



COGGESHALL PARISH COUNCIL

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

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**MINUTES
OF THE
PARISH COUNCIL MEETING**
held on
MONDAY 20 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 Dawson, Cllr Heaton, Cllr Staines, Cllr Walsh, Cllr Wilson
Philippa Potter – Parish Clerk, Steve Marriott - Responsible Financial Officer
1 member of the public, County Cllr Thorogood

2023/149	Apologies for Absence Apologies for absence were received and accepted from Cllr Claydon. Cllr Brindley sent apologies for being late to the meeting and arrived at approximately 7.45pm.	
2023/150	Declarations Of Interests None	
2023/151	Minutes of Previous Meeting It was Proposed Cllr Hagger, Seconded Cllr Alston and unanimously Resolved to approve the minutes of the meeting held on 6 November 2023 as a true record, and they were signed accordingly.	App 1
2023/152	Public Forum A member of the public had a query about the Lloyds deposit item, which the RFO answered. He also asked about the increases to the staff salary levels, which were explained are due to the national increase to the spinal column points. The water bill at the allotment site at the Hamlet was also queried, to which the Clerk explained that we were querying with the water company. Finally, the cost of the noticeboard refurbishment was queried as it seemed to be a lot higher than originally quoted. It was explained that the person who gave the lower quote did not follow through with undertaking the work, and a second quote was agreed at a previous meeting with another carpenter, who has now completed work on the board.	
2023/153	County and District Councillors' Reports County Cllr Thorogood summarised his report: <ul style="list-style-type: none">• Parking: Consultation sent to all houses in the vicinity of proposed changes to parking along the upper part of Stoneham Street, which have been drawn up by ECC Highways. The majority of households (43/55) did not respond and of those which had, there were 9 against, 2 for, and 1 which was neutral. There is wider public support for changes here due to the difficulties of passing along this stretch safely. Cllr Thorogood will be going back to Highways to discuss how it can be taken forward.	

	<ul style="list-style-type: none"> • Pedestrian Crossing – East Street: This is still being resisted by Highways as the scheme does not fit their criteria as it is an unsuitable location. The WI are currently undertaking a petition. • ECC are reviewing their Minerals plan. Sites are coming forward for consideration and affected Parish Councils will be receiving briefings and consultation. <p>District Cllr Abram then reported that he was exploring whether drone footage would assist with keeping up with various developments on the quarry, IWMF and housing developments.</p> <p>District Cllr Walsh reported that:</p> <ul style="list-style-type: none"> • The budget discussions are under way at BDC and that he and his colleagues are involved in the scrutiny aspects of this. • It has been requested that capital expenditure be spread around the District more, rather than being focused on the unparished areas. • Proposals for devolution in Essex are being discussed, but seem to be around a closer working relationship. • Pedestrian Crossing on East Street: In addition to the work being done by the WI, Cllrs Abram and Walsh have undertaken a survey through the co-op regarding the wish for a crossing, and have had a good response. • Solar panels: Cllr Walsh is looking into the situation with consistency regarding planning for solar panels. • Bradwell: Drain along the A120 - Cllr Walsh has been in touch with National Highways to resolve the standing water issue here. 	
2023/154	<p>Clerk's Report</p> <p>The Clerk's Report was received. Cllr Hagger thanked Cllr Wilson for standing in for him at the Remembrance Service.</p>	App 2
2023/155	<p>Finance</p> <ul style="list-style-type: none"> i) The bank reconciliations and balances as at 31 October 2023 were noted. ii) It was Proposed Cllr Barry, Seconded Cllr Plumb and unanimously Resolved to pay the Accounts payable. iii) The income and expenditure year to date for the current financial year ending 31 March 2024 was received. 	Apps 3(i) 3(ii) 3(iii)
2023/156	<p>Finance</p> <p>It was Proposed Cllr Plumb, Seconded Cllr Alston and unanimously Resolved to approve reinvestment of the Fixed Term Deposit with Lloyds Bank in the sum of £30,000, plus the accrued interest of £780, for a further period.</p>	App 4
2023/157	<p>Insurance</p> <p>It was Proposed Cllr Hagger, Seconded Cllr Alston and unanimously Resolved to approve the renewal of the insurance on The Chapel at a cost of £1,186.07 for 12 months with effect from 23 November 2023. Councillors noted that they are all subject to the Declaration on the policy and are to inform either the Clerk or RFO by 12 noon on Tuesday 21 November 2023, if they are not able to comply with the requirements. In the absence of any declarations, the insurance will be renewed.</p>	App 5
2023/158	<p>Finance Committee</p> <p>The draft minutes of a Finance Committee meeting held on 2 November 2023 were noted by Council.</p>	App 6
2023/159	<p>Internal Audit</p> <ul style="list-style-type: none"> i) It was Proposed Cllr Hagger, Seconded Cllr Barry and unanimously Resolved to confirm the appointment of Ann Wood as the Council's Internal Auditor for the financial year ending 31 March 2024 at a cost of £295. 	App 7

	<p>ii) It was Proposed Cllr Hagger, Seconded Cllr Barry and unanimously Resolved to authorise the RFO to write to Ann Wood confirming the appointment.</p> <p>iii) It was noted that an Interim Audit will be undertaken on 7 December 2023.</p>	
2023/160	<p>Fabian's: Removal of Existing Equipment</p> <p>Quotes were received for the removal of the current equipment at Fabian's Play Area, prior to the refurbishment of the site. These were as follows:</p> <ul style="list-style-type: none"> • Kompan: £4,980* + VAT (*please read Appendix 8, as this quote feeds into other issues on the refurbishment project) • Playfix: £2,345 (straight removal, excluding surfacing) <p>Cllr Brindley spoke to the item and presented the options to Council, explaining that although the Playfix quote was, on the face of it, the cheaper option, Kompan were offering a better 'fit' with the installation of the new equipment which they have already been agreed to undertake. There would be some assistance with keeping spoil on site to mould for an 'undulating' type path for wheeled play, and some assistance on price with the removal of the existing rubber surfacing. This would also assist with the smooth transition from one phase to the next, as Kompan will prepare the area as they need it to be before installing the new equipment. Following discussion around these issues, it was Proposed Cllr Barry, Seconded Cllr Brindley and unanimously Resolved to agree the quote with Kompan.</p>	App 8(i) App 8(ii)
2023/161	<p>S106 Monies</p> <p>The Clerk gave a report to Council on the current status of the available and future S106 monies. It was Proposed Cllr Alston, Seconded Cllr Badger and unanimously Resolved to accept the report and for the Clerk to pursue the necessary arrangements to progress each project.</p>	App 9
2023/162	<p>BDC Potential Open Space Improvements Plan (POSI)</p> <p>A report was received from the Clerk as to recommended changes to the POSI (previously known as the Open Space Action Plan), to ensure that CPC's requirements for the parish's open spaces are fully covered for any future S106 agreements for improvements. It was Proposed Cllr Barry, Seconded Cllr Bugg and unanimously Resolved to agree those changes for submission to BDC.</p>	App 10
2023/163	<p>Rural Prosperity Fund – Application for Clock Tower Refurbishment</p> <p>Cllr Claydon and the Clerk spoke to the meeting about the above fund and how it could assist to cover essential maintenance and the improvement of safety in the Tower, to enable it to be opened to the public on a more accessible basis. Following discussion, it was Proposed Cllr Hagger, Seconded Cllr Alston and unanimously Resolved for work to begin on obtaining a building survey and quotes for the required works, to enable an application to be made.</p>	App 11
2023/164	<p>ECC Draft Waste Strategy Consultation</p> <p>Further to receipt and discussion of details of the proposed response to the above consultation drafted by Cllr Staines, it was Proposed Cllr Alston, Seconded Cllr Wilson and unanimously Resolved for the Clerk to submit this to ECC.</p>	App 12
2023/165	<p>Coggeshall Christmas – Final Details</p> <p>Following receipt of the documents below, and discussion, it was agreed as follows:</p> <ul style="list-style-type: none"> • Event Risk Assessment: It was Proposed Cllr Hagger, Seconded Cllr Alston and unanimously Resolved to approve this document. • Insurance Compliance – Lights, Tree, Market Event, Volunteers: It was Proposed Cllr Hagger, Seconded Cllr Badger and 	Apps 13(i) 13(ii)

	unanimously Resolved to approve compliance with the Parish Council's insurance as set out in the document.	
2023/166	Business Workshop Following discussion, it was Proposed Cllr Hagger, Seconded Cllr Alston and unanimously Resolved for Cllr Barry, Cllr Badger and Cllr Walsh discuss arrangements and propose a date for a business workshop in the new year, and to reach out to the Economic Development Team at BDC for assistance.	
2023/167	Committee Membership It was Proposed Cllr Badger, Seconded Cllr Alston and unanimously Resolved to agree to Cllr Barry joining the Open Spaces Committee.	
2023/168	Purchase of 2-in-1 Sack Barrow/Trolley It was Proposed Cllr Hagger, Seconded Cllr Barry and unanimously Resolved to agree to the purchase of the above equipment to assist with grounds work.	App 14
2023/169	Date of the Next Meeting The next Parish Council meeting is scheduled for Monday 18 December 2023.	
2023/170	Exclusion of the Public and Press It was Proposed Cllr Hagger, Seconded Cllr Heaton and unanimously Resolved to exclude the public and press under item 2023/171, 2023/148 to enable the Parish Council to consider items which include commercially sensitive and personal information.	
2023/171	Parking Issue This item was postponed.	

Signed

Chair

Date