



COGGESHALL PARISH COUNCIL

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

To Councillors Astley, Alston, Barnes, Claydon, Keig, Hagger, Heaton, Plumb, Ross, Staines
Unsworth and Walsh

**YOU ARE SUMMONED TO ATTEND A VIRTUAL MEETING OF
THE ANNUAL MEETING OF THE PARISH COUNCIL
on Monday 17th May 2021 at 7.30 pm in Coggeshall Village Hall**

PLEASE NOTE: Social Distancing Measures Will Be In Place
THE PRESS AND PUBLIC ARE WELCOME TO ATTEND

A G E N D A

Agenda /Minute Number	Agenda Item	Appendix Number
2021/28	To elect a Chairman of Coggeshall Parish Council	
2021/29	To receive the Chairman's Declaration of Acceptance of Office	
2021/30	To elect a Vice Chairman of Coggeshall Parish Council	
2021/31	To receive the Vice Chairman's Declaration of Acceptance of Office	
2021/32	To Welcome New Councillors and receive their Declarations of Acceptance of Office	
2021/33	Those present and apologies for absence	
2021/34	Councillors' Declarations	
2021/35	To review and agree the Standing and Sub-Committees for Coggeshall Parish Council	App 1
2021/36	To appoint a Chairman to each of the Standing Committees	
2021/37	To review and agree the Terms of Reference for the Standing and Sub-Committees	App 2
2021/38	Minutes of previous meetings. To approve the Minutes of the Full Council meeting of Monday 26 th April 2021.	App 3
2021/39	Public Participation session with respect to Agenda items and other matters of mutual interest. 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.	
2021/40	County and District Councillors Reports To receive a report from County and District Councillors present.	

2021/41	To receive the Clerk's Report and agree any actions on matters arising.	App 4
2021/42	Finance i) To approve payments / accounts payable ii) To note Account Balances at 30th April 2021 iii) To note the details of income and expenditure by budget heading.	App 5 (i) App 5 (ii) App 5 (iii)
2021/43	To review and agree the Standing Orders	App 6
2021/44	To review the Council Policies	App 7a 7b, 7c
2021/45	To review and agree membership and subscriptions to external organisations	App 8
2021/46	External Organisations: To a) Review representation on or work with external organisations; b) To nominate a representative to attend meetings of Braintree Association of Local Councils.	App 9
2021/47	To review the Council's Asset Register	App 10
2021/48	To consider the Council's Arrangements for holding and accessing title deeds, leases, contracts and legal documents.	
2021/49	To review the arrangements for Insurance Cover	App 11
2021/50	Car Park a) To consider the Draft Residents' Season Ticket Scheme and; b) To consider the Draft Implementation Plan.	App 12a App 12b
2021/51	Correspondence Received To note any correspondence received and agree any actions as appropriate.	App 13
2021/52	Big Park Project To consider a request from the Big Park Project Fundraising Group for a letter of support from Coggeshall Parish Council to be submitted by the Group alongside a grant application to Enover.	App 14
2021/53	Environmental Policy: Climate Nature Emergency To declare a Climate Nature Emergency and agree on the next steps to be taken including agreement that an Action Plan be produced as proposed by the Open Spaces Committee.	App 15
2021/54	Market Working Party a) To receive an oral update and agree on any matters arising. b) To agree to the whole village being included in the distribution of a letter of the proposed road closures at the appropriate time. (This item previously agreed at the Full Council Meeting of 12 th April which the Council was told retrospectively was invalid owing to the period of national mourning).	
2021/55	Skate Ramp Working Party To receive an update.	App 16
2021/56	To consider the following Planning Applications	

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2021/62	Items for the next agenda							
2021/63	To note the date and time of the next meeting and, if required, to agree a schedule of Meetings for the Year.							

Theresa Devine
Clerk to Coggeshall Parish Council
12th May 2021