



COGGESHALL PARISH COUNCIL

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MINUTES OF THE PARISH COUNCIL meeting held on MONDAY 21 FEBRUARY 2022 at 7.30 PM at Coggeshall Village Hall, Keys Room

Present: Cllr Hagger (Chair), Cllr Alston, Cllr Barry, Cllr Brindley, Cllr Claydon,
Cllr Heaton, Cllr Plumb, Cllr Ross, Cllr Unsworth

Clerk: Philippa Potter, County Cllr Thorogood
4 members of the public

Agenda Number	Item	Appendix Number
2021/316	Apologies for Absence Apologies were received and accepted from Cllr Staines, Cllr Walsh and Cllr Wilson.	
2021/317	Declarations Of Interests <ul style="list-style-type: none">Cllr Alston declared a non-pecuniary interest in item 2021/329, and did not take part in the vote.Cllr Heaton declared a non-pecuniary interest in item 2021/336 and did not take part in the vote.Cllr Brindley declared a non-pecuniary interest in item 2021/336 and did not take part in the vote.	
2021/318	Minutes of Previous Meeting It was Proposed Cllr Alston, Seconded Cllr Plumb and unanimously Resolved that the Minutes of the meeting of 24 January 2022 are a true record and were signed accordingly.	App 1
2021/319	Public Forum A member of the public asked if there were any plans to pursue a pedestrian crossing on East Street, in front of the Recreation Ground. Council advised that there is a scheme progressing through the Essex County Council Local Highways Panel to look at parking in this area. Council had been advised that a pedestrian crossing would not be viable in this location and had therefore not been taken forward. A member of the public asked if the Council were still looking at a microphone/hearing system for meetings, as it was sometimes difficult to hear Councillors speaking. Council advised that this is a project in the pipeline with the possibility of trialling a system at a future meeting. A member of the public queried how apologies work and how they are recorded. The Chair and Clerk explained the process.	

	<p>The member of the public also asked why the Section 106 money currently being held at Braintree District Council for Coggeshall had not been identified earlier. The Clerk explained that Braintree District Council do not proactively report receipts to parish councils and therefore Council need to approach them to ask what is there. This has been undertaken recently and work is underway on relevant projects.</p>	
2021/320	<p>Reports from County Councillor & District Councillors District Cllr Unsworth reported that:</p> <ul style="list-style-type: none"> • The BDC Climate Change Working Party had met and an action plan is moving forwards. • Some changes had been put forward to BDC to the approved plans for the site known as 'Land North of Colchester Road', for which he had put forward opinions on the community space. • IWMF: Condition 66 was being considered at Essex County Council later this week, to which Cllr Unsworth is making representations. 	
2021/321	<p>Clerk's Report and Correspondence The Clerk's Report was received. In addition, the Clerk reported that some ridge tiles had fallen during the recent storms and that the Grounds staff had assisted with fallen branches and broken fences. Unfortunately, due to damage to adjacent properties, the Village Hall had to close for that weekend for health and safety reasons and will re-open on Wednesday once debris had been cleared.</p>	App 2
2021/322	<p>Finance</p> <ol style="list-style-type: none"> i. It was Proposed Cllr Ross, Seconded Cllr Plumb and unanimously Resolved to agree the accounts payable. ii. The bank balances were noted. iii. The up-to-date position (year to date and projection) in respect of the budget to year ending 31 March 2022 was noted. 	App 3i App 3ii App 3iii
2021/323	<p>Finance Committee Minutes The draft minutes from the Finance Committee meeting held on 7 February 2022 were noted.</p>	App 4
2021/324	<p>2021-22 Risk Assessment It was Proposed Cllr Plumb, Seconded Cllr Claydon and unanimously Resolved to approve the 2021-2022 Risk Assessment as recommended by the Finance Committee.</p>	App 5
2021/325	<p>Internal Controls Review It was Proposed Cllr Plumb, Seconded Cllr Claydon and unanimously Resolved to approve the Internal Controls Review - Year end 31 March 2022, as recommended by the Finance Committee.</p>	App 6
2021/326	<p>Financial Regulations Review It was Proposed Cllr Plumb, Seconded Cllr Claydon and unanimously Resolved to approve the Council's amended Financial Regulations as recommended by the Finance Committee following review undertaken on 7 February 2022.</p>	App 7

2021/327	Internal Auditor It was Proposed Cllr Plumb, Seconded Cllr Claydon and unanimously Resolved to approve the appointment of Jan Stobart as the Internal Auditor for the 31 March 2022 year end audit.	App 8
2021/328	Investment Strategy Review It was Proposed Cllr Plumb, Seconded Cllr Claydon and unanimously Resolved to approve unamended the Council's Investment Strategy as recommended by the Finance Committee following review undertaken on 7 February 2022.	App 9
2021/329	Big Park Project Fencing The quotes received for the proposal to renew all of the fencing around the playground on the Recreation Ground, including the extended area were much higher than anticipated. It was therefore Proposed Cllr Unsworth, Seconded Cllr Claydon and Resolved, with one abstention, to seek quotes just for the extension and to renovate the existing gates.	App 10
2021/330	District Councillor Grant It was Proposed Cllr Hagger, Seconded Cllr Plumb and unanimously Resolved to agree to put forward to District Cllr Walsh, an application for grant funding towards new finger post direction signs for Dick Nunn's Bridge. Councillors also gave thanks to Cllr Alston for putting the tourist leaflet together and for her work in liaison with various residents to arrange the purchase and installation of the Information Board at Dick Nunn's Bridge.	
2021/331	Standing Orders Review Following the annual review, it was Proposed Cllr Hagger, Seconded Cllr Claydon and unanimously Resolved to agree and adopt the Standing Orders as amended.	App 11
2021/332	A & J Lighting Street Lighting Contract It was Proposed Cllr Unsworth, Seconded Cllr Claydon and unanimously Resolved to renew the street lighting maintenance contract with A & J Lighting for a further 5 years, at a cost of £67.80 per month.	App 12
2021/333	Memorial Benches Following a discussion, it was agreed to take this item to the Open Spaces Committee, to look for possible alternatives to memorial benches for the parish. Cllr Alston will undertake an assessment of the benches which are in the churchyard to ascertain how many, where they are, and their current state of maintenance.	
2021/334	Date of Next Meeting The next meeting will be held on Monday 21 March at 7.30pm, in the Keys Room, Village Hall.	
2021/335	Exclusion of the Public and Press It was Proposed Cllr Unsworth, Seconded Cllr Claydon and unanimously Resolved to exclude the public and press under the Public Bodies (Admission to meetings) Act 1960 from item 2021/336 to enable the Parish Council to consider a confidential legal issue.	

2021/336	Boundary Issue It was Proposed Cllr Unsworth, Seconded Cllr Claydon and Resolved with one abstention to agree the legal advice obtained and instruct the Council's solicitor accordingly.	
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Signed

Chair

Date