



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 13th March 2017** at **7.30 pm** in the Village Hall, Stoneham Street.

17/46. Those present and apologies for absence

Present:- Cllrs, Heaton, Unsworth, Plumb, Phillips, Lewis, Culemann, Horne, Thompson, Green, Hagger, Appleton-Claydon & Walsh

Apologies:- Cllr Frith & Culemann

Also present:- Clerk, Debbie Morgan, two members of public

Resolved: Proposer Cllr Plumb, seconder Cllr Phillips - unanimous

17/47. Councillors Declarations

Cllrs Walsh, Appleton-Claydon and Horne are involved in the Neighbourhood Plan.

17/48. Minutes of previous meetings.

The minutes of the Extraordinary Full Council meeting of 6th March were agreed as a true record. (Appendix 1)

Resolved: Proposer Cllr Phillips, seconder Cllr Horne - unanimous

17/49. Public Participation session with respect to Agenda items and other matters of mutual interest.

A resident requested that the Community Land Trust is fully explained
A resident asked what a "Blue Triangle" car park was
Alex Stephenson from the Neighbourhood Plan explained the need for the Landscape Assessment

Cllr Unsworth proposed that items 17/54 and 17/55 were moved forward to be the next items to be discussed and considered.

19.42 – Cllr Green arrived

17/50. County Councillor's & District Councillor's Report

Both Councillors sent their apologies as they had a meeting in Braintree

17/51. Clerk's Report (Appendix 2)

The clerk advised that Horn Lane lamp has now been replaced
The annual meeting of the parish will be held on 15th May

17/52. Correspondence received (Appendix 3)

06-02-17	Mrs Martin	Letter confirming acceptance of renaming Dampier Road Nature Reserve to "Owen Martin Nature Reserve"	For information
10-02-17	Coggeshall Community Group	Thank you for grant money	For information
22-02-17	Neighbourhood Watch	Thank you for grant money	For information

22-02-17	Marks Hall	Invitation to Operation Varsity - Service of Remembrance	For information
22-02-17	A Resident	Request for benches in recreation ground to be raised	Pass to Open Spaces
23-02-17	Will Riches (Antiques)	Letter from a hall hirer requesting a discount	Pass to Village Hall Committee
02-03-17	Coggeshall Youth Project	Thank you for grant money	For information
03-03-17	A Resident	Email giving response to the Bovis exhibition	For information

17/53. To note the report from the Finance Committee

- I. **Approval of payments for February 2017** (Appendix 4i)
- II. **To note bank balances** (Appendix 4ii)
- III. **To note finance summary** (Appendix 4iii) **and income and expenditure report for February 2017** (Appendix 4iv)
- IV. **To approve the 2016/17 annual review of internal control arrangements (approved at Finance Committee for recommendation to Full Council)** (Appendix 4v)
- V. **To approve the following item is charged to \$137 expenditure** (Appendix 4vi):-**Grant to Braintree, Halstead and Witham Citizens Advice Bureau £75 (grant approved December Full Council 16/342)**

It was proposed to approve the payments for February, the changes to the annual review of the internal control arrangements, and the charging of the grant awarded to the Citizen's Advice Bureau to \$137

Resolved: Proposer Cllr Horne, seconder Cllr Plumb - unanimous

17/54. To consider a request from the Neighbourhood Plan Steering Committee to carry over the unspent budget of approximately £7,500 from 2016-17 to 2017-1 (Appendix 5)

It was proposed to agree to the request to carry over the unspent budget.

Resolved: Proposer Cllr Plumb, seconder Cllr Phillips - unanimous

17/55. To consider a request from the Neighbourhood Plan Steering Committee for a Landscape analysis. (Appendix 6)

It was proposed to instruct the Landscape Partnership to carry out a Landscape Assessment at a cost of £3,996 plus VAT and this should be funded by the Parish Council

Resolved: Proposer Cllr Lewis, seconder Cllr Plumb - unanimous

17/56. To consider and agree the appointment of Cllr Appleton-Claydon to Standing Committees

It was proposed that Cllr Appleton-Claydon should be appointed to the Village Hall and the Open Spaces Committee.

Resolved: Proposer Cllr Green , seconder Cllr Phillips - unanimous

17/57. To consider a response to the Public Consultation in relation to the proposed merger of Essex Police and Fire Service into to one governing body (Appendix 7)

Cllr Lewis felt that whilst the Parish Council had insufficient knowledge to make an informed comment, although it should be noted that Coggeshall greatly values the fire service in Coggeshall and would not like to see it removed or reduced.

Cllr Hagger had concerns over the abolition of the Essex Fire Authority. The Fire Authority is made up representatives from the local community and he felt that the Parish Council should not support the merger of roles.
It was proposed that the council should not support the merger due to the loss of the local representation.

Resolved: Proposer Cllr Hagger, seconder Cllr Lewis - unanimous

- 17/58. To consider entering the Essex Village of the Year competition.** (Appendix 8)
Cllr Unsworth proposed the Parish Council should enter the Essex Village of the Year completion and a working party should be formed to include Parish Councillors and members of the public if required.
Cllrs Appleton-Claydon, Green, Unsworth & Thompson to be appointed to the working party
Resolved: Proposer Cllr Appleton-Claydon , seconder Cllr Thompson - unanimous
- 17/59. To consider and agree the appointment of Barker Associates to produce Land Registry compliant plans of Parish Council land for a fee of £850 plus VAT** (Appendix 9)
It was proposed to agree to the appointment of Barker Associates to produce the required plans
Resolved: Proposer Cllr Phillips, seconder Cllr Lewis – unanimous
- 17/60. To consider and agree the appointment of a working party to research and make recommendations to the Full Council with regard to the Parish Review** (Appendix 10)
Cllrs Walsh Heaton, Lewis, Phillips were appointed to the working party.
Resolved: Proposer Cllr Walsh, seconder Cllr Appleton-Claydon - unanimous
- 17/61. To consider and agree the pre-planning application for the demolition of the old Chapel** (Appendix 11)
It was proposed to have a one hour meeting with the Planning Department at BDC to discuss the potential for demolition.
Resolved: Proposer Cllr Phillips, seconder Cllr Lewis - unanimous
- 17/62. To consider and agree the appointment of a working party to research options with regard to the commemorate of the end of WW1 (Cllr Hagger)**
Cllr Hagger felt that it was important to mark the 100th year of the anniversary of the end of the First World War
Working party to consist of Cllr Hagger, Horne and Phillips.
Resolved: Proposer Cllr Hagger, seconder Cllr Phillips – one abstention
- 17/63. To consider the formation of a Community Land Trust (Cllr Unsworth)** (Appendix 12)
Cllr Unsworth proposed a working party consisting of Cllrs Unsworth, Lewis, Walsh & Appleton Claydon to research and report back at the May meeting.
Resolved: Proposed Cllr Unsworth, Seconder Cllr Lewis – unanimous
- 17/64. To note the minutes from the Planning Committee** (Appendix 13)
Noted
- 17/65. To consider a request from ECC in relation to the scoping document for the Bradwell Quarry** (Appendix 14)
No Comment

17/66. To consider the following planning applications

APPLICATION NO :	17/00267/FUL
DESCRIPTION :	Erection of first floor rear extension
LOCATION :	17 Colchester Road Coggeshall Essex CO6 1RP
Date for Comments	20 th March 2017

No comment

APPLICATION NO :	17/00111/LBC
DESCRIPTION :	Replacement of timber windows with double glazed timber windows
LOCATION :	36 East Street Coggeshall Essex CO6 1SH
Date for Comments	17 th March 2017

No comment

APPLICATION NO :	17/00300/FUL & 17/00301/LBC
DESCRIPTION :	Conversion of existing barn to annexe
LOCATION :	114 West Street Coggeshall Essex CO6 1NT
Date for Comments	21 st March 2017

No comment

APPLICATION NO :	17/00291/LBC
DESCRIPTION :	Replacement of timber windows
LOCATION :	47 Church Street Coggeshall Essex CO6 1TX
Date for Comments	22 nd March 2017

No Comment

Resolved: Proposer Cllr Thompson, seconder Cllr Phillips - unanimous

17/67. Items for next agenda

Presentation from the Environment Agency regarding flooding initiatives
 To consider contributing to "Tiptree and Coggeshall Life"
 Update from the working party with regard to the Community Governance Review.
 Update from the Environment Agency Public Exhibition regarding the stack height of the IWMF
 To consider an amenity waste scheme (Cllr Lewis)

17/68. To note date and time of next meeting

Monday 10th April – 7.30 pm

17/69. To close the meeting to the press and the public to discuss matters of a sensitive nature

The meeting finished at 9.18 pm