



# COGGESHALL PARISH COUNCIL

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

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**MINUTES  
OF THE  
PARISH COUNCIL MEETING**  
held on  
**MONDAY 6 NOVEMBER 2023**  
at 7.30pm  
**at Coggeshall Village Hall, Keys Room**

**Present:** Cllr Hagger (Chair), Cllr Alston, Cllr Badger, Cllr Barry, Cllr Brindley, Cllr Bugg  
Cllr Claydon, Cllr Heaton, Cllr Ross, Cllr Staines, Cllr Wilson  
Philippa Potter – Parish Clerk, Steve Marriott - Responsible Financial Officer  
4 members of the public, County Cllr Thorogood

2023/136	<b>Apologies for Absence</b> Apologies were received and accepted from Cllr Dawson and Cllr Walsh.	
2023/137	<b>Declarations Of Interests</b> None	
2023/138	<b>Minutes of Previous Meeting</b> It was Proposed Cllr Hagger, Seconded Cllr Claydon and unanimously Resolved to approve the minutes of the meeting held on 16 October 2023, with an amendment in Item 2023/128 to reflect that the responsibility for gaining listed building consent to remove the graffiti in Horn Lane alleyway does not lie with CPC.	App 1
2023/139	<b>Public Forum</b> A member of the public said that he was very pleased to see the refurbished noticeboard back at Market Hill. He also queried an agenda for the Open Spaces Committee which was missing from the website. The Clerk said that this would be remedied.	
2023/140	<b>Finance</b> It was Proposed Cllr Hagger, Seconded Cllr Barry and unanimously Resolved to pay the Accounts Payable.	App 2
2023/141	<b>Utilities – Gas and Electricity supplies</b> Following discussion, it was Proposed Cllr Barry, Seconded Cllr Bugg and unanimously Resolved to agree to extend the current fixed contracts on gas and electricity supplies now for new terms starting 1 October 2024, as proposed by Utility Aid, as agreed at the October CPC meeting under minute reference 2023/122.	App 3
2023/142	<b>Cemetery – Memorial Safety</b> Following discussion, it was Proposed Cllr Claydon, Seconded Cllr Badger and Resolved, with two abstentions, to repair and make safe all three identified memorials, by Stonewriters, at the cost of £2,080.	App 4
2023/143	<b>Recreation Ground Play Area – Proludic</b> This item was moved up the agenda and discussed prior to item 2023/140:	

	An invoice has been received from Proludic in the sum of £2,068.39, which was the retention monies from the second phase of work under the Big Park Project to deliver the refurbishment of the play equipment at the Recreation Ground. The retention was designed to be negotiated in case of snagging issues, for which there have been a few problems over this last year. It was therefore Proposed Cllr Barry, Seconded Cllr Claydon and unanimously Resolved to pay the invoice, but for the Clerk to negotiate the amount down, if possible, to reflect the time and cost to CPC with ironing out various issues.	
<b>2023/144</b>	<b>E W King Fund for the Sick, Elderly, Poor and Blind - Trustees</b> Following discussion, it was Proposed Cllr Hagger, Seconded Cllr Claydon and unanimously Resolved to put forward Cllr Alston and Cllr Wilson as the two required Parish Councillor Trustees to the above charity.	
<b>2023/145</b>	<b>Date of the Next Meeting</b> The next Parish Council meeting is scheduled for Monday 20 November 2023.	
<b>2023/146</b>	<b>Exclusion of the Public and Press</b> It was Proposed Cllr Hagger, Seconded Cllr Claydon and unanimously Resolved to exclude the public and press under items 2023/147, 2023/148 to enable the Parish Council to consider items which include commercially sensitive and personal information	
<b>2023/147</b>	<b>Fabian's Play Area Refurbishment – Contract Award</b> The Open Spaces Committee (OSC) recommended to Full Council that the bid received from Kompan via the 'Contracts Finder' process be approved. The Recreation Sub-Committee (RSC) have worked on this project all year – under the direction of the OSC - undertaking consultation with schoolchildren via Honeywood Secondary, the older years of St Peter's Primary, and the wider community, to work up a specification to encompass the expressed needs. This was then advertised on Contracts Finder. Kompan met with members of the RSC both on site and in committee, to work up a scheme and installation budget for the project.  After the closure of the bid process, the OSC and RSC rated Kompan's bid as 4/5, with the proposals fulfilling all of the specified criteria. The OSC agreed to recommend their appointment for the project to Full Council.  Following a presentation given by Cllr Brindley on behalf of both the OSC and RSC, it was then Proposed Cllr Brindley, Seconded Cllr Alston and unanimously Resolved to award the contract to Kompan, as per the bid received, in the sum of £37,000. This is to be funded by the available S106 monies via Braintree District Council, in the sum of approximately £36,374, with the remainder being funded by the Parish Council, from earmarked reserves for playground equipment.	Apps 5(i)-5(iii)
<b>2023/148</b>	<b>Parking Issue</b> It was agreed for the Clerk to undertake further investigation into the issue prior to an agreement being reached on how to progress.	

Signed .....

Chair

Date .....