



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 13th MAY 2018** at **7.30 PM** in the Village Hall, Stoneham Street.

Agenda /Minute Number	Agenda Item	Appendix Number
19/111.	To elect a Chairman of Coggeshall Parish Council for the year 2019-20 19.33 Cllr Hagger joined the meeting Cllr Phillips proposed Cllr Unsworth as Chairman seconded by Cllr Walsh Cllr Plumb proposed Cllr Culemann as Chairman seconded by Cllr Horne Votes for Cllr Unsworth 5 – Votes for Cllr Culemann 7 It was resolved to elect Cllr Culemann as Chairman of the Coggeshall Parish Council	
19/112.	To receive the Chairman's declaration of acceptance of office Received	
19/113.	To elect a Vice Chairman of Coggeshall Parish Council Cllr Culemann proposed Cllr Appleton-Claydon as Vice Chairman seconded by Cllr Hagger Cllr Hagger was proposed by Cllr Appleton-Claydon as Vice Chairman, seconded by Cllr Barnes Votes for Cllr Appleton-Claydon 7 – Votes for Cllr Hagger - 5 It was resolved to elect Cllr Appleton-Claydon as Vice Chairman of Coggeshall Parish Council	
19/114.	To receive the Vice Chairman's declaration of acceptance of office Received	
19/115.	Those present and apologies for absence Present: Cllrs Heaton, Unsworth, Plumb, Phillips, Culemann, Horne, Thompson, Hagger, Appleton-Claydon, Keig. Thorogood & Walsh Also present – Clerk – Debbie Morgan – one member of public.	
19/116.	Councillors Declarations Cllr Heaton declared a non-pecuniary interest on item 19/150 as the individual is known to him.	
19/117.	Minutes of previous meetings. The minutes of the Full Council meeting of Monday 8 th April 2019 were approved subject to the addition of the following to item 19/85 regarding the member of public who was litter picking. The member of public acknowledged that he was not covered by "insurance" Resolved: Proposer Cllr Culemann , seconder Cllr Horne – unanimous	App 1
19/118.	Public Participation session with respect to Agenda items and other matters of mutual interest.	

	The member of public asked with regard to the progress of the introduction of charging/controls to the car park. He also asked with regard to the progress for the land registration of the clock tower and also the nature of the confidential matter at the end of the agenda.	
19/119.	<p>County Councillor's & District Councillor's Report</p> <p>Cllr Unsworth advised that the Coggeshall Independents had joined with the Green Party Councillors to form the main opposition to the Conservatives in Braintree District Council. Seats on the various committees are yet to be confirmed although some of the committees are possibly being re-organised but the as the main opposition, there should be a member on each committee.</p>	
19/120.	<p>To resolve that Coggeshall Parish Council meets the eligibility criteria for the General Power of Competence as set out in the Localism Act 2011 and that the Council therefore adopts the power.</p> <p>It was proposed to adopt the General Power of Competence. Resolved: Proposer Cllr Culemann, seconder Cllr Appleton-Claydon – unanimous</p>	App 2
19/121.	<p>To receive Clerk's Report and review and agree the project list</p> <p>The Land registry surveyor has inspected the clock tower and an update is not expected until late May/June.</p> <p>We have been advised by Braintree District Council that they hope to commence the legal process for the car park to be entered into the Braintree Off Street Parking Order at the beginning of May.</p> <p>Cllr Culemann will be attending the Holmes and Hills free commercial property law update seminar which is being held on 22nd May.</p> <p>The new web accessibility regulations have created legal obligations for public sector websites. We will need to review our website the coming months and may need a re-design to ensure compliance.</p> <p>The annual meeting of the Parish (Annual Assembly) will be held at 7.30 on Monday 20th May.</p> <p>The project list was agreed Resolved: Proposer Cllr Culemann, seconder Cllr Keig – unanimous</p>	App 3
19/122.	<p>To note the report from the Finance Committee/RFO</p> <ol style="list-style-type: none"> I. To approve the payments for April 2019 II. To note bank balances at 30th April 2019 III. To note the income and expenditure report IV. To note the Internal Audit report for year ended 31 March 2019 V. To note and approve the RFO Income and Expenditure report and Balance Sheet for the year ended 31 March 2019 VI. To consider and approve the RFO proposed Budget allocations (£34,600) to be carried forward in to 2019/2020 VII. To consider and approve the RFO's proposals for the consideration / submission of future Committee Budget requests VIII. To consider and request the RFO to prepare a financial report for the Council website in respect of the year ending 31 March 2019 to be approved at the next Full Council meeting <p>It was proposed to approve the payments for April 2019 Resolved: Proposer Cllr Plumb, seconder Cllr Culemann – unanimous</p> <p>It was proposed to approve the RFO's Income and Expenditure report and Balance Sheet for the year ended 31 March 2019</p>	App 4i App 4ii App 4iii App 4iv App 4v

	<p>Resolved: Proposer Cllr Culemann, seconder Cllr Appleton-Claydon – unanimous It was proposed to approve the Budget allocations (£34,600) to be carried forward in to 2019/2020</p> <p>Resolved: Proposer Cllr Plumb, seconder Cllr Appleton-Claydon – unanimous It was proposed to approve the RFO's proposals for the consideration / submission of future Committee Budget requests</p> <p>Resolved: Proposer Cllr Plumb, seconder Cllr Horne – unanimous It was proposed to request the RFO to prepare a financial report for the Council website in respect of the year ending 31 March 2019 to be approved at the next Full Council meeting</p> <p>Resolved: Proposer Cllr Culemann, seconder Cllr Barnes – unanimous The RFO suggested that budgets should be prepared earlier this year and properly costed and checked resources are available.</p>													
19/123.	<p>To review the action plan for 2019-2020 The budget cycle and Busking in the park are to be added to the Action Plan,</p>	App 5												
19/124.	<p>Correspondence received</p> <table border="1"> <tr> <td>05/05/2019</td> <td>VE DAY 75 (2020)</td> <td>SSAFA</td> <td>For consideration</td> </tr> <tr> <td>18/04/2019</td> <td>Cigarette Butts</td> <td>A Resident</td> <td>For discussion</td> </tr> </table>	05/05/2019	VE DAY 75 (2020)	SSAFA	For consideration	18/04/2019	Cigarette Butts	A Resident	For discussion	App 6				
05/05/2019	VE DAY 75 (2020)	SSAFA	For consideration											
18/04/2019	Cigarette Butts	A Resident	For discussion											
19/125.	<p>To review and agree the Standing Orders It was proposed to adopt the Standing Orders amended August 2018 Resolved: Proposer Cllr Culemann, seconder Cllr Horne – unanimous</p>	App 7												
19/126.	<p>To review and agree the Standing and Sub-committees for Coggeshall Parish Council It was proposed that no change should be made to the Standing Committees and Sub-committees Resolved: Proposer Cllr Culemann, seconder Cllr Thorogood– unanimous</p>	App 8												
19/127.	<p>To agree the number of committee members and their appointment to the Standing and Sub-Committees The Standing Committees were agreed as follows:</p> <table border="1"> <thead> <tr> <th>TRAFFIC MANAGEMENT Min 5 – Max 9</th> <th>OPENS SPACES Min 6 – Max 9</th> <th>VILLAGE HALL Min 5 – Max 9</th> </tr> </thead> <tbody> <tr> <td> Cllr Trevor Plumb Cllr Nick Unsworth Cllr Geoff Heaton Cllr Peter Phillips Cllr Anna Appleton-Claydon Cllr Paul Thorogood </td> <td> Cllr Geoff Keig Cllr Peter Phillips Cllr Michael Horne Cllr Geoff Heaton Cllr Anna Appleton-Claydon Cllr Jochen Culemann Cllr Natasha Barnes Cllr Nick Unsworth </td> <td> Cllr Natasha Barnes Cllr Geoff Heaton Cllr Anna Appleton-Claydon Cllr Michael Horne Cllr Jochen Culemann Cllr Geoff Keig </td> </tr> <tr> <th>PERSONNEL Min 5 – Max 9</th> <th>PLANNING Min 5 – Max 9</th> <th>FINANCE Min 5 – Max 9</th> </tr> <tr> <td> Cllr Nick Unsworth Cllr Jochen Culemann Cllr Peter Phillips Cllr Michael Horne Cllr Paul Thorogood </td> <td> Cllr Geoff Heaton Cllr Tom Walsh Cllr Jochen Culemann Cllr Anna Appleton-Claydon Cllr Ian Hagger Cllr Michael Horne Cllr Nick Unsworth Cllr Trevor Plumb </td> <td> Cllr Trevor Plumb Cllr Jochen Culemann Cllr Nick Unsworth Cllr Tom Walsh Cllr Geoff Heaton Cllr Peter Phillips </td> </tr> </tbody> </table>	TRAFFIC MANAGEMENT Min 5 – Max 9	OPENS SPACES Min 6 – Max 9	VILLAGE HALL Min 5 – Max 9	Cllr Trevor Plumb Cllr Nick Unsworth Cllr Geoff Heaton Cllr Peter Phillips Cllr Anna Appleton-Claydon Cllr Paul Thorogood	Cllr Geoff Keig Cllr Peter Phillips Cllr Michael Horne Cllr Geoff Heaton Cllr Anna Appleton-Claydon Cllr Jochen Culemann Cllr Natasha Barnes Cllr Nick Unsworth	Cllr Natasha Barnes Cllr Geoff Heaton Cllr Anna Appleton-Claydon Cllr Michael Horne Cllr Jochen Culemann Cllr Geoff Keig	PERSONNEL Min 5 – Max 9	PLANNING Min 5 – Max 9	FINANCE Min 5 – Max 9	Cllr Nick Unsworth Cllr Jochen Culemann Cllr Peter Phillips Cllr Michael Horne Cllr Paul Thorogood	Cllr Geoff Heaton Cllr Tom Walsh Cllr Jochen Culemann Cllr Anna Appleton-Claydon Cllr Ian Hagger Cllr Michael Horne Cllr Nick Unsworth Cllr Trevor Plumb	Cllr Trevor Plumb Cllr Jochen Culemann Cllr Nick Unsworth Cllr Tom Walsh Cllr Geoff Heaton Cllr Peter Phillips	
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	Resolved: Proposer Cllr Culemann, seconder Cllr Keig – unanimous	
19/128.	<p>To appoint the Chairman to each of the Standing Committees Cllr Plumb – Chair of Traffic Management Resolved: Proposer Cllr Appleton-Claydon, seconder Cllr Barnes – unanimous Cllr Keig – Chair of Open Spaces Resolved: Proposer Cllr Appleton-Claydon, seconder Cllr Plumb – unanimous Cllr Barnes – Chair of Village Hall Resolved: Proposer Cllr Plumb, seconder Cllr Appleton-Claydon – unanimous Cllr Unsworth – Chair of Personnel Resolved: Proposer Cllr Plumb, seconder Cllr Barnes – unanimous Cllr Heaton – Chair of Planning Resolved: Proposer Cllr Appleton-Claydon, seconder Cllr Plumb – unanimous Cllr Plumb – Chair of Finance Resolved: Proposer Cllr Appleton-Claydon, seconder Cllr Barnes – unanimous</p>	
19/129.	<p>To review and agree the Terms of Reference for the Standing and Sub-Committees It was proposed to refer the Terms of Reference to the committees and then refer them back to the Full Council. Resolved: Proposer Cllr Culemann, seconder Cllr Appleton-Claydon – unanimous</p>	App 9
19/130.	<p>To note and approve the meeting schedule for 2019-2020 The meeting schedule was agreed as presented. The Clerk is to circulate copies to all Councillors and update the website. Resolved: Proposer Cllr Culemann, seconder Cllr Horne – unanimous</p>	App 10
19/131.	<p>To consider and agree the Council Policy for Councillors attending and speaking at external planning meetings. It was proposed to amend the policy so that where the Parish Council have an established position, the chair or vice chair of the council or committee in discussion with the clerk shall be nominated as the official representative if insufficient time permits it to be discussed at the appropriate meeting. Resolved: Proposer Cllr Appleton-Claydon, seconder Cllr Barnes– unanimous</p>	App 11
19/132.	<p>To review the Council Policies Training Policy – addition of “Within 12 months of a Councillor being appointed, it is recommended that they should attend Councillor 1 &2 EALC training courses” Resolved: Proposer Cllr Horne, seconder Cllr Appleton-Claydon – unanimous All other policies to remain as previously agreed. Resolved: Proposer Cllr Culemann seconder Cllr Barnes– unanimous</p>	App 12
19/133.	<p>To review and agree membership and subscriptions to external organisations It was proposed to agree to the subscriptions as listed</p>	App 13

	Resolved: Proposer Cllr Appleton-Claydon, seconder Cllr Horne– unanimous									
19/134.	<p>To review representation on or work with external organisations and to appoint a Broadband Champion if required.</p> <p>It was proposed to appoint Cllr Appleton-Claydon as Broadband Champion</p> <p>Resolved: Proposer Cllr Culemann, seconder Cllr Walsh – one against All the other representations to remain as the list</p> <p>Resolved: Proposer Cllr Culemann, seconder Cllr Barnes– unanimous</p>	App 14								
19/135.	<p>To review the training courses and to agree Cllr Culemann taking the Essex Equals course and the CiLCA qualification.</p> <p>Cllr Unsworth would like to attend the Power of Competence on 5th June</p> <p>Cllr Culemann – 26th July – Essex Equals and CiLCA Qualification</p> <p>Resolved: Proposer Cllr Culemann, seconder Cllr Appleton-Claydon– unanimous</p> <p>Any other Councillors wishing to attend courses at the EALC should contact the clerk</p>	App 15								
19/136.	<p>To consider a request from Farleigh Hospice with regard to the parking of their outreach vehicle once a month in Coggeshall.</p> <p>Clerk to investigate market and co-op and report back to next meeting</p>	App 16								
19/137.	<p>To consider and agree the opening of a new current account with Barclays for the village hall deposits and to agree the numbers and names of signatories.</p> <p>It was agreed to open a new current account</p> <p>Resolved: Proposer Cllr Culemann, seconder Cllr Barnes– unanimous</p> <p>Four signatories and process to be deferred back to the village hall.</p> <p>Resolved: Proposer Cllr Barnes, seconder Cllr Appleton-Claydon– unanimous</p> <p>It was proposed to suspend standing orders to allow the meeting to exceed two hours</p> <p>Resolved: Proposer Cllr Culemann, seconder Cllr Barnes– unanimous</p> <p>21.30 – Cllr Thorogood left the meeting</p>									
19/138.	<p>To note the minutes from the Planning Committee held on Monday 29th April 2019</p> <p>Noted</p>	App 17								
19/139.	<p>To consider the following Planning Applications</p> <table border="1" data-bbox="316 1630 1299 1827"> <tr> <td>APPLICATION NO :</td> <td>19/00100/TPOCON</td> </tr> <tr> <td>DESCRIPTION :</td> <td>Fir (Douglas – Pseudotsuga Menziesii). Permission to remove tree.</td> </tr> <tr> <td>LOCATION :</td> <td>1 Nunns Close Coggeshall Essex CO6 1AN</td> </tr> <tr> <td>Date for comments</td> <td>Thu 23 May 2019</td> </tr> </table> <p>Refer to the tree officer at Braintree</p> <p>Resolved: Proposer Cllr Plumb, seconder Cllr Horne– unanimous</p>	APPLICATION NO :	19/00100/TPOCON	DESCRIPTION :	Fir (Douglas – Pseudotsuga Menziesii). Permission to remove tree.	LOCATION :	1 Nunns Close Coggeshall Essex CO6 1AN	Date for comments	Thu 23 May 2019	
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19/141.	<p>To note the minutes of the Village Hall meeting which was held on Monday 15th April 2019 Noted</p>	App 18		
19/142.	<p>To note the minutes of the Personnel Committee which was held on Thursday 25th April 2019 Noted</p>	App 19		
19/143.	<p>To consider and agree the appointment a working party to potentially meet with Bovis Homes with regard to the Colchester Road development. Neighbourhood Plan sub committee have proposed Alex Stevenson, Paul Javin, Ian Stock and Cllr Michael Horne, Cllr Appleton-Claydon to be added to the working party. Resolved: Proposer Cllr Culemann, seconder Cllr Hagger – unanimous</p>			
19/144.	<p>To consider and agree the grant request from Coggeshall in Bloom The Parish Council requested the Coggeshall in Bloom group provide a summary of last year's work and provide photos to showcase their work. In addition, a list of locations and return of the planters previously purchased by the Parish Council.</p>	App 20		
19/145.	<p>To consider and agree the licence for the Listening Bench in Market Hill It was proposed to agree the licence for the listening bench Resolved: Proposer Cllr Hagger, seconder Cllr Unsworth – unanimous</p>	App 21		
19/146.	<p>To consider and agree the granting of the application for a licensed bar for an event on Sunday 19th May 2019 It was agreed to grant the licence bar for the event on 19th May Resolved: Proposer Cllr Appleton-Claydon, seconder Cllr Horne – unanimous</p>	App 22		
19/147.	<p>Items for the next agenda Farleigh Hospice van Coggeshall in bloom grant RFO Annual Financial Report To agree as response and establish a position on the proposed quarry Update on dispute</p>			
19/148.	<p>To note the date and time of the next meeting Monday 10th June 2019 – 7.30 pm</p>			
19/149.	<p>To close the meeting to the press and the public to discuss matters of a confidential nature It was proposed to close the meeting due to the confidential nature of the discussions. Resolved: Proposer Cllr Culemann, seconder Cllr Barnes – unanimous</p>			
19/150.		App 23		

The meeting closed at 22.00 hrs