



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 8th October 2018 at 7.30 pm in the Village Hall, Stoneham Street.

Agenda /Minute Number	Agenda Item	Appendix Number
18/228.	Those present and apologies for absence Present: Cllrs Frith, Heaton, Plumb, Phillips, Culemann, Horne, Hagger, Appleton-Claydon & Barnes Apologies: Cllr Hagger, Walsh, Unsworth, Thompson and Keig Also present: Clerk – Debbie Morgan, four members of public	
18/229.	Councillors Declarations Cllr Horne declared a non-pecuniary interest in item 18/246 as the applicant is known to him.	
18/230.	Minutes of previous meetings. The minutes of the Full Council meeting of Monday 10 th September 2018 were agreed as a true record. Resolved: Proposer Cllr Culemann, seconder Cllr Horne, unanimous	App 1
18/231.	Public Participation session with respect to Agenda items and other matters of mutual interest. A resident asked about the salaries as they had increased by 20% since March 2018. The clerk advised that a member of staff was off sick for a number of months and cover had to be provided which would have affected the salaries. It was hoped that this would level off, however another member of staff is likely to be off sick long term. The resident also asked as to the claim settlement from the insurance company with regard to the claim for the playboat in the recreation ground which was damaged by fire. The clerk advised that the figure was in the region of £3,250 after the £250 excess had been taken off.	
18/232.	County Councillor's & District Councillor's Report None present	
18/233.	Clerk's Report and current projects list The clerk has completed a statement with regard to the Clock Tower and this has been sent to the Council's Solicitor. It is hoped she will provide an update for the end of the month. After a long delay due to the weather either being too dry or too wet, the remedial works to the recreation ground are due to commence on 9 th October. Path, Owen Martin Nature reserve is due to start on Monday 8 th October. The works to replace the village hall doors will start on Monday 22 nd October	App 2

	<p>Councillors should note that Finance Training has been booked for Monday 29th October at 7.00 pm</p> <p>The listed buildings seminar is booked for Monday 19th November</p> <p>Residents of Coggeshall are invited to attend.</p> <p>Everyone is invited to attend at the village hall on Saturday 27th October between 10 am and 12 noon to assist in attaching the poppies to the netting prior to display at the war memorial. Assistance is also needed with providing refreshments</p> <p>Essex Police have invited Parish Councils to attend a Rural Crime advice day on Wednesday 14th November from 10 am – 3 pm. If any councillors would like to attend, please let the clerk know</p> <p>Tenders have been submitted for the Big Park Project with a return date of Monday 5th November.</p>																	
18/234.	<p>Correspondence received</p> <table border="1"> <tr> <td>05/09/2018</td> <td>A Stoneham Street Resident</td> <td>Complaint about sweeping in Stoneham Street</td> <td>Clerk to respond</td> </tr> <tr> <td>13/09/2018</td> <td>A Stoneham Street Resident</td> <td>Response to letter from the Village Hall Committee</td> <td>Pass to the Village Hall Committee</td> </tr> <tr> <td>14/09/2018</td> <td>Coggeshall in Bloom</td> <td>Email thanking the Parish Council for the £500 Grant</td> <td>For information</td> </tr> <tr> <td>02/10/2018</td> <td>BDC</td> <td>Email regarding the Braintree Integrated Transport Package</td> <td>For follow up</td> </tr> </table>	05/09/2018	A Stoneham Street Resident	Complaint about sweeping in Stoneham Street	Clerk to respond	13/09/2018	A Stoneham Street Resident	Response to letter from the Village Hall Committee	Pass to the Village Hall Committee	14/09/2018	Coggeshall in Bloom	Email thanking the Parish Council for the £500 Grant	For information	02/10/2018	BDC	Email regarding the Braintree Integrated Transport Package	For follow up	App 3
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18/235.	<p>To note the report from the Finance Committee/RFO</p> <p>I. To approve payments for September 2018</p> <p>II. To note the bank balances as at 30th September 2018</p> <p>III. To note the income and expenditure report to 30th September 2018</p> <p>The payments for September were approved.</p> <p>Resolved: Proposer Cllr Plumb, seconder Cllr Culemann, unanimous</p>	App 4																
18/236.	<p>To approve and agree the insurance invitation from Came and Company at a cost of £6,560.27</p> <p>It was proposed to agree the insurance invitation from Came and Company whilst noting this is year three of a three-year agreement</p> <p>Resolved: Proposer Cllr Culemann, seconder Cllr Phillips, unanimous</p>	App 5																
18/237.	<p>To note the minutes from the Personnel Committee</p> <p>Noted</p>	App 6																
18/238.	<p>To consider a proposed revision to the training policy.</p> <p>It was proposed to agree to the change to the training policy for Councillors to personally incur the cost of the course if they do not attend or fail to find a replacement without good reason.</p> <p>Resolved: Proposer Cllr Culemann, seconder Cllr Appleton-Claydon, unanimous</p>	App 7																
18/239.	<p>To note the minutes from the Open Spaces Committee</p> <p>Noted</p>	App 8																
18/240.	<p>To consider and agree additional budget of £1,750 for the village hall doors to cover extra ironmongery costs and painting</p>	App 9																

	<p>It was proposed to agree the additional cost for the new village hall doors to include £1,400 for the painting and the additional ironmongery costs.</p> <p>Resolved: Proposer Cllr Plumb, seconder Cllr Frith, unanimous</p>									
18/241.	<p>To note the minutes from the Planning Committee</p> <p>Noted</p> <p>Cllr Heaton is preparing a draft statement to the EA with regard to their proposals on the flood alleviation for Coggeshall</p>	App 10								
18/242.	<p>To consider and agree a response to the Environment Agency consultation on Flooding</p> <p>It was proposed that the response from Coggeshall Parish Council is to prevent climate change by global warning</p> <p>Resolved: Proposer Cllr Heaton, seconder Cllr Horne, unanimous</p>	App 11								
18/243.	<p>To note the email received with regard to the BDC local plan</p> <p>Noted</p>	App 12								
18/244.	<p>To consider the following Planning Applications</p> <table border="1" data-bbox="319 828 1300 1070"> <tr> <td>APPLICATION NO:</td> <td>18/01673/FUL</td> </tr> <tr> <td>DESCRIPTION :</td> <td>Erection of 9 no. bungalows with access road and private drive, landscaping areas, and a noise attenuation bund and fence.</td> </tr> <tr> <td>LOCATION :</td> <td>Tey Road Coggeshall Essex</td> </tr> <tr> <td>Date for comments</td> <td>Wed 24 Oct 2018</td> </tr> </table> <p>It was proposed that the PC should seek an extension to the 31st October so this matter could be fully considered at the next Planning Committee meeting on Tuesday 30th October. If this is not possible the Parish Council will adopt the proposed submission by the NP sub-committee.</p> <p>Resolved: Proposer Cllr Plumb, seconder Cllr Culemann, unanimous</p>	APPLICATION NO:	18/01673/FUL	DESCRIPTION :	Erection of 9 no. bungalows with access road and private drive, landscaping areas, and a noise attenuation bund and fence.	LOCATION :	Tey Road Coggeshall Essex	Date for comments	Wed 24 Oct 2018	
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18/245.	<table border="1" data-bbox="319 1299 1300 1545"> <tr> <td>APPLICATION NO:</td> <td>18/00262/TPOCON</td> </tr> <tr> <td>DESCRIPTION:</td> <td>Notice of intent to carry out works to tree in a Conservation Area – Carry out a 3 metres reduction and thin 1 Crab Apple tree</td> </tr> <tr> <td>LOCATION:</td> <td>36 Church Street Coggeshall Essex CO6 1TX</td> </tr> <tr> <td>Date for comments</td> <td>Tue 23 Oct 2018</td> </tr> </table> <p>No Comment</p> <p>Resolved: Proposer Cllr Horne, seconder Cllr Frith, unanimous</p>	APPLICATION NO:	18/00262/TPOCON	DESCRIPTION:	Notice of intent to carry out works to tree in a Conservation Area – Carry out a 3 metres reduction and thin 1 Crab Apple tree	LOCATION:	36 Church Street Coggeshall Essex CO6 1TX	Date for comments	Tue 23 Oct 2018	
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18/246.	<table border="1" data-bbox="319 1635 1300 1915"> <tr> <td>APPLICATION NO:</td> <td>18/00261/TPOCON</td> </tr> <tr> <td>DESCRIPTION:</td> <td>Notice of intent to carry out works to tree in a Conservation Area – Carry out a 3 metre lift, thin and 2.5 metre reduction of a Birch tree in between 26 and 28 Church street</td> </tr> <tr> <td>LOCATION:</td> <td>26 Church Street Coggeshall Essex CO6 1TX</td> </tr> <tr> <td>Date for comments</td> <td>Tue 23 Oct 2018</td> </tr> </table>	APPLICATION NO:	18/00261/TPOCON	DESCRIPTION:	Notice of intent to carry out works to tree in a Conservation Area – Carry out a 3 metre lift, thin and 2.5 metre reduction of a Birch tree in between 26 and 28 Church street	LOCATION:	26 Church Street Coggeshall Essex CO6 1TX	Date for comments	Tue 23 Oct 2018	
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18/250.	<p>To consider and agree the expenditure of approximately £400 to the Conservation Volunteers for clearing the pond and coppicing of the willow trees at the Owen Martin nature reserve</p> <p>It was proposed to agree the expenditure of £400 for willow coppicing and pond clearance at the Owen Martin Nature reserve. Resolved: Proposer Cllr Horne, seconder Cllr Frith, unanimous</p>	App 13								
18/251.	<p>To discuss and agree the appointment of a structural engineer and arborist to carry out analysis of the Old Chapel, and of a quantity surveyor to provide an estimate of the restoration costs.</p> <p>This item was moved to the closed session at the end of the meeting. It was proposed to accept the quotations as provided. Resolved: Proposer Cllr Appleton-Claydon, seconder Cllr Plumb, unanimous</p>	App 14								
18/252.	<p>To note and consider a response to the correspondence received from the Amalgamated Charities with regard to their merger with the Church Green Alms-houses</p> <p>Noted</p>	App 15								
18/253.	<p>To note and consider a response to the email from Cllr Robert Mitchell with regard to prioritising highway issues in Coggeshall</p>	App 16								

	It was proposed that the clerk should respond to the request including the potholes at Library Lane, footpath defects at Church Street and Grange Hill and any other items the clerk felt were appropriate. Resolved: Proposer Cllr Culemann, seconder Cllr Appleton-Claydon, unanimous	
18/254.	To receive a report from Cllr Culemann with regard to the ECC Local Service Fund and consider an appropriate application. Cllr Plumb suggested that a tourist information officer might be a suitable case for an application. It was suggested that this should be discussed at the various committees and then reported back to the next full council meeting..	App 17
18/255.	To receive and update from Cllr Unsworth with regard to his meeting with the Headmaster of Honywood school and any updates from the ASB working party and to note the correspondence from Essex Police on Community Policing Cllr Unsworth was not present, so this item was deferred to the next meeting.	App 18
18/256.	To consider and agree if appropriate any changes to the dedicated parking charge for the spaces in the cemetery off Queen Street It was proposed to increase the charge for £330 plus VAT. Resolved: Proposer Cllr Plumb, seconder Cllr Appleton-Claydon, unanimous	App 19
18/257.	Items for the next agenda Cllr Unsworth visit to Honywood School Update on the Big Park Project Update on the Nature reserve Update on the ASB working party	
18/258.	To note the date and time of the next meeting Monday 12 th November 7.30	
18/259.	To close the meeting to the press and the public to discuss matters of a sensitive nature Resolved: Proposer Cllr Culemann, seconder Cllr Phillips unanimous	
18/260.		
18/261.		App 20

The meeting closed at 21.20 pm