



COGGESHALL PARISH COUNCIL

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

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THE NEXT MEETING OF THE PARISH COUNCIL

will be held on

MONDAY 19 JUNE 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

12 June 2023

AGENDA

2023/34	Apologies for Absence Members are reminded that the LGA 1972, S85 states that apologies for absence must be received prior to a meeting.	
2023/35	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.	
2023/36	Minutes of Previous Meeting To approve the minutes of the meeting held on 15 April 2023.	App 1
2023/37	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.	
2023/38	District and County Councillor Reports	
2023/39	Clerk's Report To receive the Clerk's Report.	App 2
2023/40	Finance i) Bank Reconciliations & Balances as at 31 May 2023 ii) Accounts Payable iii) To note the up-to-date position with income and expenditure year to date in the current financial year	App 3(i) App 3(ii) App 3(iii)
2023/41	Finance Committee To note the draft minutes of a Finance Committee held on Friday 26 May 2023.	App F1
2023/42	Finance Report – Budget Out-turn and Reserves To receive a report from the Responsible Financial Officer on the Budget out-turn for the year ended 31 March 2023 and to approve any actions required to include the following transfers to Earmarked Reserves as recommended by Finance Committee: -	App F2

	<p>Neighbourhood Plan -£ 3,200</p> <p>Grants (unspent carry forward) £ 700</p> <p>Clock Tower £ 1,200</p> <p>Playground Equipment – Other £ 300</p> <p>Recreation Ground Play Equipment £ 1,000</p> <p>Recreation Ground Path £ 300</p> <p>Car Park £ 4,000</p> <p>Hall Repairs £ 8,000</p> <p>TOTAL: £12,300</p>	
2023/43	<p>Reserves</p> <p>a) To discuss and approve the General Reserve to be applied for the financial year ending 31 March 2024 - £110,000 equating to 6.72 months of Precept and 40.69% of base budget expenditure.</p> <p>b) To approve an amendment to the Council's Reserves Policy to reflect the revised General Reserve.</p>	App F3
2023/44	<p>Internal Audit 2022/23</p> <p>To review and discuss any actions required from the Internal Auditors 2022/2023 report.</p>	App F4
2023/45	<p>Annual Governance Statement – 2022/2023</p> <p>To review the assertions to Section 1 – Annual Governance Statement 2022/2023 and authorise signature by the Chairman and Clerk.</p>	App F5 App F6
2023/46	<p>Accounting Statements – 2022/2023</p> <p>To review Section 2 – Accounting Statements 2022/2023 and approve certification and signature by the Chairman.</p>	App F6
2023/47	<p>Annual Return Papers</p> <p>To review and note the papers to be submitted to the External Auditors PKF Littlejohn as part of the Annual Return.</p>	Apps F7 to F11
2023/48	<p>Electronic Communication - AGAR</p> <p>To consider acceptance of the risk of electronic communication of the AGAR and associated papers to external auditors PKF Littlejohn as recommended by the Finance Committee.</p>	F12
2023/49	<p>Balance Sheet – Year End 31 March 2023</p> <p>To review the year end 31 March 2023 Balance Sheet and authorise signature by the Chairman.</p>	F13
2023/50	<p>Dates for Exercise of Public Rights</p> <p>To approve the dates between which electors are able to exercise rights in relation to the Annual Accounts as recommended by Finance Committee - Monday 26 June 2023 to Friday 4 August 2023.</p>	F14
2023/51	<p>Asset Register – 31 March 2023</p> <p>To review and approve the final Asset Register as at 31 March 2023 as recommended by Finance Committee.</p>	F15
2023/52	<p>Repair to Basketball Post – Recreation Ground</p> <p>To discuss whether to repair this item or remove the post prior to refurbishment in the medium term. Quotes as follows:</p> <ul style="list-style-type: none"> • Playquip: <ul style="list-style-type: none"> ○ New backboard, hoop and net – supply and fit: £1,086 ○ Removal of post and make ground level: £ 435 • Playfix: <ul style="list-style-type: none"> ○ New backboard, hoop and net – supply and fit: £ 531 ○ Removal of post and make ground level: £ 695 	App 4
2023/53	<p>Playground Repair</p> <p>To approve a quote received from Playfix to repair the bin at the Recreation Ground Play Area, at £195.</p>	App 5

2023/54	<p>Removal of Parish Council Assets - Street Lights: Colchester Road</p> <p>To agree to the request from the Vistry Group, for them to take ownership of two streetlights on Colchester Road, in order to comply with planning requirements for the upgrading of lighting. The lights will be removed from the Parish Council's Asset Register.</p>	
2023/55	<p>Noticeboard – Market Hill</p> <p>To receive and agree a quote for the renovation of the noticeboard on Market Hill.</p>	App 6
2023/56	<p>Coggeshall Christmas</p> <p>As recommended by the Open Spaces Committee, to agree to CPC assisting with the Coggeshall Christmas event as follows:</p> <ul style="list-style-type: none"> • Covering the Christ lights and tree under CPC's public liability insurance. As these activities are already covered under CPC's insurance no further costs would be incurred. • Providing free parking at the Stoneham Street car park on the day of the event. • Agreeing to waive the charges for the hire of the Village Hall. 	
2023/57	<p>Notice of Agreed Expenditure</p> <p>To receive and retrospectively approve expenditure agreed between meetings under Financial Regulation 4.1. Agreement was obtained between the Chair of the Parish Council, Chair or Vice-Chair of the Finance Committee and the Clerk, due to its urgent nature, as follows:</p> <ul style="list-style-type: none"> • Cemetery hedge: Planting for a small hedge along the edge of the new Garden of Remembrance in the cemetery, at a cost of £386.70, from Oliver's Nursery (agreed with CPC Chair and Vice-Chair of Finance). This is part of the overall landscaping plans for this area. • Chapel tile guards: It has been identified that both sides of the Chapel need to be fitted with tile guards, to ensure that CPC has taken all reasonable steps to stop them falling to the ground. Further to the quote agreed at minute number 2023/27, the revised quote, to include both sides, increases the total cost by £1,000 to £2,450. Materials are included in the cost. 	
2023/58	<p>Date of the Next Meeting</p> <p>The next Parish Council meeting is scheduled for 17 July 2023.</p>	
2023/59	<p>Exclusion of the Public and Press</p> <p>To resolve to exclude the public and press under the Public Bodies (Admission to Meetings) Act 1960 from items 2023/60 and 2023/61 to enable the Parish Council to consider confidential legal issues.</p>	
2023/60	<p>Boundary Issue</p> <p>To agree to sign off an agreement with regard to the restoration of a boundary line.</p>	
2023/61	<p>Boundary Issue</p> <p>To receive information and initial estimate of legal fees with regard to an unresolved case.</p>	