



# 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 10<sup>th</sup> September 2018** at **7.30 pm** in the Village Hall, Stoneham Street.

Agenda /Minute Number	Agenda Item	Appendix Number
18/206.	<p><b>Those present and apologies for absence</b>  <b>Present:</b> Cllrs Frith, Heaton, Plumb, Phillips, Culemann, Horne, Hagger, Appleton-Claydon, Barnes, Keig &amp; Walsh  <b>Apologies:</b> Cllrs Thompson &amp; Unsworth  <b>Also present:</b> Clerk- Debbie Morgan, no members of public  Apologies were noted</p>	
18/207.	<p><b>Councillors Declarations</b>  Cllr Hagger has a pecuniary interest 18/221 as the owner of the property is known to him and they share a boundary.</p>	
18/208.	<p><b>Minutes of previous meetings.</b>  The minutes of the Full Council meeting held on Monday 13<sup>th</sup> August 2018 were agreed as a true record.  <b>Resolved:</b> Proposer Cllr Culemann, seconder Cllr Phillips, unanimous</p>	App 1
18/209.	<p><b>Public Participation session with respect to Agenda items and other matters of mutual interest.</b>  No public present.</p>	
18/210.	<p><b>County Councillor's &amp; District Councillor's Report</b></p>	
18/211.	<p>Clerk's Report and current projects list  <b>Land registry project</b> - The Council's Solicitor has provided an update and advised that the Church would not be making an application to the Land Registry to amend the registers to remove the Parish Council owned Land from the Church's registered title and the onus would be with the Parish Council to make the application to register its land. The Council's Solicitor is proceeding with the registration of the top section of the cemetery (sections A-D) as deeds have been found for this part after the clerk and Cllr Heaton searched documents at the records office in Chelmsford. The lower section was originally purchased by the Burial Board in the 1850s and it has not been possible to find deeds for this section.  With regard to the clock tower, the clerk will be preparing a statement and portfolio of evidence which the solicitor will then submit to the Land Registry.  <b>Neighbourhood Plan Group Grant</b> - The grant for the Strategic Environmental Assessment has been approved and received from Locality. The total amount received was £8,856  <b>District Councillor's Grants</b> - £500 has been received from Cllr Lynette Bowers Flint towards the cleaning of the war memorial and £650 has</p>	App 2

	<p>been received from Cllr Lady Newton towards the ironmongery costs of the village hall doors.</p> <p><b>Recycling Banks</b> - Following a meeting with the team from Braintree District Council, it was requested that a letter was sent to all the local pubs and restaurants. It came to light that a number of local businesses were previously given permission to use the recycling banks in the car park by a former Parish Councillor. Despite being emptied twice a week, the glass recycling banks were often full at weekends and bank holidays with bottles then being left on the ground. Often the bottles got broken which then presented a Health &amp; Safety problem. The clerk issued letters and it was noted that the bottle banks were not overflowing after the August bank holiday.</p> <p><b>War memorial</b> - The order has been given for the war memorial to be cleaned and this is scheduled to take place in October.</p> <p><b>Listed building seminar</b> – This has now been confirmed with Inkpen Downie and will take place on the Monday 19<sup>th</sup> November.</p>																	
18/212.	<p><b>Correspondence received</b></p> <table border="1"> <tr> <td>08/08/2018</td> <td>Mr P King</td> <td>Request for a grant for St Nicholas Chapel</td> <td>Clerk has responded</td> </tr> <tr> <td>14/08/2018</td> <td>A resident</td> <td>Complaint about litter in Stoneham Street</td> <td>Clerk has responded</td> </tr> <tr> <td>20/08/2018</td> <td>A resident</td> <td>Parking in Stoneham Street</td> <td>Directed to County Councillor</td> </tr> <tr> <td>22/08/2018</td> <td>Conservative Club</td> <td>Letter regarding trade waste</td> <td>For information</td> </tr> </table>	08/08/2018	Mr P King	Request for a grant for St Nicholas Chapel	Clerk has responded	14/08/2018	A resident	Complaint about litter in Stoneham Street	Clerk has responded	20/08/2018	A resident	Parking in Stoneham Street	Directed to County Councillor	22/08/2018	Conservative Club	Letter regarding trade waste	For information	App 3
08/08/2018	Mr P King	Request for a grant for St Nicholas Chapel	Clerk has responded															
14/08/2018	A resident	Complaint about litter in Stoneham Street	Clerk has responded															
20/08/2018	A resident	Parking in Stoneham Street	Directed to County Councillor															
22/08/2018	Conservative Club	Letter regarding trade waste	For information															
18/213.	<p><b>Finance report</b></p> <p>I. <b>To approve the payments for August 2018</b></p> <p>II. <b>To approve the reconciled bank balances to 30<sup>th</sup> July 2018</b></p> <p>III. <b>To note the detailed income and expenditure report to 30<sup>th</sup> August 2018</b></p> <p>It was proposed to approve the payments for August 2018 and the reconciled bank balances to July 2018</p> <p><b>Resolved:</b> Proposer Cllr Plumb, seconder Cllr Hagger, unanimous</p>	App 4																
18/214.	<p><b>To consider and agree the payroll contract with J &amp; M Payroll</b></p> <p>It was proposed to agree the payroll contract</p> <p><b>Resolved:</b> Proposer Cllr Culemann, seconder Cllr Horne, unanimous</p>	App 5																
18/215.	<p><b>To consider and agree if appropriate changes to the Financial Regulations as proposed by the RFO in the attached report</b></p> <p>It was proposed to agree the changes to the Financial Regulations as proposed by the RFO</p> <p><b>Resolved:</b> Proposer Cllr Plumb, seconder Cllr Hagger, unanimous</p>	App 6																
18/216.	<p><b>To consider and agree the revised contract with BT for the provision of broadband and telephone services</b></p> <p>It was proposed to accept the new quotation for the</p> <p><b>Resolved:</b> Proposer Cllr Culemann, seconder Cllr Appleton-Claydon, unanimous</p>	App 7																
18/217.	<p><b>To note the minutes from the Village Hall Committee</b></p> <p>Noted</p>	App 8																

18/218.	<p><b>To consider and agree the draft Occupational Licence for the use of the village hall by the Coggeshall Museum</b></p> <p>It was proposed to accept the changes to the draft agreement as suggested by Cllr Heaton and other minor changes that may be considered appropriate by the Clerk and Cllr Heaton.</p> <p><b>Resolved:</b> Proposer Cllr Culemann, seconder Cllr Appleton-Claydon, unanimous</p>	App 9								
18/219.	<p><b>To note the minutes from the Traffic Management Committee</b></p> <p>Noted</p>	App 10								
18/220.	<p><b>To note the minutes from the Planning Committee</b></p> <p>Noted</p>	App 11								
18/221.	<p><b>To consider the following Planning Applications</b></p> <table border="1"> <tr> <td><b>APPLICATION NO:</b></td> <td><a href="#">18/01478/FUL</a></td> </tr> <tr> <td><b>DESCRIPTION:</b></td> <td>Demolition of existing side and rear extensions and the construction of a part two-storey and part single-storey side and rear extension. Construction of a detached garage. Erection of a side gate and the restoration of front boundary wall with addition of new iron railings. Other external alterations.</td> </tr> <tr> <td><b>LOCATION:</b></td> <td>Fern Cottage 3 The Gravel Coggeshall Essex CO6 1NR</td> </tr> <tr> <td><b>Date for comments</b></td> <td>Fri 21 Sep 2018</td> </tr> </table> <p>No comment</p> <p><b>Resolved:</b> Proposer Cllr Appleton-Claydon, seconder Cllr Barnes, one abstention</p>	<b>APPLICATION NO:</b>	<a href="#">18/01478/FUL</a>	<b>DESCRIPTION:</b>	Demolition of existing side and rear extensions and the construction of a part two-storey and part single-storey side and rear extension. Construction of a detached garage. Erection of a side gate and the restoration of front boundary wall with addition of new iron railings. Other external alterations.	<b>LOCATION:</b>	Fern Cottage 3 The Gravel Coggeshall Essex CO6 1NR	<b>Date for comments</b>	Fri 21 Sep 2018	
<b>APPLICATION NO:</b>	<a href="#">18/01478/FUL</a>									
<b>DESCRIPTION:</b>	Demolition of existing side and rear extensions and the construction of a part two-storey and part single-storey side and rear extension. Construction of a detached garage. Erection of a side gate and the restoration of front boundary wall with addition of new iron railings. Other external alterations.									
<b>LOCATION:</b>	Fern Cottage 3 The Gravel Coggeshall Essex CO6 1NR									
<b>Date for comments</b>	Fri 21 Sep 2018									
18/222.	<table border="1"> <tr> <td><b>APPLICATION NO:</b></td> <td><a href="#">18/01561/FUL</a> &amp; <a href="#">18/01562/LBC</a></td> </tr> <tr> <td><b>DESCRIPTION:</b></td> <td>Conversion of three interlinked commercial properties to 2 no. residential properties.</td> </tr> <tr> <td><b>LOCATION:</b></td> <td>9-13 Church Street Coggeshall Essex CO6 1TU</td> </tr> <tr> <td><b>Date for comments</b></td> <td>26<sup>th</sup> September 2018</td> </tr> </table> <p>It was proposed to object to the application. Cllr Heaton is to prepare the objection.</p> <p><b>Resolved:</b> Proposer Cllr Heaton, seconder Cllr Keig, unanimous</p>	<b>APPLICATION NO:</b>	<a href="#">18/01561/FUL</a> & <a href="#">18/01562/LBC</a>	<b>DESCRIPTION:</b>	Conversion of three interlinked commercial properties to 2 no. residential properties.	<b>LOCATION:</b>	9-13 Church Street Coggeshall Essex CO6 1TU	<b>Date for comments</b>	26 <sup>th</sup> September 2018	
<b>APPLICATION NO:</b>	<a href="#">18/01561/FUL</a> & <a href="#">18/01562/LBC</a>									
<b>DESCRIPTION:</b>	Conversion of three interlinked commercial properties to 2 no. residential properties.									
<b>LOCATION:</b>	9-13 Church Street Coggeshall Essex CO6 1TU									
<b>Date for comments</b>	26 <sup>th</sup> September 2018									
18/223.	<p><b>To discuss and agree the next steps for the Big Park Project (Cllr Appleton-Claydon)</b></p> <p>The detail of the tender should be referred to the Open Spaces meeting.</p> <p><b>Resolved:</b> Proposer Cllr Appleton-Claydon, seconder Cllr Frith, unanimous</p>	App 12								
18/224.	<p><b>To discuss and agree plans for WW1 commemorations (Cllr Appleton-Claydon)</b></p> <p>Cllr Appleton-Claydon is to purchase some more wool and the clerk is getting quotes for the netting which will be hung over the wall in the recreation ground.</p> <p><b>Resolved:</b> Proposer Cllr Appleton-Claydon, seconder Cllr Keig, unanimous</p>	App 13								
18/225.	<p><b>Update on the Anti-social behaviour working party (Cllr Horne)</b></p>	App 14								

	Cllr Horne gave an update on the meeting. Cllr Hagger offered to speak with the headmaster of Honywood School. <b>Resolved:</b> Proposer Cllr Culemann, seconder Cllr Plumb, unanimous	
18/226.	<b>Items for the next agenda</b> Land Registration of the old cemetery Big Park Project Professional fund raiser Update from the anti-social behaviour working party	
18/227.	<b>To note the date and time of the next meeting</b> Monday 8 <sup>th</sup> October 2018 at 7.30 pm	

The meeting closed at 21.15 pm