



COGGESHALL PARISH COUNCIL

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THE NEXT MEETING OF THE PARISH COUNCIL

will be held on

MONDAY 26 SEPTEMBER 2022

at 7.30pm

at Coggeshall Village Hall, Keys Room

for the purpose of transacting the business shown in the agenda below

The public and press are welcome to be present

Please note that this meeting may be recorded

Clerk

20 September 2022

AGENDA

Agenda Number	Item	Appendix Number
2022/77	Apologies for Absence Members are reminded that the LGA 1972, S85 states that apologies for absence must be received prior to a meeting.	
2022/78	Declarations Of Interests To declare the existence and nature of any Disclosable Pecuniary Interest, other Pecuniary Interest or Non-Pecuniary Interest relating to items on the agenda having regard to the Code of Conduct for Members and having taken appropriate advice where necessary before the meeting.	
2022/79	Minutes of Previous Meeting To approve the Minutes of the Meeting of 26 July 2022.	App 1
2022/80	Public Forum The maximum time allowed for this item is 15 minutes. At the close of this item, members of the public will no longer be permitted to address the Council unless invited by the Chairman.	
2022/81	District and County Councillor Reports	
2022/82	Clerk's Report To receive the Clerk's Report.	App 2
2022/83	Finance i) To agree accounts payable ii) To note bank balance as at 31 August 2022 iii) To note the up to date position in respect of income and expenditure year to date	App 3i App 3ii App 3iii
2022/84	Unity Bank account To review existing and add new signatories	

2022/85	<p>Replacement of Village Hall Boiler</p> <p>To receive three quotes for a replacement boiler for the Village Hall and agree which to progress with:</p> <ul style="list-style-type: none"> • Nice Brothers: maximum quote £18,265 (options to reduce price) • FJA Plumbing & Heating Services: Between £15,836 and £19,405 (options available) • Lindsey Group – quote awaited at time of agenda publication. 	App 4 App 5
2022/86	<p>EICR Test – Clock Tower</p> <p>To agree which quote to commission for the five-yearly EICR electrical test at the Clock Tower:</p> <ul style="list-style-type: none"> • Lodge & Sons Electrical Division £380.00 • Sibley Electrical Ltd: £280.00 	App 6 App 7
2022/87	<p>Playground Repair Quotes</p> <ul style="list-style-type: none"> • To agree which quote to commission for the playground repairs highlighted in the recent Annual Inspection report: <ul style="list-style-type: none"> ○ Playquip: £1,010 ○ Playfix Ltd: £1,203 • Following vandalism, to agree to the purchase of a new seat for the Sweeping See-Saw at the Recreation Ground playground, directly from the manufacturer Proludic, at a cost of £210.40. Installation cost included in the above two quotes respectively. 	App 8 App 9 App 10
2022/88	<p>Old Chapel – Immediate Repair Quotes</p> <p>To agree which quote to commission for the immediate repair of the roof of the Chapel, to ensure it is weatherproof and to prevent rotting of the roof timbers:</p> <ul style="list-style-type: none"> • Bakers of Danbury – either: <ul style="list-style-type: none"> ○ Refit slates, repair guttering and reinforce timber packers: £1,385 or ○ Remove tiles, batten plastic sheet over roof, reinforce timber packers: £7,990. • Thaxted Builders Ltd: <ul style="list-style-type: none"> ○ To remove tiles, fit eaves trays, batten plastic sheet over roof, dress new lead soakers on wall abutments: £11,895.20, and ○ Change timbers behind channels and fit steel washer packers: £5,600. 	App 11 App 12
2022/89	<p>Noticeboard Repair</p> <p>To agree to the repair of the noticeboard on Market Hill, which was originally donated to the parish by Kings Seeds, in 1977. Cost of repair has been quoted at £220.</p>	App 13
2022/90	<p>Clerk's Laptop</p> <p>To agree to replace the Clerk's laptop with a new one, as it is starting to fail. Quote received from the Parish Council's IT contractors, Sarala, which includes their commissioning services to set up the laptop. Quotes as follows:</p> <ul style="list-style-type: none"> ○ Lenovo ThinkBook - £569 or ○ Lenovo ThinkPad - £649 	App 14

2022/91	Tourist Leaflet – Donations To agree whether to allow the donations being received at Paycockes for the Coggeshall Tourist Leaflet can be kept by the National Trust, or whether these should be paid to the Parish Council.	
2022/92	Coggeshall Christmas - Car parking To agree to suspend car parking charges at Stoneham Street for the duration of the Christmas market event.	
2022/93	Clock Tower – Opening to Public To agree for the Clerk to liaise with the insurance company and work on a risk assessment to progress an event to open the Clock Tower to the public under a managed system to view the clock and bell mechanism.	
2022/94	'Love Coggeshall' Campaign To agree to delegate to the Climate Crisis Committee the task of working on a publicity campaign for the village to ask residents to help with keeping their immediate areas litter free.	
2022/95	Emergency Expenditure – Village Hall Door Lock To receive a report from the Clerk with regard to emergency expenditure incurred for the replacement of the lock on the front door of the Village Hall, plus 23 keys, which was undertaken on 8 September 2022 at a total cost of £440.90. The work was authorised by the Clerk, in accordance with Financial Regulation 4.5, as the situation represented an extreme risk to the delivery of Council services, and the security of the building.	App 15
2022/96	Date of the Next Meeting The next meeting date is scheduled for 17 October 2022.	
2022/97	Exclusion of the Public and Press To resolve to exclude the public and press under the Public Bodies (Admission to meetings) Act 1960 from item 2022/98 to enable the Parish Council to consider a confidential legal issue.	
2022/98	Boundary Issue To discuss CPC's response to legal advice.	