



COGGESHALL PARISH COUNCIL

Village Hall, 25 Stoneham Street, Coggeshall, Essex, CO6 1UH
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clerk@coggeshall-pc.gov.uk

Minutes of a meeting of the **PARISH COUNCIL** on **Monday 9th July 2018**
at **7.30 pm** in the Village Hall, Stoneham Street.

Agenda /Minute Number	Agenda Item	Action
18/157.	Those present and apologies for absence Present: Frith, Heaton, Unsworth, Phillips, Culemann, Thompson, Hagger, Appleton-Claydon, Barnes, Keig & Walsh Also present: Clerk – Debbie Morgan, Cllr Robert Mitchell – ECC, one member of public Apologies: Cllr Plumb Not present: Cllr Horne 19.35 Cllr Hagger arrived	
18/158.	Councillors Declarations Cllr Heaton declared a non-pecuniary interest in the planning application for Stock Street Barn in item 18/172 as he is acquainted with the applicant	
18/159.	Minutes of previous meetings. The minutes of the Full Council meeting of Monday 11 th June 2018. Cllr Frith proposed an amendment to item 18/133 which should read "Cllr Appleton-Claydon and Keig each has a child" It was proposed to agree the minutes subject to the amendment above. Resolved: Proposer Cllr Frith, seconder Cllr Appleton-Claydon, unanimous	
18/160.	Public Participation session with respect to Agenda items and other matters of mutual interest. No members wishing to speak	
18/161.	County Councillor's & District Councillor's Report Cllr Robert Mitchell reported on the IWMF and the review by Essex County Council of the need for the facility in view of improvements to the recycling rates. Cllr Robert Mitchell is now deputy to Kevin Bentley and looking at the infrastructure in Essex including rail. On the A120 it was felt that the proposed route was a good result for local communities. Cllr Mitchell is working with the clerk to find which organisation is responsible for the culvert in The Gravel.	
18/162.	Clerk's Report and current projects list The new RFO, Steve Marriott, started on 14 th June and the Parish Council are pleased to welcome him to the team. The clerk has chased the solicitor regarding the registration of the clock tower and the cemetery and although progress is slow, it is hoped there will be an update next month.	

	<p>Coggeshall has made the finals of the Essex Village of the Year Competition. The winners will be announced at the AGM of the RCCE on Wednesday 11th July.</p> <p>A bin was set alight in the recreation ground during the evening of 3rd July and will cost £200-300 to replace.</p> <p>The damage to the guttering to the village hall roof has been repaired at a cost of £75</p>																					
18/163.	<p>Correspondence received</p> <table border="1"> <tr> <td>07-06-18</td> <td>Essex Fire & Rescue</td> <td>Information on Service Delivery Points</td> <td>For information</td> </tr> <tr> <td>16-06-18</td> <td>Coggeshall Community Group</td> <td>Letter of thanks regarding the grant for the Community Fun day</td> <td>For information</td> </tr> <tr> <td>21-06-18</td> <td>Coggeshall In Bloom</td> <td>Letter regarding proposed grant application</td> <td>Clerk to respond</td> </tr> <tr> <td>27-06-18</td> <td>East Street Resident</td> <td>Letter regarding trees in the recreation ground</td> <td>Clerk has responded</td> </tr> <tr> <td>01-07-18</td> <td>Allotment tenant</td> <td>Letter regarding allotment</td> <td>Clerk to respond</td> </tr> </table>	07-06-18	Essex Fire & Rescue	Information on Service Delivery Points	For information	16-06-18	Coggeshall Community Group	Letter of thanks regarding the grant for the Community Fun day	For information	21-06-18	Coggeshall In Bloom	Letter regarding proposed grant application	Clerk to respond	27-06-18	East Street Resident	Letter regarding trees in the recreation ground	Clerk has responded	01-07-18	Allotment tenant	Letter regarding allotment	Clerk to respond	
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18/164.	<p>To consider and agree the appointment of Cllr Natasha Barnes to Standing Committees</p> <p>Cllr Unsworth wanted to resign from the Open Spaces Committee. It was proposed to appoint Cllr Barnes to Open Spaces and Village Hall Committees</p> <p>Resolved: Proposer Cllr Keig, seconder Cllr Phillips, unanimous</p>																					
18/165.	<p>Finance reports from the RFO</p> <p>I. To approve the payments for June 2018</p> <p>II. To note the reconciled bank balances</p> <p>III. To note the income and expenditure report</p> <p>It was proposed to agree the payments for June 2018</p> <p>Resolved: Proposer Cllr Appleton-Claydon, seconder Cllr Keig, unanimous</p>																					
18/166.	<p>To consider and agree the information required in relation to the monthly finance reports provided to Full Council</p> <p>It was proposed that the detailed financial summary was produced three times a year (half & year end, and budget)</p> <p>The RFO advised that he would also like to look at the information being held at the website</p> <p>Resolved: Proposer Cllr Unsworth, seconder Cllr Phillips, unanimous</p>	RFO																				
18/167.	<p>To consider and agree the purchase of two new computers for the Parish Office at an approximate cost of £1562 to include set up and upgrade to 2016 MS Office</p> <p>Cllr Culemann advised that the computers could be purchased cheaper on the internet, but would not include the setting up or future support.</p> <p>Cllr Heaton proposed that a maximum of £1562 be allowed for the purchase of new computers for the office.</p> <p>Resolved: Proposer Cllr Heaton, seconder Cllr Hagger, unanimous</p>	Clerk																				
18/168.	<p>To note the minutes from the Village Hall Committee</p> <p>noted</p>																					
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18/170.	<p>To consider the following Planning Applications</p> <table border="1"> <tr> <td>APPLICATION NO :</td> <td>18/00876/FUL</td> </tr> <tr> <td>DESCRIPTION :</td> <td>Erection of replacement wooden shed in front garden</td> </tr> <tr> <td>LOCATION :</td> <td>17 St Peters Road Coggeshall Essex CO6 1SU</td> </tr> <tr> <td>Date for comments</td> <td>Fri 20 Jul 2018</td> </tr> </table> <p>No comment Resolved: Proposer Cllr Thompson, seconder Cllr Hagger, unanimous</p>	APPLICATION NO :	18/00876/FUL	DESCRIPTION :	Erection of replacement wooden shed in front garden	LOCATION :	17 St Peters Road Coggeshall Essex CO6 1SU	Date for comments	Fri 20 Jul 2018	
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18/174.	<p>Update on the IWMF (Cllr Unsworth) These items were moved to be considered after 18/161 Essex County Council are carrying out a review as to the necessity of the IWMF in light of recent revised recycling targets and the ability of other local incinerators to take waste from Essex. Additionally, the visual impact of the chimney is being investigated.</p>									

18/175.	<p>To consider and agree submission of an application for a Strategic Environmental Assessment (SEA) grant for the Neighbourhood Plan to be completed by the Neighbourhood Plan Sub-Committee and submitted by the clerk</p> <p>Cllr Appleton-Claydon confirmed that the grant from locality would cover the full cost of the SEA and there would not be a cost to the Parish Council.</p> <p>It was proposed that the Parish Council should apply for the grant and the clerk to complete the form with assistance from the Neighbourhood Plan group.</p> <p>Resolved: Proposer Cllr Unsworth, seconder Cllr Culemann, unanimous</p>	App 8
18/176.	<p>Update on the WW1 commemorations and to consider and agree the terms of use for the poppy curtain in Coggeshall library</p> <p>Residents are returning knitted poppies to the office and the aim is to have over 1,000 poppies by the beginning of November.</p> <p>Cllr Culemann has spoken to BDC regarding the plaque and not received a response.</p> <p>Clerk to obtain quotes for cleaning the war memorial</p>	Clerk
18/177.	<p>To consider and agree the draft licence for the adoption of the listening bench (subject to agreement by the Open Spaces Committee)</p> <p>It was proposed to agree to the draft licence for the adoption of the listening bench situated at Doubleday corner.</p> <p>Resolved: Proposer Cllr Unsworth, seconder Cllr Thompson, unanimous</p>	
18/178.	<p>To consider and approve the invoices from Broxap for the installation of additional equipment at a cost of £1950 to the Little Park Project</p> <p>It was proposed to agree to the payment of the invoices. The clerk reminded Councillors that all orders should be placed by the office and referred them to the financial regulations.</p> <p>Resolved: Proposer Cllr Frith, seconder Cllr Keig, unanimous</p>	
18/179.	<p>To agree the design scoring criteria for the Big Park Project to Braintree's procurement framework and minor amendments to the designed spec</p> <p>The tender will be submitted via the BDC Framework Agreement and BDC will manage the tender. Cllr Unsworth is to forward to the clerk the confirmation that using the framework agreement complies with the CPC</p> <p>Resolved: Proposer Cllr Hagger, seconder Cllr Frith, unanimous</p>	Cllr Unsworth
18/180.	<p>Items for the next agenda</p> <p>Changes to the Financial Regulations (RFO)</p> <p>Cleaning the war memorial</p> <p>Library agreement for poppies</p> <p>Ownership of the planter (Cllr Unsworth)</p> <p>Update from the Co-op with regard to the trees</p> <p>Update on the Clock Tower registration</p> <p>Terms of reference for Planning Committee</p> <p>Provision of cycle racks</p>	
18/181.	<p>To note the date and time of the next meeting</p> <p>Monday 13th August 2018 at 7.30 pm</p>	

The meeting closed at 9.00 pm