



# 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 10<sup>th</sup> April 2017** at **7.30 pm** in the Village Hall, Stoneham Street.

Minute Number	Agenda Item	Appendix Number/ Action
17/71.	<p><b>Those present and apologies for absence</b>  <b>Present:</b> Cllrs Heaton, Unsworth, Plumb, Phillips, Culemann, Horne, Thompson, Green, Hagger &amp; Appleton-Claydon &amp; Green  <b>Apologies:</b> Cllrs Frith, Walsh, Hagger &amp; Lewis  <b>Also present</b> – Clerk, Debbie Morgan and three members of public and three representatives from the Environment Agency  It was proposed to accept the apologies of Cllr Frith, Walsh &amp; Lewis  <b>Resolved:</b> - Proposer Cllr Unsworth, Seconder Cllr Plumb- unanimous</p>	
17/72.	<p><b>Councillors Declarations</b>  Cllrs Heaton, Horne and Culemann declared an interest in the Neighbourhood Plan as they are on the committee or related to members of the committee  Cllr Heaton, declared an interest in the planning application for 66 East Street as the owners are known to him.  Cllr Unsworth declared an interest in the planning application at Scripts as the owners are known to him.</p>	
17/73.	<p><b>Minutes of previous meetings.</b>  To approve the minutes of the Full Council meeting of 13<sup>th</sup> March 2017.  <b>Resolved:</b> - Proposer Cllr Phillips, Seconder Cllr Horne- unanimous</p>	App 1
17/74.	<p><b>To receive a presentation from the Environment Agency with regard to proposed Flood Alleviation Scheme</b>  Roger Webster gave an overview of the Government's six year program on Flood Alleviation for Coggeshall, Kelvedon and Feering. The Council were also advised on the new flood warning system. The EA have asked that Coggeshall consider setting up an account to hold funds for the scheme and report back to the EA.</p>	Clerk
17/75.	<p><b>Public Participation session with respect to Agenda items and other matters of mutual interest.</b>  A resident spoke with regard to the Dutch Nursery site and gave his concerns over the planning application  Another resident also queried with regard to the closed sessions and was advised that the sessions were closed due to a tender and personnel matters.</p>	
17/76.	<p><b>County Councillor's &amp; District Councillor's Report</b>  None present</p>	
17/77.	<p><b>Clerk's Report</b>  It appears that four cars have been parked in the car park without moving for a couple of months. Two of these cars are not taxed and the clerk is arranging to have these removed.</p>	App 2

	<p>The annual meeting of the Parish will be held on Monday 15th May</p> <p>The Clerk advised that she had received notification of the Local Council Police Conference which will take place on Wednesday 7th June. Clerks and Councillors are eligible to attend at a cost of £25 per delegate.</p> <p>Correspondence was received from the NHS to advise everyone between 40-74 years of age that they are eligible for a free NHS Health check.</p> <p>The Council have now adopted the telephone box in Church Green</p> <p>The Land Registry working parties is progressing with the project to register all the Parish Council owned land. The surveyor has produced first registration plans for the Hamlet and also the recreation ground.</p> <p>Coggeshall Parish Council have submitted an entry to the RCCE Village of the Year competition.</p>																									
17/78.	<p><b>Correspondence received</b></p> <table border="1"> <tr> <td>28-03-17</td> <td>Support the NHS Halstead</td> <td>Letter regarding the proposed changes to the local hospital services</td> <td>For information/action</td> </tr> <tr> <td>30-03-17</td> <td>National Trust</td> <td>New footpath from Grange Barn to Paycocks</td> <td>Pass to the Open Spaces Committee</td> </tr> <tr> <td>31-03-17</td> <td>Braintree District Council</td> <td>Street Cleaning Agreement</td> <td>Clerk to process</td> </tr> <tr> <td>03-04-17</td> <td>David Lock Associates</td> <td>Update on the North Essex Garden Cities</td> <td>Pass to Planning Committee</td> </tr> <tr> <td>04-04-17</td> <td>Reel Picture House</td> <td>Letter regarding the proposed charges for storage</td> <td>Pass to the Village Hall Committee</td> </tr> <tr> <td>05-04-17</td> <td>RCCE</td> <td>Invitation to join the best kept Churchyard competition</td> <td>For consideration</td> </tr> </table>	28-03-17	Support the NHS Halstead	Letter regarding the proposed changes to the local hospital services	For information/action	30-03-17	National Trust	New footpath from Grange Barn to Paycocks	Pass to the Open Spaces Committee	31-03-17	Braintree District Council	Street Cleaning Agreement	Clerk to process	03-04-17	David Lock Associates	Update on the North Essex Garden Cities	Pass to Planning Committee	04-04-17	Reel Picture House	Letter regarding the proposed charges for storage	Pass to the Village Hall Committee	05-04-17	RCCE	Invitation to join the best kept Churchyard competition	For consideration	App 3
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17/79.	<p><b>To note the report from the Finance Committee/RFO</b></p> <p><b>I. To note bank balances</b></p> <p><b>II. To approve the payments for March 2017</b></p> <p>It was proposed to accept the</p> <p><b>Resolved:</b> - Proposer Cllr Plumb, Secunder Cllr Phillips - unanimous</p>	App 4																								
17/80.	<p><b>Update from the Community Governance Review working party and to make a decision on any proposed changes</b></p> <p>It was proposed to accept the recommendations from the working party to increase the Councillors to 14 and decrease the wards to two. The name of the Council is to stay as parish</p> <p><b>Resolved:</b> - Proposer Cllr Unsworth, Secunder Cllr Green - unanimous</p>	App 5 Clerk																								
17/81.	<p><b>To consider and agree the Parish Council making a regular written contribution to the Tiptree and Coggeshall Life magazine and appoint a Councillor to provide the copy</b></p> <p>It was proposed to submit a regular monthly report and Cllrs Appleton Claydon to produce a 500 word summary.</p> <p><b>Resolved:</b> - Proposer Cllr Unsworth, Secunder Cllr Phillips - unanimous</p>	Cllr A-C																								
17/82.	<p><b>Update on the EA Public Exhibition on the IMWF (Cllr Unsworth)</b></p> <p>Cllr Unsworth met with Priti Patel and others at the meeting.</p>																									
17/83.	<p><b>To note the minutes from the Village Hall Committee</b></p> <p>Noted</p>	App 6																								
17/84.	<p><b>To note the minutes from the Open Spaces Committee</b></p> <p>Noted</p>	App 7																								

17/85.	<p><b>To note the minutes from the Planning Committee</b> Noted</p>	App 8																								
17/86.	<p><b>To consider the following Planning Applications</b></p> <table border="1" data-bbox="304 286 1286 517"> <tr> <td><b>APPLICATION NO :</b></td> <td><a href="#">17/00533/FUL</a></td> </tr> <tr> <td><b>DESCRIPTION :</b></td> <td>Demolition of existing stable block, associated storage areas and erection of stable block, tractor store with workshop and potting shed facilities</td> </tr> <tr> <td><b>LOCATION :</b></td> <td>Scrips Cuthedge Lane Coggeshall Essex CO6 1RL</td> </tr> <tr> <td><b>Date for comments</b></td> <td>25<sup>th</sup> April 2017</td> </tr> </table> <p>No comment <b>Resolved:</b> - Proposer Cllr Plumb, Seconder Cllr Thompson - one abstention</p> <table border="1" data-bbox="304 696 1286 891"> <tr> <td><b>APPLICATION NO :</b></td> <td><a href="#">17/00501/FUL</a></td> </tr> <tr> <td><b>DESCRIPTION :</b></td> <td>Erection of single storey rear extension and alterations</td> </tr> <tr> <td><b>LOCATION :</b></td> <td>13 Gurton Road Coggeshall Essex CO6 1QL</td> </tr> <tr> <td><b>Date for comments</b></td> <td>21st April 2017</td> </tr> </table> <p>No comment <b>Resolved:</b> - Proposer Cllr Plumb, Seconder Cllr Unsworth - unanimous</p> <table border="1" data-bbox="304 1032 1286 1581"> <tr> <td><b>APPLICATION NO :</b></td> <td><a href="#">17/00114/TPOCON</a></td> </tr> <tr> <td><b>DESCRIPTION :</b></td> <td>Notice of intent to carry out works to trees in a Conservation Area - Front garden - Beech, deadwood clean, crownlift by 2m and selective tip reduction to improve shape. 1.8metres maximum, Front garden - Horse Chestnut reduce side laterals to relieve stress on unhealthy branches max 3.5metres, Back garden - 2x silver birch remove &amp; grind silver birch stumps, Acer nungundo Remove &amp; grind stump Pseudo accacia remove &amp; grind stump, Small Cherry &amp; plane remove &amp; grind stumps, Willow reduce hard by 6m to reduce windsail &amp; to reduce the risk of failure</td> </tr> <tr> <td><b>LOCATION :</b></td> <td>Summerfields 66B East Street Coggeshall Essex CO6 1SJ</td> </tr> <tr> <td><b>Date for comments</b></td> <td>2<sup>nd</sup> May 2017</td> </tr> </table> <p>No comment <b>Resolved:</b> - Proposer Cllr Unsworth, Seconder Cllr Horne - one abstention</p>	<b>APPLICATION NO :</b>	<a href="#">17/00533/FUL</a>	<b>DESCRIPTION :</b>	Demolition of existing stable block, associated storage areas and erection of stable block, tractor store with workshop and potting shed facilities	<b>LOCATION :</b>	Scrips Cuthedge Lane Coggeshall Essex CO6 1RL	<b>Date for comments</b>	25 <sup>th</sup> April 2017	<b>APPLICATION NO :</b>	<a href="#">17/00501/FUL</a>	<b>DESCRIPTION :</b>	Erection of single storey rear extension and alterations	<b>LOCATION :</b>	13 Gurton Road Coggeshall Essex CO6 1QL	<b>Date for comments</b>	21st April 2017	<b>APPLICATION NO :</b>	<a href="#">17/00114/TPOCON</a>	<b>DESCRIPTION :</b>	Notice of intent to carry out works to trees in a Conservation Area - Front garden - Beech, deadwood clean, crownlift by 2m and selective tip reduction to improve shape. 1.8metres maximum, Front garden - Horse Chestnut reduce side laterals to relieve stress on unhealthy branches max 3.5metres, Back garden - 2x silver birch remove & grind silver birch stumps, Acer nungundo Remove & grind stump Pseudo accacia remove & grind stump, Small Cherry & plane remove & grind stumps, Willow reduce hard by 6m to reduce windsail & to reduce the risk of failure	<b>LOCATION :</b>	Summerfields 66B East Street Coggeshall Essex CO6 1SJ	<b>Date for comments</b>	2 <sup>nd</sup> May 2017	
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17/87.	<p><b>To discuss and agree the response from Coggeshall Parish Council in relation to the planning application submitted at the Dutch Nursery site</b> <b>Application number</b> <a href="#">17/00359/OUT</a> It was proposed to agree to submit the draft submission with the additional objection to the proposed density of the scheme and also a clearer objection to the properties fronting West Street. Cllr Appleton-Claydon to prepare the response by Thursday 13<sup>th</sup> April <b>Resolved:</b> - Proposer Cllr Unsworth, Seconder Cllr Green- unanimous</p>	App 9 Cllr A-C Clerk																								

17/88.	<p><b>To discuss and agree the response from Coggeshall Parish Council in relation to the scoping document issued for the change of the stack height at the proposed incinerator (IWMF)</b>  <b>Application number <a href="#">ESS/34/15/BTE/SPO</a></b>  It was proposed to accept the draft as attached.  <b>Resolved:</b> - Proposer Cllr Phillips, Seconder Cllr Horne - unanimous</p>	App 10 Clerk
17/89.	<p><b>To discuss and agree the response from Coggeshall Parish Council in relation to the planning application at Bradwell Quarry in regard to extension of operating hours</b>  <b>Application number <a href="#">ESS/20/17/BTE</a></b>  It was proposed to accept the draft as attached.  <b>Resolved:</b> - Proposer Cllr Green, Seconder Cllr Horne - unanimous</p>	App 11 Clerk
17/90.	<p><b>To consider and agree the appointment of a Councillor to research all the planning applications including tree</b>  It was proposed to appoint Cllr Thompson as planning research officer  <b>Resolved:</b> - Proposer Cllr Unsworth, Seconder Cllr Plumb - unanimous</p>	
17/91.	<p><b>To consider submitting a nomination for the EALC Star Councils award</b>  It was agreed to submit an application for Council of the Year. Cllr Unsworth and Appleton-Claydon to prepare the submission.  <b>Resolved:</b> - Proposer Cllr Thompson , Seconder Cllr Horne- unanimous</p>	App 12 Cllrs U & A-C
17/92.	<p><b>To consider the adoption of a Amenity Waste disposal scheme (Cllr Lewis)</b>  In the absence of Cllr Lewis it was proposed to defer this item to next meeting.</p>	
17/93.	<p><b>To consider a request from the Chamber of Trade for the installation of power sockets in Market Hill</b>  It was felt that as the matter was not in the budget and the sockets would possibly have a limited use, that this matter would not be agreed.  <b>Resolved:</b> - Proposer Cllr Unsworth, Seconder Cllr Plumb - unanimous</p>	App 13
17/94.	<p><b>To consider and approve the proposed neighbourhood plan questionnaire</b>  It was proposed to approve the questionnaire.  <b>Resolved:</b> - Proposer Cllr Unsworth, Seconder Cllr Phillips - unanimous</p>	App 14
17/95.	<p><b>Items for the next agenda</b>  Community waste disposal scheme  Parish Council representation at the Public Enquiry</p>	
17/96.	<p><b>To note the date and time of the next meeting</b>  Monday 8<sup>th</sup> May 2017 -</p>	
17/97.	<p><b>To close the meeting to the press and the public to discuss matters of a sensitive nature</b></p>	
17/98.	<p><b>To discuss and approve the report from the Personnel Committee with relation to staff restructuring following the resignation of J Sparrow.</b>  It was proposed that David Griffiths should be promoted to "Senior Works Operative" and his hours increased from 25 per week to 37 from 1<sup>st</sup> May 2017  David Griffiths should receive an increase in salary moving from SPC 16 to SPC 19 (£17,169 per annum to £18,560 per annum – pro-rata for part time hours) from 1<sup>st</sup> May 2017.  An Assistant Works Operative should be taken on for 25 hours a week, starting on SPC 15 (£16,772 per annum, pro-rata £11.332 pa).</p>	

	<b>Resolved:</b> - Proposer Cllr Unsworth, Seconder Cllr Appleton-Claydon - unanimous	
17/99.	<p><b>To consider the quotations in relation to the re-surfacing of the gravel parking area by the Doctor's surgery</b></p> <p>Cllr Plumb gave an overview of the quotations and advised that the recommendation was to go for the porous tarmac.</p> <p>It was proposed to accept the quotation from Henderson &amp; Taylor at a total cost £32,960 with a target of having the work done over the Whitsun holiday in May</p> <p><b>Resolved:</b> - Proposer Cllr Plumb, Seconder Cllr Appleton-Claydon-unanimous</p>	App 15

The meeting closed at 10.30