



# COGGESHALL PARISH COUNCIL

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**MINUTES**  
**of the**  
**PARISH COUNCIL MEETING**  
held on  
**MONDAY 16 May 2022**  
**immediately following the Annual Parish Assembly**  
**at Coggeshall Village Hall, Keys Room**

**Present:** Cllr Hagger (Chair), Cllr Alston, Cllr Barry, Cllr Brindley, Cllr Claydon,  
Cllr Heaton, Cllr Plumb, Cllr Staines, Cllr Unsworth, Cllr Wilson  
Philippa Potter, Parish Clerk  
Three members of the public

<b>Agenda Number</b>	<b>Item</b>	<b>Appendix Number</b>
<b>2022/01</b>	<b>Election of Chair</b> It was Proposed Cllr Unsworth, Seconded Cllr Alston and Resolved to elect Cllr Hagger as Chair for the 2022/23 civic year.	
<b>2022/02</b>	<b>Election of Vice-Chair</b> It was Proposed Cllr Claydon, Seconded Cllr Wilson and Resolved to elect Cllr Plumb as Vice-Chair for the 2022/23 civic year.	
<b>2022/03</b>	<b>Apologies for Absence</b> Apologies were received and accepted from Cllr Ross and Cllr Walsh.	
<b>2022/04</b>	<b>Declarations Of Interests</b> None	
<b>2022/05</b>	<b>Minutes of Previous Meeting</b> It was Proposed Cllr Alston, Seconded Cllr Claydon and Resolved that the minutes of the meeting held on 25 April 2022 are a true record and were signed accordingly.	App 1
<b>2022/06</b>	<b>Public Forum</b> A member of the public asked if the Council could advise what the £1000 grant for Anglia in Bloom had been spent on. Cllr Wilson, as a member of the group, explained that the plants have been purchased and planting is now underway.	
<b>2022/07</b>	<b>Clerk's Report and Correspondence</b> The Clerk will circulate the Report after the meeting, and advised that work on the jubilee scarecrow for the St Peter's School scarecrow trail was well underway.	App 2

<b>2022/08</b>	<b>Election of Chair of Finance Committee</b> It was Proposed Cllr Claydon, Seconded Cllr Wilson and unanimously Resolved to elect Cllr Plumb as Chair of the Finance Committee for the 2022/23 civic year.	
<b>2022/09</b>	<b>Finance</b> <ol style="list-style-type: none"> <li>i. It was Proposed Cllr Plumb, Seconded Cllr Claydon and unanimously Resolved to agree the Accounts Payable.</li> <li>ii. The bank balances as at 30 April 2022 were noted.</li> <li>iii. The up-to-date position, year to date in respect of the budget to year ending 31 March 2023 was noted.</li> <li>iv. An update from the RFO on progress towards completion of the year-end to 31 March 2022 financial returns, was received.</li> </ol>	App 3(i) App 3(ii) App 3(iii) App 3(iv)
<b>2022/10</b>	<b>Lloyds Bank Deposit</b> It was Proposed Cllr Claydon, Seconded Cllr Claydon, Seconded Cllr Plumb and unanimously Resolved to approve the RFO's action in moving the deposit of £85005.31 from an 'Overnight' term to 3 months fixed to improve the interest return from 0.01% to 0.20%	App 4
<b>2022/11</b>	<b>Market Arrears</b> It was Proposed Cllr Unsworth, Seconded Cllr Staines and agreed that Council policy to deal with market rent arrears would be as follows: <ul style="list-style-type: none"> <li>• 2 weeks' arrears – letter requesting payment to be made.</li> <li>• 4 weeks' arrears – second and final letter requesting payment or risk loss of pitch.</li> <li>• 8 weeks arrears – case taken to Full Council for a final decision on pitch.</li> </ul>	
<b>2022/12</b>	<b>Standing Orders</b> It was Proposed Cllr Hagger, Seconded Cllr Unsworth and Resolved to agree to the recent amendment advised by NALC to Standing Order 18 (Financial Controls and Procurement).	App 5
<b>2022/13</b>	<b>Membership and Subscriptions to External Organisations</b> These were reviewed and updated and will be published on the website.	App 6
<b>2022/14</b>	<b>Representatives to External Organisations</b> These were reviewed and updated and will be published on the website.	App 7
<b>2022/15</b>	<b>Skate Ramp Project: Heritage Impact Assessment Quotes and Information Received</b> After extensive discussion, it was Proposed Cllr Barry, Seconded Cllr Unsworth and Resolved to reject the quotes received due to the cost being too high.	App 8
<b>2022/16</b>	<b>Tourist Leaflet</b> Councillors discussed the latest version of the leaflet, which has some final alterations to be done. The final version will be brought back to the next meeting with quotes for printing.	App 9
<b>2022/17</b>	<b>East Anglia Green Energy Enablement Consultation</b> It was Proposed Cllr Unsworth, Seconded Cllr Alston and unanimously Resolved that CPC opposes the plans as they currently stand, and wish to ask for alternative options, for undergrounding or a sea route to be explored.	

<b>2022/18</b>	<b>To agree the Date of the Next Meeting</b> The next meeting will be held on Monday 20 June at 7.30pm, in the Keys Room.	
<b>2022/19</b>	<b>Exclusion of the Public and Press</b> It was Proposed Cllr Hagger, Seconded Cllr Unsworth and unanimously Resolved to exclude the public and press under the Public Bodies (Admission to meetings) Act 1960 from item 2022/20 to enable the Parish Council to consider a confidential legal issue.	
<b>2022/20</b>	<b>Boundary Issue</b> It was Proposed Cllr Unsworth, Seconded Cllr Plumb and unanimously Resolved to give permission for the 'buttress' on the rear wall of the Wesley Hall to be sited on the Council's side of the boundary. No rights are conferred and should the wall be rebuilt at any time, that the structures are taken back to the boundary line.	App 10

**Signed** .....

**Dated** .....