



COGGESHALL PARISH COUNCIL

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MINUTES
of the
PARISH COUNCIL MEETING
held on
MONDAY 20 FEBRUARY 2023
at 7.30pm
at Coggeshall Village Hall, Keys Room

Present: Cllr Hagger (Chair), Cllr Alston, Cllr Barry, Cllr Brindley, Cllr Claydon,
Cllr Heaton, Cllr Plumb,
Philippa Potter, Clerk
Steve Marriott, Responsible Financial Officer (RFO)
2 Members of the Public

Agenda Number	Item	Appendix Number
2022/180	Apologies for Absence Apologies for absence were received and accepted from Cllr Ross, Cllr Staines, Cllr Unsworth, Cllr Walsh and Cllr Wilson.	
2022/181	Declarations Of Interests <ul style="list-style-type: none">Cllr Brindley declared a non-pecuniary interest in Item 2022/202 due to knowing the applicant.Cllr Heaton declared a non-pecuniary interest in Item 2022/202 due to knowing the applicant.	
	At this point, the Chair passed on the Parish Council's thanks to members of the public who have assisted with repairs within the parish recently – Michael Findlay, Mr Thompson and Peter Lambert.	
2022/182	Minutes of Previous Meeting It was Proposed Cllr Hagger, Seconded Cllr Alston and unanimously Resolved to approve the minutes of the meetings held on 17 January 2023 as a true record and these were signed accordingly.	App 1
2022/183	Public Forum None	
2022/184	District and County Councillor Reports District and County Councillors were not present due to a Braintree District Council meeting. District Cllr Walsh had sent in his report, which was read out by the Chair and summarised as follows: <ul style="list-style-type: none">Cllr Walsh was tonight supporting a costed alternative to the draft Braintree District Council (BDC) budget.BDC will be commenting on the draft National Planning Policy Framework.BDC Enforcement Team is under pressure at present but is recruiting new staff.	
2022/185	Clerk's Report	App 2

	The Clerk's Report is to follow.	
2022/186	<p>Finance</p> <p>i) It was Proposed Cllr Plumb, Seconded Cllr Claydon, and unanimously Resolved to approve the Accounts Payable as presented.</p> <p>ii) The bank account balances were noted.</p>	App 3 App 4
2022/187	<p>Finance Committee Minutes</p> <p>The draft Minutes from the Finance Committee meeting on 14 February 2023 were noted.</p>	App 5
2022/188	<p>To receive an update from the Responsible Financial Officer on the current year Budget</p> <p>The above report was circulated by the Responsible Financial Officer (RFO) and noted by Councillors. Hall hire income is creeping up and income from quarter 3 for the Car Park has been received, however, NEPP/BDC have passed on charges which were previously absorbed by them for card payment administration. The likely outturn at present is a small excess of income over expenditure.</p>	App 6
2022/189	<p>To approve the 2022-2023 Risk Assessment as recommended by Finance Committee</p> <p>Following review of the document, it was Proposed Cllr Barry, Seconded Cllr Alston and unanimously Resolved to approve the document, subject to the inclusion of the reputational risk of poor behaviour by Councillors, both during and outside meetings. This will be included and returned to the March CPC meeting for approval.</p>	App 7
2022/190	<p>To approve the Internal Controls Review – year end 31 March 2023 as recommended by Finance Committee</p> <p>Following review, it was Proposed Cllr Claydon, Seconded Cllr Plumb and unanimously Resolved to approve the Internal Controls Policy, with no changes.</p>	App 8
2022/191	<p>To undertake the annual review of the Council's Financial Regulations as recommended by Finance Committee</p> <p>Following review, it was Proposed Cllr Plumb, Seconded Cllr Claydon and unanimously Resolved to approve the Financial Regulations with no changes.</p>	App 9 App 10
2022/192	<p>To review the Council's Asset Register as recommended by Finance Committee</p> <p>Following review, it was Proposed Cllr Claydon, Seconded Cllr Plumb and unanimously Resolved to approve the Asset Register as presented.</p>	App 11
2022/193	<p>To review the Council's Investment Strategy as recommended by Finance Committee</p> <p>Following review, it was Proposed Cllr Claydon, Seconded Cllr Plumb and unanimously Resolved to approve the Investment Strategy with no changes.</p>	App 12
2022/194	<p>Property Owners Liability</p> <p>It was Proposed Cllr Claydon, Seconded Cllr Alston and unanimously Resolved to approve an increase to the Property Owners Liability insurance from £1m to £2m, at a premium cost of £17.64.</p>	App 13
2022/195	<p>Village Hall Hire</p> <p>1) It was Proposed Cllr Claydon, Seconded Cllr Alston and unanimously Resolved to agree a revision to the process for</p>	App 14

	<p>the invoicing of 'one off hirers' of the Village Hall, to require payment either at the time of booking, or one month prior to the event, whichever is sooner.</p> <p>2) It was Proposed Cllr Claydon, Seconded Cllr Alston and unanimously Resolved to agree a process and structure by which late payers of Village Hall hire invoices should be addressed, as previously circulated.</p>	
2022/196	<p>Annual Review of Standing Orders Following review, it was Proposed Cllr Claydon, Seconded Cllr Alston, and unanimously Resolved to approve the Standing Orders with no changes.</p>	App 15
2022/197	<p>Tree Survey – Quote for Works Further to the tree survey, Be-Green provided a quote for all identified tree works. It was Proposed Cllr Claydon, Seconded Cllr Plumb and unanimously Resolved to agree the quote for all works, to be scheduled in by the Clerk in conjunction with the tree surgeons.</p>	App 16
2022/198	<p>Replacement Lawnmower Following the scrapping of the previous equipment and discussion around the three quotes received for a Hayter Harrier 41 Pro, it was Proposed Cllr Claydon, seconded Cllr Alston to agree to purchase a replacement from Ernest Doe at the price of £770 (excluding VAT).</p>	App 17
2022/199	<p>Heritage Asset Enforcement Following discussion, it was Proposed Cllr Barry, Seconded Cllr Alston and unanimously Resolved to agree that the Parish Council makes an enforcement report to BDC with regard to 9 – 13 Church Street, Coggeshall - Listing number: 1306952 – due to its current poor state of repair.</p>	
2022/200	<p>Dilapidated and Empty Buildings It was agreed to defer this item until the March meeting.</p>	
2022/201	<p>CPC Meeting with BDC Planning It was Proposed Cllr Claydon, Seconded Cllr Alston, and unanimously Resolved to agree to arrange a meeting with BDC Planning regarding elements of the S106 agreement relating to the development at Land North of Colchester Road, along with the developer.</p>	
2022/202	<p>Planning Application – to discuss and agree a response: 23/00127/HH 59 East Street Coggeshall: Addition of lean-to cold frame attached to existing greenhouse: It was Proposed Cllr Claydon, Seconded Cllr Hagger and Resolved with two abstentions to make no comment and no objection to this application.</p>	
2022/203	<p>Date of the Next Meeting The next meeting date is scheduled for 20 March 2023.</p>	
2022/204	<p>Exclusion of the Public and Press It was Proposed Cllr Hagger, Seconded Cllr Claydon and unanimously Resolved to exclude the public and press under the Public Bodies (Admission to Meetings) Act 1960 from items 2022/205 and 2022/206 to enable the Parish Council to consider confidential legal issues.</p>	
2022/205	<p>Licence Issue It was Proposed Cllr Claydon, Seconded Cllr Plumb and unanimously Resolved to pursue legal advice regarding the way forward on a boundary and Licence issue, with Thompson, Smith & Puxon of Colchester.</p>	

2022/206	To Consider an Access/Licence Request It was Proposed Cllr Alston, Seconded Cllr Hagger and unanimously Resolved not to change the Council's decision regarding the permission of access and to not agree to the application of a Licence at the relevant premises.	
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Signed
Chair

Date