

**MINUTES OF GOSFIELD PARISH COUNCIL MEETING  
HELD ON  
MONDAY 18<sup>th</sup> DECEMBER 2023  
AT THE PAVILION, THE PLAYING FIELD, CHURCH ROAD, GOSFIELD AT 7.15PM**

**Present:**

Cllr Tricia Edwards (Chairman)  
Cllr Jo Colyer  
Cllr Richard Edwards also (RFO)  
Cllr Carol Hough  
Cllr Maggie Pawsey  
Cllr Tony Strudwick  
Cllr John Willis  
Mrs Diane Jacob (Parish Clerk)  
County Cllr Chris Siddall  
One member of the public

**23/265 Welcome and Apologies for Absence.** The Chairman welcomed everyone, apologies for absence received and accepted from Cllr Tony Farrelly (due to holiday) Cllr Bob Waters (due to illness) and District Cllr Peter Schwier (due to work commitments).

**23/266 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 (Para 8.1 of Gosfield Parish Council's code of conduct) received and accepted from Cllr Strudwick relating to agenda item 23/282 as he is a Gosfield Parish Council representative on Wethersfield Scrutiny Committee.

**23/267 Public Participation Session with respect to items on the agenda and other matters that are of mutual interest.**

A member of the public spoke regarding the guttering on the Pavilion which will be replaced this week.

**23/268 County and District Councillors to address the members if present.**

Cllr Siddall gave an update that there is a new cabinet member, Tom Cunningham, so the projects will have to be revalidated and looked at by him. Sloe Hill works is complete although cones are still there so the flooding issue should be resolved. Russell's Road repairs have been carried out. Essex County Council are looking to set their budget in January exact figures will be released.

**23/269 Minutes.**

**Item 1.** To confirm receipt of the draft minutes of the Parish Council meeting held on 20<sup>th</sup> November 2023.

Proposed by Cllr Pawsey, seconded by Cllr Colyer, all in favour resolution passed

**Item 2.** To resolve that the minutes of Parish Council meeting held on 20<sup>th</sup> November 2023 be signed as a true and accurate record.

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

**Item 3.** To confirm receipt of the draft minutes of the Personnel Committee meeting held on 7<sup>th</sup> December 2023.

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

**Item 4.** To resolve that the minutes of Personnel Committee meeting held on 7<sup>th</sup> December 2023 be signed as a true and accurate record.

Proposed by Cllr Pawsey, seconded by Cllr T. Edwards, no other votes as other Cllrs not present at that meeting, resolution passed.

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Signed.....

Chairman of the Parish Council

Date: 15<sup>th</sup> January 2024

**23/270 Planning Matters.**

**Item 1. Planning updates.**

**Item 2. New Planning Applications.**

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**Item 2. New Planning Applications.**

**Ref:** 23/02623/FUL

**Description:** Erection of storage shed

**Location:** Playing Field Church Road Gosfield Essex

For information only.

**Ref:** 23/02850/TPOCON

**Description:** Notice of intent to carry out works to trees in a Conservation Area: Sycamore - Cut down

**Location:** 19 Greenways Gosfield Essex CO9 1T

No objection

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

**23/271 Financial Matters.**

**Item 1.** To consider to approve accounts for payment. Except for the Playquip Ltd invoice should not be paid until further rectification to the zip wire, as you cannot safely stand on the platform and get on and off the seat.

Street light not working near the bridge is on a grass bank near Sparrows, because of the very busy Braintree Road the contactor will require traffic management, he will provide the Parish Council with a quote for this work.

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

**Item 2.** Budget update. The Responsible Financial Officer gave an update and is awaiting further figures and will be working on this over Christmas, final figures will be made available early January, so that the budget and precept can be set at the January Parish Council meeting.

**23/272 Matters Arising from previous minutes.**

**Item 1.** Previous Minute No. 22/029 woodland known as The Lodge Plantation, Gosfield parcel of land for inclusion into the Nature Reserve, update still ongoing.

**Item 2.** Previous minute No. 23/126 Essex County Council Highways – Proposal for Improved Road Safety in Gosfield – update by Cllr Willis refer to 23/279.

**Item 3.** Previous minute no. 22/208 Village Pump – all installed and completed, the linseed oil will be put on the wooden surround in the new year when the weather improves.

**23/273 Special Motion to revisit.**

Vote to suspend Standing Order 7 (a) as follows: -

**7. PREVIOUS RESOLUTIONS**

a) A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 3 councillors to be given to the Proper Officer in accordance with standing order 7. To revisit item - previous minute number 23/240 Cllr Community Grant Scheme.

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

**23/274 Previous minute Number 23/240 Cllr Community Grant Scheme.**

Confirmed that £600.00 be applied for to be put towards the fencing along Church Road from Cllr Siddall. Thanks expressed to Cllr Siddall.

Confirmed a grant be applied for £1250.00 to be put towards fencing along Hall Drive from Cllr Schwier, thanks expressed to Cllr Schwier.

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

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Signed.....

Chairman of the Parish Council

Date: 15<sup>th</sup> January 2024



**23/275 Neighbourhood Plan.**

Neighbourhood Plan Committee meeting had taken place Cllr John Willis (Chairman) confirmed that the grant application has been approved to set up a meeting for early January via zoom/Teams regarding the design codes, writing the plan to start in the new year.

**23/276 Playing Field Management Committee.**

Previous Minute No. 21/118 To consider and approve the revised agreement. On going to be on the next agenda.

**23/277 Public Rights of Way Footpaths.**

**Item 1.** To discuss the cutting of Public Rights of Way footpaths, currently cut by Essex County Council once a year. Figures obtained and discussed to be considered in the budget.

**Item 2.** To discuss and consider to appoint a Cllr to walk the footpaths and to report back to the Parish Council on a regular basis, the condition of them. Cllr Colyer would like to be the appointed Councillor.

**23/278 Grounds Maintenance with Eastlight Community Homes Limited.**

Grounds Maintenance Agreement 2024. Figures discussed item to be considered in the budget.

**23/279 Yellow Lines.**

To consider applying to the Parking Partnership Scheme for yellow lines at the junction from Church Road onto The Street (Nr the Kings Head). It was proposed to speak to the owner of the parked vehicles before making an application to the Parking Partnership Scheme.

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

**23/280 New Skate Ramp.**

To consider the repositioning of a new skate ramp, so we can have more space for the car park (still awaiting funding for a new skate ramp). Further information required item to be on the next agenda.

**23/281 Overflow Car Park.**

To discuss consider applying for permission from the Maurice Rowson Village Hall Management Committee to use the village hall car park as overflow car park. Chairman to speak to the Village Hall Management Committee.

**23/282 Wethersfield Museum.**

It was proposed to send a letter of support to BDC for Wethersfield Parish Council to use an old bunker for a museum.

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

**23/283 Grapevine Advertising.**

To discuss and consider appointing a Cllr to increase advertising, no one came forward to do this so it was agreed to place an advert in the Grapevine for an advertising co-ordinator and someone to help with the artwork.

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

**23/284** To receive reports from outside bodies, training courses, village representatives, and Parish Council working groups.

Cllr Strudwick reported: -

That no Village Hall meeting has been held in December.

Wethersfield Scrutiny Committee have thanked the Parish Council for receipt of the donation of £250.00.

Braintree District Council have received money to house asylum seekers at Wethersfield and it has conditions set on it that they can spend it on, unclear what those conditions are at present.

**23/285 New 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.

Budget 2024/2025

Precept 2024/2025

**23/286 Date of Next Meeting.**

Next Parish Council Meeting 15th January 2024 (7.15pm).

**23/287 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 Items 23/288, and 23/289 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.n

Resolution to exclude members of the press and public.

No vote taken as items 23/288 and 23/289 no further updates and so not discussed.

**23/288 Fencing boundary around the Playing field.**

Previous minute no. 23/272 Along the Top (Hall Drive) and left-hand side from the top (Hall Drive) down to the Play area.

**Item 1.** To discuss and consider taking parts of the existing broken fencing down.

**Item 2.** To consider quotes for replacement fencing.

**23/289 Car Park.**

To discuss and consider quotes for the drainage and car park surfacing.

Meeting Closed at 8.35pm

**Gosfield Parish Council**  
**PAYMENTS (AWAITING AUTHORISATION) LIST**

| Voucher Code                     | Date       | Minute | Bank                  | Cheque No | Description          | Supplier                      | VAT Type | Net             | VAT           | Total           |
|----------------------------------|------------|--------|-----------------------|-----------|----------------------|-------------------------------|----------|-----------------|---------------|-----------------|
| 130 Play Equipment Repairs       | 22/11/2023 |        | Barclays Current Acco | 89        | Play area repairs    | Playquip Leisure              | S        | 703.00          | 140.60        | 843.60          |
| 156 Subscriptions                | 13/12/2023 |        | Barclays Current Acco | 104       | ICO                  | Information Commissioners C   | X        | 35.00           |               | 35.00           |
| 157 Streetlight Maintenance      | 20/12/2023 |        | Barclays Current Acco | 105       | Streetlight repairs  | A & J Lighting Solutions Ltd  | S        | 150.00          | 30.00         | 180.00          |
| 158 Pavilion Water               | 20/12/2023 |        | Barclays Current Acco | 106       | Pavilion water       | Anglian Water Business (Wax   | Z        | 271.07          |               | 271.07          |
| 159 Water Costs                  | 23/12/2023 |        | Barclays Current Acco | 107       | Allotment water      | Anglian Water Business (Wax   | Z        | 34.73           |               | 34.73           |
| 160 Hedgescutting & General Mair | 20/12/2023 |        | Barclays Current Acco | 108       | Allotment hedge      | MD Landscapes (Anglia) Ltd    | S        | 156.00          | 31.20         | 187.20          |
| 161 Printing Costs               | 20/12/2023 |        | Barclays Current Acco | 109       | Grapevine printing   | Paul Clark Printing Ltd       | Z        | 477.00          |               | 477.00          |
| 162 Councilor Training           | 20/12/2023 |        | Barclays Current Acco | 110       | Councilor training   | Essex Association of Local Cc | S        | 190.00          | 38.00         | 228.00          |
| 163 Stationery & Office Supplies | 20/12/2023 |        | Barclays Current Acco | 111       | Clerk's expenses     | Jacob Mrs D                   | X        | 8.50            |               | 8.50            |
| 163 Telephone & Broadband        | 20/12/2023 |        | Barclays Current Acco | 111       | Clerk's expenses     | Jacob Mrs D                   | X        | 8.55            |               | 8.55            |
| 163 Telephone & Broadband        | 20/12/2023 |        | Barclays Current Acco | 111       | Clerk's expenses     | Jacob Mrs D                   | X        | 6.34            |               | 6.34            |
| 163 Car Mileage Allowance        | 20/12/2023 |        | Barclays Current Acco | 111       | Clerk's expenses     | Jacob Mrs D                   | X        | 27.90           |               | 27.90           |
| 164 Pavilion Electricity         | 19/12/2023 |        | Barclays Current Acco | 112       | Pavilion electricity | E-ON UK plc                   | S        | 25.00           | 5.00          | 30.00           |
| 164 Pavilion Electricity         | 19/12/2023 |        | Barclays Current Acco | 112       | Pavilion electricity | E-ON UK plc                   | X        | 407.77          |               | 407.77          |
| 165 Software Licences            | 01/01/2024 |        | Barclays Current Acco | 113       | Email renewal        | Microsoft                     | S        | 529.20          | 105.84        | 635.04          |
| <b>Total</b>                     |            |        |                       |           |                      |                               |          | <b>3,030.06</b> | <b>350.64</b> | <b>3,380.70</b> |

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_



| Gosfield Parish Council   |              |               |                           |                 |                           |                             |
|---|--------------|---------------|---------------------------|-----------------|---------------------------|-----------------------------|
| Payment Approval & Reporting  |              |               |                           |                 |                           |                             |
| Council Meeting 18 December 2023  |              |               |                           |                 |                           |                             |
| Supplier  | Invoice Date | Total Payable | VAT Input Tax Recoverable | Net Cost to GPC | Grant/ Amount Recoverable | Brief Description of Supply |
| <b>For approval and payment</b>   |              |               |                           |                 |                           |                             |
| As per attached sheet   |              | 2942.93       | 345.64                    | 2597.29         |                           |                             |
|   |              |               |                           |                 |                           |                             |
|   |              |               |                           |                 |                           |                             |
|   |              |               |                           |                 |                           |                             |
| <b>Total</b>  |              | 2942.93       | 345.64                    | 2597.29         | 0.00                      |                             |
| <b>Reported under Financial Regulation 5.6</b>  |              |               |                           |                 |                           |                             |
| <b>Payments, which are approved annually, made during the period 20.11.23 to 18.12.23</b> |              |               |                           |                 |                           |                             |
| e-on  | 04/12/2023   | 437.77        | 5.00                      | 25.00           | 407.77                    | Pavilion electricity        |
| Payroll costs   |              | 1617.13       |                           | 1617.13         |                           | Payroll costs (November)    |
|   |              |               |                           |                 |                           |                             |
|   |              |               |                           |                 |                           |                             |
|   |              |               |                           |                 |                           |                             |
|   |              |               |                           |                 |                           |                             |
| <b>Previously Approved payments paid during the month</b>                                 |              |               |                           |                 |                           |                             |
|   |              |               |                           |                 |                           |                             |
|   |              |               |                           |                 |                           |                             |
|   |              |               |                           |                 |                           |                             |
|   |              |               |                           |                 |                           |                             |
|   |              |               |                           |                 |                           |                             |
|   |              |               |                           |                 |                           |                             |
|   |              |               |                           |                 |                           |                             |
| <b>Total Payments</b>   |              | 4997.83       | 350.64                    | 4239.42         | 407.77                    |                             |
|   |              |               |                           |                 |                           |                             |
|   |              |               |                           |                 |                           |                             |
|   |              |               |                           |                 |                           |                             |
|   |              |               |                           |                 |                           |                             |
|   |              |               |                           |                 |                           |                             |
| Signed  |              |               |                           |                 |                           |                             |
|   |              |               |                           |                 |                           |                             |
| Chairman- Gosfield Parish Council   |              |               |                           |                 |                           |                             |