

# GOSFIELD PARISH COUNCIL

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14<sup>TH</sup> MAY 2019

DEAR COUNCILLOR

YOU ARE **SUMMONED** TO ATTEND THE FORTHCOMING **ANNUAL MEETING**, FOLLOWED BY **PARISH COUNCIL MEETING**, OF GOSFIELD PARISH COUNCIL TO BE HELD ON MONDAY 20<sup>TH</sup> MAY 2019 AT THE PAVILION, THE PLAYING FIELD, CHURCH ROAD, GOSFIELD AT 7.00PM FOR THE PURPOSE OF TRANSACTING THE BUSINESS SHOWN IN THE AGENDA.

THE PUBLIC AND PRESS ARE WELCOME TO BE PRESENT.



DIANE JACOB  
PARISH CLERK

## AGENDA

ITEM	PRESENTER	SUBJECT	STATUS
19/074	All Members	<b>To elect a Chairman.</b>	Decision
19/075	Chairman	Chairman's Declaration of Office – to be signed.	Information
19/076	All Members	<b>To elect a Vice-Chairman</b>	Decision
19/077	Vice-Chairman	Vice- Chairman's Declaration of Office – to signed.	Information
19/078	All Members	<b>Check Members Register of Interests.</b> Members to review their declarations of interests and update (return to the Clerk)	Information
19/079	All Members	<b>Declaration of Acceptance of Office.</b> Confirm all members have signed.	Information
19/080	All Members	<b>Training.</b> To consider training for Councillors.	Decision
19/081	All Members	<b>Consent form to receive the Council Summons and agenda electronically.</b> Confirm members have signed.	Information
19/082	All Members	<b>Bank Signatories.</b> To confirm three signatories for the Parish Council Bank accounts.	Decision
19/083	All Members	<b>To review membership and agree renewal of the following bodies: -</b> EALC (Essex Association of Local Councils) NALC (National Association of Local Councils) (BALC) Braintree Association of Local Councils, elect representative to attend meetings. Coffee Rooms Trust, elect representative to attend meetings. The Rowson Perpetual Memorial Fund – To confirm Three trustees from the Parish Council, nominated representatives for four years, to attend meetings.	Decision
19/084	All Members	<b>To re-adopt Council Documents/Policies</b> <b>Item A.</b> Code of Conduct <b>Item B.</b> Financial Regulations <b>Item C.</b> Public Participation <b>Item D.</b> Standing Orders <b>Item E.</b> Tree Management Policy	Decision
19/085	All Members	<b>Asset Register 2019.</b> To confirm and sign the asset register for 2019.	Decision
19/086	All Members	<b>To confirm Insurance Cover 2019.</b> To confirm insurance cover is in place for 2019.	Decision
19/087	All Members	<b>Personnel Committee.</b> To elect Personnel Committee and Personnel Chairman.	Decision
19/088	All Members	<b>Working Groups.</b> <b>To confirm the following working Groups, and elect representatives.</b> Nature Reserve Playfield Allotment Officer Footpaths	Decision

		Finance Appeals Children's Play Area Planning Grapevine Editor	
19/089	All Members	<b>Responsible Financial Officer</b> To confirm that Richard Edwards to act as The Responsible Financial Officer to the Council.	Decision
19/090	All Members	<b>Annual Meeting Closed.</b>	Decision
<b><u>AGENDA</u></b>			
<b>20th May 2019 PARISH COUNCIL MEETING COMMENCES</b>			
<b>ITEM</b>	<b>PRESENTER</b>	<b>SUBJECT</b>	<b>STATUS</b>
19/091	Chairman	<b>Welcome and Apologies for Absence.</b>	Information/ Decision
19/092	All Members	<b>Declaration of Interests.</b> To receive any disclosable pecuniary interests or non-pecuniary interests, or interests relating to items on the agenda. Members of the council are subject to the Local Authorities Code of Conduct.	Decision
19/093	All Members	<b>Public Participation Session with respect to items on the agenda and other matters that are of mutual interest.</b> Councillors are no longer permitted to make representation in the Public Forum if they have Disclosable Pecuniary Interests and /or other Pecuniary Interests on any items on the agenda as stated in the adopted Code of Conduct. The maximum time allowed for the public to participate, as stated in the Gosfield Parish Council Standing Orders, is 15 minutes in total with each person being invited to speak for a maximum of 3 minutes. At the close of this item members of the public will no longer be permitted to address the council unless the Chairman deems it appropriate and adjourns the meeting.	Information
19/094	All Members	<b>County and District Councillors to address the members if present.</b> County Councillor, District Councillor.	Information
19/095	All Members	<b>Minutes.</b> To confirm the minutes of the Parish Council meeting held on 15 <sup>th</sup> April 2019.	Decision
19/096	All Members	<b>Planning Matters.</b> <b>Item 1.</b> Planning updates. Ref: 19/00239/HH Mallards Braintree Road Gosfield Essex CO9 1RT Two storey rear extension incorporating 2 balconies, first floor side extension and ground floor front canopy. Two no. detached triple garage buildings and revisions to access. Application Granted. <b>Item 2.</b> Planning applications and TPO.	Decision
19/097	All Members	<b>Accounts 2018/2019.</b> <b>Item 1.</b> Chairman to read out Internal Auditors Report. <b>Item 2.</b> To confirm reclaim for VAT 2018/2019. <b>Item 3.</b> Approval of Governance Statements for 2018/2019 prior to submission to the Audit Commission. Chairman and Clerk to sign. <b>Item 4.</b> Approval of Accounting Statements for 2018/2019 prior to submission to the Audit commission. Chairman and RFO to sign. <b>Item 5.</b> Year End Bank Reconciliation for 2018/2019 prior to submission to the Audit Commission. Chairman and Clerk to sign. <b>Item 6.</b> To confirm the notice of public rights and publication of annual governance and accountability return will be displayed between 17 June 2019 and 26 July 2019. <b>Item 7.</b> To sign off the accounts for 2018/2019, Chairman and RFO to sign.	Decision
19/098	All Members	<b>CIF Funding.</b> To consider applying to the Community Initiatives Fund for a tea cup spinner for the play area (new play equipment).	Decision
19/099	All Members	<b>Matters Arising from Previous Minutes.</b> <b>Item 1.</b> Car Park – Update. <b>Item 2.</b> Village Sign - Update. <b>Item 3.</b> Tree Survey -Update. <b>Item 4.</b> Hedge at bottom of Meadway and Hedge at Halstead Road near the Gosfield School entrance – Update. <b>Item 5.</b> Special Constables - Update. <b>Item 6.</b> The Grapevine - Update <b>Item 7.</b> Road Traffic Cones opposite No 3 The Limes, Highways Ref: 2604216 – Update.	Information/ Decision

19/100	All Members	<b>Financial Matters.</b> Approve accounts for payment.	Decision
19/101	All Members	<b>Grass cutting and Street Cleaning.</b> To consider agreements for 2019/2020.	Information
19/102	All Members	<b>Skateboard Ramp.</b> To discuss repairs/maintenance to ramp.	Information/ Decision
19/103	All Members	<b>The Community Shop.</b> Update.	Decision
19/104	All Members	<b>Mobile Phone Mast.</b> To discuss and consider mobile phone mast.	Information/ Decision
19/105	All Members	<b>Gigaclear.</b> To discuss and consider wayleave agreement for proposed works in Gosfield.	Decision
19/106	All Members	<b>Item 1.</b> To receive reports from outside bodies, training courses, village representatives, and Parish Council working groups. <b>Item 2.</b> War Memorial - Update.	Decision
19/107	All Members	<b>Items for next agenda.</b> Please note that no decisions can be lawfully made under this item, LGA 12 10 (2) (b) states that business must be specified therefore the council cannot lawfully raise matters for decision.	Information
19/108	All Members	<b>Date of Next Meeting.</b> Parish Council Meeting Monday 17 <sup>th</sup> June 2019 (7.15pm) In the Pavilion.	Information

THIS NOTICE WAS ISSUED BY: MRS DIANE JACOB PARISH CLERK GOSFIELD PARISH COUNCIL

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