



COGGESHALL PARISH COUNCIL

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

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**MINUTES
OF THE
PARISH COUNCIL MEETING**
held on
WEDNESDAY 6 MARCH 2024
at 7.30pm
at Coggeshall Village Hall

Present: Cllr Hagger (Chair), Cllr Alston, Cllr Badger, Cllr Barry, Cllr Brindley, Cllr Claydon, Cllr Heaton, Cllr Plumb, Cllr Wilson
Philippa Potter – Parish Clerk

2023/227	Apologies for Absence Apologies were received and accepted from Cllr Bugg, Cllr Dawson, Cllr Staines and Cllr Walsh.	
2023/228	Declarations Of Interests <ul style="list-style-type: none">• Cllr Plumb declare a non-pecuniary interest in item 2023/232 as his son-in-law owns the company in question.• Cllr Brindley declared a non-pecuniary interest in item 2023/230 as a regular hirer of the Village Hall on behalf of the Art Group.• Cllr Heaton declared a non-pecuniary interest in item 2023/230, as the spouse of Cllr Brindley above.	
2023/229	Public Forum None	
2023/230	Village Hall Hire Fee Increase The Village Hall Committee put forward a recommendation to Council that following research into the relevant finances and of local venues, that the Village Hall hire fees be increased by 15%, with figures rounded to the nearest pound for ease of administration. Council noted that fees had not been increased since 2018, and during that time costs had greatly increased, along with inflation, with an increase of around 17% on costs over the last 12 months alone. In addition, it was recommended to reinstate that a deposit is required for each one-off hire, which will be in three tiers, ranging from £50 for events for children aged 11 and under, £500 for events for those aged 16-25, and everything else at £100. The deposit will be refundable within two weeks of the hire, with any extra costs incurred for cleaning, damage etc being retained from the deposit if needed before returning the balance. The recommendation is to increase the one-off hall hire fees from 1 April 2024, with regular hires being increased from 1 July 2024. Following discussion, it was also agreed to enable the Clerk to have discretion over fees for community events/groups in consultation with the Chair of the Council and the Chair of the Village Hall Committee. Following discussion, it was Proposed Cllr Barry, Seconded Cllr Wilson and unanimously Resolved to implement all recommendations, as above.	App 1

2023/231	<p>Village Hall Booking Form and Terms & Conditions Further to their circulation and some discussion, it was Proposed Cllr Claydon, Seconded Cllr Alston and unanimously Resolved to agree the revised documents for the hire of the Village Hall.</p>	Apps 2 & 3
2023/232	<p>County Councillors Grant – Fabians Planting Further to discussion, it was Proposed Cllr Barry, Seconded Cllr Alston and Resolved, with one abstention, to use the grant offered by Essex County Council, in the sum of £1,761.79, to purchase trees from Olivers Nursery to plant at Fabians Play Area, as part of the refurbishment project.</p>	App 4
2023/233	<p>Community Infrastructure Grant – Village Hall Lighting The Clerk had circulated the details of this grant, and a quote from the Parish Council's usual contractor, Sibley's Electrical, for the replacement of all lights within the Village Hall building to LED. This would have the effect of reducing the carbon footprint of the Hall, along with the reduction of energy costs. This would include installing sensors for lights in the main lobby and Hall toilets, and to split the Main Hall lights onto two separate systems, to provide resilience. Further to discussion, it was Proposed Cllr Hagger, Seconded Cllr Badger and unanimously Resolved to agree for the Village Hall Committee, via the Clerk, to pursue an application to the above grant, to fund the replacement of the lighting in the Village Hall with LED fittings, to reduce the carbon footprint and energy bills, via quotes supplied by Sibleys Electrical.</p>	Apps 5 & 6
2023/234	<p>Water Fittings Regulations Remedial Work Further to this item being agreed at the February 2024 CPC meeting, the Clerk strove to obtain three quotes for the work to undertake the remedial work required for compliance with the Water Fittings Regulations, at the Butt Field Allotment site and cemetery, which must be completed by 27 March 2024 for re-inspection by Anglian Water. Following discussion, and to ensure the delivery of Council services continue unencumbered, it was Proposed Cllr Claydon, Seconded Cllr Wilson and unanimously Resolved to engage R & P Davies Plumbing to undertake the work at the cost of £620.</p>	App 7
2023/235	<p>Notification of Expenditure The Clerk reported to Council that expenditure had been incurred via the Council's contractors M D Landscape Services, to undertake a major hedge cut at School Mews Play Area, to bring it back under control. The work was undertaken by hand following the risk assessment, with regard to the proximity of residential property/windows. Cost £200.</p>	
2023/236	<p>Date of the Next Meeting The next Parish Council meeting is scheduled for Monday 18 March 2024.</p>	

Signed

Chair

Date