



# COGGESHALL PARISH COUNCIL

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

## THE NEXT MEETING OF THE PARISH COUNCIL

will be held on

**MONDAY 20 JUNE 2022**

immediately following the Annual Parish Assembly starting at 7.30pm

**at Coggeshall Village Hall, Keys Room**

for the purpose of transacting the business shown in the agenda below

The public and press are welcome to be present

Please note that this meeting may be recorded

Clerk

14 June 2022

## AGENDA

Agenda Number	Item	Appendix Number
2022/21	<b>Apologies for Absence</b> Members are reminded that the LGA 1972, S85 states that apologies for absence must be received prior to a meeting.	
2022/22	<b>Declarations Of Interests</b> To declare the existence and nature of any Disclosable Pecuniary Interest, other Pecuniary Interest or Non-Pecuniary Interest relating to items on the agenda having regard to the Code of Conduct for Members and having taken appropriate advice where necessary before the meeting.	
2022/23	<b>Minutes of Previous Meeting</b> To approve the Minutes of the Meeting of 16 May 2022.	App 1
2022/24	<b>Public Forum</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.	
2022/25	<b>Clerk's Report and Correspondence</b> To receive the Clerk's Report.	App 2
2022/26	<b>Finance</b> <ol style="list-style-type: none"><li>To agree Accounts Payable</li><li>To note bank balances as at 31 May 2022</li><li>To note the up-to-date position (year to date) in respect of the budget to year ending 31 March 2023</li></ol>	App 3(i) App 3(ii) App 3(iii)
2022/27	<b>Draft Finance Committee Minutes</b> To note the draft minutes of the Finance Committee meeting held on 7 June 2022.	App 4

<b>2022/28</b>	<b>Budget Out-turn for Year Ended 31 March 2022</b> To receive a report from the Responsible Financial Officer on the Budget out-turn for the year ended 31 March 2022 and 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) and any other actions	App 5 App 5i
<b>2022/29</b>	<b>Asset Maintenance / Earmarked Reserves Review</b> To receive an update from the Working Party (Cllrs Claydon and Plumb) and agree any actions arising including 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> To review and approve the Asset Register as at 31 March 2022 as recommended by the Finance Committee	App 7
<b>2022/31</b>	<b>Internal Audit Reports</b> To review and discuss any actions required from the Internal Auditors 2021/2022 report and authorise the RFO to approach Messrs Heelis & Lodge to obtain a quote for the 2022/2023 audit as recommended by the Finance Committee	App 8(i) App 8(ii)
<b>2022/32</b>	<b>Annual Governance Statement 2021/22</b> To review the assertions to Section 1 – Annual Governance Statement 2021/2022 and authorise signature of the statement by the Chairman and Clerk as recommended by the Finance Committee.	App 9(i) App 9(ii) App 9 (iii)
<b>2022/33</b>	<b>Accounting Statements 2021/22</b> To review Section 2 – Accounting Statements 2021/2022 and certification and signature by the Chairman as recommended by the Finance Committee following certification by the RFO .	App 9(iii)
<b>2022/34</b>	<b>Year-End Balance Sheet – 31 March 2022</b> To authorise the Chairman to sign the 31 March 2022 year-end Balance Sheet	App 10
<b>2022/35</b>	<b>Electronic Communication of AGAR</b> To consider and 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> To consider and approve the dates for electors to exercise rights in relation to the Annual Accounts 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> 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> 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) To agree to implement one Annual and three Operational Playground Inspections each year. (ii) To receive quotes for the above and agree which to commission: <ul style="list-style-type: none"> <li>• Playsafety Ltd (ROSPA): Total cost of £1,560</li> <li>• Play Inspection Company: Total cost of £900</li> </ul>	App 14

	(iii) To approve the Playground Inspection Policy.	
<b>2022/40</b>	<b>Commissioning of a Job Evaluation Report – Grounds Staff</b> To receive a recommendation from the Staffing Committee 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> To agree to the Parish Council applying to Braintree District Council to designate Vicarage Field as an ACV.	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)) has been 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 heritage aspects of siting the ramp on the Recreation Ground, for consideration by the Parish Council'.</i>  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>  <b>MOTION:</b> Council 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.	
<b>2022/43</b>	<b>Local Highways Panel (LHP) Working Group</b> To agree to set up a small LHP Working Group of three Parish Councillors, to liaise with County Cllr Thorogood on potential LHP applications for Coggeshall.	
<b>2022/44</b>	<b>BDC Consultation on Planning Committee Members Forum</b> To agree a response to the above consultation: Deadline 1 July 2022.	App 16
<b>2022/45</b>	<b>Tourist Leaflet</b> To approve the final draft of the leaflet to enable it to go to print and agree on which quotation to commission for printing, as per Appendix 17.	App 17
<b>2022/46</b>	<b>To agree the Date of the Next Meeting</b> To agree the next meeting date in July 2022.	