



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 12th August 2019** at **7.30 pm** in the Village Hall, Stoneham Street.

Agenda /Minute Number	Agenda Item	Appendix Number
19/219.	Those present and apologies for absence Present: Unsworth, Plumb, Phillips, Culemann, Horne, Appleton-Claydon, Barnes, Smalley, Astley, Devaraj & Walsh Apologies: Cllr Hagger, Walsh, Thorogood & Keig Also present: Clerk – Debbie Morgan – 2 members of public	
19/220.	Councillors Declarations 19/234 - Cllr Culemann declared a pecuniary interest as the matter relates to him personally 19/228 – Cllr Appleton-Claydon declared a pecuniary interest 19/237 – Cllr Horne declared a non-pecuniary interest in the item on the listening bench as he provided the original recording.	
19/221.	Minutes of previous meetings. The minutes of the Extraordinary Full Council meeting of Wednesday 24 th July 2019 were agreed as a true record. Resolved: Proposer Cllr Horne, Seconder Cllr Appleton-Claydon - unanimous	App 1
19/222.	Public Participation session with respect to Agenda items and other matters of mutual interest. Tracey Vickers gave an update on the library (see 19/226) A member of public asked about the Old Chapel and also the "Dog Walking" Anti-Social behaviour initiatives.	
19/223.	County Councillor's & District Councillor's Report No County Councillor present Cllr Unsworth advised that BDC approved the Garden Communities motion despite a number of concerns being raised by a number of Parish Councils and rural groups. Cllr Unsworth is also asking to be involved in the market meetings.	
19/224.	Clerk's Report and current projects list and to consider the appointment of a working party for the Old Chapel Confirmation has been received that the Clock Tower has now been registered as being in the ownership of the Parish Council. This is the last of the unregistered property and the work on this project is now complete after three years of work. We have been advised that the process for Hatfield Peverel being added to the BDC Off Street Parking Order has now been advertised. Once this is complete BDC will start on the Coggeshall registration to allow controls to be implemented into the car park.	App 2

	<p>We are still experiencing regular fly tipping by the recycling bins in the car park. Often this is waste which should go out with the regular two weekly recycling waste. We are now working with BDC on a number of initiatives to reduce this problem.</p> <p>We have been invited to attend a Planning Law Update by Holmes and Hills</p> <p>We have been advised that from September 2019, Regional Life will be providing a "Coggeshall and Marks Tey" edition. This will include a maximum of one page for Coggeshall Parish Council to provide updates. The Clerk and Cllr Appleton-Claydon have also set up a Mail Chimp account for the update to be provided electronically to those that sign up. Currently there are over 100 who have requested to be added to the list.</p> <p>Emergency Plan – the office has received an email from BDC to advise that the emergency plan needs to be updated by 25th September.</p> <p>Councillors should also be reminded that budget item request sheets for 2020-21 should be with the RFO no later than 31st August with costings/copy quotes.</p> <p>It was agreed to appoint Cllrs Unsworth, Horne & Astley to the working party for the Old Chapel</p> <p>Resolved: Proposer Cllr Appleton-Claydon, Seconder Cllr Barnes - unanimous</p>																									
19/225.	<p>Correspondence received</p> <table border="1" data-bbox="331 1061 1310 1581"> <tr> <td>17/07/2019</td> <td>Priti Patel</td> <td>Letter regarding the library services</td> <td>For information</td> </tr> <tr> <td>23/07/2019</td> <td>A resident</td> <td>Letter from a resident whose house flooding advising they now object to the EA's scheme</td> <td>For information</td> </tr> <tr> <td>26/07/2019</td> <td>A resident</td> <td>Letter objecting to the EA flood alleviation proposal</td> <td>For information</td> </tr> <tr> <td>29/07/2019</td> <td>Essex Highways</td> <td>Email advising of lighting assessment and possible works, Tey Road, Coggeshall</td> <td>Clerk has responded</td> </tr> <tr> <td>30/07/2019</td> <td>A resident</td> <td>Thank you email for the meeting regarding the EA Flood Alleviation scheme</td> <td>For information</td> </tr> <tr> <td>01/08/2019</td> <td>A resident</td> <td>Copy of objection re Bovis Homes, Colchester Road Site</td> <td>For information</td> </tr> </table> <p>Noted</p>	17/07/2019	Priti Patel	Letter regarding the library services	For information	23/07/2019	A resident	Letter from a resident whose house flooding advising they now object to the EA's scheme	For information	26/07/2019	A resident	Letter objecting to the EA flood alleviation proposal	For information	29/07/2019	Essex Highways	Email advising of lighting assessment and possible works, Tey Road, Coggeshall	Clerk has responded	30/07/2019	A resident	Thank you email for the meeting regarding the EA Flood Alleviation scheme	For information	01/08/2019	A resident	Copy of objection re Bovis Homes, Colchester Road Site	For information	App 3
17/07/2019	Priti Patel	Letter regarding the library services	For information																							
23/07/2019	A resident	Letter from a resident whose house flooding advising they now object to the EA's scheme	For information																							
26/07/2019	A resident	Letter objecting to the EA flood alleviation proposal	For information																							
29/07/2019	Essex Highways	Email advising of lighting assessment and possible works, Tey Road, Coggeshall	Clerk has responded																							
30/07/2019	A resident	Thank you email for the meeting regarding the EA Flood Alleviation scheme	For information																							
01/08/2019	A resident	Copy of objection re Bovis Homes, Colchester Road Site	For information																							
19/226.	<p>Update on the proposed changes to the Library</p> <p>Tracey Vickers provided an update on the Library situation. A new strategy from ECC has been approved which dispenses with the tier system and no library will be closed. However, the details have not been disclosed and it is unclear if changes will be made to opening hours etc. The emphasis is still on libraries being community run with a quarterly stock refresh and the withdrawal of the IT facility. It is thought that Coggeshall cost about £20k to run. The community group did make an initial expression of interest in an attempt to get a meeting but this has now been withdrawn</p>																									

	The proposal has now been presented to the Scrutiny Committee however there is expected that there will be a legal challenge.	
19/227.	<p>To note the report from the Finance Committee/RFO</p> <p>I. To agree payments for July 2019</p> <p>II. To note bank balances</p> <p>III. To note the income and expenditure report</p> <p>It was agreed to approve the payments for July 2019 Resolved: Proposer Cllr Plumb, Seconder Cllr Unsworth - unanimous</p>	App 4
19/228.	<p>To agree the payment of £59.32 to Cllr Appleton-Claydon for the purchase of items for anti-social behaviour patrols and to receive an update from the working party</p> <p>Cllr Appleton-Claydon left the meeting It was proposed to approve the payment as above Resolved: Proposer Cllr Plumb, Seconder Cllr Barnes – unanimous Cllr Unsworth requested that it is noted that purchases by Councillors on expenses should be avoided as the PC are unable to claim back the VAT. Cllr Appleton Claydon returned to the meeting Cllr Culemann gave an update on progress. The clerk is to check the insurance situation with the Council's Broker. Cllr Appleton-Claydon will be organising a meeting with the local PCSO and also a Neighbourhood Watch.</p>	
19/229.	<p>To review and agree the completed Car Park and Premises rates request for information form from the Valuation Office</p> <p>It was proposed to agree to the rates request as presented. Resolved: Proposer Cllr Plumb, Seconder Cllr Barnes - unanimous</p>	App 5
19/230.	<p>To review and agree the Tax Certificate Request form from Lloyds Bank and for the Chairman to sign.</p> <p>It was proposed to agree the Tax Certificate Request form from Lloyds as presented Resolved: Proposer Cllr Plumb, Seconder Cllr Barnes - unanimous</p>	App 6
19/231.	<p>To note the quotations for the provision of Cyber Insurance and to agree a supplier if appropriate.</p> <p>It was proposed to approve BHIB to provide the Cyber Insurance at a cost of £299.99 with the possibility of the premium being shared with Marks Tey Parish Council to be explored. Cllr Appleton-Claydon proposed an amendment to the motion to include the engagement of Sarala Computers to set up the new arrangements and to supply Draytek Web Content Filtering at a cost of £40 plus VAT. Resolved: Proposer Cllr Plumb, Seconder Cllr Phillips- unanimous</p>	App 7
19/232.	<p>To note the report from the Big Park Project Working Party, quotations from contractors and the recommendations from the Open Spaces Committee and to agree the appointment of a contractor if appropriate. (Cllr Appleton-Claydon)</p> <p>Cllr Smalley expressed concerns over the amount of wood being used as this may be a target for arsonists. It was proposed to appoint Proludic as the supplier for the Big Park Project, subject to CPC obtaining the required funding</p>	App 8

	Resolved: Proposer Cllr Astley, Seconder Cllr Devaraj - nine in favour, one abstention – Cllr Unsworth.	
19/233.	To note the email from the Planning Officer at Braintree Council with regard to the Section 106 for the Dutch Nursery site and to review and agree the recommendations from the Open Spaces Committee if appropriate. It was proposed to use the list of items as proposed by the Open Spaces Committee. Resolved: Proposer Cllr Appleton-Claydon, Seconder Cllr Unsworth - unanimous	App 9
19/234.	To consider and agree payment of £350 for Cllr Jochen Culemann as a registration fee for the CiLCA accreditation Cllr Culemann left the meeting It was proposed to agree the payment for the CiLCA registration fee for Cllr Culemann Resolved: Proposer Cllr Unsworth, Seconder Cllr Barnes – unanimous Cllr Culemann returned to the meeting	
19/235.	To note the correspondence regarding the telephone kiosk at Market End and to agree a response if required. It was proposed to object to the removal of the telephone kiosk as there is no mobile phone coverage in the area. Resolved: Proposer Cllr Barnes, Seconder Cllr Astley - nine in favour, one against – Cllr Culemann	App 10
19/236.	To review and agree if appropriate the proposed Anti-Corruption and Bribery Policy (Cllr Culemann) It was proposed to defer this to the September meeting as Cllr Culemann had a number of changes he wished to propose.	App 11
19/237.	To note the request from the Sound Archive for a grant of £358 to provide a recorded historical archive and to update the recording of the listening bench. In the absence of a copy of the budget and bank statement, it was agreed to defer to the next meeting.	App 12
19/238.	To agree to a request from Cllr James Astley to be appointed to the Village Hall Committee It was agreed that Cllr Astley should be appointed to the Village Hall Committee Resolved: Proposer Cllr Unsworth, Seconder Cllr Appleton-Claydon - unanimous	App 13
19/239.	To note the email from EALC and to consider any initiatives to commemorate 125 years of Parish and Town Councils. It was proposed that the working party of the village hall should provide a list of proposals. Resolved: Proposer Cllr Appleton-Claydon, Seconder Cllr Culemann - unanimous	App 14
19/240.	To consider and agree how the Parish Council would like to mark their respect for Peter Thompson given his contribution to the Parish Council and the community (Cllrs Culemann & Appleton-Claydon)	App 15

	A number of options were proposed. Cllr Appleton-Claydon is to produce a budget request a tractor-based piece of equipment and also the provision of a picnic bench in the Owen Martin Nature Reserve, although there may be enough collected via donations for this to proceed. Subject to approval from the family and budget Resolved: Proposer Cllr Appleton-Claydon , Seconder Cllr Astley - unanimous									
19/241.	To note the minutes from the Personnel Committee Noted	App 16								
19/242.	To consider and agree the changes to the Terms of Reference for the Personnel Committee It was proposed to adopt the changes as proposed by the Personnel Committee Resolved: Proposer Cllr Unsworth, Seconder Cllr Culemann - unanimous	App 17								
19/243.	To note the minutes from the Open Spaces Committee Noted	App 18								
19/244.	To note the minutes from the Planning Committee Noted	App 19								
19/245.	<p>To consider the following Planning Application</p> <table border="1"> <tr> <td>APPLICATION NO :</td> <td>19/00193/TPOCON</td> </tr> <tr> <td>DESCRIPTION :</td> <td><u>Notice of intent to carry out works to trees in a Conservation Area - T2 Holly Top by 2.5m maximum, shaping sides accordingly and T1 Bay Top by 2.5m maximum, shaping sides accordingly. General tree maintenance to safeguard future life of trees and keeping to a manageable size for the area</u></td> </tr> <tr> <td>LOCATION :</td> <td>1 Albert Gardens Coggeshall Essex CO6 1UA</td> </tr> <tr> <td>Date for comments</td> <td>Fri 23 Aug 2019</td> </tr> </table> <p>It was proposed no comment Resolved: Proposer Cllr Plumb, Seconder Cllr Unswortherth - unanimous</p>	APPLICATION NO :	19/00193/TPOCON	DESCRIPTION :	<u>Notice of intent to carry out works to trees in a Conservation Area - T2 Holly Top by 2.5m maximum, shaping sides accordingly and T1 Bay Top by 2.5m maximum, shaping sides accordingly. General tree maintenance to safeguard future life of trees and keeping to a manageable size for the area</u>	LOCATION :	1 Albert Gardens Coggeshall Essex CO6 1UA	Date for comments	Fri 23 Aug 2019	
APPLICATION NO :	19/00193/TPOCON									
DESCRIPTION :	<u>Notice of intent to carry out works to trees in a Conservation Area - T2 Holly Top by 2.5m maximum, shaping sides accordingly and T1 Bay Top by 2.5m maximum, shaping sides accordingly. General tree maintenance to safeguard future life of trees and keeping to a manageable size for the area</u>									
LOCATION :	1 Albert Gardens Coggeshall Essex CO6 1UA									
Date for comments	Fri 23 Aug 2019									
19/246.	Items for the next agenda Anti-Bribery policy Grant for Sound Archive Group 125 years of Coggeshall Parish Council Cllr Smalley to join Personnel Committee (Agenda request forms should be completed and with the Clerk by Monday 2 nd September 2019)									
19/247.	To note the date and time of the next meeting Monday 9 th September 2019 – 7.30 pm									
19/248.	To close the meeting to the press and the public to discuss matters of a sensitive nature Resolved: Proposer Cllr Culemann, Seconder Cllr Appleton-Claydon - unanimous									
19/249.										

19/250.		
19/251.		

The meeting closed at 22.00