

GOSFIELD PARISH COUNCIL

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5TH MAY 2026

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 11TH MAY 2026** 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
26/082	All Members	To elect a Chairman. Chairman's Declaration of Office – to be signed.	Decision
26/083	All Members	To elect a Vice-Chairman. Vice-Chairman's Declaration of Office – to be signed.	Decision
26/084	All Members	Members to check Register of Interests. Members to update their declarations of interests and (send direct to BDC).	Information
26/085	All Members	Declaration of Acceptance of Office. Confirm all members have signed.	Information
26/086	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
26/087	All Members	Bank Signatories. To confirm three signatories for the Parish Council Bank accounts, Cllr Waters, Cllr T. Edwards and Cllr Colyer.	Information /Decision
26/088	All Members	General Power of Competence. To confirm Gosfield Parish Council meets prescribed conditions.	Decision
26/089	All Members	Insurance. To confirm insurance cover is in place for 2026/2027.	Decision
26/090	All Members	To review membership and agree renewal of the following bodies: - 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
26/091	All Members	To re-adopt Council Documents/Policies (Please refer to website) A. Accessibility Statement B. Anti-fraud & Corruption Policy C. Biodiversity Policy (New) D. Code of Conduct E. Community Engagement Policy F. Complaints Procedure G. Co-Option Procedure H. Civility & Respect Pledge I. Crime & Disorder Policy J. Data Protection Policy K. Dignity at work L. Disciplinary Policy M. Equality & Diversity N. Financial Regulations (New 2024 version issued by NALC) O. Grievance Policy P. Health & Safety General	Decision

		<p>Q. Health & Safety at work R. Investment Policy S. IT Policy (new advised by NALC) T. Neighbourhood Plan Committee Terms of Reference U. Personnel Committee Terms of Reference V. Privacy Statement W. Public Participation Policy X. Publication Scheme Y. Publication Scheme & Freedom of Information Policy Z. Social media Policy. AA. Staff Appraisal Policy BB. Standing Orders (New 2025 version issued by NALC) CC. Strategic Risk Register Assessment DD. Training & Development Policy EE. Training Record FF. Tree Management Policy GG. Risk Assessment for Cleaner HH. Risk Assessment for Ditch Clearance II. Risk Assessment for Litter picker JJ. Risk Assessment for Footpaths and public benches KK. Risk Assessment Playing Field & Children's Play Area LL. Risk Assessment for Gosfield Nature Reserve MM. Risk Assessment Fire (Pavilion & Public Toilets) MM. Harmful Substances (COSHH) Risk Assessment NN. Homeworking Risk Assessment (inc. lone working) - Parish Clerk OO. Legionnaires Risk Assessment (Pavilion & Public Toilets) PP. Mechanical & Electrical equipment Risk Assessment QQ. Risk Assessment for Public Toilets Covid 19 RR. Safe System of work – Strimmer's SS. Emergency Plan (not published sent to BDC)</p>	
26/092	All Members	<p>Personnel Committee. Item 1. To elect Personnel Committee (a total of 3 Cllrs currently Cllr Colyer, Cllr T. Edwards & Cllr Waters). Item 2. To elect a Personnel Committee Chairman (Currently Cllr T. Edwards).</p>	Decision
26/093	All Members	<p>Neighbourhood Plan Committee. To confirm committee members (currently Cllr Strudwick, Cllr Waters and Mr J. Willis)</p>	Decision
26/094	All Members	<p>Working Groups. To confirm the following working Groups, and elect representatives. Nature Reserve - (currently Cllr Strudwick and Cllr R. Edwards) Playing Field Management Committee - (currently Cllr T. Edwards, Cllr Hough and Cllr Pawsey) Allotment Officers (currently Cllr Strudwick & Cllr R. Edwards) 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 T. Edwards) Rowson Hall Management committee – Representative to attend meetings (currently Cllr Strudwick). Car Park drainage/surfacing – (currently Cllr Strudwick, Cllr R. Edwards, Cllr Waters). Wethersfield Scrutiny Committee – (Currently Cllr Strudwick) 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.</p>	Decision
26/095	All Members	<p>Responsible Financial Officer. To confirm the Responsible Financial Officer to the Council.</p>	Decision
26/096	All Members	<p>Annual Meeting Closed.</p>	Decision

AGENDA

11th May 2026 PARISH COUNCIL MEETING COMMENCES

ITEM	PRESENTER	SUBJECT	STATUS
26/097	Chairman	Welcome and Apologies for Absence.	Decision
26/098	All Members	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.	Decision
26/099	All Members	Public Participation Session with respect to items on the agenda and other matters that are of mutual interest. The maximum time allowed for the public to participate, as stated in the Gosfield Parish Council Public Participation policy and in accordance with 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.	Information
26/100	All Members	County and District Councillors to address the members if present. County Councillor, District Councillor.	Information
26/101	All Members	Minutes. Item 1. To confirm receipt of draft minutes of the Parish Council meeting held on 20 th April 2026. Item 2. To confirm the minutes of the Parish Council meeting held on 20 th April 2026 are a true and accurate record.	Decision
26/102	All Members	Co-option. Item 1. To consider applicants and to co-opt candidate. Item 2. Co-opted candidate 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
26/103	All Members	Planning Matters. Item 1. Planning updates. An appeal has been made to the Secretary of State against an enforcement notice issued by Braintree District Council on 2 September 2024. Petersfield Farm Petersfield Lane Gosfield Essex CO9 1PU. Awaiting decision - update. Item 2. New applications. To consider any other applications received.	Decision
26/104	All Members	Financial Matters. Approve accounts for payment.	Decision
26/105	All Members	Matters Arising from previous minutes. Item 1. 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. To discuss and consider ownership of a possible septic tank. Item 2. Previous minute No. 24/268 Complaint letter to Clarion and BDC regarding affordable housing – update re Edmund Green. Item 3. Highways – 30mph/40mph sign down, (propped up in the hedge) along Braintree Road Ref: 2977068 update by Cllr Siddall. Item 4. Highways – Ref: 3829092 Overgrown vegetation, Hedingham Road – update by Cllr Siddall – ongoing. Item 5. Highways Noisy manhole surface/cover has been reported on 6th January to Essex County Council Highways ref: 4011284 The Street. No update – Cllr Siddall to chase. Item 6. Highways - previously reported pothole, gully (noisy) surface broken up ref: 4015244 & 4037962 Outside Tye Beams, in The Street opposite the Limes still causing problems Cllr Siddall to chase. Item 7. Highways – reported manhole covers protruding up from the pavement Outside Tye Beams, in The Street Ref: 4037957 Cllr Siddall to chase.	Information / Decision

		<p>Item 8. Highways - previously reported ref: 3602795 Blocked gully Halstead Road.</p> <p>Item 9. Highways – Cllr Siddall to advise cost of a new zebra crossing if paid for by the Parish Council. See previous minute number 26/073 item 8 reply received from Highways, and in the Grapevine. Confirm if this should now be removed from future agendas.</p> <p>Item 10. Highway – road surface broken up near the war memorial reported 9/3/2026 ref: 4028882 – update by Cllr Siddall.</p> <p>Item 11. Highways – 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 – confirm works have been completed.</p> <p>Item 12. Neighbourhood Plan – Update.</p> <p>Item 13. Previous minute no. 143 Quality Council Bronze Award – ongoing work in progress.</p> <p>Item 14. Meadway Development, Land West of Hedingham Road Community Land. Update relating to the transfer of the land as per the S106 agreement.</p> <p>Item 15. Previous minute no. 25/185 item 1 and item 4 – Allotments Improvements to existing water supply and rat treatment – update.</p> <p>Item 16. Playing Field Drainage – To confirm that the S106 application has been sent to Braintree District Council – update.</p> <p>Item 17. Car park – update.</p> <p>Item 18. Previous minute Nos. 24/251, 24/270, 25/012, 25/030 26,052 Street Lights.</p> <p>Item 19. Previous minute no. 26/057 Access to The Lindens from The Limes – update.</p> <p>Item 20. Previous minute no. 26/058 Registering the Kings Head Pub as a community asset- update.</p> <p>Item 21. Public Rights of Way, footpath 11 and 14 at the top of Meadway – update that new waymark discs have been installed on posts and that they will install metal Flags on each side of road Dec 26 - Jan 27 ref number 4024326.</p>	
26/106	All Members	<p>Gosfield Nature reserve.</p> <p>Item 1. Update – no overnight parking or camping new sign installed.</p> <p>Item 2. To discuss installing an access gate (Halstead Road) entrance, exact location and quote.</p>	Decision
26/107	All members	<p>Children’s Play Area.</p> <p>Item 1. To discuss and consider a quote to cut down two dying oak trees.</p> <p>Item 2. To discuss and consider creating/purchasing two chainsaw tree sculptures from the two dying oak trees.</p> <p>Item 3. To discuss and consider the RoSPA report if received.</p>	Decision
26/108	All Members	<p>Gosfield United Football Club.</p> <p>Item 1. A request for a mobile bar area in the pavilion operating from the kitchen area, which can be used by players and spectators after the game.</p> <p>Item 2. A request for new signage, at the pavilion – one on the entrance to the ground and one on the pavilion.</p>	Decision
26/109	All Members	To receive reports from outside bodies, training courses, village representatives, and Parish Council working groups.	Information
26/110	All Members	<p>Items for next agenda.</p> <p>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
26/111	All Members	<p>Date of Next Meeting.</p> <p>Parish Council Meeting Monday 22nd June 2026 (7.15pm).</p>	Decision

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