

# GOSFIELD PARISH COUNCIL

[www.e-voice.org.uk/gosfield](http://www.e-voice.org.uk/gosfield)

**Due to the Coronavirus and Government advice  
this virtual meeting will be held by Microsoft Teams**

**Item 20/093 on the agenda - The Press and Public are invited to contact/send comments to the Parish Clerk  
or if you would like to attend please send your e-mail address to the Clerk**

12<sup>TH</sup> MAY 2020

DEAR COUNCILLOR

THE FORTHCOMING VIRTUAL PARISH COUNCIL MEETING, OF GOSFIELD PARISH COUNCIL TO BE HELD ON MONDAY 18<sup>TH</sup> MAY 2020 AT 7.15PM FOR THE PURPOSE OF TRANSACTING THE BUSINESS SHOWN IN THE AGENDA.



DIANE JACOB  
PARISH CLERK

## **AGENDA**

**Government Regulation 6 (c) removes the requirement for a Parish Council to hold an annual meeting in May 2020**

**Government regulation 4 (2) carries the current appointment of Chairman on until the Annual Meeting in May 2021**

ITEM	PRESENTER	SUBJECT	STATUS
20/077	All Members	<b>To elect a Chairman.</b> Carries the current appointment of Chairman onto the Annual Meeting in May 2021.	Information
20/078	All Members	<b>To elect a Vice-Chairman.</b> Carries the current appointment of Vice-Chairman onto the Annual Meeting in May 2021.	Information
20/079	All Members	<b>Check Members Register of Interests.</b> Members to review their declarations of interests and update (send direct to BDC) where necessary.	Information
20/080	All Members	<b>Declaration of Acceptance of Office.</b> Confirm all members have signed.	Information
20/081	All Members	<b>Consent form to receive the Council Summons and agenda electronically.</b> Confirm members have signed.	Information
20/082	All Members	<b>Bank Signatories.</b> To confirm three signatories for the Parish Council Bank accounts, Cllr Waters, Cllr Edwards and Cllr Moutard.	Information
20/083	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 a representative to attend meetings. (Currently Cllr Waters). The Rowson Perpetual Memorial Fund – To confirm Three trustees from the Parish Council, nominated representatives for four years, to attend meetings. (Currently Cllr Pawsey, Cllr Hough and Cllr Colyer)	Decision
20/084	All Members	<b>To re-adopt Council Documents/Policies</b> <b>Item A.</b> Accessibility Policy <b>Item B.</b> Complaints Procedure <b>Item C.</b> Code of Conduct <b>Item D.</b> Co-Option Procedure <b>Item E.</b> Disciplinary Procedure <b>Item F.</b> Financial Regulations <b>Item G.</b> Grievance Policy	Decision

		<p><b>Item H. Investment Policy</b>  <b>Item I. Privacy Statement</b>  <b>Item J. Public Participation Policy</b>  <b>Item K. Standing Orders</b>  <b>Item L. Tree Management Policy</b></p>	
20/085	All Members	<p><b>Asset Register 2020.</b>  To confirm and sign the asset register for 2020.</p>	Decision
20/086	All Members	<p><b>To confirm Insurance Cover 2020.</b>  To confirm insurance cover is in place for 2020/2021.</p>	Decision
20/087	All Members	<p><b>Personnel Committee.</b>  To elect Personnel Committee (a total of 3 Cllrs) and Personnel Chairman.</p>	Decision
20/088	All Members	<p><b>Working Groups.</b>  <b>To confirm the following working Groups, and elect representatives.</b>  Nature Reserve - (currently Cllr Hough, Cllr Moutard)  Playing Field - (currently Cllr Hough, Cllr Pawsey)  Allotment Officer - (currently Cllr Waters)  Footpaths - (currently Cllr Beavis and Cllr Hough)  Finance - (currently Cllr Waters, Cllr Edwards, Cllr Bloomfield, Cllr Moutard, Cllr Cowie)  Appeals - (currently Cllr Cowie, Cllr Colyer)  Children's Play Area - (currently Cllr Hough, Cllr Pawsey, Cllr Colyer)  Planning - (currently Cllr Moutard, Cllr Waters, Cllr Beavis, Cllr Pawsey)  Grapevine Editor - (currently Alan Summerland)  Tree Warden - (currently Cllr Hough)  Village Hall – (currently Cllr Moutard)</p>	Decision
20/089	All Members	<p><b>Responsible Financial Officer</b>  To confirm that Richard Edwards to act as The Responsible Financial Officer to the Council.</p>	Decision
20/090	All Members	<p><b>Annual Meeting Closed.</b></p>	Decision
		<b><u>AGENDA</u></b>	
		<b>18th May 2020 PARISH COUNCIL MEETING COMMENCES</b>	
<b>ITEM</b>	<b>PRESENTER</b>	<b>SUBJECT</b>	<b>STATUS</b>
20/091	Chairman	<p><b>Welcome and Apologies for Absence.</b></p>	Information/ Decision
20/092	All Members	<p><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.</p>	Decision
20/093	All Members	<p><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.</p>	Information
20/094	All Members	<p><b>County and District Councillors to address the members if present.</b>  County Councillor, District Councillor.</p>	Information
20/095	All Members	<p><b>Minutes.</b>  To confirm the minutes of the Parish Council meeting held on 20<sup>th</sup> April 2020.</p>	Decision
20/096	All Members	<p><b>Planning Matters.</b>  <b>Item 1.</b> Planning updates.  20/00144/FUL Gosfield Place Lodge The Street Gosfield Essex CO9 1TU  Replacement single storey front extension &amp; proposed basement.  Replacement/Conversion of existing 5 No outbuildings to 4 No. holiday lodges.  Insulated render to main dwelling and change of use of agricultural land to garden use in connection with the existing dwelling. - Granted –</p>	Decision

		<p>Ref: 19/01311/FUL 53 Halstead Road Gosfield Essex CO9 1PG Construction of new detached dwelling, site vehicular access alterations and associated development. – Granted - <b>Item 2.</b> Planning applications and TPO. <b>Ref:</b> 20/00653/REM Location: Land to The West Of Hedingham Road Gosfield Essex Description: Application for approval of reserved matters (layout, appearance, scale and landscaping) of outline planning consent 17/01066/OUT for the erection of 35 dwellings. <b>Ref:</b> 20/00638/HH Location: Honeywoods Hedingham Road Gosfield Essex CO9 1PL Description: Erection of single storey flat roof rear extension and erection of 1st floor extension over existing single storey balcony area, pitched roof. <b>Ref:</b> 20/00709/HH Location: 9 De Vere Place Gosfield Essex CO9 1FJ Description: Erection of side extension and alteration to garage roof</p>	
20/097	All Members	<p><b>Accounts 2019/2020.</b> <b>Item 1.</b> Chairman to read out Internal Auditors Report. <b>Item 2.</b> To confirm reclaim for VAT 2019/2020. <b>Item 3.</b> Approval of Governance Statement for 2019/2020 prior to submission to the Audit Commission. Chairman and Clerk to sign.</p> <ol style="list-style-type: none"> <li>1. We have put in place arrangements for effective financial management during the year, and the preparation of the accounting statements.</li> <li>2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.</li> <li>3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.</li> <li>4. We provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit Regulations.</li> <li>5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.</li> <li>6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.</li> <li>7. We took appropriate action on all matters raised in reports from internal and external audit.</li> <li>8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have financial impact on this authority and, where appropriate, have included them in the accounting statements.</li> </ol> <p><b>Item 4.</b> Approval of Accounting Statements for 2019/2020 prior to submission to the Audit commission. Chairman and RFO to sign. <b>Item 5.</b> Year End Bank Reconciliation for 2019/2020 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 22<sup>nd</sup> June 2020 and 31<sup>st</sup> July 2020. <b>Item 7.</b> To sign off the accounts for 2019/2020, Chairman and RFO to sign.</p>	Decision
20/098	All Members	<p><b>Financial Matters.</b> <b>Item 1.</b> To discuss the invoice received from Ernest Doe. <b>Item 2.</b> Approve accounts for payment.</p>	Decision
20/099	All Members	<p><b>Matters Arising from previous minutes.</b> <b>Item 1.</b> Car Park – update. <b>Item 2.</b> Highways Issues update by Cllr Beavis. <b>Item 3.</b> Bus Shelter request, little or no hardstanding, request passed onto Highways – update by Cllr Beavis. <b>Item 4.</b> Special Constables – update. <b>Item 5.</b> Neighbourhood Plan Working Group – update. <b>Item 6.</b> Plans for extension onto the Pavilion into BDC Planning –Due to the Corona Virus Planning Office closed so no update.</p>	Information / Decision

		<p><b>Item 7.</b> Fund Raising – update by Cllr Bloomfield.</p> <p><b>Item 8.</b> The Gosfield Community Shop – update.</p> <p><b>Item 9.</b> Local Pan – update</p> <p><b>Item 10.</b> Previous minute no. 20/070 item 1. To consider to replace the damaged picnic table in the Gosfield Nature Reserve at a total cost of £700.74 Including fixing Bolts and Inc VAT.</p> <p><b>Item 11.</b> Previous minute no. 20/070 item 2. Fishing – To consider to allow fishing in the Gosfield Nature Reserve subject to having a fishing licence.</p> <p><b>Item 12.</b> Previous minute no. 20/074 - To consider and discuss the 5-year plan/project contract for the GNR with Westover Woodlands.</p> <p><b>Item 13.</b> Previous minute no. 20/075 - To carry out staff appraisals.</p>	
20/100	All Members	<p><b>Trees.</b></p> <p>To discuss the condition of trees in the play area, playing field and various area.</p>	Decision
20/101	All Members	To receive reports from outside bodies, training courses, village representatives, and Parish Council working groups.	Decision
20/102	All Members	<p><b>Items for next agenda.</b></p> <p>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.</p>	Information
20/103	All Members	<p><b>Date of Next Meeting.</b></p> <p>Parish Council Meeting Monday 15<sup>th</sup> June 2020 (7.15pm)</p>	Information

THIS NOTICE WAS ISSUED BY: Mrs Diane Jacob, Parish Clerk Gosfield Parish Council  
e-mail: parishclerk@gosfieldparishcouncil.org