

GOSFIELD PARISH COUNCIL

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9TH MAY 2023

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 15TH MAY 2023** AT THE PAVILION, THE PLAYING FIELD, CHURCH ROAD, GOSFIELD AT **7.15PM** 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
23/076	All Members	To elect a Chairman. Chairman's Declaration of Office – to be signed.	Decision
23/077	All Members	To elect a Vice-Chairman. Vice-Chairman's Declaration of Office – to be signed.	Decision
23/078	All Members	Co-Option. Item 1. To consider applicants and to co-opt candidates. Item 2. Co-opted candidates to sign acceptance of office. Item 3. Consent form to receive the Council Summons and agenda electronically. Item 4. Declaration of Interests form to be completed and sent direct to BDC within 28 days.	Decision
23/079	All Members	Members to check Register of Interests. Members to update their declarations of interests and (send direct to BDC).	Information
23/080	All Members	Declaration of Acceptance of Office. Confirm all members have signed.	Information
23/081	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
23/082	All Members	Bank Signatories. To confirm three signatories for the Parish Council Bank accounts, Cllr Waters, Cllr Edwards and one other required.	Information /Decision
23/083	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. 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
23/084	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	Decision

		<p>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 R. Risk Assessment for Public Toilets Covid 19 S. Non-Covid Public Toilets Risk Assessment (for after the pandemic) T. Risk Assessment for Gosfield Nature Reserve U. Dignity at work V. Equality & Diversity W. Health & Safety at work X. Health & Safety General Y. Mechanical & Electrical equipment Risk Assessment Z. Fire Risk Assessment (Pavilion & Public Toilets) AA. Footpaths & Public Benches Risk Assessment BB. Harmful Substances (COSHH) Risk Assessment CC. Homeworking Risk Assessment (inc. lone working) - Parish Clerk DD. Legionnaires Risk Assessment (Pavilion & Public Toilets) EE. Playing Field & Children's Play Area Risk Assessment FF. Strategic Risk Register Assessment. GG. Press media & social media Policy. HH. Emergency Plan.</p>	
23/085	All Members	<p>Personnel Committee. Item 1. To elect Personnel Committee (a total of 3 Cllrs currently Cllr Waters, Cllr Edwards and one other required). Item 2. To elect a Personnel Committee Chairman (Currently Cllr Waters)</p>	Decision
23/086	All Members	<p>Neighbourhood Plan Committee. To confirm committee members.</p>	Decision
23/087	All Members	<p>Working Groups. To confirm the following working Groups, and elect representatives. Nature Reserve - (currently Cllr Hough) Playing Field Management Committee - (currently Cllr Hough and Cllr Pawsey) Allotment Officer - (currently Cllr Waters) Footpaths - (currently Cllr Hough) Finance - (currently Cllr Waters, Cllr Edwards) Appeals - (currently Cllr Colyer) Children's Play Area - (currently Cllr Hough, Cllr Pawsey, Cllr Colyer) Planning - (currently Cllr Waters, Cllr Pawsey) Grapevine Editor - (currently Allan Summerland) Tree Warden - Rowson Hall Management committee - Car Park drainage/surfacing - Wethersfield Scrutiny Committee – To remove from future agendas. Community Shop – To remove from future agendas. Please Note – Working Groups to carry out weekly inspections of play area equipment, benches, bus shelters, noticeboards, village signs as required by Insurers.</p>	Decision
23/088	All Members	<p>Responsible Financial Officer. To confirm the Responsible Financial Officer to the Council.</p>	Decision
23/089	All Members	<p>Annual Meeting Closed.</p>	Decision
<u>AGENDA</u>			
15th May 2023 PARISH COUNCIL MEETING COMMENCES			
ITEM	PRESENTER	SUBJECT	STATUS
23/090	Chairman	Welcome and Apologies for Absence.	Decision
23/091	All Members	<p>Declaration of Interests. 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
23/092	All Members	<p>Public Participation Session with respect to items on the agenda and other matters that are of mutual interest.</p>	Information

		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.	
23/093	All Members	County and District Councillors to address the members if present. County Councillor, District Councillor.	Information
23/094	All Members	Minutes. To confirm the minutes of the Parish Council meeting held on 17 th April 2023.	Decision
23/095	All Members	Planning Matters. Item 1. Planning updates. Item 2. New applications. Ref: 23/01045/HH & 23/01046/LBC Description: Partial deconstruction and proposed reinstatement and repair of boundary wall Location: Liston Hall Farm Gosfield Airfield Hedingham Road Gosfield, Essex CO9 1SB To consider any other applications received.	Decision
23/096	All Members	Financial Matters. Approve accounts for payment.	Decision
23/097	All Members	Matters Arising from previous minutes. Item 1. Previous Minute No. 21/118 Playing Field Management Committee - To consider and approve the revised constitution. Item 2. Previous Minute No. 22/029 woodland known as The Lodge Plantation, Gosfield parcel of land for inclusion into the Nature Reserve, update. Item 3. Community Shop – update. Item 4. Previous minute no. 22/162 The Street/Hedingham Road Hedges overhanging pavement – update. Item 5. Previous minute no. 22/208 Village pump – update. Item 6. Previous minute no. 22/221 Old village sign – update. Item 7. Speed Camera Previous minute no. 22/031 – has been re-calibrated and returned. Item 8. New Village Sign Previous minute no. 23/066 – has now been twisted round and is now facing in the correct position.	Information / Decision
23/098	All Members	Neighbourhood Plan. Update.	Decision
23/099	All Members	Footpath Map. To consider how much to charge members of the public for a footpath map.	Decision
23/100	All Members	Gosfield In Bloom. To discuss and consider making a grant/donation to Gosfield In Bloom for plants.	Decision
23/101	All Members	Personnel Committee 2023. To arrange a personnel committee meeting in June.	Decision
23/102	All Members	Memorial trees/benches on the Playing field. To discuss and consider memorial trees/benches on the playing field.	Decision
23/103	All Members	Community360 Walks. To discuss and consider Community 360 group setting up walks around Gosfield.	Information
23/104	All Members	To receive reports from outside bodies, training courses, village representatives, and Parish Council working groups.	Information
23/105	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
23/106	All Members	Special Motion. Vote to suspend Standing Order 7 (a) as follows: - 7. PREVIOUS RESOLUTIONS a) A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 3 councillors to be given to the Proper Officer in accordance with standing order 7. Previous minute number 22/242 Parish Council meeting date for June 2023.	Decision
23/107	All Members	Date of Next Meeting. Parish Council Meeting to go back to being on Monday 19 th June 2023(7.15pm).	Decision

23/108	All Members	To exclude the press and public. Public Bodies (Admission to Meetings) Act 1960 'That the public be excluded from the meeting during consideration of Agenda Items 23/109 and 23/110, on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business subject to the public bodies admission to meetings Act 1960 Section 1 Sub-section 2.n Resolution to exclude members of the press and public.	Decision
23/109	All Members	Fencing along the boundary of the Playing Field. To consider fencing the Playing Field boundary area.	Decision
23/110	All Members	Playing field Drainage and Car Park. Item 1. Playing field drainage. Item 2. Car Park update.	Decision

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