



COGGESHALL PARISH COUNCIL

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Minutes of a meeting of the **PARISH COUNCIL** held on **Monday 14th March** at **8.00 pm** in the Village Hall, Stoneham Street.

16/63. Those present and apologies for absence

Present:- Frith, Heaton, Norgrove, Unsworth, -Plumb, Phillips, Lewis, Culemann, & Shattock

Apologies – Cllr Unsworth & Horne

Not present – Cllr McDonald-Hermet

Clerk – Debbie Morgan

Five members of public

16/64. Councillors Declarations

Cllrs Culemann & Frith expressed an interest in item 16/81

16/65. Minutes of previous meetings.

The minutes of the full council meeting of Monday 8th February 2016. Were approved as a true copy and signed by the Vice Chairman

Resolved:- Proposer Cllr Shattock seconder Cllr Phillips – unanimous

16/66. Public Participation session with respect to Agenda items and other matters of mutual interest.

A resident of East Street expressed concern over the arrangements for the Queen's birthday celebrations on the Recreation field

Mr Howlett asked why nothing has been received back from our solicitor with regard to his request to move the access point for the land he owns off the Stoneham Street car park

A resident asked if the council were secular as this had been minuted in the January minutes as an answer given by the Chairman.

He was advised that there was probably a misunderstanding with the reply given by then Chairman (Sue Wilson) and it was confirmed that in fact the council are secular

A resident asked regarding item 16/81 wanted to know where the liability was with the church or the council and should the cost be shared.

16/67. County Councillor's & District Councillor's Report

No county or District Councillor's present

16/68. Clerk's Report (Appendix 2)

New website has been designed. The Clerk is to supply copy which will enable the designers to prepare templates on a temporary server

Cllr Heaton is perusing the possibility of Superfast Broadband in Coggeshall but is not encouraged with the lack of response and the Council may need to make a Freedom of Information request. He remarked that it appears that Coggeshall and West Bergholt are the only key communities that are not included in the Superfast Broadband.

The Clerk is updating the Council Policies and Procedures in line with the recommendations from the NALC and ACAS

16/69. Correspondence received (Appendix 3)

16/02/2016	A resident	Problems with obtaining insurance for flooding	Cllr Horne to visit
19/02/2016	A resident	Application for a plaque to be placed in the Churchyard	Passed to the Open Spaces Committee
23/02/2016	Neighbourhood Watch	Invitation to an event on 23rd March with a presentation by the Crime Reduction Tactical Advisor	For information
23/02/2016	Farleigh Hospice	Request for a meeting regarding community needs	
24/02/2016	A resident	Request for the Parish Council to provide CCTV in the village	For consideration to the next agenda
01/03/2016	Essex Police	Update on changes being made in Essex Police	For information
01/03/2016	A resident	Request for monitoring of air quality	On the agenda for consideration
08/03/2016	A relative of deceased	Problems with a tree in the graveyard	Clerk to manage

16/70. To consider a request from Mrs Wilson with regard to changes to the minutes of the meeting held on 11th January 2016 (Appendix 4)

Cllr Heaton remarked that the comments made by Mrs Wilson in reference to 16/23 were in fact made at the Planning Committee which preceded the Full Council meeting. This was also confirmed by Cllr Plumb, Cllr Plumb commented that he felt that materially there was not an issue with the minutes as they stand.

Proposed that the January minutes remain as approved at the February meeting –

Proposer Cllr Phillips Seconder Cllr Lewis – one abstention due to not being present at the meeting

The Clerk is to send a letter to Mrs Wilson advising her of the decision of the Council. **(Action Clerk)**

16/71. To approve transfer of funds into Lloyds Bank 1 year fixed term deposit account (currently 1.05% gross interest rate) to take account of the financial services compensation scheme

Resolved: -Proposer Cllr Plumb seconder Cllr Phillips – unanimous

16/72. To note the report from the Finance Committee (Appendix 5)

- i. To note payments and bank balances**
- ii. To approve payments for February 2016**
- iii. To note the Income & Expenditure report and Financial Summary for February 2016-03-08**

Proposed to approve the payments for February 2016

Resolved:- Proposer Cllr Phillips seconder Cllr Plumb unanimous

- 16/73. To note the fixed asset summary as at 29 February 2016 (Appendix 6)**
Noted
- 16/74. To note the report from the Village Hall Committee**
A financial/commercial appraisal is to be carried out to include an ongoing maintenance schedule
- 16/75. To note the report from the Traffic Management**
Research is being carried out to look at Coggeshall having their own off street parking order due to legal issues with using BDC/NEPP
- 16/76. To note the report from the Planning Committee**
Flood lighting application made by the Football Club has now been withdrawn
Bradwell quarry continuation was also opposed on the grounds of the extra traffic on the A120
- 16/77. Update from the Neighbourhood Plan Steering Group**
Research is being carried out by the group. A meeting was held with the Parish Council, the NP steering group and Braintree District Council with regard to the call for sites in the Local Plan which was very beneficial
- 16/78. Update on the Queen's 90th Birthday Celebration event including clarification of the role of the Parish Council and Councillors involved**
Cllr Culemann advised that the working party has been set up by the Parish Council and therefore must report back to the council
As a working party, the group had a responsibility to the council and should provide the legal information as required by the Council's insurance company
Cllr Phillips advised that he is having an operation on 5th April, and might be out of action for a while which means that his involvement will be minimal until the middle of June.
Cllr Shattock provided a written update which can be circulated to residents
It was noted that formal permission has not been granted to the working party to hold the event and also for Cllr Shattock to represent the council.
This should be confirmed at the next meeting of the Full Council once the working party have confirmed they have insurance etc in place
The clerk is to write to the working party with a list of what is required. **(Action Clerk)**
- 16/79. To agree to proceed with the footpath on the recreation ground using the specification supplied with breedon aggregate (Appendix 7)**
Resolved: Proposer Cllr Phillips Seconder Cllr Norgrove - Unanimous
- 16/80. Update from the Market working party**
Cllr Heaton advised the working party is looking to approach new stall holders including those using the Farmer's market in the Village Hall.
Incentives include offering a free introductory week to new stall holders
Cllr Heaton felt that it was important to maintain the relationship with the market traders and existing businesses and the working party are looking at ways for this to be achieved.

A6 leaflets are being prepared. A4 posters have been positioned in a number of locations including Kelvedon Station.
The Council would like to pass their thanks to Ms Brindley for the design of the posters

16/81. To consider and agree if appropriate providing financial assistance to St Peter ad Vincula with regard to the resolving the problems with the drainage (Appendix 8)

Cllr Lewis would like it minuted that this is consistent with the Parish Council supporting various local organisations, notwithstanding there may be some residents who do not support the organisations or actively dislike them.

Cllr Norgrove also mentioned that the drains also run across Parish Council land

Cllr Heaton would like it made clear that the council were not the only choice as provider of grants to the council and the Church had explored other options.

Cllr Plumb also wanted to ensure that any other organisations were obliged to explore avenues of funding before approaching the council as it was felt that approaching the council first had hindered the church in applying to other sources of funding

Resolved: Proposed to provide up to £10,000 financial assistance to St Peter's ad Vincula to assist with the replacement of the drains.

Proposer Cllr Phillips seconder Cllr Shattock – one abstention due to interest

16/82. Update on IWMF

Defer to next meeting as Cllr Unsworth is absent although Cllr Shattock and Plumb reported that a judicial review is being sort by the local lobby group

16/83. To consider and agree if appropriate the provision of an air monitoring report

Clerk to obtain more information from the environment agency with regard to air monitoring reporting **(Action Clerk)**

16/84. To consider and agree Cllr Plumb attending a Planning Training Course (retrospective)

Resolved - Proposer Cllr Phillips Seconder Cllr Firth - resolved

16/85. To consider a revision to the office opening hours

Resolved – to close the office to the public on a Wednesday

Proposer – Cllr Phillips seconder Cllr Frith - unanimous

16/86. Items for next agenda

CCTV provision for the village

Permission for the Queen's celebration working party to use the Recreation Ground

To appoint Cllr Shattock to the Queen's celebration working party

Update on IWMF

To consider planning course for all Councillors and the Neighbourhood Plan Steering group

To consider air quality monitoring

Update from the Personnel Committee

To review Standing orders and Policies

Update on Broadband

16/87. To note date and time of next meeting
Monday 8pm, 11th April

16/88. To close the meeting to the press and the public due to the sensitive nature of the discussions

The meeting closed at 22.10