

MINUTES OF GOSFIELD PARISH COUNCIL MEETING
HELD ON
MONDAY 18th AUGUST 2025
AT THE PAVILION, THE PLAYING FIELD, CHURCH ROAD, GOSFIELD AT 7.15PM

Present:

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

County Cllr C. Siddall, District Cllr P. Schwier
Six members of the public

25/151 Welcome and Apologies for Absence. The Chairman welcomed everyone, apologies for absence received and accepted from Cllr Colyer (due to holiday).

25/152 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.

A non-pecuniary interest was received and accepted from Cllr T. Edwards and Cllr R. Edwards relating to item 25/160 Car Park Item 1.

25/153 Public Participation Session with respect to items on the agenda and other matters that are of mutual interest.

Remembrance Day event is being organised, Colchester Barracks and the Braintree Detachment Cadets will be in attendance, Essex Police have been notified.

The compost bins at the allotments were discussed as it has been advised by BDC not to put in food waste sandwiches, rotten fruit or anything that could encourage rats.

The road surface at the war memorial requires Highways attention was discussed with County Cllr Siddall as it needs to be repaired before the Remembrance Day event and the pothole to the entrance of the car park.

A member of the public raised concerns (see planning 25/157 below) relating to Planning ref: 20/00915/FUL Oaklands Shardlowes Farm and this was discussed with District Cllr Schwier who is going to follow up.

Gosfield Nature Reserve was discussed and the issue relating to a dog (who has now made a full recovery) and overnight parking (see 25/166 below) a huge reaction to the incident, parking for overnight is listed on a mobile phone app, the information listed on it has now been updated, poor access, no facilities, mobile phone reception in the area is poor.

A member of the public gave his support for the skate ramp project and the design and construction, a contractor who has a lot of experience in design and construction including Olympic built skate ramps.

25/154 County and District Councillors to address the members if present.

District Cllr Schwier updated the Council on the following items:

E-Bikes temporary pause across the district as Essex County Council looking at renewing the contract.

Wildfires in the area and to be careful in the hot weather. VJ Day was the last of the very large commemorative events to take place.

Updated about the local government reorganisation, the proposal is for three brand-new unitary councils could replace 15 current local authorities across Greater Essex.

There will be waste bin collection changes, and these will be advertised, and notifications will be made.

Page 1

Signed.....
Chairman of the Parish Council

Date: 15th September 2025

Essex County public transport consultation is under way.
Planning and the new health care centre in Kelvedon was discussed.
Cllr Community grant is available for the Parish Council to apply for.
County Cllr Siddall gave updates -
Members pothole scheme is continuing this year, and the members grant scheme.
Junction of Hall Drive potholes were discussed, Clerk to provide ref numbers etc for him to chase up.
Overgrown vegetation along Hedingham Road was discussed, and he will chase up.
LHP (Local Highway Panel) is winding down and no new schemes will go forward.

25/155 Minutes.

Item 1. To confirm receipt of the draft minutes of the Parish Council meeting held on 21st July 2025.

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

Item 2. To confirm the minutes of the Parish Council meeting held on 21st July 2025.

Proposed by Cllr R. Edwards, seconded by Cllr Wills, Cllr T. Edward, Cllr Strudwick, Cllr C. Hough and Cllr Waters in favour, Cllr Pawsey abstained, resolution passed.

Item 3. To confirm the receipt of the draft minutes of the Extraordinary Parish Council meeting held on 28th July 2025.

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

Item 4. To confirm the minutes of the Extraordinary Parish Council meeting held on 28th July 2025.

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

25/156 Co-option.

It was noted that one vacancy remains, no applications received. Item to continue to be advertised in the Grapevine magazine, website and noticeboard and to be on the next agenda.

25/157 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

Alleged Breach: Appeal against the unauthorised material change of use of the land for the siting of containers for storage purposes and the construction of an earth bund along the Eastern boundary.

Awaiting notification of a decision.

BDC Local Plan – Call for sites. BDC are in the process of holding meetings to discuss various sites.

Gosfield large and strategic scale proposals (500+ homes and other associated development) will be discussed at the Local Plan Sub-Committee at BDC in September (date to be confirmed). Please contact the Planning Policy Team at Braintree District Council should you have any queries.

Enforcement Case 20/00117/UBW3: Planning ref: 20/00915/FUL Oaklands Shardlowes Farm.

Update by BDC 17 August 2025. The planning history at this location shows that an enforcement investigation was raised in March 2020 under reference 20/00117/UBW3 in order to investigate a building which had been constructed without the benefit of planning consent. A planning application was subsequently received and refused and an appeal to the planning inspectorate followed, this was dismissed favouring the Council's position. The enforcement history indicates that formal enforcement action was not supported by the Planning Development Manager in this instance, therefore the building has become time barred from enforcement action under section 171b Town & Country Planning Act 1990 rendering it lawful, the enforcement investigation was closed accordingly. District Cllr Schwier to follow this up – item to be on the next agenda.

Item 2. New applications.

Ref: 25/01602/TPO

Description: Notice of intent to carry out works to tree protected by Tree Preservation Order 1/2001

T1 Yew - Remove deadwood & crown reduction by 3-4 m and the rest of the canopy cut back to growth points to shape tree.

Location: Kingsmead Church Road Gosfield Essex CO9 1TL

No objection.

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

Page 2

Signed.....
Chairman of the Parish Council

Date: 15th September 2025

Ref: 25/01435/HH

Description: Proposed rear dormer, with front and side facing rooflights & cladding.

Location: 6 Greenways Gosfield Essex CO9 1TW

No objection.

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

Ref: 25/01668/TPOCON

Description: Notice of intent to carry out works to trees in a Conservation area.

T1 Walnut tree will require branches to be reduced in length by approximately 600mm where they overhang the fence line.

T2 Greengage tree branches and twigs to be reduced in lengths between an approximate range of 300mm and 500mm, where it is close or currently touching the neighbours shed and/or greenhouse.

Location : 7 The Limes Gosfield Essex CO9 1UA

No objection.

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

Ref: 25/01729/TPOCON

Description: Notice of intent to carry out works to trees in a Conservation area.

Walnut (T1) Crown reduction of 3m in height and 1-2m in lateral spread. This will take the crown back to the previous cuts.

Location: Lambourne Hedingham Road Gosfield Essex CO9 1PJ

No objection.

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

Ref: 25/01799/PLD

Description: Application for Certificate of Lawfulness for a proposed development: Use of dwelling as a short-term rental.

Location: Bournebrook The Street Gosfield Essex CO9 1TU

Due to the type of application this is for information only.

Ref: 25/01838/AGR

Description: Application for prior notification of agricultural or forestry development-Agricultural storage building for machinery.

Location: Park Hall Farm Parkhall Road Gosfield Essex CO9 1SG

Due to the type of application this is for information only.

25/158 Financial Matters.

Gosfield Parish Council approved accounts for payment, except for Playquip as they have not tightened the zipwire as requested, invoice to be put on hold and Clerk to contact them - see separate page below.

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

25/159 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, still ongoing with Solicitors.

Item 2. Previous minute No. 24/268 Complaint letter to Clarion and BDC regarding affordable housing – update re Edmund Green, still ongoing.

Item 3. Previous minute No. 24/129 Open Space land at the top of Meadway – access gate to knee high fencing (BDC) public rights of way concerns regarding footpath 11, replacement of trees and to discuss the transfer of land.

On site meeting held with the contractor working on behalf of the developer, Essex County Council Public Rights of Way Officer, the Chairman of the Parish Council and the Parish Clerk took place on 5th August - The Public Rights of Way Officer is in discussion with the developer regarding footpath 11 and will not sign off until the required works are completed. Footpath 11 is the responsibility of Essex County Council Public Rights of Way and in future will be

maintained by them. Access onto the land, Public Rights of Way Officer will request dropped bollards at both entrances left and right-hand side as looking at the land from the road to stop vehicles entering the land. Contractor for Abbey Developments to remove all dead trees from the area and replace with new ones along the made-up road only, to move away from the fence to allow contractor to cut grass. To cut back vegetation along the newly installed footpath (near the dog litter bin).

Ongoing item to be on the next agenda.

Item 4. Highways – Speed limit relating to Gosfield Road as discussed with Tom Cunningham previous minute number 24/264 update by Cllr Siddall and email received from Tom Cunningham that all aspects of the area are being considered and he will give us a further update and reply within two weeks, no update received Chairman has already tried to contact him to no avail to contact him again and to copy in County Cllr Siddall to chase up.

Item 5. 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 – Currently a review of the 2025-2026 LHP programme is underway. All LHP activities have been suspended, information about the 2025-2026 scheme delivery will be shared with the Chairs of each panel once the review is complete, this means that no new requests for work will be processed at this time. Cllr Siddall to update when he has more information.

Item 6. Highways – Blocked gully/drains. Ref: 3766624, and Ref: 35321973 What three words: puffed.rival.nurtures Cllr Siddall will chase up.

Item 7. Highways – 30mph sign down along Braintree Road Ref: 2977068 - Cllr Siddall will chase up.

Item 8. Highways –Potholes Church Road entrance/exit to carpark Ref: 2891314 and near the war memorial – Cllr Siddall will add these to the member's scheme, to be chased up.

Item 9. Highways – Ref: 3829092 Overgrown vegetation, Hedingham Road – Cllr Siddall will chase up.

Item 10. Neighbourhood Plan – Still awaiting a reply regarding the sustainability report from BDC.

Item 11. Skate Ramp previous minute 24/279 – Update, Sport England have changed the type of funding granted to Gosfield Parish Council, we do not need to go out to match Crowdfund, the figure £7,500.00 remains the same and has been awarded. However, if the Parish Council does match fund as agreed at an extraordinary meeting held on 28th July Item 25/149, we now have all funding in place. As all the funding needs to be in place before works can commence.

Item 12. Previous minute no. 25/109 Possible water leak at the community garden – it was confirmed that there is a leak, and we are awaiting the tap to be replaced – ongoing.

Item 13. Previous minute no. 25/143 Quality Council Bronze Award – Registration has been made to NALC (National Association of Local Councils) now awaiting a reply on how to proceed forward.

25/160 Car Park.

Update by Cllr Willis - No update from BDC regarding the S106 funding– All funding to be in place before works can commence.

Item 1. To discuss and to agree to accept a loan from the Community shop for £25,000.00 interest free, over five years. This item was discussed in detail, Cllr R. Edwards the RFO advised that this would cost £5,000.00 per year over the next 5 years, it would also mean that the Parish Council would be paying £45,000.00 towards the car park. The EALC have advised that the Parish Council would have to go out to public consultation to obtain views from all the residents in Gosfield for approval. It was therefore agreed not to accept the loan, and that a loan should be the last resort to the Parish Council.

Proposed by Cllr Strudwick, seconded by Cllr Pawsey, Cllr Hough in favour not to accept the loan, Cllr T. Edwards and Cllr R. Edwards (abstained due to declaration of interest see item 25/152 above) Cllr Waters and Cllr Willis in favour of accepting the loan and increasing the precept over 5 years, therefore the Parish Council will not be accepting the loan, resolution passed.

Item 2. To discuss and consider requesting that the Kings Head Pub takes down the overflow parking sign. It was agreed that the Clerk should send a letter requesting them to take the sign down.

Proposed by Cllr Pawsey, seconded by Cllr Willis, Cllr Strudwick, Cllr Hough, Cllr T. Edwards in favour, Cllr Waters against and Cllr R. Edwards abstained - resolution passed.

25/161 To adopt New Council Document/Policy.

Item 1. Financial Regulations 2024 (New version issued by NALC to consider adoption) ongoing – item to be on the next agenda

Item 2. Standing Orders 2025 (New version issued by NALC to consider adoption) ongoing – item to be on the next agenda.

Item 3. Terms of Reference for the Personnel Committee, approved to be adopted by the Parish Council.
Proposed by Cllr Hough, seconded by Cllr Waters, all in favour resolution passed.

Item 4. Staff Appraisal Policy approved to be adopted by the Parish Council.
Proposed by Cllr Hough, seconded by Cllr Waters, all in favour resolution passed.

Item 5. To consider signing up to the Civility and Respect Pledge, to adopt this the Parish Council will need to have a training and development policy in place first – item to be on the next agenda.

25/162 Street Lights.

Previous minute No. 24/251, 24/270, 25/012, 25/030

To discuss and consider replacing the street lights with LED at a cost of £359.00 each ongoing – item to be on the next agenda.

25/163 Allotments.

Item 1. Previous minute no. 25/033, 25/136, 25/140 meeting held with allotment holders and update by Cllr R. Edwards and Cllr Strudwick, to discuss improvements to the existing water supply – A quote was discussed and approved at a cost of £550.00 plus a tank and ball valves fittings etc. To apply for the S106 funding to be released by BDC and money in the budget to cover the cost.

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

Item 2. To discuss and consider amendments to the tenancy agreement eg. Item 12 Livestock. Some allotment holders would like to keep Chickens, this was discussed, and as it has been advised by Braintree District Council not to allow Chickens which would encourage rats, therefore it was agreed not to allow chickens onto the allotment plots, item in tenancy agreement to remain no Livestock.

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

Item 3. To discuss and consider granting permission for the allotment holders to set up a constitution for the Gosfield Allotment Gardens Association. The Gosfield Allotment Gardens Association draft constitution to be considered by Cllr R. Edwards, Cllr Strudwick, item to then be sent to all the allotment holders to express their views and to be forwarded to the Parish Council for agreement at the next Parish Council meeting - item to be deferred and to be on the next agenda

Item 4. Update on rat treatment at the allotments. The annual contract agreement has been signed and sent back to Braintree District Council.

25/164 Parking Issues.

To discuss and consider parking issues at The Lindens, directly on the bend, larger vehicles with trailers etc are unable to make deliveries. This item was discussed, allotment holders have been sent an e-mail and to place an article in the Grapevine requesting that the junctions are to be kept clear at all times, in order for emergency vehicles to gain access.

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

25/165 Gosfield Nature Reserve 5 Year Management Plan.

Previous minute no. 24/277, 25 /111 item 9 and 25/139 - Meeting held with Westover Woodlands - Update by Cllr Strudwick and Cllr R. Edwards confirmed that a meeting has been held with Westover Woodlands and the works required discussed (see June minutes item 25/111 item 9). Westover Woodlands will update and incorporate the items plus the fairy trail into the next 5-year management plan with a timescale on all works, it was confirmed that there is money set aside in the current budget for works in the Gosfield nature reserve, another meeting with Westover Woodlands to be arranged and the item to be on the next agenda.

25/166 Gosfield Nature Reserve.

Item 1. Use of nature reserve car park for camping. The nature reserve is on a European website as a free campsite. To discuss and consider installing signs “No overnight parking”. As the mobile phone app has now been updated it was agreed that no sign was required - no action at present.

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

Item 2. Overhanging branches from nature reserve onto garage roof at 15 Edmund Green.

Cllr R. Edwards and Cllr Strudwick to speak to Westover Woodlands about this, item to be on the next agenda.

Page 5

Signed.....

Chairman of the Parish Council

Date: 15th September 2025

25/167 To receive reports from outside bodies, training courses, village representatives, and Parish Council working groups.
None.

25/168 To exclude the press and public. Public Bodies (Admission to Meetings) Act 1960 'That the public be excluded from the meeting during consideration of Agenda Item 25/169 and 25/170, on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business subject to the public bodies admission to meetings Act 1960 Section 1 Sub-section 2.

Resolution to exclude members of public.

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

25/169 Personnel Matters.

It was discussed and confirmed that the regular contractor we use to carry out work for us (The Handyman) is going to be out of the country for a few months. Matt Jarvis has agreed to carry out required work as necessary on a one day a month basis, and to attend to anything in an emergency, hourly rate was discussed and agreed, to be included in the budget.

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

25/170 Skate Ramp.

It was confirmed that all funding is in place for the skate ramp (see item 25/159 Item 11 above).

The installation area to be on the playing field near the existing zip wire – the football pitch to be re-marked out allowing and giving more space to obtain the required recommendations.

Due to the specialized nature of the build one quote was received and discussed, two design options were considered. It was agreed to accept the quote for £55,000.00 and to accept option 1 which is 17.0m wide x 17.65m long (the largest option).

Subject to receipt of satisfactory financial information. Cllr R. Edwards to contact the Contractor.

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

25/171 Items for next agenda.

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.

Dead Trees / branches in the car park, require attention.

25/172 Date of Next Meeting.

Parish Council Meeting 15th September (7.15pm).

Meeting closed at 9.25pm.

Gosfield Parish Council
PAYMENTS (AWAITING AUTHORISATION) LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
83 Printing Costs	19/08/2025		Barclays Current Acc	56	Grapevine printing	Eden Print Ltd	Z	650.00		650.00
84 Grasscutting	19/08/2025		Barclays Current Acc	57	Grass cutting	MP Landscapes (Anglia) Lt	S	418.00	83.60	501.60
84 Grass Cutting -CPA	19/08/2025		Barclays Current Acc	57	Grass cutting	MP Landscapes (Anglia) Lt	S	60.00	12.00	72.00
85 Play Equipment Repairs	19/08/2025		Barclays Current Acc	58	Zip wire repairs	Playquip Leisure	S	468.00	93.60	561.60
86 Subscriptions	19/08/2025		Barclays Current Acc	59	Subscription	Braintree Association of Lo	X	24.00		24.00
87 Distribution Costs	19/08/2025		Barclays Current Acc	60	Grapevine postage	East of England Co-op	Z	27.84		27.84
88 Stationery & Office Supplies	19/08/2025		Barclays Current Acc	61	Clerk's expenses	Jacob Mrs D	X	12.98		12.98
88 Telephone & Broadband	19/08/2025		Barclays Current Acc	61	Clerk's expenses	Jacob Mrs D	X	7.92		7.92
88 Telephone & Broadband	19/08/2025		Barclays Current Acc	61	Clerk's expenses	Jacob Mrs D	X	6.34		6.34
88 Car Mileage Allowance	19/08/2025		Barclays Current Acc	61	Clerk's expenses	Jacob Mrs D	X	40.95		40.95
89 Hedgecutting & General Mainte	19/08/2025		Barclays Current Acc	62	Pest control contract	Braintree District Council	S	476.67	95.33	572.00
89 Hedgecutting & General Mainte	19/08/2025		Barclays Current Acc	62	Pest control contract	Braintree District Council	S	630.00	126.00	756.00
90 Toilet Sundries	19/08/2025		Barclays Current Acc	63	Toilet products	Tesco Stores Ltd	S	31.92	6.38	38.30
91 Pavilion Electricity	19/08/2025		Barclays Current Acc	64	Pavilion electricity	E-ON UK plc	X	399.41		399.41
91 Pavilion Electricity	19/08/2025		Barclays Current Acc	64	Pavilion electricity	E-ON UK plc	L	28.57	1.43	30.00
Total								3,282.60	418.34	3,700.94

Prepared by: _____ Date: _____

Name and Role

Approved by: _____ Date: _____

Name and Role

Approved by: _____ Date: _____

Name and Role