the groups concerned submitting a data policy. Resolved: Proposer Cllr Unsworth, Seconder Cllr Appleton-Claydon, - unanimous	Clerk
18/149.	To consider a request from the Coggeshall Allotment and Garden Society for the transference of personal data of consenting allotment holders It was proposed that the Parish Council will not provide data information to third party but will include details of the Coggeshall Allotment and Garden sSociety with tenancy agreements. Resolved: Proposer Cllr Frith, Seconder Cllr Hagger , - unanimous	Clerk
18/150.	To consider and agree if appropriate the additional costs for the Village Hall doors It was proposed to agree to the additional cost of £600 for the installation of the new village hall doors. Resolved: Proposer Cllr Plumb , Seconder Cllr Appleton Claydon, - unanimous	
18/151.	To consider the appointment of Councillors to external organisations This item to be deferred until Cllr Horne is present	
18/152.	To review and agree if appropriate the Electricity Form of consent in relation to the Quaker Burial Ground It was noted that this did not apply to the Parish Council. The clerk had spoken with UK PowerNetworks and established the new cable is to run in the pavement between the Quaker Garden and the houses in Kings Acre which is the responsibility of the Kings Acre Management Company.	
18/153.	To consider and agree the procurement process for the Big Park Project There were no changes to the previous decision as it has been confirmed that the BDC Framework agreement is compliant with the Standing Orders and the Financial regulations. Cllr Unsworth is to obtain a written explanation.	Cllr Unsworth
18/154.	To consider and agree the design scoring criteria for the Big Park Project It was suggested that this should be deferred to a later meeting of the Open Spaces meeting on 16 th July when the tender document will be presented for approval.	Big Park Project Working Party
18/155.	Items for the next agenda Update on WW1 commemoration. Update on the IWMF Air Quality Monitoring	

	External organisations (if appropriate)	
18/156.	To note the date and time of the next meeting Monday 9 th July at 7.30 pm (latest day for agenda items is Monday 2 nd July)	

The meeting closed at 8.40 pm