



# COGGESHALL PARISH COUNCIL

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## MINUTES of the PARISH COUNCIL MEETING

held on

**MONDAY 20 June 2022**

**at 7.30pm**

**at Coggeshall Village Hall, Keys Room**

**Present:** Cllr Hagger (Chair), Cllr Alston, Cllr Brindley, Cllr Heaton, Cllr Plumb,  
Cllr Ross, Cllr Staines, Cllr Unsworth  
Philippa Potter, Parish Clerk  
2 members of the public

Agenda Number	Item	Appendix Number
2022/21	<b>Apologies for Absence</b> Apologies were received and accepted from Cllr Barry, Cllr Claydon, Cllr Walsh and Cllr Wilson.	
2022/22	<b>Declarations Of Interests</b> None	
2022/23	<b>Minutes of Previous Meeting</b> It was Proposed Cllr Hagger, Seconded Cllr Alston and unanimously Resolved to approve the Minutes of the Meeting of 16 May 2022 as a true record, and they were signed accordingly.	App 1
2022/24	<b>Public Forum</b> A member of the public asked if the Parish Council received details of the invoices from the grant paid to Coggeshall in Bloom. It was explained that this isn't routine for trusted groups who have worked alongside the Parish Council for many years, and that the work undertaken is evident within the village. The Clerk will enquire with the group for a general breakdown of the expenditure.  A further question was asked as to whether the Parish Council were responsible for the weed spraying which was recently taking place near to the Co-op. The Clerk confirmed that the Parish Council do not weed spray and we were not aware of who this was being undertaken on behalf of.  District Cllr Unsworth gave his report, regarding his involvement on a BDC Committee looking at the system of distributing and spending the S106 developer contributions which are paid over to BDC for distribution. He also reported that BDC had sent a robust response to	

	the recent consultation on the new line of electricity pylons proposed through East Anglia	
<b>2022/25</b>	<b>Clerk's Report and Correspondence</b> The Clerk's Report was received and approved.	App 2
<b>2022/26</b>	<b>Finance</b> <ol style="list-style-type: none"> <li>i. It was Proposed Cllr Plumb, Seconded Cllr Unsworth and unanimously Resolved to agree the Accounts Payable.</li> <li>ii. The bank balances as at 31 May 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> </ol>	App 3(i) App 3(ii) App 3(iii)
<b>2022/27</b>	<b>Draft Finance Committee Minutes</b> The draft minutes of the Finance Committee meeting held on 7 June 2022 were noted.	App 4
<b>2022/28</b>	<b>Budget Out-turn for Year Ended 31 March 2022</b> A report from the Responsible Financial Officer on the Budget out-turn for the year ended 31 March 2022 was received, and it was Proposed Cllr Plumb, Seconded Cllr Unsworth, and unanimously Resolved to approve the transfers proposed by the RFO to Earmarked Reserves, together with retention of the General Reserve at £110,000 (as recommended by the Finance Committee).	App 5 App 5i
<b>2022/29</b>	<b>Asset Maintenance / Earmarked Reserves Review</b> An update from the Working Party (Cllrs Claydon and Plumb) on the above was received, and it was Proposed Cllr Plumb, Seconded Cllr Heaton, and unanimously Resolved to agree the re-allocation of the Earmarked Reserves (after the transfers at 2022/28) as recommended by the Finance Committee.	App 6
<b>2022/30</b>	<b>Asset Register</b> The Asset Register as at 31 March 2022 was received, and it was Proposed Cllr Staines, Seconded Cllr Plumb, and unanimously Resolved to approve this, as recommended by the Finance Committee	App 7
<b>2022/31</b>	<b>Internal Audit Reports</b> <ul style="list-style-type: none"> <li>• The Internal Auditor's 2021/2022 report was reviewed, and it was Proposed Cllr Plumb, Seconded Cllr Unsworth, and unanimously Resolved to approve.</li> <li>• It was further Proposed Cllr Unsworth, Seconded Cllr Ross and unanimously Resolved to authorise the RFO to approach Messrs Heelis &amp; Lodge to obtain a quote for the 2022/2023 internal audit, as recommended by the Finance Committee.</li> </ul>	App 8(i) App 8(ii)
<b>2022/32</b>	<b>Annual Governance Statement 2021/22</b> The assertions to Section 1 – Annual Governance Statement 2021/2022 were reviewed, and it was Proposed Cllr Plumb, Seconded Cllr Alston and unanimously Resolved to approve the completed document and authorise signature of the statement by the Chairman and Clerk, as recommended by the Finance Committee, which was duly undertaken.	App 9(i) App 9(ii) App 9 (iii)
<b>2022/33</b>	<b>Accounting Statements 2021/22</b> Section 2 – Accounting Statements 2021/2022 was reviewed, and it was Proposed Cllr Plumb, Seconded Cllr Alston and unanimously Resolved that, following certification by the RFO, the figures and	App 9(iii)

	signature by the Chairman, as recommended by the Finance Committee, were approved.	
<b>2022/34</b>	<b>Year-End Balance Sheet – 31 March 2022</b> It was Proposed Cllr Plumb, Seconded Cllr Unsworth, and unanimously Resolved to authorise the Chairman to sign the 31 March 2022 year-end Balance Sheet, which was duly undertaken.	App 10
<b>2022/35</b>	<b>Electronic Communication of AGAR</b> Following consideration, it was Proposed Cllr Unsworth, Seconded Cllr Alston and unanimously Resolved to accept the risk of electronic communication of the AGAR and associated papers to external auditors PKF Littlejohn, as recommended by the Finance Committee.	App 11
<b>2022/36</b>	<b>Dates for Exercise of Elector's Rights</b> It was Proposed Cllr Staines, Seconded Cllr Plumb, and unanimously Resolved to accept the recommended dates for electors to exercise rights in relation to the Annual Accounts, being from 27 June 2022 to 8 August 2022, as recommended by the Finance Committee.	App 12
<b>2022/37</b>	<b>Parish Council Van Insurance Renewal 2022-23</b> It was Proposed Cllr Alston, Seconded Cllr Plumb and unanimously Resolved to agree to renew the van insurance with the current provider, at a premium of £527.40, which is an increase on the previous year of £24.23. No changes have been made to the policy.	App 13 App 13i
<b>2022/38</b>	<b>Upgrade to Access Point in the Village Hall</b> It was Proposed Cllr Alston, Seconded Cllr Ross, and unanimously Resolved to agree to upgrade the Access Point in the hall via Sarala, for the cost of £99 + VAT.	
<b>2022/39</b>	<b>Playground Inspection Quotes</b> (i) It was Proposed Cllr Alston, Seconded Cllr Staines, and unanimously Resolved to agree to implement one Annual and three Operational Playground Inspections each year. (ii) Following review of two quotes, it was Proposed Cllr Unsworth, Seconded Cllr Alston and unanimously Resolved to accept the quote from the Play Inspection Company at a cost of £900 per annum, for the inspections as agreed in 39(i) above. (iii) It was Proposed Cllr Heaton, Seconded Cllr Alston and unanimously Resolved to approve and adopt the Playground Inspection Policy.	App 14
<b>2022/40</b>	<b>Commissioning of a Job Evaluation Report – Grounds Staff</b> Following discussions at the Staffing Committee, it was Proposed Cllr Unsworth, Seconded Cllr Ross, and unanimously Resolved to agree to commission Mr G Rippon, as previously engaged by CPC, to undertake a further job evaluation exercise, for a cost of £300. This report would be for the evaluation of the roles of the Grounds Staff.	
<b>2022/41</b>	<b>Application to Designate Vicarage Field as an Asset of Community Value (ACV)</b> It was agreed to defer this item in order for further information on an application proposal to be sought.	App 15
<b>2022/42</b>	<b>Reversal of Motion under Minute Number: 2021/345(iii)</b> Following receipt of written notice by 5 Councillors, in compliance with Standing Order 7(a), the following motion (2021/345(iii)) was returned within six months, as follows: <i>'To agree to either commission a stand-alone heritage report, or to apply to BDC for pre-application planning advice regarding the</i>	

	<p><i>heritage aspects of siting the ramp on the Recreation Ground, for consideration by the Parish Council'.</i></p> <p>The original resolution was as follows:  <i>'To agree to commission a stand-alone heritage report regarding the heritage aspects of siting the skate ramp on the Recreation Ground, for consideration by the Parish Council. The Clerk to be asked to obtain 3 quotes for consideration at the next Full Council meeting.'</i></p> <p><b>MOTION:</b>  It was Proposed Cllr Unsworth, Seconded Cllr Alston and Resolved, with two abstentions, to agree to revoke the original motion, as above, and agree to apply to Braintree District Council for pre-application planning advice regarding the heritage aspects of siting the skate ramp to the west of the Playground on the Recreation Ground, together with potential mitigation, for consideration by the Parish Council.</p>	
<b>2022/43</b>	<p><b>Local Highways Panel (LHP) Working Group</b>  It was Proposed Cllr Ross, Seconded Cllr Alston and unanimously Resolved to set up a small LHP Working Group of Parish Councillors, to liaise with County Cllr Thorogood on potential LHP applications for Coggeshall. The initial members would be Cllr Claydon, Cllr Walsh and Cllr Wilson, and Cllr Ross. The Clerk will draw up the Terms of Reference.</p>	
<b>2022/44</b>	<p><b>BDC Consultation on Planning Committee Members Forum</b>  It was Proposed Cllr Unsworth, Seconded Cllr Alston and unanimously Resolved to respond to the above consultation, by expressing concern that this process would not be mandatory for developers to engage in, and that this would be at their cost. The Council are concerned that this would lead to developers not taking up this process, and as such, believe that it should be mandatory for eligible applications.</p>	App 16
<b>2022/45</b>	<p><b>Tourist Leaflet</b>  It was Proposed Cllr Unsworth, Seconded Cllr Staines and unanimously Resolved to approve the final draft of the leaflet to enable it to go to print, via Chillgraphics, at the cost of £195, for an initial print run of £1,000 leaflets. Cllr Unsworth agreed to apply via his District Councillor Community Grant for this cost.</p>	App 17
<b>2022/46</b>	<p><b>To agree the Date of the Next Meeting</b>  It was agreed to hold the next meeting on Tuesday 26 July 2022, and to not hold a meeting in August 2022, due to the summer holiday season. The next meeting after July would therefore be held on Monday 19 September 2022.</p>	

Signed .....

Chair

Date .....