



COGGESHALL PARISH COUNCIL

Village Hall, 25 Stoneham Street, Coggeshall, Essex, CO6 1UH
01376 562346
clerk@coggeshall-pc.gov.uk

MINUTES
of the
PARISH COUNCIL MEETING
held on
MONDAY 5 SEPTEMBER 2022
at 7.30pm
at Coggeshall Village Hall, Keys Room

Present: Cllr Hagger (Chair), Cllr Barry, Cllr Brindley,
Cllr Heaton, Cllr Plumb, Cllr Ross, Cllr Staines, Cllr Wilson
Philippa Potter, Clerk
Steve Marriott, Responsible Financial Officer (RFO)
2 members of the public

Agenda Number	Item	Appendix Number
2022/62	Apologies for Absence Apologies were received and accepted from Cllr Alston, Cllr Claydon, Cllr Unsworth and Cllr Walsh.	
2022/63	Declarations Of Interests None	
2022/64	Minutes of Previous Meeting It was Proposed Cllr Barry, Seconded Cllr Plumb, and unanimously Resolved that the minutes of the meeting held on 26 July 2022 are a true record, subject to the following corrections: <ul style="list-style-type: none">• Item 2022/52, bullet point 3, last sentence to read: 'It was agreed that if there is no timely response from ECC, the Parish Council will cut back the vegetation while still pursuing a resolution from ECC going forward'.• Item 2022/58, point 2 to read as follows: 'It was Proposed Cllr Wilson, Seconded Cllr Walsh and unanimously Resolved to pay £98.93 (+VAT) for a third quote from Lindsey Heating to replace the gas boiler, along with a further quote for the supply and installation of an air source heat pump system (the quote fee is deducted from the final bill if the company is chosen).	App 1
2022/65	Public Forum A member of the public attended to follow up his representation at the July 2022 meeting, and the written email reply from the Clerk to his questions. He stated that the reply had shown that the Parish Council is under-resourced and not able to provide the level of street cleaning that he expects within the village. A suggestion was put forward that the Parish Council should look to garner assistance from homeowners to look after their immediate surroundings with regard to	

	<p>weeds around their properties and assist with keeping the pavements swept and free from litter. A specific question was asked about where in the village the Parish Council litter picks, and this will be answered by the Clerk in writing, by email.</p> <p>The Clerk and RFO went through the issues regarding resources and the financial implications of increasing the street cleaning work done by staff each week, which would inevitably result in an increase to the part of the Council Tax bill relating to the Parish Council. It was also explained that the breadth of the work undertaken by the Council's grounds staff encompasses a much wider scope than street cleaning alone.</p> <p>It was also explained that a substantial chunk of the work the Parish Council takes on with regard to vegetation cutting is undertaken in areas where the responsibility lies with other authorities, such as Essex County Council (ECC). Where this work is not done – even when reported – the Parish Council are the 'last resort' authority who then take this on for the benefit of our residents. This results in double taxation for residents – firstly by paying for it via Council Tax to ECC, and then by paying for it again via the Council Tax to the Parish Council. In addition, there is currently no mechanism for the Parish Council to be recompensed by ECC for undertaking the work. The Clerk is currently corresponding with the ECC Cabinet Member for Highways on these points.</p> <p>Councillors agreed to look into whether the Parish Council could put together a neighbourhood campaign on these issues, which will most likely be discussed at the Climate Crisis Committee in the first instance.</p> <p>Another member of the public asked whether the ECC Highways Devolution Scheme was something that the Parish Council could tap into, but the Clerk advised that the scheme sadly hadn't worked as well as promised - mainly due to underfunding - and was not continuing. The Parish Council are waiting to find out whether any further schemes will be put forward.</p>	
<p>2022/66</p>	<p>Finance</p> <p>It was Proposed Cllr Plumb, Seconded Cllr Barry and unanimously Resolved to approve the Accounts Payable.</p> <p>The RFO also reported that the External Audit had been concluded without any matters being raised. Cllr Plumb thanked the RFO for his conscientious work on the accounts and audits, delivering another year of exemplary financial control.</p>	<p>App 2</p>
<p>2022/67</p>	<p>General Insurance Renewal – Pre-Renewal Questionnaire</p> <p>It was Proposed Cllr Hagger, Seconded Cllr Barry and unanimously Resolved to sign the pre-renewal questionnaire for Gallagher Insurance Brokers, on behalf of Hiscox Insurance, to enable a renewal quote to be produced for the Parish Council Insurance.</p>	<p>App 3</p>

2022/68	Insurance Valuation It was proposed Cllr Plumb, Seconded Cllr Staines and unanimously Resolved to delegate authority to the RFO and Clerk to proceed with a reinstatement valuation for insurance purposes with whichever of the two valuers asked to quote represents the best value for money with a maximum cost up to £4750 (+ VAT).	App 4
2022/69	Option to opt out of the SAAA central external auditor appointment arrangements It was Proposed Cllr Plumb, Seconded Cllr Staines and unanimously agreed that the Council will not opt out of the central procurement regime for the appointment of the external auditor.	App 5
2022/70	Renewal of CPC Phone/Broadband Contract and Addition of Staff Mobile Phones 66.1 It was Proposed Cllr Hagger, Seconded Cllr Staines and unanimously Resolved to agree to renew the BT phone/broadband contract as per Appendix 6. 66.2 It was Proposed Cllr Hagger, Seconded Cllr Staines and unanimously Resolved to agree to add 4 x staff mobile phones to the contract, for CPC operational use, as per the costs in Appendix 6, subject to the Clerk checking with Essex County Council Procurement to see whether they are able to offer a better deal.	App 6
2022/71	Internal Auditor It was Proposed Cllr Ross, Seconded Cllr Heaton and unanimously Resolved to approve the appointment of Ann Wood as Internal Auditor to the Council for the financial year 2022-2023.	App 7
2022/72	Recreation Ground Playground Fencing Repairs It was Proposed Cllr Hagger, Seconded Cllr Ross and unanimously resolved to agree to add the required works to the existing playground fence onto the contract with JWS Fencing for the fencing extension. Work required as per the Annual Playground Inspection Report of May 2022 (ref. pages A1, A2, A3 and A4 of Appendix 6). The additional cost to the contract would be £680 (+ VAT) for labour, materials and disposal.	App 8 App 9
2022/73	Repair to CPC Office Safe Councillors received a report from the Clerk with regard to emergency expenditure incurred for the repair of the CPC office safe, which was undertaken on 18 August 2022 at a cost of £350. The work was authorised by the Clerk, following consultation with the RFO and the Chair of the Parish Council, in accordance with Financial Regulation 4.5, as the situation represented an extreme risk to the delivery of Council services.	
2022/74	Parish Office Redecoration It was Proposed Cllr Ross, Seconded Cllr Plumb and unanimously Resolved to agree to the Clerk appointing contractors and incurring expenditure up to the amount of £1,500, from the earmarked reserve for the purpose of the redecoration of the Parish Office.	App 10

2022/75	Clerk's Report and Correspondence The Clerk's Report was received.	App 11
2022/76	Date of the Next Meeting The next meeting date is scheduled for 19 September 2022.	

Signed
Chair

Date