



COGGESHALL PARISH COUNCIL

Village Hall, Stoneham Street, Coggeshall, Essex, CO6 1UH

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THE ANNUAL MEETING OF THE PARISH COUNCIL

will be held on

MONDAY 15 MAY 2023

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

09 May 2023

AGENDA

Prior to the start of the meeting, Councillors will sign the Declaration of Acceptance of Office and take their seats

2023/01	Election of Chair To elect the Chair of the Parish Council for the 2023/24 civic year and to receive the signed Chair's Declaration of Acceptance of Office.	
2023/02	Election of Vice-Chair To elect the Vice-Chair of the Parish Council for the 2023/24 civic year.	
2023/03	Apologies for Absence Members are reminded that the LGA 1972, S85 states that apologies for absence must be received prior to a meeting.	
2023/04	Chair's Welcome	
2023/05	Declarations Of Interests 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.	
2023/06	Minutes of Previous Meeting To approve the minutes of the meeting held on 17 April 2023.	App 1
2023/07	General Power of Competence To resolve that the Parish Council meets the criteria for eligibility to use the General Power of Competence as follows: <ul style="list-style-type: none">• Elected Councillors: At least two-thirds of Councillors are elected. All 14 seats were elected at the last ordinary election held on 4 May 2023.• A Qualified Clerk: The Clerk holds the CiLCA qualification (including the GPC Section 7 in isolation).	App 2

2023/08	Public Forum 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 Chair.	
2023/09	District and County Councillor Reports	
2023/10	Clerk's Report To receive the Clerk's Report.	App 3
2023/11	Finance i) Bank Balances as at 30 April 2023 ii) Accounts Payable	App 4(i) App 4(ii)
2023/12	Finance To receive a preliminary report from the RFO on the out-turn for the Financial ended 31 March 2023 prior to the internal audit on 16 May 2023.	App 5
2023/13	Bad Debts To agree to write-off the following debts from the Market: <ul style="list-style-type: none"> • £12 — from August 2022 • £10 — from June 2022 	
2023/14	Removal of Bank Signatory To agree to remove former Councillor Nick Unsworth as a bank signatory on the Unity Trust bank account.	
2023/15	CPC Code of Conduct To agree to adopt the Code of Conduct as circulated as Appendix 5, which follows the NALC model document.	App 6
2023/16	Review of CPC Scheme of Delegation To review and agree the CPC Scheme of Delegation.	App 7
2023/17	Review of CPC Planning Scheme of Delegation To review and agree the CPC Planning Scheme of Delegation.	App 8
2023/18	Election of Chair of Finance Committee To elect the Chair of the Finance Committee for the 2023/24 civic year.	
2023/19	Committee Terms of Reference To review and agree the Committee Terms of Reference: <ul style="list-style-type: none"> • Finance Committee • Planning Committee • Open Spaces Committee • Staffing Committee • Allotment Committee • Village Hall Committee 	Apps 9(i)-(vi)
2023/20	Committee Membership To agree Committee Membership for the 2023/24 civic year: <ul style="list-style-type: none"> • Finance Committee • Planning Committee • Open Spaces Committee • Staffing Committee • Allotment Committee • Village Hall Committee 	
2023/21	Representatives on External Bodies and Lead Councillor Roles To appoint Councillors to be representatives on external bodies and to appoint Councillors to lead on certain issues for the 2023/24 civic year.	App 10
2023/22	Request For District Councillor Grant Assistance To agree to request assistance from the District Councillor Community Grants Scheme for the following projects: <ul style="list-style-type: none"> • <u>Energy Audit Report for the Village Hall</u>: to enable a project to commence to improve its energy efficiency and to potentially progress to solar panels and/or other 'greener' energy system. Approximate cost: £500. 	

	<ul style="list-style-type: none"> <u>Information Board</u>: to provide an information board at Coggeshall Abbey. Approximate cost: £856. 	
2022/23	Boiler Maintenance Agreement – Lindsey Heating To agree to sign with Lindsey Heating for a planned preventative maintenance contract, at the cost of £331.59.	App 11
2023/24	Purchase of a Vegetation Shredder for Grounds Work To agree to purchase a vegetation shredder for CPC's grounds work. Chippings will then be composted at the Hamlet Allotments. Options for purchase outlined on Appendix 12.	App 12
2023/25	CPC Website Overhaul To receive two quotes and an estimate for an overhaul of the Parish Council website, to make it easier to use, and compliant. Quotes outlined on Appendix 13.	App 13
2023/26	Fire Resistant Storage for CPC Records To agree to purchase a fire-resistant filing cabinet for historic and legal CPC records. Options are as outlined on App 14.	App 14
2023/27	The Chapel To agree to commission the installation of roof/tile guards to the Chapel building to catch any falling tiles at the following cost: <ul style="list-style-type: none"> Bespoke Sashes Ltd - £1,450 Roof guards – approximately £40 (Ridgeons) The Clerk recommends that this work is urgently required.	App 15
2023/28	Coggeshall Carnival – Request for Suspension of Car Park Charges To agree whether to request that the charges be suspended at Stoneham Street Car Park on Saturday 15 July, to assist with those attending for the Carnival.	
2023/29	Staff and Councillor Training To endorse Staffing Committee's agreement to book Staff and Councillor Training as per App 16.	App 16
2022/30	To agree a response to the following planning applications:	Deadline
30.1	23/00941/HH 23 St Peters Road Coggeshall Part single and part two storey rear extension. https://publicaccess.braintree.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RSP2VTBFIVV00	16 May
30.2	23/01037/LBC 77 Church Street Coggeshall Refurbishment of lean-to conservatory https://publicaccess.braintree.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RTC0VEBFJ3M00	23 May
30.3	23/01033/HH Mulberry House 12 Grange Hill Coggeshall Single storey front extension, conversion of garages to habitable accommodation and alterations to roof pitch. Solar panels to rear roof pitch and alterations to fenestrations. https://publicaccess.braintree.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RTC0SWBFJ3D00	30 May
30.4	23/00740/HH 4 Riverside Maltings Bridge Street Coggeshall Proposed first floor window. https://publicaccess.braintree.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RRR0XCXBFIX00	30 May
30.5	23/01000/HH 21 Colchester Road Coggeshall Two storey rear extension. https://publicaccess.braintree.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RT3L2XBFJ0L00	6 June

30.6	23/01096/TPOCON 7 Queen Street Coggeshall Notice of intent to carry out works to trees in a Conservation Area: Remove Leylandii Hedge. https://publicaccess.braintree.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RT0EW6BF0L600	30 May
2023/31	Date of the Next Meeting The next Parish Council meeting is scheduled for 19 June 2023.	
2023/32	Exclusion of the Public and Press To resolve to exclude the public and press under the Public Bodies (Admission to Meetings) Act 1960 from item 2023/33 to enable the Parish Council to consider a confidential legal issue.	
2023/33	Boundary Issue To agree to sign off an agreement with regard to the restoration of a boundary line.	