



# 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, Hagger, Heaton, Holt, Keig, Plumb, Ross, Staines, Unsworth and Walsh

**YOU ARE SUMMONED TO ATTEND A MEETING OF THE PARISH COUNCIL on  
TUESDAY, 10<sup>th</sup> August 2021 at 8.15 PM  
at Coggeshall Village Hall**

**THE PRESS AND PUBLIC ARE WELCOME TO ATTEND  
Social Distancing Measures Will Be In Place**

## A G E N D A

Agenda /Minute Number	Agenda Item	Appendix Number
2021/145	<b>Those present and apologies for absence</b>	
2021/146	<b>Councillors Declarations</b>	
2021/147	<b>Minutes of previous meetings.</b> To approve the Minutes of the Meeting of 13 <sup>th</sup> July 2021.	App 1
2021/148	<b>Public Participation session with respect to Agenda items and other matters of mutual interest.</b> 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.	
2021/149	<b>County Councillor's &amp; District Councillor's Report</b>	
2021/150	<b>Clerk's Report</b> To receive the Clerk's Report and to agree on any actions required on matters arising from the Report. <b>a)</b> To agree to authorise a member of the Neighbourhood Plan Working Party to compose a Press Release Statement on behalf of the Council concerning the Neighbourhood Plan and to authorise the Clerk to send the statement to BDC for publication.	App 2 To follow
2021/151	<b>Correspondence received:</b> To agree on any actions required on correspondence received. <b>a)</b> To consider a Request by Parishioner to install CCTV cameras in the village to help prevent vehicle thefts. <b>b)</b> To agree to place CCTV cameras in the car park to replace the one on loan to CPC which has now been lent to another Council and to agree on a maximum amount that the Council is willing to pay for the cameras.	App 3i  App 3ii

	<p><b>c)</b> To agree a response to a resident's concerns about a Planning Application relating to The Mill House.</p>	App 3iii
2021/152	<p><b>Finance</b></p> <ul style="list-style-type: none"> <li>i. To agree Accounts Payable.</li> <li>ii. To note bank balances.</li> <li>iii. To note the Draft Minutes from the Finance Committee Meeting held on 27 July 2021.</li> <li>iv. To receive from the RFO and discuss an update on the year to date income and expenditure against budget and the current cash position of the Council.</li> <li>v. To discuss and agree the following recommendations from the Finance Committee: - <ul style="list-style-type: none"> <li>a) That for the time being based on the Council's current financial situation the General Reserve will be set at a figure of £110,000 equating to 7.4 months of precept and 48.4 % of the base expenditure budget £226,943. The Council's Reserve Policy will be amended (paragraph 5.2) in this respect;</li> <li>b) That the capital expenditure deferred during the last financial year should be reinstated by the following transfers to Earmarked Reserves: <ul style="list-style-type: none"> <li>Recreation Ground Path £6,000</li> <li>Office Re-decoration £1,500</li> <li>Museum roof replacement £4,000</li> </ul> </li> <li>c) That the 2 Earmarked Reserves relating to the Car Park should be amalgamated.</li> <li>d) That the following additional transfers should be made to Earmarked Reserves: <ul style="list-style-type: none"> <li>£5,000 to Cemetery / Chapel Restoration in relation to the Chapel Restoration</li> <li>£5,000 to Hall Repairs / Replacements.</li> </ul> </li> </ul> </li> </ul> <p>To also approve that for the sake of clarity the Cemetery and Chapel Restoration Earmarked Reserve is split into separate Earmarked Reserves 1) Cemetery £25,000 and 2) Chapel Restoration £10,000 plus the transfer at d) above.</p>	<p>App 4i App 4ii App 4iii</p> <p>App 4iv (plus reference docs)</p> <p>App 4v</p>
2021/153	<p><b>2022/2023 Budget</b></p> <p>To discuss and approve the recommendations of the Finance Committee in relation to the general principles for the budget preparation for the year commencing 1 April 2022, together with a framework for the funding of future new project expenditure.</p>	App 5
2021/154	<p><b>Utilities</b></p> <p>To note and approve the final contract pricing agreed via Utility Aid for the Council's electricity and gas contracts to include the green premiums.</p>	App 6
2021/155	<p><b>Insurance</b></p> <ul style="list-style-type: none"> <li>i. To note and approve renewal of the Council's Cyber Security insurance via BHIB at the same premium as last year £299.99 to include Insurance Premium Tax.</li> </ul>	App 7 i

	<p><b>ii.</b> To discuss and agree acceptance of the settlement offer on the Council's claim for the loss of income in relation to Village Hall hire.</p>	App 7 ii
2021/156	<p><b>Email</b> To discuss and approve the migration of the Council's main email accounts to 365 Exchange email to take advantage of improved functionality, align with use of Office 365 / SharePoint and reduce costs.</p>	App 8
2021/157	<p><b>Big Park Project</b>  <b>a)</b> To note the BPP' Bank Balance at 30<sup>th</sup> July 2021.  <b>b)</b> To receive a monthly report.  <b>c)</b> To consider and agree to sign the Agreement accepting the Terms and Conditions for the Enovert Grant for the Big Park Project and to use a donation made to the Parish Council for the 10% third party contribution to be paid to Enovert that is required for this Grant.  <b>d)</b> To agree to place an order with Proludic for the installation of the second phase of the Big Park Project equipment as detailed in their quote dated 30<sup>th</sup> July 2021 (reference 2107.30466) at a cost of £68,946.73 subject to the Enovert Agreement being signed and the funds being transferred from the Big Park Project Fundraising Group to pay the remaining balance, following the donation and grant.</p>	App 9
2021/158	<p><b>Skate Ramp Working Party</b> To consider and agree to appoint the ROSPA consultant to review the four sites for installing a Skate Ramp at a cost of £850 (exclusive of VAT).</p>	
2021/159	<p><b>Stoneham Street Car Park</b> To receive a report.</p>	
2021/160	<p><b>Coggeshall Summer Festival</b> To agree to the use of the Recreation Ground on Saturday, 4<sup>th</sup> June 2022 to hold a Summer Festival. Details available in Appendix 11.</p>	App 10
2021/161	<p><b>Queen's 70<sup>th</sup> Jubilee Celebrations</b> To receive an update and further details of events planned for the Jubilee Celebrations and to confirm that arrangements to work alongside the Coggeshall Summer Festival organisers have been put in place.</p>	
2021/162	<p><b>Eco Fair Documentation and Approval</b>  a) To receive and approve the documentation submitted by the organisers of Coggeshall Eco Fair and  b) To approve the use of the Recreation Ground on Sunday, 12<sup>th</sup> September 2021 for the Eco Fair.  c) To agree to lend, subject to availability, 6 large tables for use at the Eco Fair.</p>	App 11a App 11b App 11c App 11d App 11e App 11f
2021/163	<p><b>Purchase of Water Fountain for the Recreation Ground</b> To agree to the purchase of a replacement, original type drinking fountain for the Recreation Ground at a cost of £488 (with free</p>	

	installation by local plumber) as recommended by the Open Spaces Committee.									
2021/164	<b>Committee Membership</b> a) To encourage further membership of Committees in order to ensure that they are always quorate.	App 12								
2021/165	<b>Market Working Party</b> To receive an update on matters relating to the market and agree on any actions to take on matters arising.									
2021/166	<b>Code of Conduct Working Party: Update</b> a) To consider and comment on the Draft Code of Conduct submitted by Cllr Heaton; b) To set a date for the Working Party to meet if required.	App 13 To follow								
2021/167	<b>Additional Security for CPC Equipment</b> c) To consider and agree to engage SARALA to improve the CPC IT security as per their quote.	App 14								
2021/168	<b>Congress System Options and Costs</b> To consider and agree on the next steps for a Congress system and to improve/include the AV presentations at future CPC meetings.									
2021/169	<b>Information Officer</b> To appoint an Information Officer to work with the Clerk to authorise information prior to its publication on Social Media.									
2021/170	<b>Planning Responses: Information to Ward Members</b> To agree to inform Ward Members of Resolutions relating to Planning Consultations when CPC has objected to an application.									
2021/171	<b>To consider the following Planning Applications</b> <table border="1" data-bbox="363 1290 1337 1715"> <tr> <td>APPLICATION NO :</td> <td>21/02148/LBC</td> </tr> <tr> <td>DESCRIPTION :</td> <td>Removal of existing stair, internal doors and bathroom wall. New opening into kitchen, return wall, new bathroom wall and new stair. Removal of coal fired stove, hot water tank and external pre-cast coal bunker. New electrical wiring, light fittings, switches, sockets, heating system, kitchen and bathroom fittings. Internal decoration throughout.</td> </tr> <tr> <td>LOCATION :</td> <td>85 Queen Street, Coggeshall, Essex</td> </tr> <tr> <td>Date for comments</td> <td>Extension requested to 12<sup>th</sup> August 2021</td> </tr> </table>	APPLICATION NO :	21/02148/LBC	DESCRIPTION :	Removal of existing stair, internal doors and bathroom wall. New opening into kitchen, return wall, new bathroom wall and new stair. Removal of coal fired stove, hot water tank and external pre-cast coal bunker. New electrical wiring, light fittings, switches, sockets, heating system, kitchen and bathroom fittings. Internal decoration throughout.	LOCATION :	85 Queen Street, Coggeshall, Essex	Date for comments	Extension requested to 12 <sup>th</sup> August 2021	
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LOCATION :	127 Tilkey Road, Coggeshall, Essex									
Date for comments	17 <sup>th</sup> August 2021									
2021/176	<p><b>To consider the following Planning Applications</b></p> <table border="1"> <tr> <td data-bbox="368 1456 644 1494">APPLICATION NO :</td> <td data-bbox="644 1456 1329 1494">21/02287/TPOCON</td> </tr> <tr> <td data-bbox="368 1494 644 1576">DESCRIPTION :</td> <td data-bbox="644 1494 1329 1576">Notice of intent to carry out works to tree in a Conservation Area – Fell 1 Eucalyptus Tree</td> </tr> <tr> <td data-bbox="368 1576 644 1615">LOCATION :</td> <td data-bbox="644 1576 1329 1615">65 East Street, Coggeshall, Essex</td> </tr> <tr> <td data-bbox="368 1615 644 1653">Date for comments</td> <td data-bbox="644 1615 1329 1653">17<sup>th</sup> August 2021</td> </tr> </table>	APPLICATION NO :	21/02287/TPOCON	DESCRIPTION :	Notice of intent to carry out works to tree in a Conservation Area – Fell 1 Eucalyptus Tree	LOCATION :	65 East Street, Coggeshall, Essex	Date for comments	17 <sup>th</sup> August 2021	
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LOCATION :	65 East Street, Coggeshall, Essex									
Date for comments	17 <sup>th</sup> August 2021									
2021/177	<p><b>Items for the Next Agenda.</b></p>									
2021/178	<p><b>To note the Date and Time of the Next Meeting:</b> Monday, 13<sup>th</sup> September 2021 at 7.30 pm in the Keys Room.</p>									
2021/179	<p><b>To Close the Meeting to the Press and Public owing to the sensitive nature of the proceedings.</b></p>									

Theresa Devine  
Clerk to Coggeshall Parish Council

DATE: 4<sup>th</sup> August 2021