



COGGESHALL PARISH COUNCIL

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Minutes of a **MEETING OF THE PARISH COUNCIL** held on **Monday 11th April** at **20.00** in the Village Hall, Stoneham Street.

16/90. Those present and apologies for absence

Present: Cllrs, Heaton, Norgrove, Plumb, Lewis, Culemann, Horne, & Shattock
Apologies:- Cllrs Frith, Phillips & Unsworth
Not Present:- Cllr McDonald-Hermet
Also Present – Clerk, Debbie Morgan
Nine members of public

16/91. Councillors Declarations

Cllr Heaton disclosed a non-pecuniary interest in the play area legal advice (16/122)

16/92. Minutes of previous meetings. (Appendix 1)

Resolved: - The minutes of the meeting held on 14th were agreed as a true copy.

Resolved:- Proposer Cllr Shattock seconder Cllr Heaton - unanimous

16/93. Public Participation session with respect to Agenda items and other matters of mutual interest.

A resident felt that charging was not the solution to the car park problem and more car parking spaces are needed and in his opinion another 24 spaces could be found using a variety of options

Another resident who lives in Stoneham Street advised the committee that the reason the car park was taken over by CPC was to keep the car park in Coggeshall free.

A resident asked how they can comment on an agenda item when they haven't seen the advice from the solicitor in relation to item 16/116

16/94. To propose the co-option of Mr Peter Thompson to Coggeshall Parish Council (North Ward) (Appendix 2)

Cllr Shattock advised that he would not be taking part in the vote as he felt that there should be an election in Coggeshall as so many of the Councillors had been co-opted.

Resolved:- Proposer Cllr Norgrove, Secunder Cllr Lewis – One abstention

16/95. To receive the declaration of acceptance of office for Mr P Thompson

Resolved – Declaration of acceptance was signed

16/96. County Councillor's & District Councillor's Report

None Present

16/97. Clerk's Report (Appendix 3)

The new website is still in progress

Cllr Heaton is still investigating the possibility of fibre broadband

Cllr Lewis proposed that Cllr Heaton is the nominated Broadband Champion

Seconded, Cllr Horne – unanimous
 The working party for the policies and procedures review are meeting again on Wednesday 20th April and it was hoped to have the proposed documents to the Council by the end of April in plenty of time for the May Parish Council meeting.

16/98. Correspondence received (Appendix 4)

22/03/2016	A resident	Problems with address in St Peter's Road
22/03/2016	A resident	Freedom of Information request for correspondence between the Council and the Church and Plans
23/03/2016	A resident	Request for the play equipment in the Recreation Ground to be updated
23/03/2016	A resident	Request for "Slow Horses" sign to be place near the allotments
27/03/2016	A resident	Noting a number of issues with access on mobility scooter
28/03/2016	A resident	Request for changes to be made to the minutes of previous meetings
31/03/2016	A resident	Requests for improvements to be made to DoubleDay Corner
01/04/2016	Mr P Thompson	Application to join the Parish Council
01/04/2016	RCCE	Invitation to enter the Best Kept Churchyard Award
04/04/2016	A resident	Request for the cash machine at the Post Office not to be replaced
05/04/2016	A resident	Ref West Street Development - concerns with surface water

16/99. Finance (Appendix 5)

- i. **To note payments and bank balances**
- ii. **To approve payments for March/April**

Resolved:- Proposer Cllr Plumb, Seconder Cllr Heaton – unanimous

16/100. Update from the Queen's Birthday Celebration Working Party

Cllr Shattock provided a written update from the working party
 Cllr Culemann asked Cllr Shattock to provide a list of the delegates who are on the working party. **(Action Cllr Shattock)**

16/101. To consider and agree if appropriate formally appointing additional Councillors to the Queen's Birthday Celebration Working Party

Cllr Culemann proposed that the working party should be separate to the Parish Council and not a working party as decisions had been taken by the group and not by the Council. However the financial support would still be available, but subject to receipt of invoices.

Resolved: Proposer Cllr Culemann, seconder Cllr Horne – Unanimous

16/102. To agree to permit the use of the Recreation Ground for the Queen's 90th Birthday Celebrations

Subject to the receipt of a copy of the insurance policy and a completed risk assessment, the Council would give permission for the recreation ground to be used for the Queen's 90th Birthday Celebrations

Resolved:- Proposer Cllr Lewis Seconder Cllr Lewis

16/103. To discuss and consider a request from a resident with regard to the provision of CCTV to Coggeshall with regard to the recent serious crimes committed in Coggeshall

As Cllr Unsworth was not present at the meeting and had some knowledge of CCTV systems, it was proposed to defer this item to the May meeting.

Resolved – Prosper Cllr Plumb, Seconder Cllr Shattock

- 16/104. To consider and agree the Parish Council's response to ECC with regard to the Draft Waste Local Plan**
Subject to final changes in punctuation and grammar the draft was accepted . Cllr Heaton to send the updated version to the Clerk.
Resolved: Proposer – Cllr Plumb, seconder Cllr Shattock - unanimous
- 16/105. To consider and agree if appropriate providing training on Planning for the Parish Council Committee members and the Neighbourhood Plan Steering Group for Wednesday 4th May at a cost of £120**
Resolved – Proposer Cllr Plumb Seconder Cllr Horne – unanimous (**Action Clerk**)
- 16/106. To receive a copy of the EALC Training Schedule for 2016-17 and for Councillors to advise the Clerk of any requests for attendance at training courses (Appendix 6)**
Cllr Frith & Heaton to attend the allotment course (Action Clerk)
Resolved:- Proposer Cllr Shattock Seconder Cllr Horne – unanimous
- 16/107. To consider and agree if appropriate the appointment of Cllr Unsworth to the IWMF Site Liaison Group**
Resolved: - Proposer Cllr Plumb seconder Cllr Heaton – Unanimous
- 16/108. To consider and agree if appropriate a request from the Neighbourhood Plan Steering Group to carry forward the unspent budget from 2015-16 to 2016-17 (Appendix 7)**
Resolved:- Proposer Cllr Horne, Seconder Cllr Shattock – unanimous
- 16/109. To consider the provision of Air Quality Monitoring in Coggeshall (Appendix 8)**
As Cllr Unsworth was not present at the meeting and had some knowledge of this item, it was proposed to defer this item to the May meeting.
Resolved:- Proposer – Cllr Norgrove seconder Cllr Lewis - unanimous
- 16/110. To consider and agree if appropriate the Clerk to attend the CiLCA training sessions being held by the EALC (Appendix 9)**
Resolved Cllr Plumb seconder Cllr Shattock – unanimous
- 16/111. To consider and agree if appropriate to Coggeshall entering the Best Kept Churchyard competition. (Appendix 10)**
Cllr Shattock to speak to the Anglia in Bloom committee and defer to the Open Spaces committee (**Action Cllr Shattock**)
Resolved – Cllr Plumb seconder Cllr Shattock - unanimous
- 16/112. To seek clarification from Holmes & Hill regarding the advice they gave on the children's play area car park issue. (Appendix 11)**
Proposed to use the draft question as Cllr Heaton's email
Resolved: - proposed Cllr Heaton Seconder Cllr Plumb - unanimous
- 16/113. To note the report from the Traffic Management Committee**
Noted

16/114. To discuss and agree action regarding an Off-Street Parking Order for the Stoneham Street car park.
The Traffic Management committee are to produce a schedule to present to NEPP for consultation with Braintree District Council. This will then be discussed at the next Full Council meeting

16/115. To consider and agree if appropriate the expenditure on professional advice (approximately £1,200) with regard to the realigning of the existing car park and providing indicative costs for the surfacing of the gravel area by the Doctors Surgery
Not Resolved: Proposed Cllr Culemann Seconder Cllr Heaton 3 in favour 4 against, one abstention – motion not carried
Cllr Thompson will provide a specification for car park to the clerk to obtain quotes

To suspend standing orders so the meeting can proceed beyond two hours
Proposed Cllr Shattock Seconder Cllr Plumb - unanimous

Proposed that item 16/116 is moved to the end of the meeting and held in a closed session
Proposer Cllr Lewis, seconder Cllr Plumb

16/117. To note the report from the Village Hall Committee
The meeting for the Village Hall Committee did not take place on 6th April as it was inquorate

16/118. To note the report from the Open Spaces
Postpone to next meeting due to the absence of Cllr Phillips

16/119. To note the report from the Planning Committee
Cllr Plumb was due to attend the BDC Local Plan meeting on 13th April to represent CPC but this has now been postponed until May.

16/120. Update from the Neighbourhood Plan Steering Group
Cllr Horne – next meeting is on 21st April

16/121. To consider and agree the Weekend Caretaker joining the Essex Pension scheme as from 1st April 2016
Resolved:- Proposed Cllr Shattock Seconder Cllr Horne - unanimous

16/122. Items for next agenda
CCTV
Air Monitoring
Options for the proposed schedule of charging for the Car Park

16/123. To note date and time of next meeting
9th May – 8.00 pm

To close the meeting to the press and the public to discuss items of a sensitive nature.
Resolved – proposer Cllr Culemann, seconder Cllr Lewis – unanimous

The meeting closed at 23.30