



COGGESHALL PARISH COUNCIL

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Minutes of a meeting of the PARISH COUNCIL Held on Monday 10th June 2019 at 7.30 pm in the Village Hall, Stoneham Street.

Agenda /Minute Number	Agenda Item	Appendix Number
19/151.	Those present and apologies for absence Present: Heaton, Phillips, Culemann, Horne, Thorogood, Hagger, Appleton-Claydon, Barnes, & Walsh Apologies: Cllr Keig & Plumb Unsworth, Also present: Clerk – Debbie Morgan Cllr Robert Mitchell, one member of public	
19/152.	Councillors Declarations 19/158 – Cllr Culemann declared a pecuniary interest as his travel expenses were included in the payment list.	
19/153.	Minutes of previous meetings. The minutes of the Full Council meeting of Monday 13 th May 2019 were agreed as a true record. Resolved: Proposer Cllr Culemann, seconder Cllr Horne - unanimous	App 1
19/154.	Public Participation session with respect to Agenda items and other matters of mutual interest. A resident thanked the Parish Council for the recent tree works in the Churchyard. The resident also spoke with regard to the proposed gravel pit / flood alleviation scheme and requested an open public meeting hosted by the Parish Council for residents to discuss and air their views. They advised that it was not necessary for a representative of the Environment Agency to be present. Cllr Culemann advised that a meeting will be considered at the next Full Council meeting.	
19/155.	County Councillor's & District Councillor's Report Cllr Robert Mitchell (County Councillor) advised that he had received details of the footway repairs for Coggeshall from the Clerk Cllr Mitchell is looking at issues caused by gravel driveways, ditch clearing and trying to get Parish Councils to assist with notification. Cllr Walsh (District Councillor) advised that the BDC committees had been confirmed. Cllr Unsworth is on the Planning and Scrutiny Committees. Cllr Walsh is on the Local plan Standards and Governance Committees. Cllr Walsh also gave an update on the Neighbourhood Plan NP which has gone through regulation 14. A recent meeting was held with BDC. Cllr Walsh expressed concern over some areas of the EA Flood Alleviation scheme including the lack of consultation with BDC.	

19/156.	<p>Clerk's Report and current projects list</p> <p>The Land registry have sent their surveyor to inspect the clock tower and it is not expected a further update will be received for a while. We are awaiting a surveyor to inspect the cemetery. The Council have agreed a land value and this has been communicated to the Council's solicitor.</p> <p>Cllr Heaton mentioned that an issue had arisen with a tree which had affected the foundation in a property adjacent to the cemetery. The Clerk has sent the information to the Council's solicitor and awaiting a response.</p> <p>Cllr Heaton mentioned that once the registration was complete, he felt that the Parish Council should write to the Diocese to advise that their failure to unregister the land as they initially promised had caused additional work and cost to the Parish Council.</p> <p>We have been advised by Braintree District Council that they hope to commence the legal process for the car park to be part of the to be implemented in the Stoneham Street Car Park and this is being chased.</p> <p>Following the withdrawal of the magazine in Coggeshall, the Clerk and Cllr Appleton-Claydon are looking at a monthly email newsletter that can be sent out via email.</p> <p>No applications were received for co-option onto the Parish Council and we remain with two vacancies.</p> <p>Tenders were sent out on Tuesday 4th June for the Big Park Project to the companies on the BDC Framework agreement. The closing date is Wednesday 17th July.</p>	App 2																				
19/157.	<p>Correspondence received</p> <table border="1" data-bbox="331 1137 1321 1552"> <tr> <td>17/05/19</td> <td>Priti Patel</td> <td>Update</td> <td>For information</td> </tr> <tr> <td>29/05/19</td> <td>A Resident</td> <td>Complaint about abandoned car in the car park</td> <td>Clerk has responded</td> </tr> <tr> <td>26/05/19</td> <td>A Resident</td> <td>Request for dropped kerb in Stoneham Street</td> <td>Passed to District Cllr and to be considered for submission to the LHP</td> </tr> <tr> <td>26/05/19</td> <td>A Resident</td> <td>EA Flood Alleviation Scheme</td> <td>Passed to Open Spaces</td> </tr> <tr> <td>28/05/19</td> <td>A Resident</td> <td>EA Flood Alleviation Scheme</td> <td>Passed to Open Spaces</td> </tr> </table>	17/05/19	Priti Patel	Update	For information	29/05/19	A Resident	Complaint about abandoned car in the car park	Clerk has responded	26/05/19	A Resident	Request for dropped kerb in Stoneham Street	Passed to District Cllr and to be considered for submission to the LHP	26/05/19	A Resident	EA Flood Alleviation Scheme	Passed to Open Spaces	28/05/19	A Resident	EA Flood Alleviation Scheme	Passed to Open Spaces	App 3
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19/158.	<p>To note the report from the Finance Committee/RFO</p> <p>I. To approve the payments for April 2019</p> <p>II. To note bank balances at 31st May 2019 2019</p> <p>III. To note the income and expenditure report</p> <p>It was proposed to approve the payments for April 2019</p> <p>Resolved: Proposer Cllr Appleton-Claydon, seconder Cllr Horne – one abstention</p>	App 4i App 4ii App 4iii																				
19/159.	<p>To note the draft minutes of the Finance Committee held on Tuesday 28 May 2019</p> <p>Noted</p>	App 5																				
19/160.	<p>Annual Return year end 31 March 2019</p>	App 6																				

	<p>To consider and approve Section 1 of the Return the Annual Governance Statement 2017/18 (by each individual Assertion) and to authorise the Chairman to sign the statement and year-end Balance Sheet.</p> <p>Recommended by the Finance Committee It was proposed to approve Section 1 of the Annual Governance Statement</p> <p>Resolved: Proposer Cllr Culemann, seconder Cllr Appleton-Claydon - unanimous</p>	App 7
19/161.	<p>Annual Return year end 31 March 2019</p> <p>To consider and approve Section 2 of the Return the Accounting Statements 2018/19 and to authorise the Chairman to sign the statement</p> <p>Recommended by the Finance Committee It was proposed to approve Section 2 of the Return of the Accounting Statements</p> <p>Resolved: Proposer Cllr Appleton-Claydon, seconder Cllr Barnes - unanimous</p>	App 6 App 7
19/162.	<p>Annual Return year end 31 March 2019</p> <p>To agree that the period to be advertised when electors and interested persons may exercise rights relating to the annual return / accounts will be 17 June 2019 to 26 July 2019</p> <p>Recommended by the Finance Committee It was proposed to agree to the period as advertised above</p> <p>Resolved: Proposer Cllr Appleton-Claydon, seconder Cllr Horne - unanimous</p>	App 8
19/163.	<p>To consider and approve the Terms of Reference for the Finance Committee (with minor amendments)</p> <p>It was proposed to approve the Terms of Reference for the Finance Committee</p> <p>Resolved: Proposer Cllr Culemann, seconder Cllr Barnes - unanimous</p>	App 9
19/164.	<p>To consider and approve increases to the Councils Earmarked Reserves: -</p> <p>Van Replacement £2,000</p> <p>Cemetery Expansion £10,000</p> <p>Car Park £5,000</p> <p>Recommended by the Finance Committee It was proposed to approve the above increases to the earmarked reserves</p> <p>Resolved: Proposer Cllr Culemann, seconder Cllr Phillips - unanimous</p>	App 10 App 11
19/165.	<p>To consider and approve the RFO Report for the year ended 31st March 2019 to be published on the Council's website</p> <p>It was proposed to approve the RFO Report without amendments</p> <p>Resolved: Proposer Cllr Culemann, seconder Cllr Barnes - unanimous</p>	App 12
19/166.	<p>To consider and approve the quotation from Came and Co Insurance Brokers with regard to the Parish Van</p> <p>It was proposed to approve the quotation for the van insurance</p> <p>Resolved: Proposer Cllr Culemann, seconder Cllr Appleton-Claydon - unanimous</p>	App 13

19/167.	<p>To note the correspondence from the Museum Group with regard to the licence and if appropriate agree to the requested amendments It was proposed to accept the proposed change</p> <p>It was proposed to agree to the proposed changes to the licence Resolved: Proposer Cllr Culemann, seconder Cllr Horne - unanimous</p>	App 14
19/168.	<p>Public Consultation – to note the flood alleviation scheme as proposed by the Environment Agency and to agree a response (Closing date 4th July 2019)</p> <p>A working party has been agreed to draft the response using the Council's response to the scoping request held earlier in the year. The Clerk is to try and obtain an extension for the response. If this is not possible, the working party should provide a response by 1st July and circulate via the clerk for ratification at the next full Council meeting. Resolved: Proposer Cllr Culemann, seconder Cllr Appleton-Claydon - unanimous</p>	App 15
19/169.	<p>Public Consultation – to note the changes to concessionary bus passes for the Colchester Park and Ride and to consider a response (Closing date 31st July 2019)</p> <p>It was decided not to provide a response. Resolved: Proposer Cllr Culemann, seconder Cllr Appleton-Claydon - unanimous</p>	App 16
19/170.	<p>To note the draft minutes from the Open Spaces Committee</p> <p>Noted</p>	App 17
19/171.	<p>To consider and approve the Terms of Reference for the Open Spaces Committee (with no amendments)</p> <p>It was proposed to approve the Terms of Reference for the Open Spaces Committee with the removal of the second paragraph. Resolved: Proposer Cllr Culemann, seconder Cllr Appleton-Claydon - unanimous</p>	App 18
19/172.	<p>To consider and agree a working party to analyse and score the received tenders for the Big Park Project and to prepare a written report for consideration by the Open Spaces Committee</p> <p>It was proposed to appoint Cllrs Culemann, Horne, Barnes, Appleton-Claydon and two members of public Kerry Brinkley-Whittington, Rachel Marrow to carry out the scoring for the Big Park Project tenders. Resolved: Proposer Cllr Culemann, seconder Cllr Phillips - unanimous</p>	
19/173.	<p>To note the draft minutes from the Planning Committee</p> <p>Noted</p>	App 19
19/174.	<p>To consider and approve the Terms of Reference for the Planning Committee (with minor amendments)</p> <p>It was agreed to approve the Terms of Reference for the Planning Committee with minor amendments Resolved: Proposer Cllr Culemann, seconder Cllr Horne - unanimous</p>	App 20
19/175.	<p>To consider and approve the Terms of Reference for the Neighbourhood Plan Sub-Committee (with minor amendments)</p> <p>It was agreed to approve the Terms of Reference for the Neighbourhood Plan Sub-Committee with minor amendments</p>	App 21

	Resolved: Proposer Cllr Culemann, seconder Cllr Walsh - unanimous	
19/176.	To discuss and approve the response from Coggeshall Parish Council in relation to the relocation of bridleways and footpaths, (40,81, 70, 53) It was proposed to agree to the response as provided. Resolved: Proposer Cllr Appleton-Claydon, seconder Cllr Barnes - unanimous	App 22
19/177.	Busking in the park – agree dates and a budget (Cllr Heaton) Dates are to be confirmed. It was agreed to a budget of £200 to cover posters Resolved: Proposer Cllr Culemann, seconder Cllr Appleton-Claydon-unanimous	
19/178.	To note the additional requested information and to approve if appropriate the grant request from the Coggeshall in Bloom Group It was proposed to agree to the grant of £500 to the Coggeshall in Bloom Group Resolved: Proposer Cllr Culemann, seconder Cllr Appleton-Claydon - unanimous	App 23
19/179.	Items for the next agenda Flood alleviation – open meeting Monthly email newsletter	
19/180.	To note the date and time of the next meeting Monday 8 th July 2019 – 7.30 pm	

The meeting closed at 20.45 hours