



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

Agenda /Minute Number	Agenda Item	Appendix Number
19/59.	<b>Those present and apologies for absence</b> <b>Present:</b> Cllrs Heaton, Plumb, Phillips, Culemann, Horne, Hagger, Appleton-Claydon, Barnes & Keig <b>Apologies:</b> Cllrs Thompson, Unsworth & Walsh <b>Also present:</b> Interim Clerk – Roger Upward; 3 members of the public	
19/60.	<b>Councillors Declarations</b> Cllr Hagger declared a personal interest in item 19/79.	
19/61.	<b>Minutes of previous meetings.</b> The minutes of the Full Council meeting of Monday 11 <sup>th</sup> February 2019 were approved as a true record. <b>Resolved:</b> Proposer Cllr Culemann, seconder Cllr Appleton-Claydon – Carried – one abstention.	App 1
19/62.	<b>Public Participation session with respect to Agenda items and other matters of mutual interest.</b> A resident reported that he had collected 30 bags of litter around the parish. He asked the Council to support litter picking by local volunteers which was generally accepted to be progressed after the elections. The Council thanked the resident for his efforts. Information on any progress on a cycle path to Kelvedon station was requested. The Council was urged to publicise the proposed flood prevention and quarrying actions making the public aware of the significant impact these activities will have on the area around Coggeshall.	
19/63.	<b>County Councillor's &amp; District Councillor's Report</b> None	
19/64.	<b>Clerk's Report and current projects list</b> The clerk has now completed all the necessary statements and forms for the registration of the middle section of the cemetery and the clock tower. Our solicitor has submitted the applications to the Land Registry. A response is not expected until May. The clerk will be contacting LCPAS in the next few weeks to arrange the Data Protection Audit. The Coggeshall Neighbourhood Plan has now gone to Regulation 14 which is the initial public consultation. Questionnaires have been delivered to all Coggeshall parish properties. The closing date is 11 <sup>th</sup> March.	App 2

	<p>Information on the Parish and District Elections on 2nd May 2019 are on the Parish Council website and have been posted on the PCs Facebook page. A small number of explanatory leaflets are available from the Clerk to anyone interested in standing. Nominations papers will be available from BDC on 26<sup>th</sup> March.</p> <p>The RFO has completed the "Know your customer" updated information for Barclays bank as per their request.</p>													
19/65.	<p><b>Correspondence received</b></p> <table border="1"> <tr> <td>06/02/2019</td> <td>Coggeshall Youth Project</td> <td>Thank you for a grant</td> <td>For information</td> </tr> <tr> <td>15/02/2019</td> <td>Priti Patel</td> <td>Changes to Coggeshall Library</td> <td>Clerk responded</td> </tr> <tr> <td>21/02/2019</td> <td>Priti Patel</td> <td>Reply regarding Coggeshall Library</td> <td>For information</td> </tr> </table>	06/02/2019	Coggeshall Youth Project	Thank you for a grant	For information	15/02/2019	Priti Patel	Changes to Coggeshall Library	Clerk responded	21/02/2019	Priti Patel	Reply regarding Coggeshall Library	For information	App 3
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19/66.	<p><b>To note the report from the Finance Committee/RFO</b></p> <p><b>I. To agree payments</b></p> <p><b>II. To note bank balances</b></p> <p>It was proposed to agree the payments for February 2019</p> <p><b>Resolved:</b> Proposer Cllr Plumb, seconder Cllr Keig – Unanimous</p>	App 4												
19/67.	<p><b>To agree the proposed investment strategy</b></p> <p>It was proposed to agree the investment strategy</p> <p><b>Resolved:</b> Proposer Cllr Culemann, seconder Cllr Plumb – Unanimous</p>	App 5												
19/68.	<p><b>To agree the renewal of the Lloyds deposit account for a one-year fixed term at 1%</b></p> <p>It was proposed to agree to the renewal of the Lloyds deposit account</p> <p><b>Resolved:</b> Proposer Cllr Plumb, seconder Cllr Horne – Unanimous</p>	App 6												
19/69.	<p><b>To resolve that any invoices which are properly due and payable can be signed off by two bank signatories for the period to 31<sup>st</sup> March 2019 subject to a full list being provided at the next full council meeting.</b></p> <p><b>Resolved:</b> Proposer Cllr Plumb, seconder Cllr Phillips – Unanimous</p>													
19/70.	<p><b>To note the minutes from the Allotment Sub-Committee</b></p> <p>Noted</p>	App 7												
19/71.	<p><b>To discuss and agree to a request from the Coggeshall Allotment and Garden Society to send out letters to all tenants promoting the membership of the society.</b></p> <p>It was proposed that Cllr Heaton would envelope and deliver leaflets to non-members of the Coggeshall Allotment and Garden Society to encourage membership. A similar leaflet will be included with the renewal notices in October. Cllr Horne offered to assist with the distribution. The insurance benefits of being a member of CAGS were noted.</p> <p><b>Resolved:</b> Proposer Cllr Culemann, seconder Cllr Heaton – Unanimous</p>	App 8												
19/72.	<p><b>To note the minutes from the Planning Committee</b></p> <p>Noted</p>	App 9												

19/73.	<b>To note the response to the Environment Agency in relation to the application for a Permit for an amendment to the stack height for the incinerator and to receive an update on the IWMF from Cllr Unsworth.</b> Noted	App 10								
19/74.	<b>To note the response from CPC in relation to the Environment Agency Scoping reports for the proposed quarrying in Coggeshall</b> Noted	App 11								
19/75.	<b>To consider the quotations for data input for the Neighbourhood Plan Regulation 14 questionnaire</b> It was proposed that the Council accepts the quotation from Mr Stock of £20 per hour to input data from the Neighbourhood Plan Questionnaire. <b>Resolved:</b> Proposer Cllr Culemann, seconder Cllr Horne – Carried. Cllrs Appleton-Claydon, Hagger, Heaton, Keig & Phillips abstained.	App 12								
19/76.	<b>To consider the following Planning Applications</b> <table border="1" data-bbox="316 779 1299 972"> <tr> <td><b>APPLICATION NO:</b></td> <td>19/00224/HH</td> </tr> <tr> <td><b>DESCRIPTION:</b></td> <td><a href="#">Proposed first floor side extension, ground floor rear extension &amp; garage conversion</a></td> </tr> <tr> <td><b>LOCATION:</b></td> <td>4 St Nicholas Way Coggeshall Essex CO6 1PX</td> </tr> <tr> <td><b>Date for comments</b></td> <td>Wed 13 Mar 2019</td> </tr> </table> <p>It was noted that the garage conversion was in place and therefore the Planning Application was not consistent with the current condition of the property. No record of the conversion had been found. It was proposed that the Council has no comment if the garage conversion has been previously approved. In the event that the conversion is not lawful, either by time or a prior planning application, the Council would object to this proposal. <b>Resolved:</b> Proposer Cllr Appleton Claydon, seconder Cllr Heaton – Unanimous</p>	<b>APPLICATION NO:</b>	19/00224/HH	<b>DESCRIPTION:</b>	<a href="#">Proposed first floor side extension, ground floor rear extension &amp; garage conversion</a>	<b>LOCATION:</b>	4 St Nicholas Way Coggeshall Essex CO6 1PX	<b>Date for comments</b>	Wed 13 Mar 2019	
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19/77.	<b>To consider and agree the installation of CCTV by the recycling bins in the car park to prevent fly tipping and trespass on the roof of the village hall</b> It was proposed that the Council purchases and installs a CCTV camera adjacent to the bottle bank subject to approval of a CCTV Policy. The costs for a suitable CCTV camera are estimated at around £500. <b>Resolved:</b> Proposer Cllr Culemann, seconder Cllr Barnes – Unanimous	App 13								
19/78.	<b>Update from the Anti-Social Behaviour working party (Cllr Culemann)</b> Cllr Culemann provided an update from the working party which included wide ranging options available to the Council. These will be prioritised and brought back to the next Open Spaces Committee.									
19/79.	<b>To consider and agree a response to the consultation from Honywood School regarding the proposed transfer to the Saffron Academy Trust</b> It was proposed that the Council acknowledge the consultation but offer no comment. <b>Resolved:</b> Proposer Cllr Barnes, seconder Cllr Keig – Carried. Cllr Hagger abstained.	App 14								

19/80.	<b>Items for the next agenda</b> CCTV Policy; Determine the Council's position on the flood prevention proposal and how to communicate this to residents.	
19/81.	<b>To note the date and time of the next meeting</b> Monday 8 <sup>th</sup> April 2019 at 7:30 pm.	

The meeting closed at 8:50 pm.