



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 10th December 2018** at **7.30 pm** in the Village Hall, Stoneham Street.

Agenda /Minute Number	Agenda Item	Appendix Number
18/287.	<p>Those present and apologies for absence Present: Cllrs Heaton, Unsworth, Plumb, Phillips, Culemann, Horne, Thompson, Hagger, Appleton-Claydon, Barnes, Keig & Walsh Also present: Clerk Debbie Morgan, RFO – Steve Marriott, six members of public</p>	
18/288.	<p>Councillors Declarations 18/297 – Cllr Appleton-Claydon declared a pecuniary interest as she is on the management team of the youth project.</p>	
18/289.	<p>Minutes of previous meetings. The minutes of the Full Council meeting held on Monday 12th November 2018 were agreed as a true record Resolved: Proposer – Cllr Phillips, Seconder Cllr Thompson, - unanimous</p>	App 1
18/290.	<p>Public Participation session with respect to Agenda items and other matters of mutual interest. A resident raised a question as to how much additional funds would be raised from the precept increase and was advised by the RFO.</p>	
18/291.	<p>County Councillor's & District Councillor's Report</p>	
18/292.	<p>Clerk's Report and current projects list With regard to the land registry project, the clerk has completed a statement with regard to the Clock Tower and this has been sent to the Council's Solicitor. The top section of the cemetery (A-D) has now been registered. The solicitor has provided a statement which the clerk needs to complete for the lower section with the Old Chapel to be registered. Work is now finished to the village hall doors and the clerk has applied to ECC for the CiF grant. However damage has already occurred to the door to the main hall when the fixing for the door closure was ripped off the door. This has been re-fixed but the door need to be recalibrated. The clerk has prepared and submitted the documents for the three-year grass cutting contract which is up for renewal in 2019. The closing date for tender submission is Monday 28th January and tenders will be considered at the next meeting of the Open Spaces Committee. A seminar was held on listed buildings which was attended by approximately 30 residents and the clerk received a number of thanks following the event.</p>	App 2

	<p>The meeting of the working party for scoring of the Big Park Project has taken place. It appears that neither of the two submissions qualified and we are taking further advice on the matter.</p> <p>Now the Parish Council have approval from the Secretary of State for the cemetery extension, a working party has been formed and will be having a site meeting soon to agree a draft design brief.</p> <p>The clerk attended a course run by the EALC on Elections as there will be Parish and District Council elections on Thursday 2nd May 2019. Further information will be sent out nearer the time although Councillors should note that nominations will be open from Tuesday 26th March and will close at 4 pm on Wednesday 3rd April.</p> <p>Councillors have been sent out information on the election process and details of "purdah".</p> <p>A letter was sent to the developer of the garages adjacent to the Stoneham Street car park following the unauthorised and potentially dangerous erection of scaffold on Parish Council land. No response has been received.</p> <p>The clerk is still awaiting a response from the EALC with regard to their view on the requirement for Cyber Insurance</p> <p>The clerk is still working on the Action Plan for 2019 and is planned to have this ready for the January meeting once the budget for 2019 has been approved.</p> <p>Repair Order The clerk has spoken with the Planning Department with regard to the requested repair order for 9-13 Church Street. They have requested that an online application is submitted with details and photographs and the clerk will be arranging this.</p>																	
18/293.	<p>Correspondence received</p> <table border="1" data-bbox="320 1137 1321 1435"> <tr> <td data-bbox="320 1137 504 1218">30/10/2018</td> <td data-bbox="504 1137 679 1218">A&J Lighting</td> <td data-bbox="679 1137 1091 1218">Letter regarding failure of LED Street Light bulbs</td> <td data-bbox="1091 1137 1321 1218">For information</td> </tr> <tr> <td data-bbox="320 1218 504 1294">31/10/2018</td> <td data-bbox="504 1218 679 1294">Tabor Centre</td> <td data-bbox="679 1218 1091 1294">Letter requesting financial support</td> <td data-bbox="1091 1218 1321 1294">Clerk to respond</td> </tr> <tr> <td data-bbox="320 1294 504 1370">22/11/2018</td> <td data-bbox="504 1294 679 1370">A resident</td> <td data-bbox="679 1294 1091 1370">Letter regarding an oak tree in the cemetery</td> <td data-bbox="1091 1294 1321 1370">Clerk has responded</td> </tr> <tr> <td data-bbox="320 1370 504 1447">27/11/2018</td> <td data-bbox="504 1370 679 1447">A resident</td> <td data-bbox="679 1370 1091 1447">Letter regarding the proposed changes to the library service</td> <td data-bbox="1091 1370 1321 1447">On the agenda for discussion</td> </tr> </table>	30/10/2018	A&J Lighting	Letter regarding failure of LED Street Light bulbs	For information	31/10/2018	Tabor Centre	Letter requesting financial support	Clerk to respond	22/11/2018	A resident	Letter regarding an oak tree in the cemetery	Clerk has responded	27/11/2018	A resident	Letter regarding the proposed changes to the library service	On the agenda for discussion	App 3
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18/294.	<p>To note the report from the Finance Committee/RFO</p> <ol style="list-style-type: none"> I. To agree payments for November II. To note the bank balances III. To note the detailed income and expenditure report IV. To note the minutes from the Finance Committee <p>It was proposed to agree the payments for November 2018</p> <p>Resolved: Proposer – Cllr Plumb, Seconder Cllr Thompson, - unanimous</p> <p>The other items were noted.</p>	App 4																
18/295.	<p>Budget and Precept request for the financial year ending 31 March 2020</p> <ol style="list-style-type: none"> I. To discuss and approve the Budget and Precept request; recommended by the Finance Committee II. To approve the Budget information to be posted to the Council's Website; drafted by the RFO 	App 5																

	<p>III. To discuss and approve the timing and content of any additional publication / announcement of the Precept It was proposed to approve the budget and precept request Resolved: Proposer – Cllr Culemann, Seconder Cllr Keig, - unanimous It was proposed to approve the website publication list Resolved: Proposer – Cllr Thompson, Seconder Cllr Plumb, - unanimous It was proposed to post a statement during January and again in April to explain the reasons why the Parish Council have increased the precept. The RFO is to draft a proposed statement for approval at the January meeting. Resolved: Proposer – Cllr Unsworth, Seconder Cllr Hagger, - unanimous</p>	
18/296.	<p>To review and agree the Coggeshall Parish Council publication scheme policy It was proposed to agree the Coggeshall Parish Council publication scheme as drafted. The clerk will now arrange for the required information to be published on the website. Resolved: Proposer – Cllr Culemann, Seconder Cllr Unsworth, - unanimous other than Cllr Walsh who has left the meeting temporarily</p>	App 6
18/297.	<p>To consider and approve if appropriate a request from the Coggeshall Youth Project for £550 to purchase additional equipment. It was proposed to approve the grant application of £550. The Council also commented on the well presented application. Resolved: Proposer – Cllr Unsworth, Seconder Cllr Hagger, - unanimous other than Cllr Walsh who was not in the room</p>	App 7
18/298.	<p>To consider and agree the appointment of Utility Aid as a nominated consultant to provide quotations for energy provision and authorise the clerk to sign the appointment letter. It was agreed to appoint Utility Aid as a nominated consultant for the provision of energy quotes. Resolved: Proposer – Cllr Hagger, Seconder Cllr Barnes, - unanimous Cllr Walsh returned to the meeting</p>	App 8
18/299.	<p>To note the minutes from the Planning Committee Noted</p>	App 9
18/300.	<p>To note the update on the Bovis, Colchester Road planning application and to consider a response. Braintree District Council approved 300 houses north of Colchester Road at their Planning Committee on Tuesday 4th December. This was despite strong objections from the Parish Council and residents. The site is also not allocated for development in the emerging Coggeshall Neighbourhood Plan. Cllr Walsh, Chair of Coggeshall PC Planning Committee expressed concern that BDC Planning Committee had possibly made procedural errors and in addition both the BDC Chair and the Planning Officer had commented the Coggeshall Neighbourhood Plan was in “early stages” although the CNP are due to go to regulation 14 in January 2019 It was proposed to write to BDC and other appropriate parties, expressing the Council's concerns on these issues. Cllr Walsh is to draft the letter and forward to the clerk for distribution.</p>	

18/301.	<p>To consider the following Planning Applications</p> <table border="1" data-bbox="320 226 1299 456"> <tr> <td data-bbox="320 226 596 264">APPLICATION NO :</td> <td data-bbox="596 226 1299 264">18/00323/TPOCON</td> </tr> <tr> <td data-bbox="320 264 596 376">DESCRIPTION :</td> <td data-bbox="596 264 1299 376">Notice of intent to carry out works to tree in Hazel – T1 – Cut branches overhanging garden of 83 Stoneham Street back to boundary</td> </tr> <tr> <td data-bbox="320 376 596 414">LOCATION :</td> <td data-bbox="596 376 1299 414">81 Stoneham Street Coggeshall Essex CO6 1UJ</td> </tr> <tr> <td data-bbox="320 414 596 456">Date for comments</td> <td data-bbox="596 414 1299 456">Wed 19 Dec 2018</td> </tr> </table> <p>No Comment Resolved: Proposer – Cllr Thompson, Seconder Cllr Horne, - unanimous</p>	APPLICATION NO :	18/00323/TPOCON	DESCRIPTION :	Notice of intent to carry out works to tree in Hazel – T1 – Cut branches overhanging garden of 83 Stoneham Street back to boundary	LOCATION :	81 Stoneham Street Coggeshall Essex CO6 1UJ	Date for comments	Wed 19 Dec 2018	
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18/302.	<p>To note the response from Cllr Lynnette Bowers-Flint with regard to the Section 106 allocation for the Dutch Nursery and to consider and agree a response</p> <p>It was proposed that Cllr Heaton is to write a response as some of the points were factually incorrect. Resolved: Proposer – Cllr Unsworth, Seconder Cllr Appleton-Claydon, - unanimous</p>	App 10								
18/303.	<p>To note the email received from the BDC planning officer with regard to the S106 for the Colchester Road housing development and to consider and agree suitable projects</p> <p>It was proposed to prepare a list for agreement at the Full Council meeting on 17th December to include the items discussed. Resolved: Proposer – Cllr Thompson, Seconder Cllr Horne, - one against</p>	App 11								
18/304.	<p>To appoint a member to the Personnel Committee and the Allotment Sub-Committee following the registration of Michael Frith</p> <p>Michael Horne was proposed as a member of the personnel committee Resolved: Proposer – Cllr Appleton-Claydon, Seconder Cllr Keig, - unanimous Cllr Thompson was proposed as a member of the Allotment Sub-Committee Resolved: Proposer – Cllr Heaton, Seconder Cllr Keig, - unanimous</p>									
18/305.	<p>To appoint a replacement chairman to the Personnel Committee following the resignation of Michael Frith</p> <p>It was proposed to elect Cllr Culemann as chair of the Personnel Committee. Resolved: Proposer – Cllr Heaton, Seconder Cllr Appleton-Claydon, - unanimous</p>									
18/306.	<p>To note the minutes from the Open Spaces Committee</p> <p>Noted</p>	App 12								
18/307.	<p>To note, review and approve the proposals from the working party with regard to the Braintree District Council Open Spaces Action Plan</p> <p>This agenda item is to be moved to January 2019</p>	App 13								
18/308.	<p>To note the correspondence from the North Essex Parking Partnership with regard to a proposal to introduce additional yellow lines to the West side of Stoneham Street to allow for access for emergency vehicles and to agree a response</p>	App 14								

	<p>It was proposed to agree to the amendment as suggested by the North Essex Parking Partnership</p> <p>Resolved: Proposer – Cllr Hagger, Seconder Cllr Barnes, - unanimous</p>	
18/309.	<p>To consider and approve the following requests to be submitted to the Local Highways Panel (Cllr Appleton)</p> <p>Improvements to the Colne Road / A120 junction</p> <p>Improvements to the Colchester Road / Feering Road junction</p> <p>The provision of a bench near the bus stop in Church Street (Colchester bound)</p> <p>Cllrs Barnes, Keig, Appleton-Claydon and Thompson were appointed to a working party to prepare a report on the Colne Road / A120 Junction and also the Colchester Road / Feering Road Junction. It was proposed not to provide a bench as it was felt that there was insufficient room and the location was not suitable.</p> <p>Resolved: Proposer – Cllr Unsworth, Seconder Cllr Culemann – 2 against 1 abstention, 6 in favour</p>	App 15
18/310.	<p>To consider a review of alternative legal services</p> <p>The Clerk is to investigate other providers of legal services and to report with more information on the ECC legal services when it is available.</p> <p>Resolved: Proposer – Cllr Barnes, Seconder Cllr Appleton-Claydon - unanimous</p>	
18/311.	<p>To note the public consultation on the ECC proposed changes to the local library services and to agree a response.</p> <p>It was proposed to strongly object to the ECC proposal to appoint Coggeshall Library as a Tier Three level of service and suggest that ECC ask that the ECC should stay in tier two due to recent proposed additional housing and the figures should not be based on book lending as the library is used for internet, children's book reading and baby weighing services. The clerk is to draft the letter.</p> <p>Resolved: Proposer – Cllr Thompson, Seconder Cllr Walsh, - unanimous</p>	App 16
18/312.	<p>Items for the next agenda</p> <p>Statement on precept increase</p> <p>Service level agreement for car park</p> <p>Approve the Open Spaces Action Plan</p> <p>Legal services review</p> <p>Big Park Project</p> <p>IWMF</p> <p>Flood alleviation scheme</p>	
18/313.	<p>To note the date and time of the next meeting</p> <p>Monday 17th December 2019</p> <p>Monday 14th January 2019</p>	

The meeting closed at 21.27 pm