

COGGESHALL PARISH COUNCIL

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

01376 562346 | 07534 332042 | clerk@coggeshall-pc.gov.uk

VAT: 200 989 313

Parish Clerk: Philippa Potter

PARISH COUNCIL MEETING

to be held on

MONDAY 17 JUNE 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.

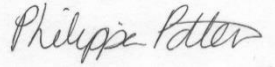
AGENDA

2024/30	Apologies for Absence Members are reminded that the LGA 1972, S85 states that apologies for absence must be received prior to a meeting.	
2024/31	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.	
2024/32	Minutes of Previous Meeting To approve the minutes of the meeting held on 20 May 2024.	App 1
2024/33	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.	
2024/34	County and District Councillors' Reports To receive reports from County and District.	
2024/35	Clerk's Report To receive the June Clerk's Report.	App 2
2024/36	Finance i) Bank reconciliations and balances as at 31 May 2024. ii) Accounts payable. iii) Income and expenditure year to date for the current financial year ending 31 March 2025.	Apps 3(i) 3(ii) 3(iii)
2024/37	Finance Committee To note the draft minutes of a Finance Committee held on Thursday 30 May 2024.	App 4
2024/38	Finance Report – Budget Out-turn and Reserves To receive a report from the Responsible Financial Officer on the Budget out-turn for the year ended 31 March 2024 and to approve any actions required to include the following transfers to Earmarked Reserves as recommended by Finance Committee: - 1) Reduce the Car Park EMR by £3,107 to £34,893. 2) Increase the Committed Expenditure EMR by £3,107 to £6,000. 3) To then rename the Committed Expenditure EMR as Website Upgrade EMR.	App 5 App 5a

2024/39	<p>Reserves</p> <p>a) To discuss and approve the General Reserve to be applied for the financial year ending 31 March 2025 - £115,000, equating to 6.3 months of Precept and 370.8% of base budget expenditure £296,617.</p> <p>b) To approve an amendment to the Council's Reserves Policy to reflect the revised General Reserve.</p>	App 6
2024/40	<p>Internal Audit 2023/24</p> <p>To review and discuss any actions required from the Internal Auditors 2023/2024 report. The Finance Committee recommends that no actions are required.</p>	App 7
2024/41	<p>Annual Governance Statement Section 1– 2023/2024</p> <p>To review and discuss the assertions to Section 1 of the Annual Governance and Accountability Return 2023/2024, the Annual Governance Statement and approve signature by the Chairman and Clerk</p>	App 8 App 8a App 5a
2024/42	<p>Accounting Statements Section 2 - 2023/2024</p> <p>To review and discuss Section 2 of the Annual Governance and Accountability Return 2023/2024, the Accounting Statements and approve signature by the Chairman</p>	App 8
2024/43	<p>Annual Return Papers</p> <p>To review and note the papers to be submitted to the External Auditors PKF Littlejohn as part of the Annual Return.</p>	App 9-12
2024/44	<p>Electronic Communication - AGAR</p> <p>To consider acceptance of the risk of electronic communication of the AGAR and associated papers to external auditors PKF Littlejohn as recommended by the Finance Committee.</p>	App 13
2024/45	<p>Balance Sheet – Year End 31 March 2024</p> <p>To review the year end 31 March 2024 Balance Sheet and authorise signature by the Chairman.</p>	App 14
2024/46	<p>Dates for Exercise of Public Rights</p> <p>To approve the dates between which electors can exercise rights in relation to the Annual Accounts as recommended by Finance Committee - Monday 24 June 2024 to Friday 2 August 2024.</p>	App 15
2024/47	<p>Card Collection Service</p> <p>To approve the use of a Card Collection Service via a Council mobile phone for a trial period to be used in relation to 'one off' Council Events only as recommended by Finance Committee.</p>	App 16
2024/48	<p>Unity Aid – Letter of Authority</p> <p>To authorise the RFO to sign an ongoing letter of authority to Utility Aid (as the Council's nominated Energy Consultants) in respect of the Council's gas and electricity supplies.</p>	
2024/49	<p>CPC Scheme of Delegation Annual Review</p> <p>To undertake the annual review of the Scheme of Delegation.</p>	App 17
2024/50	<p>CPC Planning Scheme of Delegation Annual Review</p> <p>To undertake the annual review of the Planning Scheme of Delegation.</p>	App 18
2024/51	<p>Van Insurance Renewal</p> <p>To agree the renewal of the parish van motor insurance on 24 June 2024, at the cost of £702.81, with MS Amlin.</p>	App 19
2024/52	<p>Village Hall Repair - Replacement Kitchen Water Heater</p> <p>To agree to the replacement of the under-sink water heater for the Village Hall kitchen tap and Keys Room toilet, which has reached the end of its life and is leaking. Quote from retained plumbing and heating company, Lindsey Group, at £1,513.31.</p>	App 20
2024/53	<p>Stoneham Street Traffic Regulation Order (TRO) – Survey of Residents</p> <p>To agree to survey the residents of Stoneham Street in the vicinity of the TRO restricting parking on Thursdays from 6am – 6pm, as to an</p>	App 21

	application to reduce the end time to 2pm, to enable an application to be submitted to the North East Parking Partnership (NEPP).	
2024/54	<p>Training - Traffic Management for Community Events</p> <p>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.</p>	App 22
2024/55	<p>55.1 Planning Applications:</p> <ul style="list-style-type: none"> • 24/01112/HH 34 St Peters Road Coggeshall Single storey rear extension: 24/01112/HH Single storey rear extension. 34 St Peters Road Coggeshall Essex CO6 1SR (braintree.gov.uk) 	Deadline: 25 June
55.2	<ul style="list-style-type: none"> • 24/01123/HH 114 Tilkey Road Coggeshall Proposed outbuilding for use as home office: https://publicaccess.braintree.gov.uk/online-applications/simpleSearchResults.do?action=firstPage 	27 June
55.3	<ul style="list-style-type: none"> • 24/00839/LBC 47 Church Street Coggeshall Proposed ensuite bathroom to main bedroom bedroom: https://publicaccess.braintree.gov.uk/online-applications/simpleSearchResults.do?action=firstPage 	27 June
55.4	<ul style="list-style-type: none"> • 24/01089/HH 66A East Street Coggeshall Proposed front porch, single storey rear extension with first floor juliet balcony, installation of 2No. roof lights to front roof slope and 2No. roof lights to rear slope, enlargement of existing roof lights to rear roof slope, amendments to fenestration, addition of replacement and new cladding to exterior walls: https://publicaccess.braintree.gov.uk/online-applications/simpleSearchResults.do?action=firstPage 	27 June
55.5	<ul style="list-style-type: none"> • 24/01076/LBC 8 East Street Coggeshall Removal of modern plasterboard and cupboard, removal of bitumen to brickwork, removal of modern plaster and installation of lime render in rear reception room: https://publicaccess.braintree.gov.uk/online-applications/simpleSearchResults.do?action=firstPage 	9 July
55.6	<p>TPO/CON Applications:</p> <ul style="list-style-type: none"> • 24/01111/TPOCON 16 Albert Place Coggeshall Notice of intent to carry out works to trees in a Conservation Area https://publicaccess.braintree.gov.uk/online-applications/simpleSearchResults.do?action=firstPage 	20 June
55.7	<ul style="list-style-type: none"> • 24/01166/TPOCON 43 Kings Acre Coggeshall Notice of intent to carry out works to trees in a Conservation Area: T1 - Rowan Tree to have a whole crown reduction by 2-3 metres: https://publicaccess.braintree.gov.uk/online-applications/simpleSearchResults.do?action=firstPage 	1 July
55.8	<ul style="list-style-type: none"> • 24/01182/TPOCON 66A East Street Coggeshall Notice of intent to carry out works to trees in a Conservation Area: https://publicaccess.braintree.gov.uk/online-applications/simpleSearchResults.do?action=firstPage 	3 July
2024/56	<p>Date of the Next Meeting</p> <p>The next Parish Council meeting is scheduled for Monday 15 July 2024.</p>	
2024/57	<p>Exclusion of the Public and Press</p> <p>To resolve to exclude the public and press under items 2024/58 and 2024/59, to enable the Parish Council to consider items which includes personal or privileged information.</p>	

2024/58	Agreement for Councillor Representation To agree representation on behalf of CPC by a Councillor, regarding a Housing Association issue.	
2024/59	Land Issues To receive a report from the Clerk and agree on the way forward.	App 23



Parish Clerk
12 June 2024