



# 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 14<sup>th</sup> January 2019** at **7.30 pm** in the Village Hall, Stoneham Street.

Agenda /Minute Number	Agenda Item	Appendix Number
19/1.	<b>Those present and apologies for absence</b> <b>Present:</b> Cllrs Heaton, Unsworth, Plumb, Phillips, Culemann, Horne, Hagger, Appleton-Claydon, Barnes & Walsh <b>Apologies:</b> Cllr Thompson, Keig <b>Also present:</b> Clerk – Debbie Morgan, eight members of the Neighbour Plan, four members of public	
19/2.	<b>Councillors Declarations</b> Cllr Culemann declared a non-pecuniary interest in item 19/28 as the applicant is his neighbour Cllr Unsworth declared a non-pecuniary interest in 19/26 as the application is known to him Cllr Barnes declared a non-pecuniary interest in 19/29 as the application is known to her.	
19/3.	<b>Minutes of previous meetings.</b> It was proposed to agree the minutes of the Extraordinary Full Council meeting of 17 <sup>th</sup> December 2018 as a true record <b>Resolved:</b> Proposer Cllr Plumb – Seconder Cllr Barnes - unanimous	App 1
19/4.	<b>Public Participation session with respect to Agenda items and other matters of mutual interest.</b> A resident spoke regarding the Coggeshall library and advised the Parish Council that they have formed a community group to prevent the library from being downgraded to a tier three service. A resident mentioned that he was disappointed that the precept has risen by 5%. It was mentioned by the Chairman that the precept had not risen for a number of years.	
19/5.	<b>County Councillor's &amp; District Councillor's Report</b> Not present.	
19/6.	<b>Clerk's Report and current projects list</b> The clerk has completed a statement with regard to adverse possession registration of the Clock Tower with the Land Registry and this has been sent to the Council's Solicitor. Confirmation has been received that this has now gone to Land Registry for their consideration. A decision is not expected for a number of months. 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. Cllr Heaton is reviewing the statement which will be submitted this week. We have received the CiF grant money £2,500 for the new doors	App 2

	<p>The S106 money has been received from BDC for the new path at the Owen Martin Nature Reserve</p> <p>The clerk has prepared 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</p> <p>The Chair of CPC has been invited to a workshop on Thursday 24th January by the Environment Agency to find out more about their proposals. This item is on the agenda for further discussion</p> <p>The clerk is drafting the response to the proposed changes to the management of the Coggeshall Library and this will be available for the February Full Council meeting.</p>													
19/7.	<p><b>Correspondence received</b></p> <table border="1"> <tr> <td>01/01/2019</td> <td>A resident</td> <td>Request for assistance on highway matter</td> <td>Clerk to respond</td> </tr> <tr> <td>04/01/2019</td> <td>A Resident</td> <td>Request for CCTV</td> <td>Clerk responded – ASB working party to review</td> </tr> <tr> <td>09/01/2019</td> <td>Jaggards Rd Resident</td> <td>Complaint about mess at boundary</td> <td>Clerk to investigate</td> </tr> </table>	01/01/2019	A resident	Request for assistance on highway matter	Clerk to respond	04/01/2019	A Resident	Request for CCTV	Clerk responded – ASB working party to review	09/01/2019	Jaggards Rd Resident	Complaint about mess at boundary	Clerk to investigate	App 3
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19/8.	<p><b>To note the report from the Finance Committee/RFO</b></p> <p><b>I. To note the bank balances and agree the payments for December 2018</b></p> <p><b>II. To note the bank reconciliations</b></p> <p><b>III. To note the income and expenditure report</b></p> <p>It was proposed to approve the payments for December 2018</p> <p><b>Resolved:</b> Proposer Cllr Culemann – Seconder Cllr Plumb – unanimous</p> <p>The bank reconciliations and the income and expenditure report were noted.</p>	App 4												
19/9.	<p><b>To note the minutes from the Planning Committee</b></p> <p>Noted</p>	App 5												
19/10.	<p><b>To note the response from BDC with regard to the formal complaint raised by Coggeshall Parish Council in relation to the decision made by BDC Planning Committee on the Colchester Road site and to discuss and agree any further action.</b></p> <p>Cllr Walsh did not feel that a judicial review would be a good use of funds but wanted confirmation that the RAMS report would be re-considered with the 106.</p> <p>Cllr Plumb suggested the response to BDC should ask that Coggeshall's heritage is given greater recognition. It was proposed that the Neighbourhood Plan Sub-Committee should draft the letter.</p> <p><b>Resolved:</b> Proposer Cllr Unsworth – Seconder Cllr Culemann - unanimous</p>	App 6 (to follow)												
19/11.	<p><b>In the light of the decisions taken in respect of agenda item 19/10 as a result of the formal complaint to Braintree District Council:</b></p> <p><b>I. If appropriate, to make a decision on whether to proceed with the Reg 14 consultation on the draft Neighbourhood Plan; and</b></p> <p><b>II. If appropriate, to agree the wording of the draft Neighbourhood Plan that will go out for Reg 14 consultation.</b></p>	App 7i App 7ii (to follow)												

	<p>It was proposed not to overturn the decision made on 17 December 2018 following the response to the complaint to Braintree District Council.</p> <p><b>Resolved:</b> Proposer Cllr Barnes – Seconder Cllr Unsworth – unanimous It was agreed to the proposed amendments</p> <p><b>Resolved:</b> Proposer Cllr Heaton – Seconder Cllr Barnes – unanimous</p>	
19/12.	<p><b>To consider and agree the quotations for the printing for the Neighbourhood Plan</b></p> <p>It was proposed to agree to use Creative Repro for the printing of the Neighbourhood Plan documents and questionnaire.</p> <p><b>Resolved:</b> Proposer Cllr Appleton-Claydon – Seconder Cllr Barnes - unanimous</p>	App 8
19/13.	<p><b>To note the correspondence from the Planning Officer with regard to the S106 proposals on the Colchester Road site and to agree the projects to be submitted for the S106 agreement.</b></p> <p>It was proposed to agree to the suggested changes made by the Planning Officer</p> <p><b>Resolved:</b> Proposer Cllr Appleton-Claydon – Seconder Cllr Culemann - unanimous</p>	App 9
19/14.	<p><b>To consider and agree the submission by Coggeshall Parish Council for the Braintree District Council Open Spaces Action Plan</b></p> <p>It was proposed to agree to the proposals for the Open Spaces Action Plan</p> <p><b>Resolved:</b> Proposer Cllr Phillips – Seconder Cllr Appleton-Claydon - unanimous</p>	App 10
19/15.	<p><b>To consider and agree the proposed letter to Colchester Road residents</b></p> <p>It was agreed that the letter could be sent with some minor changes as follows:- Page 1 – reference to options on the land within the bypass Bottom of page 1 – meeting of the “Parish Council” instead of “Full Council meeting” Page 2 – reference to CNP letter of objection written to BDC to be removed.</p> <p><b>Resolved:</b> Proposer Cllr Heaton – Seconder Cllr Appleton-Claydon unanimous</p>	App 11
19/16.	<p><b>To note the invite to the Environment Agency invitation to the Scoping Meeting on 24<sup>th</sup> January and to agree attendance if appropriate</b></p> <p>It was proposed that Cllr Unsworth and Peter Kohn and Alex Stevenson of the Neighbourhood Plan Sub-Committee should attend.</p> <p><b>Resolved:</b> Proposer Cllr Unsworth – Seconder Cllr Walsh – one abstention</p>	App 12
19/17.	<p><b>To review the 2019 Action Plan</b></p> <p>No comments</p>	App 13
19/18.	<p><b>To note the proposed service level agreement from the North Essex Parking Partnership in relation to the Stoneham Street Car Park and to recommend any changes.</b></p> <p><b>To appoint Councillors to the attend a meeting to discuss the agreement with NEPP</b></p>	App 14

	<p>It was proposed to appoint Cllr Plumb and Cllr Heaton Appleton-Claydon to attend the meeting with NEPP.  <b>Resolved:</b> Proposer Cllr Hagger – Seconder Cllr Unsworth - unanimous</p>									
19/19.	<p><b>To note the Public Consultation on the changes to evening and Sunday bus services and to agree a response (Closing date 22<sup>nd</sup> March 2019)</b>  The clerk is to respond to the Public Consultation to object to the removal of the Sunday bus service.  <b>Resolved:</b> Proposer Cllr Unsworth – Seconder Cllr Horne - unanimous</p>	App 15								
19/20.	<p><b>To note the Public Consultation on the Fire and Rescue Plan (Closing date 15<sup>th</sup> January)</b>  Noted</p>	App 16								
19/21.	<p><b>Update on the IWMF and to note the public meeting which is being held on Thursday 24<sup>th</sup> January</b>  Cllr Walsh and Unsworth attended a presentation of the IWMF. There is still no date for the committee meeting which is likely to be March.</p>	App 17								
19/22.	<p><b>To note the correspondence from the RCCE with regard to the Village of the Year competition and to consider submitting an application and if agreed to appoint a working party</b>  It was proposed not to submit an application this year due to ongoing projects placing demands on resources. Clerk to respond  <b>Resolved:</b> Proposer Cllr Appleton-Claydon – Seconder Cllr Culemann – one abstention</p>	App 18								
19/23.	<p><b>To note the invitations to the CAUSE seminar on the 18<sup>th</sup> January and to agree attendance</b>  Cllr Walsh and Unsworth are to attend and the Clerk is to decline the invite and suggest that Peter Kohn of the NP Sub-Committee attends  <b>Resolved:</b> Proposer Cllr Appleton-Claydon – Seconder Cllr Horne - unanimous</p>	App 19								
19/24.	<p><b>To note the invitation from the Scouts group to attend their AGM and to agree attendance.</b>  It was proposed that Cllr Natasha Barnes is to attend  <b>Resolved:</b> Proposer Cllr Unsworth – Seconder Cllr Culemann- unanimous</p>	App 20								
19/25.	<p><b>To consider the appointment of a working party to review the legal services</b>  It was proposed that Cllrs Culemann, Heaton &amp; Unsworth should be on the working party  <b>Resolved:</b> Proposer Cllr Hager – Seconder Cllr Barnes – unanimous  <b>21.08</b> – Cllr Plumb left the meeting</p>									
19/26.	<p><b>To consider the following Planning Applications</b></p> <table border="1" data-bbox="316 1787 1299 2060"> <tr> <td><b>APPLICATION NO :</b></td> <td>18/00389/FUL</td> </tr> <tr> <td><b>DESCRIPTION :</b></td> <td><a href="#">Demolition of existing 2 bedroom bungalow and construction of 1no. 2 storey 3 bedroom house over the existing area.</a></td> </tr> <tr> <td><b>LOCATION :</b></td> <td>The Bungalow Abbey Lane Coggeshall Essex CO6 1RD</td> </tr> <tr> <td><b>Date for comments</b></td> <td>Mon 31 Dec 2018</td> </tr> </table>	<b>APPLICATION NO :</b>	18/00389/FUL	<b>DESCRIPTION :</b>	<a href="#">Demolition of existing 2 bedroom bungalow and construction of 1no. 2 storey 3 bedroom house over the existing area.</a>	<b>LOCATION :</b>	The Bungalow Abbey Lane Coggeshall Essex CO6 1RD	<b>Date for comments</b>	Mon 31 Dec 2018	
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	The parish council would support the comments of the historic buildings officer on this application <b>Resolved:</b> Proposer Cllr Appleton-Claydon – Seconder Cllr Hagger – one abstention and Cllr Plumb absent									
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19/32.	<b>Items for the next agenda</b> Library letter									

	IWMF Update EA scoping meeting update CAUSE Seminar	
19/33.	<b>To note the date and time of the next meeting</b> Monday 11 <sup>th</sup> February 2019 – 7.30 PM	

The meeting closed at 21.19 pm