



COGGESHALL PARISH COUNCIL

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

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MINUTES OF THE PARISH COUNCIL MEETING

held on

MONDAY 19 JUNE 2023

at 7.30pm

at Coggeshall Village Hall, Keys Room

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

2023/34	Apologies for Absence None	
2023/35	Declarations Of Interests <ul style="list-style-type: none">• Cllr Claydon declared a non-pecuniary interest in Agenda Item 56, as he is related to a member of the Coggeshall Christmas group.• Cllr Brindley declared a non-pecuniary interest in Agenda Item 61 as an acquaintance of the person who owns the land involved.• Cllr Heaton declared a non-pecuniary interest in Agenda Item 61 as an acquaintance of the person who owns the land involved.	
2023/36	Minutes of Previous Meeting A query was raised on the Minutes of the meeting held on 15 May 2023, therefore this item was postponed until the next meeting.	App 1
2023/37	Public Forum Representatives from Beard's Terrace attended to put their views and concerns forward with regard to the proposed refurbishment of the Fabian's play area. Councillors spoke on how the concerns are being taken on board in the design, and residents were encouraged to continue to report concerning behaviour to the police. Other concerns raised were around road safety and the lack of a crossing on Colne Road. The Chair informed that the Parish Council had, and still are, lobbying Essex County Council for 20mph zones within Coggeshall.	
2023/38	District and County Councillor Reports County Cllr Thorogood attended and spoke firstly to the points made in the Public Forum by explaining that he has put forward various areas in Coggeshall for a 20mph speed limit, none of which have been successful. Essex County Council (ECC) will be reviewing the criteria for 20mph zones, but no timescale yet. Cllr Thorogood is continuing to push for a zebra crossing on East Street.	

	<p>Further Highways interaction is taking place with consultation around ideas for alleviating parking issues along Stoneham Street and Tilkey Road to aid safer passage of traffic.</p> <p>Cllr Thorogood also gave updates on the Blackwater Flood Alleviation Scheme and the Integrated Waste Management Facility and advised that ECC are about to launch a push on food waste recycling. The ECC Electric Vehicle Charging Strategy is also currently out for consultation.</p> <p>District Cllr Walsh reported that a mini advice service has been launched at the Library has got off to good start, providing access to government and specialist services. This has been extended to Braintree, Witham and Halstead. Cllr Walsh also reported on the residents' parking scheme in Bridge Street and the Gravel, which is starting at the end of June. Coggeshall surgery are working on improvements to the surgery building with monies to be received from recent developments. Cllr Walsh also updated on the proposals around Wethersfield airbase.</p>																			
2023/39	<p>Clerk's Report The Clerk's Report was received.</p>	App 2																		
2023/40	<p>Finance</p> <ul style="list-style-type: none"> i) The Bank Reconciliations & Balances as at 31 May 2023 were noted. ii) It was Proposed Cllr Plumb, Seconded Cllr Ross and unanimously Resolved to agree and pay the Accounts Payable. iii) The up-to-date position with income and expenditure year to date in the current financial year was noted. 	App 3(i) App 3(ii) App 3(iii)																		
2023/41	<p>Finance Committee The draft minutes of a Finance Committee held on Friday 26 May 2023 were noted.</p>	App F1																		
2023/42	<p>Finance Report – Budget Out-turn and Reserves</p> <p>A report was received from the Responsible Financial Officer on the Budget out-turn for the year ended 31 March 2023. It was Proposed Cllr Plumb, Seconded Cllr Claydon and unanimously Resolved to approve any actions required to include the following transfers to Earmarked Reserves as recommended by Finance Committee: -</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Neighbourhood Plan</td> <td style="text-align: right;">-£ 3,200</td> </tr> <tr> <td>Grants (unspent carry forward)</td> <td style="text-align: right;">£ 700</td> </tr> <tr> <td>Clock Tower</td> <td style="text-align: right;">£ 1,200</td> </tr> <tr> <td>Playground Equipment – Other</td> <td style="text-align: right;">£ 300</td> </tr> <tr> <td>Recreation Ground Play Equipment</td> <td style="text-align: right;">£ 1,000</td> </tr> <tr> <td>Recreation Ground Path</td> <td style="text-align: right;">£ 300</td> </tr> <tr> <td>Car Park</td> <td style="text-align: right;">£ 4,000</td> </tr> <tr> <td>Hall Repairs</td> <td style="text-align: right;">£ 8,000</td> </tr> <tr> <td>TOTAL:</td> <td style="text-align: right;">£12,300</td> </tr> </table>	Neighbourhood Plan	-£ 3,200	Grants (unspent carry forward)	£ 700	Clock Tower	£ 1,200	Playground Equipment – Other	£ 300	Recreation Ground Play Equipment	£ 1,000	Recreation Ground Path	£ 300	Car Park	£ 4,000	Hall Repairs	£ 8,000	TOTAL:	£12,300	App F2
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2023/43	<p>Reserves</p> <ul style="list-style-type: none"> a) The General Reserve to be applied for the financial year ending 31 March 2024 was discussed and approved. It was Proposed Cllr Alston, Seconded Cllr Staines and unanimously Resolved to be held at £110,000, equating to 6.72 months of Precept and 40.69% of base budget expenditure. b) It was Proposed Cllr Alston, Seconded Cllr Staines and unanimously Resolved to approve an amendment to the Council's Reserves Policy to reflect the revised General Reserve. 	App F3																		

2023/44	Internal Audit 2022/23 The Internal Auditor's Report for 2022/23 was reviewed. A minor suggestion to circulate the bank statement along with the bank balances each month was agreed to be undertaken.	App F4
2023/45	Annual Governance Statement – 2022/2023 The assertions in Section 1 – Annual Governance Statement 2022/2023, were reviewed individually, with Council agreeing affirmatively to each one. It was then Proposed Cllr Alston, Seconded Cllr Claydon, and unanimously Resolved to authorise the signature by the Chairman and Clerk.	App F5 App F6
2023/46	Accounting Statements – 2022/2023 Section 2 – Accounting Statements 2022/2023 were reviewed and it was Proposed Cllr Claydon, Seconded Cllr Alston and unanimously Resolved to approve certification and signature by the Chairman.	App F6
2023/47	Annual Return Papers The papers to be submitted to the External Auditors PKF Littlejohn as part of the Annual Return were reviewed and noted.	Apps F7 to F11
2023/48	Electronic Communication - AGAR It was Proposed Cllr Staines, Seconded Cllr Claydon and unanimously Resolved to accept the risk of electronic communication of the AGAR and associated papers to external auditors PKF Littlejohn as recommended by the Finance Committee.	F12
2023/49	Balance Sheet – Year End 31 March 2023 The year end 31 March 2023 Balance Sheet was reviewed and it was Proposed Cllr Claydon, Seconded Cllr Plumb and unanimously Resolved to authorise signature by the Chairman.	F13
2023/50	Dates for Exercise of Public Rights It was Proposed Cllr Hagger, Seconded Cllr Alston and unanimously Resolved to approve the dates between which electors are able to exercise rights in relation to the Annual Accounts as recommended by Finance Committee, as Monday 26 June 2023 to Friday 4 August 2023.	F14
2023/51	Asset Register – 31 March 2023 Following review, it was Proposed Cllr Claydon, Seconded Cllr Plumb and unanimously Resolved to approve the final Asset Register as at 31 March 2023 as recommended by Finance Committee.	F15
	The Chair thanked the RFO and Finance Committee for their extremely hard work on the year end and External Audit.	
2023/52	Repair to Basketball Post – Recreation Ground Following discussion, it was Proposed Cllr Claydon, Seconded Cllr Alston and unanimously Resolved to repair this item, by accepting the quote from Playfix at the cost of £531.	App 4
2023/53	Playground Repair It was Proposed Cllr Claydon, Seconded Cllr Badger and unanimously Resolved to approve a quote received from Playfix to repair the bin at the Recreation Ground Play Area, at £195.	App 5
2023/54	Removal of Parish Council Assets - Street Lights: Colchester Road Following discussion, it was Proposed Cllr Ross, Seconded Cllr Brindley and unanimously Resolved 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.	
2023/55	Noticeboard – Market Hill It was Proposed Cllr Claydon, Seconded Cllr Badger and unanimously Resolved to agree to accept the quote from Zachary Woods for the renovation of the noticeboard on Market Hill, at the cost of £480.	App 6

2023/56	<p>Coggeshall Christmas</p> <p>As recommended by the Open Spaces Committee, it was Proposed Cllr Staines, Seconded Cllr Badger and unanimously agreed to assist with the Coggeshall Christmas event as follows:</p> <ul style="list-style-type: none"> • Covering the Christmas 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>The following expenditure was reviewed and retrospectively approved, as 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 Plants (agreed with CPC Chair and Vice-Chair of Finance). This is part of the overall landscaping plans for this area. It was Proposed Cllr Claydon, Seconded Cllr Alston and unanimously approved. • 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. It was Proposed Cllr Claydon, Seconded Cllr Walsh and unanimously approved. 	
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. IH, TP</p>	
2023/60	<p>Boundary Issue</p> <p>Following discussion, agreement was reached on part of the works undertaken, but to raise a query on other parts. This was Proposed Cllr Plumb, Seconded Cllr Heaton and unanimously Resolved.</p>	
2023/61	<p>Boundary Issue</p> <p>Agreement was reached on how to progress this issue. During this item, it was Proposed Cllr Claydon, Seconded Cllr Plumb and unanimously Resolved to suspend Standing Order 3x to continue the meeting for another 30 minutes.</p>	

Signed

Chair

Date