

MINUTES OF GOSFIELD PARISH COUNCIL ANNUAL PARISH MEETING  
HELD ON  
MONDAY 16<sup>th</sup> MAY 2022  
AT THE PAVILION, THE PLAYING FIELD, CHURCH ROAD, GOSFIELD AT 7.15pm.

**Present:**

Cllr Bob Waters (Chairman)  
Cllr Tricia Edwards (Vice-Chairman)  
Cllr Jo Beavis  
Cllr Sam Cowie  
Cllr Carol Hough  
Cllr Sara Moutard  
Cllr Maggi Pawsey  
Mrs Diane Jacob (Parish Clerk)  
District Cllr Peter Schwier  
County Cllr Chris Siddall

Two members of the public

Apologies of absence received from Cllr Mark Bloomfield and Cllr Joanne Colyer (due to work commitments and holiday).

**22/082 To elect a Chairman.**

Cllr Edwards elected as Chairman and declaration of office was signed.

Proposed by Cllr Waters, seconded by Cllr Pawsey, all in favour, resolution passed.

Cllrs Edwards and all members expressed thanks to Cllr Waters for all the years that he has been Chairman and for all the voluntary work he has given to the community.

**22/083 To elect a Vice-Chairman.**

Cllr Waters elected as Vice-Chairman and declaration of office was signed.

Proposed by Cllr Edwards, seconded by Cllr Pawsey, all in favour, resolution passed.

**22/084 Check Members Register of Interests.**

Clerk issued all members with declaration of interest forms to be completed and updated (sent direct to BDC) where necessary.

**22/085 Declaration of Acceptance of Office.**

Confirmed all members have signed.

**22/086 Consent form to receive the Council Summons and agenda electronically.**

Confirmed members have signed, except for Cllr Hough and Cllr Pawsey as they do not have computers.

**22/087 Bank Signatories.**

It was confirmed three signatories for the Parish Council Bank accounts, Cllr Waters, Cllr Edwards and Cllr Moutard.

Proposed by Cllr Edwards, seconded by Cllr Beavis, all in favour, resolution passed.

**21/088 To review membership and agree renewal of the following bodies: -**

EALC (Essex Association of Local Councils)

NALC (National Association of Local Councils)

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Signed.....

**Chairman of the Parish Council**

**Date: 20<sup>th</sup> June 2022**

Proposed by Cllr Waters, seconded by Cllr Edwards, all in favour, resolution passed.  
(BALC) Braintree Association of Local Councils, Cllr Waters and Cllr Moutard elected representatives to attend meetings.

Coffee Rooms Trust, Cllr Waters elected as a representative to attend meetings.

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).

Proposed by Cllr Waters, seconded by Cllr Edwards, all in favour, resolution passed.

### **22/089 To re-adopt Council Documents/Policies (Please refer to website)**

It was agreed to re-adopt the following:

- 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
- N. Tree Management Policy
- O. Risk Assessment for Ditch
- P. Risk Assessment for Cleaner
- Q. Risk Assessment for Litter picker
- R. Covid19 Risk Assessment for Public Toilets
- S. Dignity at work
- T. Equality & Diversity
- U. Health & Safety at work
- V. Health & Safety General
- W. Mechanical & Electrical equipment Risk Assessment
- X. Fire Risk Assessment (Pavilion & Public Toilets)
- Y. Footpaths & Public Benches Risk Assessment
- Z. Harmful Substances (COSHH) Risk Assessment
- AA. Homeworking Risk Assessment (inc. lone working) - Parish Clerk
- BB. Legionnaires Risk Assessment (Pavilion & Public Toilets)
- CC. Playing Field & Children's Play Area Risk Assessment
- DD. Non-Covid Public Toilets Risk Assessment (for after the pandemic)

Council documents/policies as listed above were readopted, proposed by Cllr Pawsey, seconded by Cllr Cowie, all in favour, resolution passed.

### **22/090 Personnel Committee.**

To elect Personnel Committee (a total of 3 Cllrs currently Cllr Waters, Cllr Edwards and Cllr Bloomfield).

Proposed by Cllr Edwards, seconded by Cllr Beavis, all in favour, resolution passed.

### **22/091 Neighbourhood Plan Committee.**

To confirm committee members (currently Cllr Bloomfield, Cllr Beavis, Cllr Moutard and Cllr Waters) and Neighbourhood Plan Committee Chairman (currently Cllr Bloomfield)

Proposed by Cllr Edwards, seconded by Cllr Pawsey, all in favour, resolution passed.

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Signed.....

**Chairman of the Parish Council**

**Date: 20<sup>th</sup> June 2022**

**22/092 Working Groups.**

To confirm the following working Groups, and elect representatives.

Nature Reserve - (Cllr Hough, Cllr Moutard)

Playing Field - (Cllr Bloomfield, Cllr Hough, Cllr Pawsey)

Allotment Officer - (Cllr Waters)

Footpaths - (currently Cllr Beavis and Cllr Hough)

Finance - (Cllr Waters, Cllr Edwards, Cllr Bloomfield, Cllr Moutard, Cllr Cowie)

Appeals - (Cllr Cowie, Cllr Colyer)

Children’s Play Area - (Cllr Hough, Cllr Pawsey, Cllr Colyer)

Planning - (Cllr Moutard, Cllr Waters, Cllr Beavis, Cllr Pawsey)

Grapevine Editor - (Alan Summerland)

Tree Warden - (as Cllr Hough did not want to continue Cllr Beavis was elected)

Village Hall – (Cllr Moutard)

Wethersfield Airbase Scrutiny Committee – (Cllr Moutard)

Community Shop – (Cllr Colyer, Cllr Edwards, Cllr Moutard and Cllr Waters)

**Please Note – Working Groups to carry out monthly inspections of assets as required by Insurers.**

Proposed by Cllr Edwards, seconded by Cllr Pawsey, all in favour, resolution passed.

**22/093 Responsible Financial Officer**

The Parish Clerk was appointed to act as The Responsible Financial Officer to the Council.

Proposed by Cllr Edwards, seconded by Cllr Beavis, all in favour, resolution passed.

**22/094 Annual Meeting Closed**

Meeting closed at 7.30pm