



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 16 OCTOBER 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. This meeting may be recorded

Clerk

11 October 2023

AGENDA

2023/114	Apologies for Absence Members are reminded that the LGA 1972, S85 states that apologies for absence must be received prior to a meeting.	
2023/115	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.	
2023/116	Minutes of Previous Meeting To approve the minutes of the meeting held on 18 September 2023.	App 1
2023/117	Presentation: Rivenhall Greenhouse Proposals Presentation to Council by Ed Moorhouse of Oasthouse Ventures Ltd on the proposals to develop a series of low-carbon greenhouses on the former Rivenhall Airfield/Bradwell Quarry.	
2023/118	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.	
2023/119	County and District Councillor's Reports To receive reports from the County and District Councillors.	
2023/120	Clerk's Report To receive the Clerk's Report.	App 2
2023/121	Finance i) Bank Reconciliations & Balances as at 30 September 2023. ii) Accounts Payable iii) To receive an update from the RFO on income and expenditure as at 30 September 2023, 6 months into the current financial year.	Apps 3(i) 3(ii) 3(iii)
2023/122	Utilities – Gas and Electricity supplies To discuss and agree on the advisability of extending the current fixed contracts on gas and electricity supplies now for new terms starting 1 October 2024 as proposed by Utility Aid.	App 4

2023/123	Parish Council Insurance Renewal To agree the renewal of the Parish Council Insurance policy, which is on year 2 of a 3 year long term agreement. The premium for 2023/24 will be £4,074.46. This is an increase on 2022/23 of £23.71.	App 5
2023/124	Coggeshall Christmas 124.1 To agree for CPC to be the official organiser, and to fully insure the Christmas Market event on 2 December 2023. This will be covered by the existing Parish Council insurance policy with no further cost. 124.2 To agree to the Coggeshall Christmas group and its members to be classed as volunteers for CPC, along with all other volunteers for the event. The Clerk will keep documentation for each volunteer and make all the necessary arrangements with regard to compliance with insurance and health and safety requirements.	
2023/125	Christmas Lights and Tree To agree the quote for electrical checks for the installation of the Christmas lights and tree lights along Stoneham Street, from Mid-Essex Electrical. The quote includes the hire of a cherry picker, and two electricians to carry out the work. The total cost will be £850 excl VAT (£1,020 inc VAT). The above arrangements will comply with CPC's insurance requirements for this activity.	
2023/126	Fees and Charges – Cemetery and Allotments To agree to the recommendations from the Open Space Committee for changes to: 126.1 Cemetery Fees 126.2 Allotment Fees	Apps 6, 7
2023/127	Annual Parish Assembly 2024 To agree a date and theme for the Annual Parish Assembly 2024.	App 8
2023/128	Graffiti Removal – Recreation Ground and Horn Lane Alleyway To receive a report from the Clerk on this activity.	
2023/129	Update to Grant Application Documents To agree the updated Grant Application Form and Terms and Conditions document.	Apps 9a, 9b
2023/130	Update to Allotment Tenancy Agreement and Schedule To agree the updated documents above, as recommended by the Allotments Sub-Committee.	Apps 10a, 10b
2023/131	ECC Waste Partnership's Waste Management Strategy for Essex – Consultation To agree CPC's response to the above consultation running from 13 September – 22 November 2023. Link to the consultation documents: https://www.essex.gov.uk/wastestrategy	
2023/132	Planning Applications To consider and agree the Parish Council's response to current planning applications, as set out in Appendix 11.	App 11
2023/133	Date of the Next Meeting The next Parish Council meeting is scheduled for Monday 20 November 2023.	
2023/134	Exclusion of the Public and Press To resolve to exclude the public and press under item 2023/135, to enable the Parish Council to consider items which include personal information.	
2023/135	Damage – Village Hall To receive a report regarding recent damage at the Village Hall.	App 12