



# COGGESHALL PARISH COUNCIL

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

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## MINUTES OF THE PARISH COUNCIL MEETING

held on

**TUESDAY 22 AUGUST 2023**

at 7.30pm

**at Coggeshall Village Hall, Keys Room**

**Present:** Cllr Hagger (Chair), Cllr Alston, Cllr Badger, Cllr Brindley,  
Cllr Claydon, Cllr Heaton, Cllr Ross,  
Cllr Walsh  
Philippa Potter – Parish Clerk, Steve Marriott - Responsible Financial Officer  
2 members of the public, District Cllr Abram

2023/85	<b>Apologies for Absence</b> Apologies were received and accepted from Cllr Barry, Cllr Bugg, Cllr Dawson, Cllr Plumb, Cllr Wilson	
2023/86	<b>Declarations Of Interests</b> None	
2023/87	<b>Minutes of Previous Meeting</b> It was Proposed Cllr Claydon, Seconded Cllr Alston and unanimously Resolved that the minutes of the meeting held on 17 July 2023 are a true record, and were signed accordingly.	App 1
2023/88	<b>Public Forum</b> District Cllr Abram attended and gave a report on his recent activities, summarised as follows: <ul style="list-style-type: none"><li>• Cllr Abram has been monitoring the noise and dust levels at the Coggeshall Mill development on Colchester Road. Monitoring will be undertaken regularly, and residents are asked to contact Cllr Abram if they have any concerns.</li><li>• He has also been helping those who are finding the current economic climate difficult, and he is pursuing a replacement for the service at the Library, for signposting residents to help and assistance.</li><li>• A visit was undertaken to the Incinerator site to find out about the plans for landscape the site, especially with regard to which trees they are planting and how they will be looked after to ensure they have the chance to grow.</li><li>• Cllr Abram has taken some trips on the Number 20X bus route to Stansted Airport and has visited hotels and local pubs to leave tourist information about Coggeshall, to encourage visitors to the parish.</li><li>• The first tranche of \$106 developer contribution from the Colchester Road site has been paid.</li></ul>	
2023/89	<b>Clerk's Report</b> The Clerk's Report was received.	App 2

2023/90	<p><b>Finance</b></p> <p>i) The Bank Reconciliations and Balances as at 30 July 2023 were received and noted.</p> <p>ii) It was Proposed Cllr Claydon, Seconded Cllr Alston and unanimously Resolved to agree the Accounts Payable and authorised payment.</p> <p>iii) The up-to-date position with income and expenditure year to date in the current financial year was noted.</p>	Apps 3(i) 3(ii) 3(iii)
2023/91	<p><b>RFO Year End Report</b></p> <p>Following review, it was Proposed Cllr Ross, Seconded Cllr Claydon and unanimously Resolved to approve the RFO Year End report to 31 March 2023 for publication on the Council's website. The Chair thanked the RFO for his work on the report.</p>	App 4
2023/92	<p><b>Cyber Liability Insurance Renewal</b></p> <p>It was Proposed Cllr Hagger, Seconded Cllr Claydon, and unanimously Resolved to retrospectively approve the renewal of the Council's Cyber Liability Insurance for a 12 month period from 14 August 2023, at a cost of £370.25.</p>	App 5
2023/93	<p><b>Village Hall – Removal of Honeycomb and Related Works</b></p> <p>It was Proposed Cllr Ross, Seconded Cllr Claydon and unanimously Resolved to agree the quote from Beegone/PGH Pest Prevention, to remove the honeycomb and honey from the roof space above the storage room in the Parish Office, at the Village Hall. The quote is a minimum of £2,500, with potential further costs if there are unexpected issues, or more time is required. This is emergency work to clear up a health and safety problem, and to prevent further damage to the fabric of the building or structure.</p>	App 6
2023/94	<p><b>Retrospective Expenditure Agreement</b></p> <p>It was Proposed Cllr Hagger, Seconded Cllr Alston and unanimously Resolved to agree the following expenditure retrospectively, having been undertaken between Council meetings by the Clerk, in agreement with the Chair, and the Chair of Finance Committee, under Financial Regulation 4.1. The expenditure was as follows:</p> <ul style="list-style-type: none"> <li>• <b>CPC Van Motor Insurance Renewal:</b> Renewal premium of £660.36</li> <li>• <b>Noticeboard Repair:</b> Recreation Ground noticeboard – to remove, repair and renovate: Quoted cost of £1,212 by Z Woods Creations. Work required as noticeboard door has broken, and posts were rotten, leaving the board in a precarious state.</li> <li>• <b>Village Hall: Security Shutters – Electrical Work:</b> Required following annual service visit, which identified faulty electricals. Expenditure: £486.00.</li> </ul>	App 7 App 8  App 9
2023/95	<p><b>Village Hall Boiler – Future-proofing Parts Supply</b></p> <p>It was Proposed Cllr Walsh, Seconded Cllr Claydon and unanimously Resolved to agree to the recommended holding of parts for the Village Hall boiler by Lindsey Heating, to ensure supply of those elements which are being discontinued. Cost of the supply as recommended is a maximum of £761.54, once the Clerk has queried the cost of burner bars and decided whether or not to hold these in stock.</p>	App 10
2023/96	<p><b>Playground Repair and Maintenance – School Mews Play Area</b></p> <p>It was Proposed Cllr Claydon, Seconded Cllr Alston and unanimously Resolved to agree to repair and maintenance work identified in the Annual Inspection report, for the supply and fit of new swing chains to the toddler swings, and the supply, installation and reinstatement of the matting surface around the roundabout. Quote for a total of £821.76 from Playfix, as part of ongoing current maintenance work.</p>	App11

<b>2023/97</b>	<p><b>IT Work</b></p> <p>Council considered and agreed quotes provided by CPC's IT contractor, Sarala Computers, as follows:</p> <ul style="list-style-type: none"> <li>• It was Proposed Cllr Badger, Seconded Cllr Claydon and unanimously Resolved to agree to the quote for the supply of 17 Councillor and Staff CPC email accounts, costed at £1.97 per account, per month.</li> <li>• It was Proposed Cllr Claydon, Seconded Cllr Walsh and unanimously Resolved to agree to the quote for the extension of the public 'open' network to boost the Keys Room WiFi service, and extend into the Museum building. Cost of labour and parts: approx. £780.</li> </ul>	App 12
<b>2023/98</b>	<p><b>Date of the Next Meeting</b></p> <p>The next Parish Council meeting is scheduled for 18 September 2023.</p>	

Signed .....

Date .....