

**DRAFT** - MINUTES OF GOSFIELD PARISH COUNCIL  
ANNUAL PARISH MEETING  
HELD ON  
MONDAY 11<sup>th</sup> MAY 2026  
AT THE PAVILION, THE PLAYING FIELD, CHURCH ROAD, GOSFIELD AT 7.00pm.

**Present:**

Cllr Tricia Edwards (Chairman)  
Cllr Bob Waters (Vice-Chairman)  
Cllr Jo Colyer  
Cllr Richard Edwards also (RFO)  
Cllr Carol Hough  
Cllr Maggie Pawsey  
Cllr Tony Strudwick  
Mrs Diane Jacob (Parish Clerk)

Two members of the public.  
District Councillor Peter Schwier.

**26/082 To elect a Chairman.**

Cllr T. Edwards elected as Chairman and declaration of office was signed.  
Proposed by Cllr Pawsey, seconded by Cllr Hough, all in favour resolution passed.

**26/083 To elect a Vice-Chairman.**

Cllr Waters elected as Vice-Chairman and declaration of office was signed.  
Proposed by Cllr T. Edwards, seconded by Cllr Pawsey, all in favour resolution passed.

**26/084 Check Members Register of Interests.**

Members confirmed that the Register is up to date.

**26/085 Declaration of Acceptance of Office.**

Confirmed members have signed.

**26/086 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.

**26/087 Bank Signatories.**

It was confirmed three signatories for the Parish Council Bank accounts, Cllr Waters, Cllr T. Edwards and Cllr Colyer.  
Proposed by Cllr T. Edwards, seconded by Cllr Pawsey, all in favour resolution passed.

**26/088 General Power of Competence.**

It was confirmed that Gosfield Parish Council meets the prescribed conditions.  
Proposed by Cllr T. Edwards, seconded by Cllr Hough, all in favour resolution passed.

**26/089 Insurance.**

It was confirmed that this is in place for 2026/2027.  
Proposed by Cllr T. Edwards, seconded by Cllr Hough, all in favour resolution passed.

**26/090 To review membership and agree renewal of the following bodies: -**

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

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Signed.....  
**Chairman of the Parish Council**

**Date: 22<sup>nd</sup> June 2026**

Proposed by Cllr T. Edwards, seconded by Cllr Strudwick, all in favour resolution passed.  
The Rowson Trust – 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). Noted.  
Essex County Council Passenger Transport Meetings (No representative appointed to attend meetings).

**26/091 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
- 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)

Council documents/policies as listed above were readopted, (item C, item N and item S to be agreed after Cllr. R. Edwards and Cllr Strudwick have looked at them and all Cllrs confirmed via e-mail that they can be placed on our website) to confirm at the June meeting. Proposed by Cllr Pawsey, seconded by Cllr Waters, Cllr. T. Edwards, Cllr Colyer, Cllr R. Edwards and Cllr Hough in favour resolution passed. Item H was abstained by Cllr Strudwick because he does not agree with it.

#### **26/092 Personnel Committee.**

**Item 1.** To elect Personnel Committee (Cllr Waters, Cllr T. Edwards and Cllr Colyer).

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

**Item 2.** Cllr T. Edwards elected as the Personnel Committee Chairman.

Proposed by Cllr Colyer seconded by Cllr Waters all in favour, Cllr, Strudwick, Cllr Hough and Cllr Pawsey in favour, Cllr R. Edwards abstained resolution passed.

#### **26/093 Neighbourhood Plan Committee.**

(The Chairman confirmed that in accordance with the Neighbourhood Plan terms of reference that 4 Parish Cllrs are required to be appointed).

Confirmed committee members - Cllr Strudwick, Cllr Waters, Cllr Colyer, Cllr Hough and Mr J. Willis.

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

#### **25/081 Working Groups.**

To confirm the following working Groups, and elect representatives.

- Nature Reserve - (Cllr Strudwick and Cllr R. Edwards)

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

- Playing Field Management Committee - (Cllr T. Edwards, Cllr Hough and Cllr Strudwick)

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

- Allotment Officers – (Cllr Strudwick and Cllr R. Edwards)

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

- Footpaths – (Cllr Colyer)

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

- Finance - (Cllr R. Edwards, Cllr T. Edwards and Cllr Waters)

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

- Appeals - (Cllr Colyer)

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

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

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

- Planning - (Cllr Waters, Cllr Pawsey)

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

- Grapevine Editor - (Alan Summerland)

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

- Tree Warden – (Cllr T. Edwards)

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

➤ Maurice Rowson Village Hall – Representative to attend meetings (Cllr Strudwick)  
Proposed by Cllr T. Edwards, seconded by Cllr Pawsey, all in favour resolution passed.

➤ Car Park drainage/surfacing – (Cllr R. Edwards, Cllr Strudwick and Cllr Waters)  
Proposed by Cllr T. Edwards, seconded by Cllr Pawsey, all in favour resolution passed.

➤ Wethersfield Scrutiny Committee – (Cllr Strudwick)  
Proposed by Cllr T. Edwards, seconded by Cllr Pawsey, all in favour resolution passed.

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.

**26/095 Responsible Financial Officer**

Richard Edwards was appointed to act as The Responsible Financial Officer to the Council.  
Proposed by Cllr Pawsey, seconded by Cllr Hough, all in favour, resolution passed.

**26/096 Annual Meeting Closed**

Meeting closed at 7.15pm