

# GOSFIELD PARISH COUNCIL

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13<sup>TH</sup> MAY 2025

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 19<sup>TH</sup> MAY 2025** AT THE PAVILION, THE PLAYING FIELD, CHURCH ROAD, GOSFIELD AT **7.00PM** 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
25/069	All Members	<b>To elect a Chairman.</b> Chairman's Declaration of Office – to be signed.	Decision
25/070	All Members	<b>To elect a Vice-Chairman.</b> Vice-Chairman's Declaration of Office – to be signed.	Decision
25/071	All Members	<b>Members to check Register of Interests.</b> Members to update their declarations of interests and (send direct to BDC).	Information
25/072	All Members	<b>Declaration of Acceptance of Office.</b> Confirm all members have signed.	Information
25/073	All Members	<b>Consent form to receive the Council Summons and agenda electronically.</b> Confirm members have signed (except for Cllr Hough and Cllr Pawsey as they do not have computers).	Information
25/074	All Members	<b>Bank Signatories.</b> To confirm three signatories for the Parish Council Bank accounts, Cllr Waters, Cllr Edwards and Cllr Willis.	Information /Decision
25/075	All Members	<b>General Power of Competence.</b> To confirm Gosfield Parish Council meets prescribed conditions.	Decision
25/076	All Members	<b>Insurance.</b> To confirm insurance cover is in place for 2025/2026.	Decision
25/077	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 a 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 from 2023, nominated representatives for four years, to attend meetings. (Currently Cllr Pawsey, Cllr Hough and Cllr Colyer). Essex County Council Passenger Transport Meetings – (Representative required)	Decision
25/078	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. Dignity at work G. Disciplinary Policy H. Equality & Diversity I. Financial Regulations (New 2024 version issued by NALC) J. Grievance Policy K. Health & Safety General L. Health & Safety at work	Decision

		M. Investment Policy N. Neighbourhood Plan Committee Terms of Reference O. Privacy Statement P. Public Participation Policy Q. Press media & social media Policy. R. Standing Orders (New 2025 version issued by NALC) S. Tree Management Policy T. Risk Assessment for Cleaner U. Risk Assessment for Ditch V. Risk Assessment for Litter picker W. Risk Assessment for Footpaths and public benches X. Risk Assessment for Public Toilets Covid 19 Y. Risk Assessment Playing Field & Children's Play Area Z. Risk Assessment for Gosfield Nature Reserve AA. Risk Assessment Fire (Pavilion & Public Toilets) BB. Non-Covid Public Toilets Risk Assessment (for after the pandemic) CC. Mechanical & Electrical equipment Risk Assessment DD. Harmful Substances (COSHH) Risk Assessment EE. Homeworking Risk Assessment (inc. lone working) - Parish Clerk FF. Legionnaires Risk Assessment (Pavilion & Public Toilets) GG. Strategic Risk Register Assessment HH. Safe System of work – Strimmers II. Emergency Plan (not published sent to BDC)	
25/079	All Members	<b>Personnel Committee.</b> <b>Item 1.</b> To elect Personnel Committee (a total of 3 Cllrs currently Cllr Waters, Cllr T. Edwards one other required). <b>Item 2.</b> To elect a Personnel Committee Chairman (Currently Cllr T. Edwards).	Decision
25/080	All Members	<b>Neighbourhood Plan Committee.</b> To confirm committee members.	Decision
25/081	All Members	<b>Working Groups.</b> <b>To confirm the following working Groups, and elect representatives.</b> Nature Reserve - (currently Cllr Hough) Playing Field Management Committee - (currently Cllr E. Edwards, Cllr Hough and Cllr Pawsey) Allotment Officer - Footpaths – (currently Cllr Colyer) Finance - (currently Cllr Waters, Cllr R Edwards) Appeals - (currently Cllr Colyer) Children's Play Area - (currently Cllr Hough, Cllr Pawsey, Cllr Colyer and Cllr Strudwick) Planning - (currently Cllr Waters, Cllr Pawsey) Grapevine Editor - (currently Allan Summerland) Tree Warden – (currently Cllr Hough) Rowson Hall Management committee – To confirm Three trustees from the Parish Council, nominated representatives for four years, from May 2023 to attend meetings, (currently Cllr Pawsey, Cllr Hough and Cllr Colyer). Car Park drainage/surfacing – currently Cllr Willis Wethersfield Scrutiny Committee – (Currently Cllr Strudwick) <b>Please Note – weekly inspections of play area equipment and benches in the play area are being carried out by BDC as required by Insurers. All other benches are currently being inspected by Cllr Strudwick.</b>	Decision
25/082	All Members	<b>Responsible Financial Officer.</b> To confirm the Responsible Financial Officer to the Council.	Decision
25/083	All Members	<b>Annual Meeting Closed.</b>	Decision
		<b><u>AGENDA</u></b>	
		<b>19th May 2025 PARISH COUNCIL MEETING COMMENCES</b>	
<b>ITEM</b>	<b>PRESENTER</b>	<b>SUBJECT</b>	<b>STATUS</b>
25/084	Chairman	<b>Welcome and Apologies for Absence.</b>	Decision
25/085	All Members	<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.	Decision

25/086	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
25/087	All Members	<p><b>County and District Councillors to address the members if present.</b></p> <p>County Councillor, District Councillor.</p>	Information
25/088	All Members	<p><b>Minutes.</b></p> <p><b>Item 1.</b> To confirm receipt of draft minutes of the Parish Council meeting held on 28<sup>th</sup> April 2025.</p> <p><b>Item 2.</b> To confirm the minutes of the Parish Council meeting held on 28<sup>th</sup> April 2025.</p>	Decision
25/089	All Members	<p><b>Co-option.</b></p> <p><b>Item 1.</b> To consider applicants and to co-opt candidate.</p> <p><b>Item 2.</b> Co-opted candidate to sign acceptance of office.</p> <p><b>Item 3.</b> Consent form to receive the Council Summons and agenda electronically.</p> <p><b>Item 4.</b> Declaration of Interests form to be completed and sent direct to BDC within 28 days.</p>	Decision
25/090	All Members	<p><b>Planning Matters.</b></p> <p><b>Item 1. Planning updates.</b></p> <p><b>Item 2. New applications.</b></p> <p><b>Ref: EN0110021-</b> Hedgehog Grove Solar Farm</p> <p><b>Location:</b> On land to the south of the A120 between Bannister Green and Bartholomew Green, in the county of Essex.</p> <p><b>Description:</b> Type of application: Generating Stations</p> <p>Name of applicant: Hedgehog Grove Solar Farm Ltd</p> <p>A solar farm generating station with a targeted export capacity of 98 MW, consisting of ground-mounted solar photovoltaic (PV) panels and mounting structures, biodiversity enhancement, highway works for vehicular access, ancillary works (such as boundary treatments, security equipment and surface water management), and associated grid connection infrastructure including underground cabling to connect the development to the Braintree 132kV substation.</p> <p><b>Ref: 25/00980/TPO</b></p> <p><b>Location:</b> Orchard Cottage Hedingham Road Gosfield Essex CO9 1PJ</p> <p><b>Description:</b> Notice of intent to carry out works to trees protected by Tree Preservation Order 65/00 - Ash tree to be felled.</p> <p><b>Ref: 25/00979/TPOCON &amp; PP-13982414</b></p> <p><b>Location:</b> Thornlea Hedingham Road Gosfield Essex CO9 1PJ</p> <p><b>Description:</b> Notice of intent to carry out works to trees in a Conservation Area: Eucalyptus to be reduced to previous points which is roughly 4m</p> <p>Red Oak to be reduced to previous points which is roughly 2-3m</p> <p><b>Ref: 25/01039/TPO</b></p> <p><b>Location:</b> Land At Wendell Crescent Gosfield Halstead Essex</p> <p><b>Description:</b> Notice of intent to carry out works to tree protected by Tree Preservation Order 11/78 T3, T4, T5- Three mature oak trees.</p> <p>T001 - Remove deadwood where this is at risk of falling on the path.</p> <p>T002 - Remove deadwood where this is at risk of falling on the path.</p> <p>T003 - Remove deadwood where this is at risk of falling on the path. Reduce the long limb extending out to the north by 6m to the growth points above the knee rail fence.</p> <p><b>Ref: 25/01044/TPO</b></p> <p><b>Location:</b> 1A Gosfield Airfield Hedingham Road Gosfield Essex CO9 1SA</p> <p><b>Description:</b> Notice of intent to carry out works to tree protected by Tree Preservation Order 03/2014. Removal of the following trees:-</p> <p>T12 Horse Chestnut, T14 Field Maple , T15 &amp; T16 Oak.</p> <p>Planting of 2 No.Field Maple, 2 No. Wild Cherry, 3 No. Oak.</p>	Decision

		<p><b>Ref: 25/01059/TPOCON</b>  <b>Location:</b> Parklands House The Street Gosfield Essex CO9 1TJ  <b>Description:</b> Notice of intent to carry out works to trees in a Conservation Area: G1 - Mixed Hedge Ash and Holly - remove to ground level, leaving a 1 -2 foot stump G2 - Mixed Hedge, mainly blackthorn - prune face back to fence line.</p> <p><b>Ref: 25/01061/TPOCON</b>  <b>Location:</b> Parklands House The Street Gosfield Essex CO9 1TJ  <b>Description:</b> Notice of intent to carry out works to trees in a Conservation Area: H3 - Mixed hedge, reduce to previous pruning points and trim and tidy sides.</p> <p><b>Ref: 25/01034/PLD</b>  <b>Location:</b> 1 Elizabeth Place Gosfield Essex CO9 1UU  <b>Description:</b> Application for Certificate of Lawfulness for a proposed development - Use of the land for siting a mobile home for use ancillary to the main dwelling. (Due to the type of application this is for information only).</p> <p>To consider any other applications received.</p>	
25/091	All Members	<p><b>Financial Matters.</b>  Approve accounts for payment.</p>	Decision
25/092	All Members	<p><b>Matters Arising from previous minutes.</b>  <b>Item 1.</b> Previous Minute No. 24/268 woodland known as The Lodge Plantation, Gosfield parcel of land for inclusion into the Nature Reserve, update by Cllr R. Edwards.  <b>Item 2.</b> Previous minute No. 24/268 Complaint letter to Clarion and BDC regarding affordable housing – update re Edmund Green.  <b>Item 3.</b> Previous minute No. 24/129 Open Space land at the top of Meadway – access gate to knee high fencing (BDC) public rights of way concerns regarding footpath 11, replacement of trees and to discuss the transfer of land.  <b>Item 4. Highways</b> – White Lines. White lines on the edge of the road near the kerb from the Kings head pub down to the Limes. Reported to Highways ref numbers 373559, 3731561 and 2946334 – update by Cllr Siddall.  <b>Item 5. Highways</b> – Blocked gully/drains. Ref: 3766624, and 35321973 What three words: puffed.rival.nurtures - update by Cllr Siddall.  <b>Item 6.</b> Car Park – Update by Cllr Willis.  <b>Item 7.</b> Skate Ramp previous minute 24/279 - Update  <b>Item 8.</b> Gosfield Nature Reserve previous minute no. 24/277- 5 Year Plan, item in the Grapevine and on website awaiting comments from members of the public – The school Children will be sending in letters - Update.  <b>Item 9.</b> Public Footpaths 15 and 22 – Update.  <b>Item 10.</b> Fairy trail in Gosfield Nature Reserve – update by Cllr Strudwick and possible grand opening event to be discussed.  <b>Item 11.</b> Previous minute No. 24/146 The Beacon – Update.  <b>Item 12.</b> VE Day Event – report.  <b>Item 13.</b> Neighbourhood Plan – Previous minute no. 25/048 update by Cllr Willis.</p>	Information / Decision
25/093	All Members	<p><b>Street Lights.</b>  Previous minute No. 24/251, 24/270, 25/012 and 25/030  To discuss and consider replacing the street lights with LED at a cost of £359.00 each.</p>	Decision
25/094	All Members	<p><b>Street Light.</b>  DM-89-37 Gosfield Tennis Club - A1017 Braintree Road, Gosfield - ECC-24-035  To discuss and consider if the Parish Council are happy with the upgraded Luminaire.</p>	Decision
25/095	All Members	<p><b>RoSPA.</b>  To discuss and consider the RoSPA report if received.</p>	Decision
25/096	All Members	<p><b>Special Motion – To revisit.</b>  Vote to suspend Standing Order 7 (a) as follows: -  7. PREVIOUS RESOLUTIONS  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.  Allotments.  Allotment S106 Funding (Previous minute No. 24/130, 24/188, 24/278)  It was agreed to purchase a Polycarbonate greenhouse (applying for and using all the S106 funding available £1,175.47) the installation and gravel base costs to be put into the 2025/26 budget.  And</p>	Decision

		Bench for pétanque court/pitch Previous minute number 25/065 item 2. A request has been received for a bench adjacent to the pétanque court. It was felt that the proposed bench was not in keeping with the other benches on the playing field and it was suggested that two benches without backs, brown recycled material, would be acceptable. The benches should be installed on a concrete base and fixed down.	
25/097	All Members	<b>Allotments.</b> Previous minute number 24/278. To re-discuss and re-consider the purchase of a Polycarbonate greenhouse.	Decision
25/098	All Members	<b>Bench for pétanque court/pitch.</b> Previous minute number 25/065 item 2. To re-discuss and re-consider the request for permission to install a bench near the pétanque court/pitch.	Decision
25/099	All Members	To receive reports from outside bodies, training courses, village representatives, and Parish Council working groups.	Information
25/100	All Members	<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.	Information
25/101	All Members	<b>Date of Next Meeting.</b> Parish Council Meeting to go back to being on Monday 16 <sup>th</sup> June 2025 (7.15pm).	Decision

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