



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

Agenda /Minute Number	Agenda Item	Appendix Number
19/252.	<b>Those present and apologies for absence</b> <b>Present:</b> Cllrs Unsworth, Plumb, Phillips, Culemann, Horne, Thorogood, Hagger, Appleton-Claydon, Keig, Smalley, Astley & Walsh <b>Apologies:</b> Cllr Barnes & Devaraj <b>Also Present:</b> Clerk – Debbie Morgan – three members of public and District Councillor – Robert Mitchell 19.33 – Cllr Hagger & Walsh arrived	
19/253.	<b>Councillors Declarations</b> 19/278 — Stock Street Barn - Cllr Appleton-Claydon – Non-Pecuniary as the applicant is known to them	
19/254.	<b>Minutes of previous meetings.</b> The minutes of the Full Council meeting of Monday 12 <sup>th</sup> August 2019 were agreed as a true record with two amendments. 19/205 – Cllr Unsworth added as seconder, replacing Cllr Culemann 19/206 – Cllr Culemann added as seconder <b>Resolved:</b> Proposer Cllr Culemann, Seconder Cllr Phillips– unanimous	App 1
19/255.	<b>Public Participation session with respect to Agenda items and other matters of mutual interest.</b> The applicant for the grant (Agenda item 19/267) for the Sound Archive gave a presentation on their aims for the group. He advised the Parish Council that there have been 6,000 plays for the listening bench last year. National Trust advised that there will be a Heritage Day on 21 <sup>st</sup> September. A resident asked about the aims of the Sound Archive and the clerk responded. 19/278 – A resident advised that the application was a neighbouring property although it contains his business name and he felt that it should be rejected.	
19/256.	<b>County Councillor's &amp; District Councillor's Report</b> Cllr Robert Mitchell advised that August has been quiet. He is looking at a number of highways issues with Cllr Walsh. It is hoped that the legal work to add the Stoneham Street car park to the off-Street Parking Order should start soon. A120 funding should be announced shortly. Cllr Unsworth – advised that he has attended the performance management BDC meeting and has asked questions about the BDC Local Plan and Garden Communities.	

	<p>Cllr Walsh – advised that it could be two years before the BDC Local Plan is adopted – it is currently at public consultation which runs until the end of September. On 23<sup>rd</sup> September there will be an event in the Village Hall, Coggeshall for a presentation on the local plan.</p>	
19/257.	<p><b>To note the Clerk’s report and to review and review and agree the project list</b>  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 and it is hoped that this will commence at the end of September.  BDC had recently installed CCTV at the recycling bins  Cyber insurance has been taken up with BHIB. The clerk recently met with Sarala our IT provider as a number of initiatives need to be implemented as a requirement of the insurer  The Clerk attended the SLCC Training Seminar which was held at Stoke by Nayland on 4th September  The Community Payback team attended the top section of the cemetery on Saturday 7<sup>th</sup> September.</p>	App 2
19/258.	<p><b>Correspondence received</b>  <b>Highways Annual Plan</b></p>	App 3
19/259.	<p><b>To note the report from the RFO</b>  I. <b>To agree payments for August 2019</b>  II. <b>To note bank balances</b>  III. <b>To note and review the Budget update from the RFO</b>  It was proposed to agree the payments for August 2019.  <b>Resolved:</b> Proposer Cllr Plumb, Seconder Cllr Keig – unanimous  Cllr Plumb thanked the RFO for the review and would urge every Councillor to read it and note that it will be the back drop for committee budgets.</p>	App 4
19/260.	<p><b>To agree to the virement of £320 from the Budget Line Elections (4170/702) to General payments (4900/702) for the purchase of a book of condolence</b>  It was proposed to the virement as detailed.  <b>Resolved:</b> Proposer Cllr Appleton-Claydon, Seconder Cllr Unsworth – unanimous</p>	
19/261.	<p><b>To agree to the purchase of a Poppy Wreath for Remembrance Sunday at a cost of £50 from Chairman’s Expenses</b>  It was proposed to purchase the Poppy Wreath using the Chairman’s expenses  <b>Resolved:</b> Proposer Cllr Keig, Seconder Cllr Appleton-Claydon – unanimous</p>	
19/262.	<p><b>To note the correspondence from Wave with regard to the water supply at Butt Field Allotments and to agree the cancellation of the direct debit if appropriate</b>  It was proposed that the RFO should have authority to cancel the direct debit.  <b>Resolved:</b> Proposer Cllr Culemann, Seconder Cllr Appleton-Claydon– unanimous</p>	App 5

19/263.	<p><b>To note the resignation of Cllr Hagger from the Planning Committee and to consider and agree the following Councillor appointment to committees</b></p> <p>Cllr Smalley – Personnel Committee Cllr Hagger – Traffic Management Committee</p> <p>It was proposed to agree the above appointments <b>Resolved:</b> Proposer Cllr Culemann, Seconder Cllr Keig – unanimous</p>	App 6
19/264.	<p><b>To note the following invitations and to agree Councillor attendance if appropriate</b></p> <ol style="list-style-type: none"> <li>1. EALC AGM (Great Dunmow) – Thursday 19<sup>th</sup> September 10.30 am – 4.30 pm – <b>Cllr Walsh</b></li> <li>2. Town &amp; Parish Summit (Gosfield)– Thursday 19<sup>th</sup> September 7.00 pm – <b>Cllr Walsh &amp; Unsworth</b></li> <li>3. ECC – A12 Forum (Witham) – Monday 14<sup>th</sup> October 7.30 pm – 9.00 pm – <b>Cllr Thorogood &amp; Unsworth</b></li> </ol> <p><b>Resolved:</b> Proposer Cllr Culemann, Seconder Cllr Appleton-Claydon – unanimous</p>	App 7
19/265.	<p><b>To consider and agree a policy for the removal of untaxed vehicles from the Stoneham Street Car Park and to agree the appointment of contractor if appropriate.</b></p> <p>The clerk is authorised to place a note on the untaxed vehicle advising that it should be removed within seven days. If the vehicle is not removed, the Clerk can then contact ARM Parking Enforcement to arrange for the removal of the vehicle. This will be reviewed once the Parish Council have joined the Braintree Off Street Parking Order. <b>Resolved:</b> Proposer Cllr Plumb, Seconder Cllr Horne – unanimous</p>	App 8
19/266.	<p><b>To consider and agree the Anti-Bribery Policy if appropriate (Cllr Culemann)</b></p> <p>To be deferred to the next meeting once the response from the EALC has been received. Cllr Unsworth believes that this is not needed. <b>Resolved:</b> Proposer Cllr Culemann, Seconder Cllr Astley – unanimous</p>	App 9
19/267.	<p><b>To consider and agree if appropriate the payment of a grant of £358 to the Coggeshall Community Sound Archive</b></p> <p>It was proposed to allow the grant of £358 <b>Resolved:</b> Proposer Cllr Culemann, Seconder Cllr Appleton-Claydon – unanimous</p>	App 10
19/268.	<p><b>To note the minutes from the Village Hall Committee</b></p> <p>Noted</p>	App 11
19/269.	<p><b>To note the minutes from the Planning Committee</b></p> <p>Noted</p>	App 12
19/270.	<p><b>To permit and action the sharing of the draft Village Design Guide (as shared with Bovis) to Higgins Homes with respect to the Dutch Nursery site development. (Coggeshall Neighbourhood Plan)</b></p> <p>It was proposed to allow the Neighbourhood Plan Group to share the draft Village Design Guide <b>Resolved:</b> Proposer Cllr Appleton-Claydon, Seconder Cllr Hagger – unanimous</p>	App 13

19/271.	<p><b>To agree to contact Higgins Homes to arrange a meeting with representatives of the NPG/VDG group to discuss the design of the Dutch Nursery development. (Coggeshall Neighbourhood Plan)</b></p> <p>It was proposed to agree to the Neighbourhood Plan group meeting with Higgins Homes. The clerk asked that the minutes of the meeting are published</p> <p><b>Resolved:</b> Proposer Cllr Keig, Seconder Cllr Appleton-Claydon – one abstention – Cllr Unsworth</p>	App 13								
19/272.	<p><b>To consider the following Planning Applications</b></p> <table border="1" data-bbox="320 533 1299 801"> <tr> <td><b>APPLICATION NO :</b></td> <td><b>19/01558/PDEM</b></td> </tr> <tr> <td><b>DESCRIPTION :</b></td> <td><a href="#"><u>Application for Prior Notification of Proposed Demolition – All existing buildings including brick-built and glasshouse structures</u></a></td> </tr> <tr> <td><b>LOCATION :</b></td> <td>The Dutch Nursery West Street Coggeshall Essex CO6 1NT</td> </tr> <tr> <td><b>Date for comments</b></td> <td>Fri 06 Sep 2019</td> </tr> </table> <p>No comment</p> <p><b>Resolved:</b> Proposer Cllr Unsworth, Seconder Cllr Appleton-Claydon – unanimous</p>	<b>APPLICATION NO :</b>	<b>19/01558/PDEM</b>	<b>DESCRIPTION :</b>	<a href="#"><u>Application for Prior Notification of Proposed Demolition – All existing buildings including brick-built and glasshouse structures</u></a>	<b>LOCATION :</b>	The Dutch Nursery West Street Coggeshall Essex CO6 1NT	<b>Date for comments</b>	Fri 06 Sep 2019	
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19/274.	<table border="1" data-bbox="320 1317 1299 1547"> <tr> <td><b>APPLICATION NO :</b></td> <td><b>19/01517/LBC</b></td> </tr> <tr> <td><b>DESCRIPTION :</b></td> <td><a href="#"><u>New ground floor WC, relocation of rear kitchen door &amp; window and remedial external works to flank wall.</u></a></td> </tr> <tr> <td><b>LOCATION :</b></td> <td>16 East Street Coggeshall Essex CO6 1SH</td> </tr> <tr> <td><b>Date for comments</b></td> <td>Fri 20 Sep 2019</td> </tr> </table> <p>No comment</p> <p><b>Resolved:</b> Proposer Cllr Hagger, Seconder Cllr Keig – unanimous</p>	<b>APPLICATION NO :</b>	<b>19/01517/LBC</b>	<b>DESCRIPTION :</b>	<a href="#"><u>New ground floor WC, relocation of rear kitchen door &amp; window and remedial external works to flank wall.</u></a>	<b>LOCATION :</b>	16 East Street Coggeshall Essex CO6 1SH	<b>Date for comments</b>	Fri 20 Sep 2019	
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	<p><b>Not Resolved:</b> Proposer Cllr Walsh, Seconder Cllr Culemann– four in favour Objection with the same comment as above.</p> <p><b>Resolved:</b> Proposer Cllr Hagger, Seconder Cllr Thorogood– eight in favour</p>									
19/276.	<table border="1"> <tr> <td><b>APPLICATION NO :</b></td> <td><b>19/01538/HH</b></td> </tr> <tr> <td><b>DESCRIPTION :</b></td> <td><a href="#"><u>Garage extension and annexe</u></a></td> </tr> <tr> <td><b>LOCATION :</b></td> <td>Hylands Cuthedge Lane Coggeshall Essex CO6 1RL</td> </tr> <tr> <td><b>Date for comments</b></td> <td>Tue 24 Sep 2019</td> </tr> </table> <p>No comment</p> <p><b>Resolved:</b> Proposer Cllr Walsh, Seconder Cllr Appleton-Claydon– unanimous</p>	<b>APPLICATION NO :</b>	<b>19/01538/HH</b>	<b>DESCRIPTION :</b>	<a href="#"><u>Garage extension and annexe</u></a>	<b>LOCATION :</b>	Hylands Cuthedge Lane Coggeshall Essex CO6 1RL	<b>Date for comments</b>	Tue 24 Sep 2019	
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19/278.	<table border="1"> <tr> <td><b>APPLICATION NO :</b></td> <td><b>19/01480/COUPA</b></td> </tr> <tr> <td><b>DESCRIPTION :</b></td> <td><a href="#"><u>Prior approval for the change of use of agricultural building to a dwellinghouse (Class C3), and for associated operational development – Change of use to 5no. residential dwellings</u></a></td> </tr> <tr> <td><b>LOCATION :</b></td> <td>Stock Street Farm Barn Stock Street Coggeshall Essex CO6 1NX</td> </tr> <tr> <td><b>Date for comments</b></td> <td>Wed 25 Sep 2019</td> </tr> </table> <p>Proposed to object due to curtilage listing and also the additional traffic on the A120 – Cllr Culemann is to provide the written objection.</p> <p><b>Resolved:</b> Proposer Cllr Appleton-Claydon, Seconder Cllr Astley – unanimous</p>	<b>APPLICATION NO :</b>	<b>19/01480/COUPA</b>	<b>DESCRIPTION :</b>	<a href="#"><u>Prior approval for the change of use of agricultural building to a dwellinghouse (Class C3), and for associated operational development – Change of use to 5no. residential dwellings</u></a>	<b>LOCATION :</b>	Stock Street Farm Barn Stock Street Coggeshall Essex CO6 1NX	<b>Date for comments</b>	Wed 25 Sep 2019	
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19/279.	<p><b>To consider and agree the purchase of a new Exclusive Right of Burial deed book at a cost of £295</b></p> <p>It was proposed to purchase the book at a cost of £295.00</p> <p><b>Resolved:</b> Proposer Cllr Plumb, Seconder Cllr Astley– unanimous</p>									
19/280.	<p><b>To consider and agree if appropriate a request for two new litter bins to be installed at Geoffrey Blackwell Close</b></p> <p>It was proposed not to agree to the request as there are already a large number of litter bins in Coggeshall. Additionally, many bins in residential areas are used for household waste.</p> <p><b>Resolved:</b> Proposer Cllr Culemann, Seconder Cllr Hagger – two abstentions one against</p>	App 14								

19/281.	<b>Items for the next agenda</b> Bribery policy Local plan update	
19/282.	<b>To note the date and time of the next meeting</b> Monday 14 <sup>th</sup> October 2019 – 7.30 pm (Agenda items by Monday 7 <sup>th</sup> October)	

The meeting closed at 21.20