

GOSFIELD PARISH COUNCIL

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14TH MAY 2024

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 20TH MAY 2024** 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
DIANE JACOB
PARISH CLERK

AGENDA

ITEM	PRESENTER	SUBJECT	STATUS
24/079	All Members	To elect a Chairman. Chairman's Declaration of Office – to be signed.	Decision
24/080	All Members	To elect a Vice-Chairman. Vice-Chairman's Declaration of Office – to be signed.	Decision
24/081	All Members	Members to check Register of Interests. Members to update their declarations of interests and (send direct to BDC).	Information
24/082	All Members	Declaration of Acceptance of Office. Confirm all members have signed.	Information
24/083	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
24/084	All Members	Bank Signatories. To confirm three signatories for the Parish Council Bank accounts, Cllr Waters, Cllr T. Edwards and Cllr Willis.	Information /Decision
24/085	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 T. Edwards and Cllr Waters) 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
24/086	All Members	General Power of Competence. To confirm Gosfield Parish Council meets prescribed conditions.	Decision
24/087	All Members	To adopt New Council Documents/Policies Item 1. Code of Conduct (New version issued by BDC to consider adoption) Item 2. Financial Regulations 2024 (New version issued by NALC to consider adoption)	Decision
24/088	All Members	To re-adopt Council Documents/Policies (Please refer to website) A. Accessibility Statement B. Complaints Procedure C. Co-Option Procedure D. Covid 19 Risk Assessment E. Covid 19 Risk Assessment for Public Toilets F. Data Protection Policy G. Dignity At Work H. Disciplinary Policy I. Equality & Diversity J. Fire Risk Assessment (Pavilion & Public Toilets) K. Footpaths & Public Benches Risk Assessment L. Grievance Policy M. Harmful Substances (COSHH) Risk Assessment N. Health & Safety at work	Decision

		<p>O. Health & Safety General</p> <p>P. Homeworking Risk Assessment (inc. lone working) Parish Clerk</p> <p>Q. Investment Policy</p> <p>R. Legionnaires Risk Assessment (Pavilion & Public Toilets)</p> <p>S. Mechanical & Electrical equipment Risk Assessment</p> <p>T. Nature Reserve Risk Assessment</p> <p>U. Neighbourhood Plan Committee Terms of Reference</p> <p>V. Playing Field & Children's Play Area risk Assessment</p> <p>W. Privacy Statement</p> <p>X. Public Participation Policy</p> <p>Y. Risk Assessment for HaHa Ditch</p> <p>Z. Risk Assessment for Cleaner</p> <p>AA. Risk Assessment for Litter Picker</p> <p>BB. Social Media Policy</p> <p>CC. Standing Orders</p> <p>DD. Strategic Risk Register Assessment</p> <p>EE. Tree Management Policy</p>	
24/089	All Members	<p>Insurance.</p> <p>To confirm insurance cover is in place for 2024/2025.</p>	Decision
24/090	All Members	<p>Personnel Committee.</p> <p>Item 1. To elect Personnel Committee (currently Cllr Waters, Cllr T. Edwards, and Cllr Pawsey).</p> <p>Item 2. To elect a Personnel Committee Chairman (Currently Cllr T. Edwards).</p> <p>Item 3. To arrange a personnel committee meeting in August/September 2024.</p>	Decision
24/091	All Members	<p>Neighbourhood Plan Committee.</p> <p>To confirm committee members, currently Cllr Willis (Chairman), Cllr Strudwick, Cllr Waters, Cllr T. Edwards, and Cllr R. Edwards.</p>	Decision
24/092	All Members	<p>Working Groups.</p> <p>To confirm the following working Groups, and elect representatives.</p> <p>Nature Reserve - (currently Cllr Hough)</p> <p>Playing Field Management Committee - (currently Cllr T. Edwards, Cllr Hough and Cllr Pawsey)</p> <p>Allotment Officer - (currently Cllr Waters)</p> <p>Footpaths - (currently Cllr Colyer and Cllr Hough)</p> <p>Finance - (currently Cllr Waters, Cllr T. Edwards, and Cllr R. Edwards)</p> <p>Appeals - (currently Cllr Colyer)</p> <p>Children's Play Area - (currently Cllr Hough, Cllr Pawsey, Cllr Colyer)</p> <p>Planning - (currently Cllr Waters, Cllr Pawsey)</p> <p>Grapevine Editor - (currently Allan Summerland)</p> <p>Tree Warden – (currently Cllr Hough)</p> <p>Rowson Hall Management committee – (currently Cllr Strudwick)</p> <p>Car Park drainage/surfacing – (currently Cllr Willis)</p> <p>Wethersfield Scrutiny Committee – (Currently Cllr Strudwick)</p> <p>Please Note – Working Groups to carry out regular inspections of play area equipment, benches, bus shelters, noticeboards, village signs as required by Insurers.</p>	Decision
24/093	All Members	<p>Responsible Financial Officer.</p> <p>To confirm the Responsible Financial Officer to the Council.</p>	Decision
24/094	All Members	<p>Annual Meeting Closed.</p>	Decision
<u>AGENDA</u>			
20th May 2024 PARISH COUNCIL MEETING COMMENCES			
ITEM	PRESENTER	SUBJECT	STATUS
24/095	Chairman	Welcome and Apologies for Absence.	Decision
24/096	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
24/097	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 Standing Orders, is 15</p>	Information

		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.	
24/098	All Members	County and District Councillors to address the members if present. County Councillor, District Councillor.	Information
24/099	All Members	Minutes. To confirm the minutes of the Parish Council meeting held on 15 th April 2024.	Decision
24/100	All Members	Planning Matters. Item 1. Planning updates. Item 2. New applications. Ref: 24/00852/TPO Description: Notice of intent to carry out works to trees protected by Tree Preservation Order TPO - 11/78 - G1 Lime (T1 & T2) Pollard to the previous points. 2.5-3.5 metres reduction Location: 1 Woodland Way Gosfield Essex CO9 1TH Ref: 24/00669/FUL Description: New eco-centre and open-air amphitheatre with supporting landscaping and footways. Location: Gosfield School Halstead Road Gosfield Essex CO9 1PF Ref: 24/00909/TPO Description: Notice of intent to carry out works to trees protected by Tree Preservation Order TPO - Reference: 3/87 - T5; Species: Lime Lime tree - to be removed due to very large cavity at base of tree. The tree will be replaced Location: Winnipeg Church Road Gosfield Essex CO9 1TL Ref: 24/00911/VAR Description: Application for removal of Condition 3 (Restriction of use by occupier) of planning permission 12/00484/FUL - Erection of single storey stable block and manege to paddock and change of use of agricultural land to equestrian use Location: Sparrows The Street Gosfield Essex CO9 1TU To consider any other applications received.	Decision
24/101	All Members	Financial Matters. Item 1. Approve accounts for payment. Item 2. Approval of Neighbourhood Plan 2023/24 grant income and expenditure and to authorise any payment to Groundworks UK.	Decision
24/102	All Members	Matters Arising from previous minutes. Item 1. Previous Minute No. 22/029 woodland known as The Lodge Plantation, Gosfield parcel of land for inclusion into the Nature Reserve, update Item 2. Previous minute No 24/049 item 3. Fencing boundary around the Playing field. Previous minute no. 23/272 along the top (Hall Drive) and left-hand side from the top (Hall Drive) down to the Play area. Update. Item 3. Previous minute No 24/049 item 4. Car Park - To discuss and consider quotes for the drainage and car park surfacing. Update by Cllr Willis.	Information Decision
24/103	All Members	Playing Field Management Committee. Previous Minute No. 21/118and 24/071 To consider and approve the revised agreement.	Decision
24/104	All Members	Tree branches. To consider a quote to cut back overhanging tree branches, near the tractor shed.	Decision
24/105	All Members	The Kings Head. Previous Minute No. 24/052 and 24/072 To discuss and consider registering the Kings Head Pub as a community asset.	Decision
24/106	All Members	Information Boards. To discuss and consider applying for funding to purchase two flat information/map notice boards for the entrance to Gosfield airfield.	Decision
24/107	All Members	Complaint letter. To discuss consider sending a letter of complaint to Clarion and Braintree District Council regarding the Affordable housing at Edmund Green on how the system is supposed to operate for the benefit of local residents.	Decision

24/108	All Members	Braintree District Council - Call for sites – To discuss and consider community areas to be put forward subject to permission from the landowner.	Decision
24/109	All Members	Special Motion – To revisit. 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 24/009 Public Rights of Way Footpaths. Item 2. It is proposed to divert sections of Footpath 15 & 22 Gosfield to an alternative route	Decision
24/110	All Members	Public Rights of Way – Footpaths No. 15 and 22, Gosfield. Item 1. It is proposed by ECC to divert sections of Footpath 15 to an alternative route. Item 2. It is proposed by ECC to divert sections of Footpath 22 to an alternative route if agreed how far away from the river and do we require fencing along the route.	Decision
24/111	All Members	Neighbourhood Plan. Update. Item 1. To confirm that the Parish Council supports that the A1017 be redesignated as a 40mph limit from Petersfield Lane to the traffic lights Item 2. To confirm that the Parish Council supports that Church Road should be redesignated as a 30mph limit from the centre of the village to the corner past the bridge.	Information Decision
24/112	All Members	To receive reports from outside bodies, training courses, village representatives, and Parish Council working groups.	Information
24/113	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
24/114	All Members	Date of Next Meeting. Parish Council Meeting Monday 17 th June 2024 (7.15pm).	Decision

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