



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 9th October 2017** at **7.30 pm** in the Village Hall, Stoneham Street.

Agenda /Minute Number	Agenda Item	Appendix Number
17/239.	<p>Those present and apologies for absence Present: Cllrs Frith, Heaton, Plumb, Phillips, Culemann, Horne, Thompson, Hagger, Appleton-Claydon, Keig & Walsh Also present: - Clerk, Debbie Morgan, one member of public Apologies – Cllr Unsworth Not present, no apologies: Cllr Green It was proposed to accept the apologies of Cllr Unsworth Resolved: - Proposer , Cllr Culemann, Seconder Cllr Plumb - unanimous</p>	
17/240.	<p>Councillors Declarations Cllr Heaton declared a non-pecuniary interest in Item 17/249 and notified the council that he would not take part in the discussion or the vote.</p>	
17/241.	<p>Minutes of previous meetings. The minutes of the Full Council meeting of Monday 11th September 2017 were agreed as a true record. Resolved: - Proposer, Cllr Culemann, Seconder Cllr Horne- unanimous</p>	App 1
17/242.	<p>Public Participation session with respect to Agenda items and other matters of mutual interest. The member of public asked if Lady Newton was still the District Councillor even though she had moved over six months ago. The Clerk confirmed that she was still the Coggeshall District Councillor and unlike Parish Councils, there is no requisite for a District Councillor to live in the district.</p>	
17/243.	<p>County Councillor's & District Councillor's Report None</p>	
17/244.	<p>Clerk's Report All Parish Council land and property has now been registered with the exception of the cemetery and the clock tower. It is hoped that the Cemetery will be registered once we have confirmation from the Diocese that they have unregistered the land. We are awaiting our Solicitor's advice on the Clock Tower which should be forthcoming in the next couple of weeks. Our Solicitor is composing a letter which the clerk can send out to all the licensees. The Clerk attended the AGM of the EALC in September The CiF grant for the replacement of the Village Hall Doors has now been submitted and we are awaiting the decision. A meeting was held last month for residents of Stoneham Street and</p>	App 2

	<p>East Street to provide information on the pros and cons and the process of applying for a resident parking scheme. The meeting was chaired by Cllr Robert Mitchell and attended by about 45 people. New rules for the Data Protection Act are being applied from March 2018. This will involve the introduction of a number of policies and new procedures to ensure we are compliant. A training session is being held on Monday 11th December at 2.00 pm. The course should take about 1.5 hours and all Councillors are encouraged to attend. The Clerk attended a meeting which was organised by the North Essex Garden Communities. A copy of the briefing was circulated to all Councillors. The NEGC group wanted to make it quite clear that the projects are not confirmed. A Managing Director has been appointed</p>																					
17/245.	<p>Correspondence received</p> <table border="1"> <tr> <td>10-09-17</td> <td>A Resident</td> <td>Letter regarding a path in the Cemetery</td> <td>Path has been repaired</td> </tr> <tr> <td>11-09-17</td> <td>A Resident</td> <td>Email regarding the previous council meeting and the applicant's planning application</td> <td>Clerk has responded</td> </tr> <tr> <td>15-09-17</td> <td>Mr G Barnett</td> <td>Request for the Parish Council to cut the grass at Christ Church</td> <td>Clerk has responded</td> </tr> <tr> <td>19-09-17</td> <td>A Resident</td> <td>Email regarding resident parking scheme</td> <td>Clerk has responded</td> </tr> <tr> <td>26-09-17</td> <td>A Resident</td> <td>Email regarding resident parking scheme and a pedestrian crossing by the Co-op</td> <td>Clerk has responded</td> </tr> </table>	10-09-17	A Resident	Letter regarding a path in the Cemetery	Path has been repaired	11-09-17	A Resident	Email regarding the previous council meeting and the applicant's planning application	Clerk has responded	15-09-17	Mr G Barnett	Request for the Parish Council to cut the grass at Christ Church	Clerk has responded	19-09-17	A Resident	Email regarding resident parking scheme	Clerk has responded	26-09-17	A Resident	Email regarding resident parking scheme and a pedestrian crossing by the Co-op	Clerk has responded	App 3
10-09-17	A Resident	Letter regarding a path in the Cemetery	Path has been repaired																			
11-09-17	A Resident	Email regarding the previous council meeting and the applicant's planning application	Clerk has responded																			
15-09-17	Mr G Barnett	Request for the Parish Council to cut the grass at Christ Church	Clerk has responded																			
19-09-17	A Resident	Email regarding resident parking scheme	Clerk has responded																			
26-09-17	A Resident	Email regarding resident parking scheme and a pedestrian crossing by the Co-op	Clerk has responded																			
17/246.	<p>To note the report from the Finance Committee/RFO</p> <p>I. Approval of payments for Sept 2017 (Appendix 4i)</p> <p>II. To note bank balances (Appendix 4ii)</p> <p>III. To note finance summary (Appendix 4iii) and income and expenditure report for Sept 2017 (Appendix 4iv)</p> <p>It was proposed to agree the payments for September 2017</p> <p>Resolved: - Proposer, Cllr Plumb, Seconder Cllr Phillips - unanimous</p>	App 4																				
17/247.	<p>To consider items to be proposed for inclusion within the 2018/19 budget or 3 year plan</p> <p>Cllr Heaton requested the unspent amount of £10,000 in the budget for the Old Chapel in 2017-18 – is bought forward to 2018-19 and the scope widened to include professional fees.</p> <p>Cllr Horne to provide the RFO with estimates for the WW1 centenary plans.</p>																					
17/248.	<p>To note the minutes from the Planning Committee</p> <p>Noted</p>	App 5																				
17/249.	<p>To consider the following Planning Application</p> <table border="1"> <tr> <td>APPLICATION NO :</td> <td>17/00745/FUL</td> </tr> <tr> <td>DESCRIPTION :</td> <td>Erection of 1 no single detached garage and 1 no block of three garages</td> </tr> <tr> <td>LOCATION :</td> <td>Land Adjacent Coggeshall Public Car Park Stoneham Street Coggeshall Essex</td> </tr> <tr> <td>Date for comments</td> <td>15th September 2017</td> </tr> </table> <p>The Council agreed to add a neutral comment and note that It would be helpful if the applicant could indicate if the existing chain link</p>	APPLICATION NO :	17/00745/FUL	DESCRIPTION :	Erection of 1 no single detached garage and 1 no block of three garages	LOCATION :	Land Adjacent Coggeshall Public Car Park Stoneham Street Coggeshall Essex	Date for comments	15 th September 2017	App 6												
APPLICATION NO :	17/00745/FUL																					
DESCRIPTION :	Erection of 1 no single detached garage and 1 no block of three garages																					
LOCATION :	Land Adjacent Coggeshall Public Car Park Stoneham Street Coggeshall Essex																					
Date for comments	15 th September 2017																					

	<p>fence is to be retained or replaced by the wall. The Parish Council would also wish to specify the existing opening of 2.7 metres is retained and not increased as the plans specifically say do not scale.</p> <p>Resolved: - Proposer, Cllr Plumb , Seconder Cllr Appleton-Claydon - one abstention.</p>	
17/250.	<p>To approve the amended Terms of Reference for the Planning Committee and note the Terms of Reference for the Neighbourhood Plan Sub-Committee</p> <p>It was proposed to approve the terms of reference for the Planning Committee and the Neighbourhood Plan Sub-Committee</p> <p>Resolved: - Proposer, Cllr Plumb, Seconder Cllr Keig- unanimous</p>	App 7
17/251.	<p>To approve Neighbourhood Plan grant application to MyCommunity and to agree the authorisation process for final sign off of the detailed grant application by the Council</p> <p>It was proposed that the grant application is approved and that the Planning Committee sign off the final application.</p> <p>Resolved: - Proposer, Cllr Phillips, Seconder Cllr Thompson - unanimous</p>	App 8
17/252.	<p>To note the minutes from the Village Hall Committee</p> <p>Noted</p>	App 9
17/253.	<p>To agree the final parking schedule for submission to BDC Cabinet meeting for the inclusion into the Braintree off street Parking Order in relation to the introduction of charging to the Stoneham Street Car Park.</p> <p>It was proposed to agree to the changes to the submission to the schedule.</p> <p>Resolved: - Proposer, Cllr Culemann , Seconder Cllr Keig - unanimous</p>	App 10
17/254.	<p>To note an offer from the owner of Stock Street for the Parish Council to display a sign on the A120 to advertise Coggeshall Market.</p> <p>The clerk and Cllr Heaton are to investigate highways and signs and report back at the next meeting.</p>	App 11
17/255.	<p>To agree the additional cost of £1.600 for the replacement of timbers on the shelter and woodworm treatment to the remaining timber.</p> <p>It was proposed to agree to the additional cost.</p> <p>Resolved: - Proposer, Cllr Culemann, Seconder Cllr Thompson - unanimous</p>	
17/256.	<p>To consider a grant application request of £500 from the Coggeshall Chamber of Trade towards the Coggeshall Christmas Event</p> <p>It was proposed to grant £500 towards replacement of Christmas Lights</p> <p>Resolved: - Proposer, Cllr Phillips, Seconder Cllr Plumb - unanimous</p>	App 12
17/257.	<p>To consider a grant application request of £2,000 from the Coggeshall Community Group for a Community Fun Day to be held on 9th June 2018</p> <p>The Parish Council would agree to support the event by financing specific items infrastructure, these items and the amount to be agreed when more detailed costings are available.</p> <p>Resolved: - Proposer, Cllr Plumb, Seconder Cllr Frith- unanimous</p>	App 13
17/258.	<p>Update on the WW1 Working Commemoration Event Working Party</p> <p>The working party were looking at carrying out refurbishment to the</p>	

	<p>war memorial. They are also looking at a memorial to commemorate the soldiers of Coggleshall who fought in the war and returned. The working party are also investigating the possibility of twinning. The working party were also looking to include other members of the public within the group to assist with research.</p> <p>Cllr Plumb asked the working party to provide a suggested amount for the budget and submit to the RFO as soon as possible.</p>	
17/259.	<p>Items for the next agenda</p> <p>Sign on the A120 Update from the WW1 working party Resident season ticket policy Budget Engagement with Honywood School Update on IWMF</p>	
17/260.	<p>To note the date and time of the next meeting</p> <p>Monday 13th November 2017 at 7.30 pm</p>	
17/261.	<p>To Close the meeting to the press and the public to discuss matters of a confidential or sensitive nature</p> <p>Resolved: - Proposer, Cllr Culemann, Seconder Cllr Plumb - unanimous</p>	

The meeting closed at 21.20