

GOSFIELD PARISH COUNCIL

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10TH MAY 2022

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 16TH MAY 2022** AT THE PAVILION, THE PLAYING FIELD, CHURCH ROAD, GOSFIELD AT **7.15PM** FOR THE PURPOSE OF TRANSACTING THE BUSINESS SHOWN IN THE AGENDA.
(Subject to Covid 19 restrictions at the time).

THE PUBLIC AND PRESS ARE WELCOME TO BE PRESENT.



DIANE JACOB
PARISH CLERK

AGENDA

ITEM	PRESENTER	SUBJECT	STATUS
22/082	All Members	To elect a Chairman. Chairman's Declaration of Office – to be signed.	Decision
22/083	All Members	To elect a Vice-Chairman. Vice-Chairman's Declaration of Office – to be signed.	Decision
22/084	All Members	Check Members Register of Interests. Members to update their declarations of interests and (send direct to BDC).	Information
22/085	All Members	Declaration of Acceptance of Office. Confirm all members have signed.	Information
22/086	All Members	Consent form to receive the Council Summons and agenda electronically. Confirm members have signed (except for Cllr Hough and Cllr Pawsey as they do not have computers).	Information
22/087	All Members	Bank Signatories. To confirm three signatories for the Parish Council Bank accounts, Cllr Waters, Cllr Edwards and Cllr Moutard.	Information /Decision
22/088	All Members	To review membership and agree renewal of the following bodies: - EALC (Essex Association of Local Councils) NALC (National Association of Local Councils) (BALC) Braintree Association of Local Councils, elect a representative to attend meetings (Currently Cllr Beavis). 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
22/089	All Members	To re-adopt Council Documents/Policies (Please refer to website) 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 J. Neighbourhood Plan Committee Terms of Reference K. Privacy Statement L. Public Participation Policy M. Standing Orders	Decision

		<p>N. Tree Management Policy</p> <p>O. Risk Assessment for Ditch</p> <p>P. Risk Assessment for Cleaner</p> <p>Q. Risk Assessment for Litter picker</p> <p>R. Covid19 Risk Assessment for Public Toilets</p> <p>S. Dignity at work</p> <p>T. Equality & Diversity</p> <p>U. Health & Safety at work</p> <p>V. Health & Safety General</p> <p>W. Mechanical & Electrical equipment Risk Assessment</p> <p>X. Fire Risk Assessment (Pavilion & Public Toilets)</p> <p>Y. Footpaths & Public Benches Risk Assessment</p> <p>Z. Harmful Substances (COSHH) Risk Assessment</p> <p>AA. Homeworking Risk Assessment (inc. lone working) - Parish Clerk</p> <p>BB. Legionnaires Risk Assessment (Pavilion & Public Toilets)</p> <p>CC. Playing Field & Children's Play Area Risk Assessment</p> <p>DD. Non-Covid Public Toilets Risk Assessment (for after the pandemic)</p>	
22/090	All Members	<p>Personnel Committee.</p> <p>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
22/091	All Members	<p>Neighbourhood Plan Committee.</p> <p>To confirm committee members (currently Cllr Bloomfield, Cllr Beavis, Cllr Moutard and Cllr Waters) and Neighbourhood Plan Committee Chairman (Currently Cllr Bloomfield)</p>	Decision
22/092	All Members	<p>Working Groups.</p> <p>To confirm the following working Groups, and elect representatives.</p> <p>Nature Reserve - (currently Cllr Hough, Cllr Moutard)</p> <p>Playing Field Management Committee - (currently Cllr, Bloomfield, Cllr Hough and Cllr Pawsey)</p> <p>Allotment Officer - (currently Cllr Waters)</p> <p>Footpaths - (currently Cllr Beavis and Cllr Hough)</p> <p>Finance - (currently Cllr Waters, Cllr Edwards, Cllr Bloomfield, Cllr Moutard, Cllr Cowie)</p> <p>Appeals - (currently Cllr Cowie, Cllr Colyer)</p> <p>Children's Play Area - (currently Cllr Hough, Cllr Pawsey, Cllr Colyer)</p> <p>Planning - (currently Cllr Moutard, Cllr Waters, Cllr Beavis, Cllr Pawsey)</p> <p>Grapevine Editor - (currently Allan Summerland)</p> <p>Tree Warden - (currently Cllr Hough)</p> <p>Village Hall – (currently Cllr Moutard)</p> <p>Wethersfield Scrutiny Committee – (currently Cllr Moutard)</p> <p>Community Shop – (currently Cllr Colyer, Cllr Edwards, Cllr Moutard, Cllr Waters)</p> <p>Please Note – Working Groups to carry out monthly inspections of assets as required by Insurers.</p>	Decision
22/093	All Members	<p>Responsible Financial Officer</p> <p>To confirm the Responsible Financial Officer to the Council.</p>	Decision
22/094	All Members	<p>Annual Meeting Closed.</p>	Decision
		<u>AGENDA</u>	
		16th May 2022 PARISH COUNCIL MEETING COMMENCES	
ITEM	PRESENTER	SUBJECT	STATUS
22/095	Chairman	Welcome and Apologies for Absence.	Information/ Decision
22/096	All Members	<p>Declaration of Interests.</p> <p>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
22/097	All Members	<p>Public Participation Session with respect to items on the agenda and other matters that are of mutual interest.</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</p>	Information

		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.	
22/098	All Members	County and District Councillors to address the members if present. County Councillor, District Councillor.	Information
22/099	All Members	Minutes. To confirm the minutes of the Parish Council meeting held on 25 th April 2022.	Decision
22/100	All Members	Planning Matters. Item 1. Planning updates. Ref: 22/00801/ADV Description: Signage: - 1 No. Hanging sign -externally illuminated 2 No. fascia signs- externally illuminated 2 No. hand painted signs on building -non illuminated 1 No. signage panel - non illuminated 2 No. signage panels on boundary wall - non illuminated 2 No. car park and smoking signs- non illuminated. Location: The Kings Head PH The Street Gosfield Essex CO9 1TP Ref: 22/00794/LBC Description: Installation of signage to include: - 1 No. Hanging sign -externally illuminated, 2 No. fascia signs- externally illuminated, 2 No. hand painted signs on building -non illuminated 1 No. signage panel - non illuminated, 2 No. car park and smoking signs- non illuminated. Installation of 2 No. lanterns and 6 No. LED floodlights. Repainting of exterior. Location: The Kings Head PH The Street Gosfield Essex CO9 1TP To consider any other applications received.	Decision
22/101	All Members	Accounts 2021/2022. Item 1. To accept the Internal Auditors Report. Item 2. To confirm reclaim for VAT 2021/2022. Item 3. Approval of Governance Statement for 2021/2022 prior to submission to the Audit Commission. 1. We have put in place arrangements for effective financial management during the year, and the preparation of the accounting statements. 2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness. 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. 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. 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. 6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems. 7. We took appropriate action on all matters raised in reports from internal and external audit. 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. Chairman and Clerk to sign. Item 4. Approval of Accounting Statements for 2021/2022 prior to submission to the Audit commission. Chairman and RFO to sign. Item 5. Year End Bank Reconciliation for 2021/2022 prior to submission to the Audit Commission. Chairman and Clerk to sign. Item 6. To confirm the notice of public rights and publication of annual governance and accountability return will be displayed between 13 th June 2022 and 22 nd July 2022.	Decision

22/102	All Members	Financial Matters. Item 1. Approve accounts for payment. Item 2. To consider to grant the Community Shop £1.00 for every Neighbourhood Plan resident survey received.	Decision
22/103	All Members	Matters Arising from previous minutes. Item 1. Previous Minute No. 21/118 Playing Field Management Committee- To consider and approve the constitution. Item 2. Previous Minute No.21/192 Footpath Map – update by Cllr Waters, to consider not charging for the remaining village maps as they are so out of date. Item 3. Special Constables – update. Item 4. Local Plan – update. Item 5. (Previous minute no. 21/133) Highways Priority list of highway improvements for Gosfield update by Cllr Beavis. Item 6. Previous Minute No. 21/111 Gosfield Nature Reserve Risk Assessment. Cllr Bloomfield to draft a risk assessment to be sent to Westover Woodlands for comment and to all Councillors prior to this meeting update by Cllr Bloomfield. Item 7. Previous Minute No. 22/029 woodland known as The Lodge Plantation, Gosfield parcel of land for inclusion into the Nature Reserve. The Parish Council are not in a financial position to be able to purchase any land, however, if the land was granted to the village they would take ownership, to discuss and consider legal costs. To consider paying all legal costs and to set up a working group to inspect the land. Item 8. Previous minute number 22/050 Village Pump & Well to discuss and consider cost to restore, update on permission from Eastlight. Do we want to take over ownership? Solicitors' costs from £500 - £1,500 + VAT and disbursements.	Information / Decision
22/104	All Members	Neighbourhood Plan. Update by Cllr Bloomfield.	Decision
22/105	All Members	Skate ramp. Update.	Decision
22/106	All Members	Gosfield Community Shop Committee. To consider granting permission for the shop volunteers to erect a stall on the playing field for the duration of the Scarecrow Trail weekend, 3rd to 4th September.	Decision
22/107	All Members	Committee Shop. Update.	Information
22/108	All Members	Personnel Committee 2022. To arrange a personnel committee meeting in June.	Decision
22/109	All Members	To receive reports from outside bodies, training courses, village representatives, and Parish Council working groups.	Decision
22/110	All Members	Items for next agenda. 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
22/111	All Members	Date of Next Meeting. Annual Parish Assembly 30 th May 2022 (7.15pm) Parish Council Meeting Monday 20 th June 2022 (7.15pm)	Information

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