

MINUTES OF GOSFIELD PARISH COUNCIL ANNUAL PARISH MEETING
HELD ON
MONDAY 15th MAY 2023
AT THE PAVILION, THE PLAYING FIELD, CHURCH ROAD, GOSFIELD AT 7.15pm.

Present:

Cllr Tricia Edwards (Chairman)
Cllr Bob Waters (Vice-Chairman)
Cllr Carol Hough
Cllr Maggi Pawsey
Cllr Tony Strudwick
Cllr John Willis
Mrs Diane Jacob (Parish Clerk)

Three members of the public
Apologies for absence received from Cllr Joanne Colyer (due to holiday).

23/076 To elect a Chairman.

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

23/077 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.

23/078 Co-Option.

Item 1. To consider applicants and to co-opt candidates.
Item 2. Co-opted candidates 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.
No candidates applied for Cllr position – item to be advertised again and on the next agenda.

23/079 Check Members Register of Interests.

Cllr Colyer, Cllr Hough, Cllr Pawsey, Cllr Strudwick and Cllr Willis handed completed forms for the Clerk to send to BDC.
Cllr Edwards and Cllr Waters to send direct to BDC within 28 days of being elected.

23/080 Declaration of Acceptance of Office.

Confirmed members have signed.

23/081 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.

23/082 Bank Signatories.

It was confirmed three signatories for the Parish Council Bank accounts, Cllr Waters, Cllr Edwards and to add Cllr Willis, Cllr Moutard to be removed.
Proposed by Cllr Waters, seconded by Cllr Edwards, all in favour, resolution passed.

23/083 To review membership and agree renewal of the following bodies: -

EALC (Essex Association of Local Councils)

NALC (National Association of Local Councils)

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

(BALC) Braintree Association of Local Councils, Cllr Edwards elected representative 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 Edwards, seconded by Cllr Willis, all in favour, resolution passed.

23/084 To re-adopt Council Documents/Policies (Please refer to website)

To re-adopt the following:

- A. Accessibility Statement
- B. Code of Conduct – Cllr Strudwick objected so not signed up to the Code of Conduct
- C. Complaints Procedure
- D. Co-Option Procedure
- E. Data Protection Policy
- F. Disciplinary Policy
- G. Financial Regulations – to increase item 4.1 on the financial regulations from £500.00 to £1,500.00
- 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 Edwards, seconded by Cllr Pawsey, Cllr Hough, Cllr Waters and Cllr Willis in favour, Cllr Strudwick objected to item B and item G above, resolution passed.

23/085 Personnel Committee.

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

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

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

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

23/086 Neighbourhood Plan Committee.

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

23/087 Working Groups.

To confirm the following working Groups, and elect representatives.

Nature Reserve - (Cllr Hough)

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

Allotment Officer - (Cllr Waters)

Footpaths - (Cllr Colyer, Cllr Hough)

Finance - (Cllr Waters, Cllr Edwards)

Appeals - (Cllr Colyer)

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

Planning - (Cllr Waters, Cllr Pawsey)

Grapevine Editor - (Alan Summerland)

Tree Warden - (Cllr Hough)

Village Hall – (Cllr Strudwick)

Wethersfield Airbase Scrutiny Committee – (Cllr Strudwick)

Community Shop – Item to be removed as working group no longer required

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

Working Groups Children's Play Area (Cllr Colyer, Cllr Hough and Cllr Pawsey) to carry out monthly inspections of play area equipment.

Cllr Strudwick to carry out monthly inspection of benches, bus shelters, noticeboards, village.

Copy of dated, signed inspection lists to be given to the Clerk on a monthly basis.

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

23/088 Responsible Financial Officer

Richard Edwards was appointed to act as The Responsible Financial Officer to the Council.

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

23/089 Annual Meeting Closed

Meeting closed at 7.45pm