

# GOSFIELD PARISH COUNCIL

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18<sup>TH</sup> MAY 2021

DEAR COUNCILLOR

YOU ARE SUMMONED TO ATTEND THE FORTHCOMING ANNUAL PARISH COUNCIL MEETING, FOLLOWED BY PARISH COUNCIL MEETING OF GOSFIELD PARISH COUNCIL TO BE HELD ON **MONDAY 24<sup>TH</sup> MAY 2021** AT THE PAVILION, THE PLAYING FIELD, CHURCH ROAD, GOSFIELD AT **7.00PM** FOR THE PURPOSE OF TRANSACTING THE BUSINESS SHOWN IN THE AGENDA.

(Subject to Covid 19 restrictions at the time)

The 50% rule will restrict the number of people allowed in the room and the Parish Council has the right to refuse entry if the Pavilion is full.

THE PUBLIC AND PRESS ARE WELCOME TO BE PRESENT.



DIANE JACOB  
PARISH CLERK

## AGENDA

ITEM	PRESENTER	SUBJECT	STATUS
21/078	All Members	<b>To elect a Chairman.</b> Chairman's Declaration of Office – to be signed.	Decision
21/079	All Members	<b>To elect a Vice-Chairman.</b> Vice-Chairman's Declaration of Office – to be signed.	Decision
21/080	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
21/081	All Members	<b>Declaration of Acceptance of Office.</b> Confirm all members have signed.	Information
21/082	All Members	<b>Consent form to receive the Council Summons and agenda electronically.</b> Confirm members have signed.	Information
21/083	All Members	<b>Bank Signatories.</b> To confirm three signatories for the Parish Council Bank accounts, Cllr Waters, Cllr Edwards and Cllr Moutard.	Information /Decision
21/084	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 Trust – 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
21/085	All Members	<b>To re-adopt Council Documents/Policies (Please refer to website)</b> A. Accessibility Statement B. Code of Conduct C. Complaints Procedure D. Co-Option Procedure E. Data Protection Policy F. Disciplinary Policy G. Financial Regulations H. Grievance Policy I. Investment Policy	Decision

		<p>J. Neighbourhood Plan Committee Terms of Reference  K. Privacy Statement  L. Public Participation Policy  M. Standing Orders  N. Tree Management Policy  O. Risk Assessment for Ditch  P. Risk Assessment for Cleaner  Q. Risk Assessment for Litter picker</p>	
21/086	All Members	<p><b>To adopt new Council Documents/Policies Risk assessments (to be provided by Cllr Bloomfield prior to the meeting).</b></p> <p>A. Covid 19 Risk Assessment  B. Covid19 Risk Assessment for Public Toilets  C. Dignity at work  D. Equality &amp; Diversity  E. Health &amp; Safety at work  F. Health &amp; Safety General  G. Mechanical &amp; Electrical equipment Risk Assessment  H. Fire Risk Assessment (Pavilion &amp; Public Toilets)  I. Footpaths &amp; Public Benches Risk Assessment  J. Harmful Substances (COSHH) Risk Assessment  K. Homeworking Risk Assessment (inc. lone working) - Parish Clerk  L. Legionnaires Risk Assessment (Pavilion &amp; Public Toilets)  M. Nature Reserve Risk Assessment  N. Playing Field &amp; Children's Play Area Risk Assessment  O. Non-Covid Public Toilets Risk Assessment (for after the pandemic)</p>	Decision
21/087	All Members	<p><b>Personnel Committee.</b>  To elect Personnel Committee (a total of 3 Cllrs currently Cllr Waters, Cllr Edwards and Cllr Bloomfield) and Personnel Committee Chairman (Currently Cllr Waters)</p>	Decision
21/088	All Members	<p><b>Neighbourhood Plan Committee.</b>  To confirm committee members (currently Cllr Bloomfield, Cllr Beavis, Cllr Moutard and Cllr Waters) and Neighbourhood Plan Committee Chairman (Currently Cllr Bloomfield)</p>	Decision
21/089	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)  <b>Please Note – Working Groups to carry out monthly inspections of assets as required by Insurers.</b></p>	Decision
21/090	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
21/091	All Members	<p><b>Annual Meeting Closed.</b></p>	Decision
<b><u>AGENDA</u></b>			
<b>24th May 2021 PARISH COUNCIL MEETING COMMENCES</b>			
<b>ITEM</b>	<b>PRESENTER</b>	<b>SUBJECT</b>	<b>STATUS</b>
21/092	Chairman	<b>Welcome and Apologies for Absence.</b>	Information/ Decision
21/093	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

21/094	All Members	<p><b>Public Participation Session with respect to items on the agenda and other matters that are of mutual interest.</b></p> <p>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
21/095	All Members	<p><b>County and District Councillors to address the members if present.</b></p> <p>County Councillor, District Councillor.</p>	Information
21/096	All Members	<p><b>Minutes.</b></p> <p>Item 1. To confirm the minutes of the Parish Council meeting held on 26<sup>th</sup> April 2021.</p> <p>Item 2. To confirm the minutes of the Personnel Committee meeting held on 26<sup>th</sup> March 2021</p>	Decision
21/097	All Members	<p><b>Planning Matters.</b></p> <p><b>Item 1.</b> Planning updates.</p> <p>Outline Permission Ref 17/01066/OUT Land To The West Of Hedingham Road, Gosfield. S106 Schedule 3 Clause 2 S106 agreement is between the developers and BDC, however, the Parish Council and the developers are in the process of consultations on the S106 agreement. – Update</p> <p><b>Item 2.</b> Planning applications and TPO</p> <p><b>Ref:</b> 21/01115/HH &amp; 21/01116/LBC</p> <p><b>Location:</b> Hawkswood Farm Liston Hall Lane Blackmore End Gosfield Essex CO9 1SB</p> <p><b>Description:</b> Alterations to fenestration on the rear elevation at ground floor to include 2no. larger windows and bifold doors and alterations to the internal layout to facilitate a larger kitchen and boot room.</p> <p><b>Ref: 21/01359/TPOCON</b></p> <p><b>Location:</b> Kitani Lodge The Street Gosfield Essex CO9 1TU</p> <p><b>Description:</b> Notice of intent to carry out works to trees in a Conservation Area - Fell Leylandii x5 or cut to top of fence line proximity to house and neighbours power and telephone lines</p> <p><b>Ref: 21/00987/LBC</b></p> <p><b>Location:</b> Thimble Cottage The Street Gosfield Essex CO9 1TP</p> <p><b>Description:</b> Replacement of all external timber windows and front door on a like-for-like basis, due to rot damage.</p> <p><b>Ref: 21/01239/HH</b></p> <p><b>Location:</b> 7A Halstead Road Gosfield Essex CO9 1PQ</p> <p><b>Proposal:</b> Conversion of garage to habitable accommodation.</p> <p>To consider any other applications received.</p>	Decision
21/098	All Members	<p><b>Financial Matters.</b></p> <p>Approve accounts for payment.</p>	Decision
21/099	All Members	<p><b>Matters Arising from previous minutes.</b></p> <p><b>Item 1.</b> Highways Issues update by Cllr Siddall, including the kerbs at Greenfields. Blocked drains through Gosfield, The Street Braintree Road reported on 2/9/20 to Highways ref 2678143.</p> <p><b>Item 2.</b> Bus Shelter request, little or no hardstanding, request passed onto Highways – update by Cllr Siddall.</p> <p><b>Item 3.</b> Previous minute no. 20/135 – Salt bin at the end of the Limes – update by Cllr Siddall.</p> <p><b>Item 4.</b> Special Constables – update.</p> <p><b>Item 5.</b> The Gosfield Community Shop – update.</p> <p><b>Item 6.</b> Plans for extension onto the Pavilion – update/Building Regs.</p> <p><b>Item 7.</b> Fund Raising for the pavilion update by Cllr Bloomfield.</p> <p><b>Item 8.</b> Local Pan – update.</p>	Information / Decision

		<p><b>Item 9.</b> E-mail Address – update.</p> <p><b>Item 10.</b> Neighbourhood Plan – update by Cllr Bloomfield</p> <ul style="list-style-type: none"> <li>• Approval of Budget 'til 31st March 2022</li> <li>• Approval of Grant Funding Application</li> <li>• Update - Communications Strategy &amp; Progress with Residents Survey</li> </ul> <p><b>Item 11.</b> Car Park - update</p> <p><b>Item 12.</b> Previous Minute No. 20/011 - The Old Village sign – update, to consider quote to repair the old one.</p> <p><b>Item 13.</b> Previous Minute No. 21/027 Hedging. To consider hedging the playing field, from the play area to Hall Drive, approximate cost of hedging £1400.00 with a maximum of £1,000.00 to come out of the 2021/22 Pavilion and Playing Field repairs budget. To consider quotes.</p> <p><b>Item 14.</b> Play area – update regarding grass/bark etc.</p>	
21/100	All Members	<p><b>Playing Field Management Committee.</b></p> <p><b>Item 1.</b> To discuss the formal legal licence agreement for the playing field management committee to remain a separate organisation.</p> <p><b>Item 2.</b> To receive a report from Cllr Hough, Cllr Pawsey or Cllr Bloomfield.</p>	Decision
21/101	All Members	<p><b>Training.</b> Children’s Play Area working group members to attend EALC Training course On Tuesday 28<sup>th</sup> or Wednesday 29<sup>th</sup> September £170.00 for the course and £170.00 for the exam.</p>	Decision
21/102	All Members	To receive reports from outside bodies, training courses, village representatives, and Parish Council working groups.	Decision
21/103	All Members	<p><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.</p>	Information
21/104	All Members	<p><b>Date of Next Meeting.</b> Parish Council Meeting Monday 21<sup>st</sup> June 2021 (7.15pm)</p>	Information

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