

MINUTES OF GOSFIELD PARISH COUNCIL
ANNUAL PARISH MEETING
HELD ON
MONDAY 19th MAY 2025
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
County Councillor Chris Siddall
District Councillor Peter Schwier

25/069 To elect a Chairman.

Cllr T. Edwards elected as Chairman and declaration of office was signed.
Proposed by Cllr Waters, seconded by Cllr Colyer, Cllr Pawsey and Cllr Hough in favour, Cllr Strudwick objected, Cllr R. Edwards abstained, resolution passed.

25/070 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 Strudwick, all in favour resolution passed.

25/071 Check Members Register of Interests.

Members confirmed that the Register is up to date.

25/072 Declaration of Acceptance of Office.

Confirmed members have signed.

25/073 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.

25/074 Bank Signatories.

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

24/075 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.

25/076 Insurance.

It was confirmed that this is in place for 2025/2026.
Proposed by Cllr T. Edwards, seconded by Cllr Waters, all in favour resolution passed.

25/077 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, Cllr T. Edwards was the 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, from May 2023 to attend meetings. (Currently Cllr Pawsey, Cllr Hough and Cllr Colyer).

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

25/078 To re-adopt Council Documents/Policies (Please refer to website)

- 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) Further information required, therefore existing documents re-adopted and the new Financial Regulations documents deferred until next meeting.
- J. Grievance Policy
- K. Health & Safety General
- L. Health & Safety at work
- 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) Further information required, therefore existing Standing Orders documents re-adopted and the new documents deferred until next meeting.
- 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)

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

25/079 Personnel Committee.

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

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

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

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

25/080 Neighbourhood Plan Committee.

Confirmed committee members - Cllr Willis, Cllr Strudwick, and Cllr Waters.

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

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

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

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

Proposed by Cllr T. Edwards, seconded by Cllr Colyer 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 and all Cllrs)

Proposed by Cllr T. Edwards, seconded by Cllr Hough, 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 Hough and Cllr Strudwick)

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

- Maurice Rowson Village Hall – Representative to attend meetings (Cllr Strudwick)

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

- Car Park drainage/surfacing – (Cllr Willis)

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

- Wethersfield Scrutiny Committee – (Cllr Strudwick)

Proposed by Cllr R. Edwards, seconded by Cllr Waters, 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.

25/082 Responsible Financial Officer

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

25/083 Annual Meeting Closed

Meeting closed at 7.21pm