



# COGGESHALL PARISH COUNCIL

Village Hall, 25 Stoneham Street, Coggeshall, Essex, CO6 1UH  
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Minutes of a meeting of **THE PARISH COUNCIL** held on **Monday 12<sup>th</sup> November 2018** at **7.30 pm** in the Village Hall, Stoneham Street.

Agenda /Minute Number	Agenda Item	Appendix Number
18/262.	<b>Those present and apologies for absence</b> <b>Present:</b> Cllrs Heaton, Unsworth, Plumb, Phillips, Culemann, Horne, Thompson, Hagger, Appleton-Claydon, Barnes, Walsh & Keig <b>Apologies:</b> Cllr Bowers-Flint, Cllr Mitchell <b>Also present:</b> Clerk – Debbie Morgan, Mr James Saunders of Honeywood school, and one resident	
18/263.	<b>Councillors Declarations</b> 18/271 – Cllr Keig – declared a pecuniary interest as the insurance company is his employer	
18/264.	<b>Minutes of previous meetings.</b> The minutes of the Full Council meeting of Monday 8 <sup>th</sup> October 2018 were agreed as a true record <b>Resolved:</b> Proposer Cllr Phillips, Seconder Cllr Appleton-Claydon – one abstention.	App 1
18/265.	<b>Public Participation session with respect to Agenda items and other matters of mutual interest.</b> A resident asked why the payroll was included in the salary costs The clerk requested that the resident put his questions in writing so that the RFO who was not present at the meeting could fully respond.	
18/266.	<b>County Councillor's &amp; District Councillor's Report</b> None present Item 18/278 was moved forward to allow Mr Saunders to give a presentation on the approach of the future school development.	
18/267.	<b>Clerk's Report and current projects list</b> Michael Frith has tendered his resignation as Councillor with immediate effect. The Parish Council will not be able to co-opt as the elections are within six months. The clerk is attending a course on election procedure on 26 <sup>th</sup> November. We have received notification of a road closure in Stoneham Street for the Christmas event on 1 <sup>st</sup> December. Unfortunately, this was too late for the agenda and the response date is 20 <sup>th</sup> November. Unless any Councillors have any strong objections, the clerk suggested that the Parish Council support this application. The clerk has completed a statement with regard to the Clock Tower and this has been sent to the Council's Solicitor. The clerk has chased the solicitor for an update	App 2

	<p>The solicitor has been given instructions to progress with the registration of the churchyard as agreed at the October meeting of the Full Council</p> <p>The remedial works to the play equipment in the playground have been completed.</p> <p>The new path to the Owen Martin Nature reserve has been completed.</p> <p>Work is nearly finished with the village hall doors with a few minor snagging items needing to be sorted and some signage.</p> <p>The Finance training was held on Monday and attended by five councillors, the clerk and the RFO. Spare copies of the handout notes are available for those that did not attend.</p> <p>The listed buildings seminar is booked for Monday 19th November at 7.30 pm. Residents of Coggeshall are invited to attend. This event has been published on Facebook, the website and notice boards.</p> <p>Cllr Heaton offered to deliver leaflets to the appropriate properties.</p> <p>Over 1,500 poppies were fixed to the netting and both nets have been hung on the wall either side of the war memorial in the recreation ground. The Parish Council have also purchased a "Silent Soldier" which has been erected on the wall of the Chemist in DoubleDay Corner with the co-operation of Day Lewis and the Co-op. The war memorial has been professionally cleaned.</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 me know.</p> <p>We have received two tender responses for the Big Park Project and the appointed team will be assessing the responses against the agreed scoring criteria for presentation at an additional Open Spaces meeting which is being held on Monday 3rd December.</p> <p>The Secretary of State has given permission for some of the allotment land at Butt Field to be used as an extension to the cemetery for the burial of cremated remains. This approval was not expected for another 4-5 months; however, the Secretary of State were impressed with our submission resulting in it being approved in record time.</p> <p>The three-year grass contract is up for renewal next year. The clerk will be issuing a tender package in December.</p> <p>The EALC are holding this event on Tuesday 20th November and this will cover future police and Fire prevention in Essex. There is a £25 cost and if anyone is interested in attending, please speak to the clerk.</p>																					
18/268.	<p><b>Correspondence received</b></p> <table border="1" data-bbox="320 1641 1310 2002"> <tr> <td data-bbox="320 1641 467 1700">12/10/2018</td> <td data-bbox="467 1641 659 1700">Poppy Appeal</td> <td data-bbox="659 1641 1082 1700">Letter of thanks for the contribution for the Poppy appeal</td> <td data-bbox="1082 1641 1310 1700">For information</td> </tr> <tr> <td data-bbox="320 1700 467 1789">15/10/2018</td> <td data-bbox="467 1700 659 1789">Coggeshall Neighbourhood Watch</td> <td data-bbox="659 1700 1082 1789">Letter advising that they will not need a grant this year</td> <td data-bbox="1082 1700 1310 1789">For information</td> </tr> <tr> <td data-bbox="320 1789 467 1848">28/10/2018</td> <td data-bbox="467 1789 659 1848">A resident</td> <td data-bbox="659 1789 1082 1848">Request for cremated remains to be buried under a tree</td> <td data-bbox="1082 1789 1310 1848">Pass to Open Spaces</td> </tr> <tr> <td data-bbox="320 1848 467 1937">24/10/2018</td> <td data-bbox="467 1848 659 1937">Secretary of State</td> <td data-bbox="659 1848 1082 1937">Letter confirming consent to use statutory allotment land at Butt Field for the burial of cremated remains</td> <td data-bbox="1082 1848 1310 1937">For information</td> </tr> <tr> <td data-bbox="320 1937 467 2002">19/10/2018</td> <td data-bbox="467 1937 659 2002">Essex County Council</td> <td data-bbox="659 1937 1082 2002">Invite to awards ceremony ref Bradwell Quarry</td> <td data-bbox="1082 1937 1310 2002"></td> </tr> </table>	12/10/2018	Poppy Appeal	Letter of thanks for the contribution for the Poppy appeal	For information	15/10/2018	Coggeshall Neighbourhood Watch	Letter advising that they will not need a grant this year	For information	28/10/2018	A resident	Request for cremated remains to be buried under a tree	Pass to Open Spaces	24/10/2018	Secretary of State	Letter confirming consent to use statutory allotment land at Butt Field for the burial of cremated remains	For information	19/10/2018	Essex County Council	Invite to awards ceremony ref Bradwell Quarry		App 3
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18/269.	<p><b>To note the report from the Finance Committee/RFO</b></p> <p>I. To consider and approve payments for October 2018</p> <p>II. To note reconciled bank balances</p> <p>III. To note the detailed income and expenditure report to 31 Oct 18</p> <p>IV. To note the RFO's report on the income and expenditure report</p> <p>V. To review the budget re-forecast for 2018-19</p> <p>It was proposed to approve the payments for October 2018</p> <p><b>Resolved:</b> Proposer Cllr Plumb, Seconder Cllr Culemann – unanimous.</p>	App 4
18/270.	<p><b>To note the minutes from the Finance Committee</b></p> <p>Noted</p> <p>Cllr Heaton did an audit of the bank reconciliations and everything was found to be in order.</p>	App 5
18/271.	<p><b>To consider and agree if appropriate the quotation for Cyber Cover Insurance from Came &amp; Company (Cllr Appleton-Claydon)</b></p> <p>The clerk to ask the EALC for their advice and obtain three quotations.</p>	App 6
18/272.	<p><b>To consider and agree the appointment of a representative as a trustee to the EW King fund</b></p> <p>It was proposed that Cllr Barnes would be appointed as a trustee of the EW King fund. The clerk is to write with confirmation and contact details.</p> <p><b>Resolved:</b> Proposer Cllr Culemann, Seconder Cllr Keig – unanimous.</p>	App 7
18/273.	<p><b>To note the minutes from the Village Hall Committee</b></p> <p>Noted</p>	App 8
18/274.	<p><b>To note the minutes from the Planning Committee</b></p> <p>Noted</p>	App 9
18/275.	<p><b>To consider and agree a format for a response to Regulation 16 on the Bradwell and Pattiswick Local Plan</b></p> <p><a href="http://braintree-consult.limehouse.co.uk/portal/neighbourhood_plans/bwp_np/">http://braintree-consult.limehouse.co.uk/portal/neighbourhood_plans/bwp_np/</a></p> <p>it was proposed that the Neighbourhood Plan Sub-Committee are asked to prepare a response.</p> <p><b>Resolved:</b> Proposer Cllr Appleton-Claydon, Seconder Cllr Culemann – unanimous.</p>	App 10
18/276.	<p><b>To consider and agree submitting a repair order for the former Martin's Newsagents 9-13 Church Street, Coggeshall (Cllr Appleton-Claydon)</b></p> <p>It was proposed to submit a formal request to Braintree District Council for a repair order on 9-13 Church Street.</p> <p><b>Resolved:</b> Proposer Cllr Appleton-Claydon, Seconder Cllr Hagger – unanimous.</p>	App 11
18/277.	<p><b>To consider a grant application from the Coggeshall Chamber of Trade for £500 for the provision of additional Christmas lights</b></p> <p>It was proposed to grant £500 towards the Coggeshall Chamber of Commerce Christmas lights</p> <p><b>Resolved:</b> Proposer Cllr Culemann, Seconder Cllr Keig – unanimous.</p>	App 12
18/278.	<p><b>Update on Cllr Unsworth's meeting with Honywood School</b></p> <p>Mr Saunders met with Cllr Unsworth a few weeks ago and expressed a desire to engage with the community.</p>	

18/279.	<b>Update on the Big Park Project</b> Eight contractors visited the site. Only two have provided tenders. The working party are meeting next week to review the scoring.	
18/280.	<b>Update on the Owen Martin Nature reserve</b> The works to the path are now complete. The Conservation volunteers are now working on clearing the pond.	
18/281.	<b>Update from the ASB working party</b> Cllr Culemann reported that the ASB working party have met and he has spoken to the co-ordinator for the Neighbourhood watch and also Cllr Lynette Bowers-Flint and will be arranging a date for a future meeting.	
18/282.	<b>Update on the IWMF</b> Cllr Unsworth and Walsh attended the site liaison committee meeting today. The planning application will not be heard before January and Gent Fairhead have agreed to hold a public meeting.	
18/283.	<b>Items for the next agenda</b> Action plan 19-20 Cyber cover Local Highways Panel request. To consider alternative legal services Review of the project list	
18/284.	<b>To note the date and time of the next meeting</b> Monday 10 <sup>th</sup> December 2018 – 7.30 pm	
18/285.	<b>To close the meeting to the press and the public to discuss matters of a sensitive nature</b> <b>Resolved:</b> Proposer Cllr Appleton-Claydon, Seconder Cllr Phillips – unanimous.	
18/286.		App 13

The meeting closed at 21.28