



COGGESHALL PARISH COUNCIL

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

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THE ANNUAL PARISH COUNCIL MEETING

will be held on

MONDAY 20 MAY 2024

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

15 May 2024

AGENDA

2024/01	Election of Chair To elect the Chair for the 2024/25 civic year.	
2024/02	Election of Vice-Chair To elect the Vice-Chair for the 2024/25 civic year.	
2024/03	Apologies for Absence Members are reminded that the LGA 1972, S85 states that apologies for absence must be received prior to a meeting.	
2024/04	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.	
2024/05	Minutes of Previous Meeting To approve the minutes of the meeting held on 15 April 2024.	App 1
2024/06	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.	
2024/07	County and District Councillors' Reports To receive reports from County and District.	
2024/08	Clerk's Report To receive the May Clerk's Report	App 2
2024/09	Election of Chair of the Finance Committee To elect the Chair of the Finance Committee for the 2024/25 civic year.	
2024/10	Finance To note the Income and Expenditure at the year end 31 March 2024 following the Internal Audit. A full update and recommendations for Reserves will be provided after a Finance Committee meeting on 30 May 2024.	App 3

2024/11	Finance i) Bank reconciliations and balances as at 30 April 2024. ii) Accounts payable. iii) Income and expenditure year to date for the current financial year ending 31 March 2025.	Apps 4(i) 4(ii) 4(iii)
2024/12	Lloyds Fixed Term Deposit To note the reinvestment of a Fixed Term Deposit of £26,165.93 until 29 July 2025 at an interest rate of 4.37%	App 5
2024/13	Grant Application – Coggeshall Carnival To receive and decide upon the above applications for: <ul style="list-style-type: none"> Application to Use the Recreation Ground on 7 September 2024 A grant of £1,000 towards the above event. 	Apps 6(i) – 6(x)
2024/14	Purchase of Dog Waste Bins To agree to purchase two new dog waste bins to replace those which are at the end of their life. Purchase of same Glasdon 35litre metal bins, as previously agreed in April 2023, at a cost of £260.67 (exc VAT). https://uk.glasdon.com/metal-fido-35-tm-dog-waste-bin	
2024/15	Report of Retrospective Expenditure To receive a report of the following expenditure: <ul style="list-style-type: none"> Recreation Ground Playground: Emergency health and safety repairs on three items by Playfix, at a cost of £650 (ex VAT). Clerk obtained two quotes and agreed this as the lowest cost, under Financial Regulation 4.5, as being an extreme risk to the delivery of Council services. The Chair, and Chair of Finance were informed. Tourist Leaflets: Printing of 2000 leaflets ordered, at the cost of £374, under the agreed budget. 	App 7 App 8
2024/16	National Grid Norwich to Tilbury Public Consultation To agree the Parish Council's response to the National Grid public consultation on the Norwich to Tilbury proposals.	App 9
2024/17	Committee Terms of Reference To undertake the annual review, and agree the Committee Terms of Reference: <ul style="list-style-type: none"> Finance Committee Planning Committee Open Spaces Committee Staffing Committee Village Hall Committee 	Apps 10(i) to (v)
2024/18	Committee Membership To agree the Committee Membership for the 2024/25 civic year: <ul style="list-style-type: none"> Finance Committee Planning Committee Open Spaces Committee Staffing Committee Village Hall Committee 	App 11
2024/19	Representatives on External Bodies and Lead Councillor Roles To appoint Councillors to be representatives on external bodies and to appoint Councillors to lead on issues for the 2024/25 civic year.	App 12
2024/20	Boiler Maintenance Agreement – Lindsey Heating To agree to renew the Maintenance Agreement with Lindsey Heating at the cost of £331.59.	App 13
2024/21	Application For Pavement Licence – BDC Consultation To agree the Parish Council's response to an application for a pavement licence at Maria Summers Cake Design, 1 Market Hill.	Apps 14(i) – (iii)
2024/22	Membership of National Allotment Society To agree to join the NAS, at a subscription cost of £55 pa (ex VAT). Benefits include access to initial legal advice, template documents,	

	support to improve sites, magazine and newsletters. https://www.nsalg.org.uk/join-us/membership-benefits/	
2024/23	Community Bus – Car Park Season Ticket To agree a long-term way forward regarding the provision of a season ticket at Stoneham Street Car Park. Renewal is on 24 May.	
2024/24	Training - Traffic Management for Community Events To discuss and agree training for either the Clerk or a councillor to undertake training for the LANTRA qualification in Traffic Management for Community Events. This enables the competent creation of traffic management plans and supervision for traffic management and safety at events such as Coggeshall Christmas. Cost of training: £257 per person.	App 15
2024/25	Councillor Training To receive information on Councillor Refresher training via EALC.	App 16
2024/26	Planning Applications <ul style="list-style-type: none"> • 24/00844/LBC 10 West Street Coggeshall Repairs to exterior render: https://publicaccess.braintree.gov.uk/online-applications/simpleSearchResults.do?action=firstPage • 24/00931/LBC 13 East Street Coggeshall Proposed relocation of boiler flue at front of property: https://publicaccess.braintree.gov.uk/online-applications/simpleSearchResults.do?action=firstPage • 24/00969/TPOCON 34 Stoneham Street Coggeshall Notice of intent to carry out works to trees in a Conservation Area: 3 conifer trees: https://publicaccess.braintree.gov.uk/online-applications/simpleSearchResults.do?action=firstPage • 24/00993/HH 15 Church Street Coggeshall Single storey side extension: https://publicaccess.braintree.gov.uk/online-applications/simpleSearchResults.do?action=firstPage • 24/00977/HH 29 Colchester Road Coggeshall Part single part two storey front extensions, raising of roof and installation of front dormers, changes to fenestration and cladding of building. Single storey rear extension and conversion of existing detached garage and erection of detached carport: https://publicaccess.braintree.gov.uk/online-applications/simpleSearchResults.do?action=firstPage 	29 May 31 May 6 June 11 June 11 June
2024/27	Date of the Next Meeting The next Parish Council meeting is scheduled for Monday 17 June 2024.	
2024/28	Exclusion of the Public and Press To resolve to exclude the public and press under item 2024/29, to enable the Parish Council to consider items which includes personal information.	
2024/29	Agreement for Councillor Representation To agree representation on behalf of CPC by a Councillor, regarding a Housing Association issue.	