

Draft - MINUTES OF GOSFIELD PARISH COUNCIL MEETING
HELD ON
MONDAY 20th JULY 2026
AT THE PAVILION, THE PLAYING FIELD, CHURCH ROAD, GOSFIELD AT 7.15PM

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)

Seven members of the public.

26/136 Welcome and Apologies for Absence. The Chairman welcomed everyone, apologies of absence received and accepted from District Councillor Peter Schwier (due to work commitments).

26/137 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.
None.

26/138 Public Participation Session with respect to items on the agenda and other matters that are of mutual interest.

A director from Millington Place Management Ltd gave a presentation on how they would like the area kept. The handover of land was discussed, and outstanding works has still not been completed by the developer (dead trees etc) the Parish Council to take further legal advice.

The football club confirmed that an alcohol premises licence would be required by the Parish Council. Planning permission would be required for the suggested signage, and the locker survey is still to be completed.

The Gosfield nature reserve is very dry, the area of fencing has helped with the recovery of the ferns, tree branches have been removed, handrail fixed and tidied up, the deck over the bridge works is due to commence next week, sooty bark disease was also discussed.

26/139 County and District Councillors to address the members if present.

District Cllr Schwier send regular updates, and a email was read out by the Chairman received from County Councillor Isi Rocha that the 40mph speed limit in Braintree Road is going to be re-investigated and a road safety audit will be carried out by Highways.

26/140 Minutes.

Item 1. To confirm receipt of the draft minutes of the Parish Council meeting held on 22nd June 2026.

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

Item 2. Subject to amendment to the date from 26th June to read 22nd June and item 26/114 which should read as follows:

A director from Millington Place Management Ltd discussed areas relating to West field at the top of Meadway they would love to see the developer's original wildflower meadow installed and they asked if the Parish Council had received the Community Land certificate. The Chairman confirmed that "Abbey Homes issued to BDC a community land certificate and open space certificate as in their opinion the land had been laid out in accordance with relevant specifications. This was issued on 24 October 2025 to BDC. There then follows a 9-month maintenance period before the community land can be transferred to the council nominees, ie Gosfield Parish Council.

The minutes of the Parish Council meeting held on 22nd June 2026 are a true and accurate record and signed by the Chairman.

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

Item 3. To confirm receipt of the draft minutes of the Extraordinary Parish Council meeting held on 13th July 2026.

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

Item 4. To confirm minutes of the Extraordinary Parish Council meeting held on 13th July 2026 are a true and accurate record.

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

26/141 Co-option.

Due to the resignation of the newly co-opted Parish Cllr Gemma McKinley, Gosfield Parish Council have two vacant seats to fill. Three candidates were considered.

Item 1. Ben Muir and Anne-Marie Croft were co-opted onto Gosfield Parish Council by a signed ballot, in accordance with the Gosfield Parish Council co-option policy.

Item 2. Co-opted candidates signed acceptance of office.

Item 3. Consent form was signed 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.

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

26/142 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.

Awaiting decision - update.

Item 2. New applications.

Ref: Ref: 26/01548/HH

Description: Proposed 2 No. front & 1 No. rear dormers & removal of chimney. Alterations to fenestration, addition of cladding at first floor, new raised rear patio & replacement garage.

Location: 31 Highlands Gosfield Essex CO9 1PH

No objection

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

26/143 Financial Matters.

Item 1. Accounts for payment were approved, please refer to separate page as below.

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

Item 2. Approval of the quarterly bank reconciliation.

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

26/144 Matters Arising from previous minutes.

Matters Arising.

Item 1. Previous Minute No. 24/268 woodland known as The Lodge Plantation, Gosfield parcel of land for inclusion into the Nature Reserve. On-going.

Item 2. Previous minute No. 24/268 Complaint letter to Clarion and BDC regarding affordable housing – update re Edmund Green. On-going

Item 3. Highways Noisy manhole surface/cover has been reported on 6th January to Essex County Council Highways ref: 4011284 The Street. What three words hypocrite mainly stiff. No update.

Item 4. Highways Noisy manhole surface cover also reported on 4/6/2026 ref 4044993 near Kings Head triangle. What three words skirting contents pictured. No update.

Item 5. Highways – reported manhole covers protruding up from the pavement Outside Tye Beams, in The Street Ref: 4037957 no update.

Item 6. Highways - previously reported ref: 3602795 Blocked gully Halstead Road. No update,

- Item 7.** Highway – road surface broken up near the war memorial reported 9/3/2026 ref: 4028882 No update.
- Item 8.** Highways ref 4039670 reported 12/5/2026 Overhanging trees/hedges/brambles. Busy Main Braintree Road opposite Tye Beams. Difficult for pedestrians to use the pavement in this area also danger for vehicles pulling out of the Lindens junction - visibility issues. No date by County Cllr. No update, Parish Council to check land ownership.
- Item 9.** Highways ref 402774 – Kerb defects, Meadway. No update.
- Item 10.** Neighbourhood Plan – ongoing.
- Item 11.** Previous minute no. 25/143 Quality Council Bronze Award – ongoing work in progress.
- Item 12.** Car park – work is progressing safety fencing to be removed on Wednesday and to roll the plainings.
- Item 13.** Previous minute Nos. 24/251, 24/270, 25/012, 25/030 26,052 Street Lights. On going
- Item 14.** Previous minute no. 26/057 Access to The Lindens from The Limes – No update.
- Item 15.** Previous minute no. 26/058 Registering the Kings Head Pub as a community asset- No update.
- Item 16.** Public Rights of Way, footpath 11 and 14 at the top of Meadway – update that new waymark discs have been installed on posts and that they will install metal Flags on each side of road Dec 26 - Jan 27 ref number 4024326.
- Item 17.** Previous minute number 26/106 Item 2 Gosfield Nature Reserve – Access Gate from Halstead Road entrance – Update, ongoing.
- Item 18.** Previous minute number 26/108 Gosfield United Football Club Item 1 mobile bar area item 2 signage, item 3 lockers – Update see item 26/138 above.
- Item 19.** Previous minute number 26/107 item 2 update on tree sculptures in the play area. Paddington has been carved and awaiting painting, the other sculpture will be an owl on books.

26/145 To adopt New Council Documents/Policy.

It was agreed to adopt an Action Plan for 2026/2027.

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

26/146 Open Space land at the top of Meadway.

Item 1. Update. Meadway Development, Land West of Hedingham Road Community Land now known as West Field. Update relating to the transfer of the land as per the S106 agreement. Planning related defects to be resolved and Braintree District Council still to ok it before transfer of land and S106 funding will be released.

Item 2. Once the Parish Council owns the land to consider erecting bollards at the top near new path.

Item 3. Once the Parish Council owns the land to consider erecting a sign stating, "Dogs must be kept under control at all times".

Item 4. Once the Parish Council owns the land to consider granting permission for a resident to maintain the flower borders.

Until the Parish Council owns the land no decisions can be made by Gosfield Parish Council. Item to be on the next agenda.

26/147 Community Bicycle Pump Track.

To discuss and consider a request from a member of the public: - For a community bicycle pump track that would provide a safe, purpose-built facility for young people and adults to enjoy cycling, develop bike-handling skills, and participate in healthy outdoor activity. It is a facility that can be enjoyed by riders of all ages and abilities, from children learning to ride a bike through to experienced mountain bikers and BMX riders a pump track would be a fantastic addition to Gosfield, providing a positive outlet for young people, encouraging exercise, and reducing the need for riders to create unofficial trails and jumps.

Item deferred, more information required to be on the next agenda.

26/148 Gosfield Scout Group.

To discuss that the Gosfield Scout Group is disbanding. Braintree District Scout Group are suggesting 'Ownership of the sheds will transfer to District which can then be offered for community use to the Parish Council i.e fete etc, District Scout group will put in place a user agreement and then at a time if a group reopened in Gosfield would have them still and could take them back.

It was proposed that the suggestion from the Braintree Scout Group be refused. Councillors were of the opinion that as the sheds were on Parish Council land and the Parish Council had granted a right to the Gosfield Scout Group to use them, this right was not transferable and the sheds, if left, would come under the

ownership and control of Gosfield Parish Council, who would approve future use. This was on the caveat that if a Gosfield Scout Group was re-formed, then the Council would look favourably on that group having the use of the sheds again. Alternatively, Gosfield Scout Group can remove both sheds (not just one) and reinstate the ground and re-seed. Gosfield Scout Group to be advised accordingly.

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

26/149 Allotments.

To discuss the condition of the allotment plots. Cllr R. Edwards and Cllr Strudwick (the allotment officers) have carried out an inspection and e-mails have been sent out to tenants who are not complying with the tenancy agreement and working on the plots, a further inspection will be carried out to see if there has been any activity. Plot 5 has been re-rented out and 2B remains vacant. The roof tiles on plot 8 will need to be removed by the tenant so that works can proceed on the water supply, they have not been removed by the tenant, so the Contractor will carry out the works, tomorrow and will move them out of the way. Rat treatment is ongoing.

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

26/150 Gosfield Nature Reserve.

Item 1. To discuss fencing at the rear of two properties in Greenfields. Councillors confirmed that the original fence line had not been followed but the extension to a garden was very historic and it was unlikely that any legal action to recover the land would be successful and also very costly. It was resolved:

1. No further action be taken regarding this fence line
2. Photographs be taken of the current fence line for all properties abutting the Nature Reserve and any future boundary movement would not be allowed, dealt with immediately and if necessary, action taken.
3. In accordance with our previous policy, no gates be allowed for private access into the Nature Reserve. The owners of all properties abutting the Nature Reserve would be written to in order to advise them of this and that if they had a gate, then this should either be removed, or we will board it from the Nature Reserve.
4. It was confirmed that the Nature Reserve was a nature reserve and not a dumping ground for garden waste and any dumping is strictly prohibited and the Parish Council would take necessary action.

Item 2. To approve application for grants for the continued project works at the GNR as outlined in the 5-year plan. Cllr R. Edwards and Cllr Strudwick to look at the 5year plan with Westover Woodlands and look at projects and any available funding, will formulate costings etc for next meeting. Item to be on the next agenda.

26/151 Public Toilets.

To discuss and consider the opening times of the public toilets on 15/16 August for the Beer festival event.

Proposal 1 – Public will have access to Portaloo's so public toilets to be closed overnight.

Proposed by Cllr T. Edwards, seconded by Cllr Colyer – no further votes.

Proposal 2 – Public toilets to remain open all night.

Proposed by Cllr Strudwick, seconded by Cllr Waters – no further votes.

Proposal 3 – Public toilets to remain open during the event – event organisers to be given keys to lock the public toilets when the event ends, and due to the excessive usage event organisers to pay for a cleaner.

Proposed by Cllr R. Edwards, seconded by Cllr Strudwick, Cllr Waters, Cllr Colyer, Cllr Hough, Cllr Pawsey, Cllr Muir and Cllr Croft in favour, Cllr T. Edwards against resolution passed.

26/152 Car park.

1. To consider quotations for the post and rail fencing between the new car park and the ha-ha ditch.

Delegation to Cllr R. Edwards, Cllr Strudwick and Cllr Waters.

2. To consider quotations for yellow lining of disabled area, children's area and other minor markings in the car park.

Delegation to Cllr R. Edwards, Cllr Strudwick and Cllr Waters.

3. To consider purchase of planters for the car park to designate entry area and other areas.

Delegation to Cllr R. Edwards, Cllr Strudwick and Cllr Waters. Planters approx. £1,000.00

4. To authorise purchase of minor items for the car park, eg signage, drop down post, etc

Delegation to Cllr R. Edwards, Cllr Strudwick and Cllr Waters.

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Signed.....

Chairman of the Parish Council

Date: 17th August 2026

5. To agree to apply to the Rowson Trust and Gosfield Community Shop for the pledges made in respect of the car park once final costings of the car park works are known.

Delegation to Cllr R. Edwards, Cllr Strudwick and Cllr Waters.

6. To agree delegation of the approval of D Radley's final account for the car park to Councillors Waters, Edwards and Strudwick and to authorise payment of invoice once approved.

Items 1,2,3,4,5 and 6 Proposed by Cllr Pawsey, seconded by Cllr T. Edwards, all in favour resolution passed.

Item to be on the next agenda for an update.

26/153 To receive reports from outside bodies, training courses, village representatives, and Parish Council working groups. Cllr Strudwick gave a brief update on Westerfield asylum centre. Cllr T. Edwards advised the Insurance claim for the damage to the Community shop and that the Community shop would be paying the £500.00 excess.

26/154 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.

26/155 Date of Next Meeting.

Parish Council Meeting Monday 17th August 2026 (7.15pm).

Meeting Closed at 9.00pm

PAYMENTS (AWAITING AUTHORISATION) LIST

Voucher Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
55 Playing Field/Car Park	24/06/2026		Barclays Current Acc	43	Tree root protection material	Geosynthetics	S	2,372.17	474.43	2,846.60
56 Playing Field/Car Park	29/06/2026		Barclays Current Acc	44	Concrete posts	TLC Chelmsford	S	226.20	45.24	271.44
59 Streetlight Maintenance	21/07/2026		Barclays Current Acc	45	Streetlight repairs	A & J Lighting Solutions Ltd	S	167.00	33.40	200.40
60 Payroll Bureau	21/07/2026		Barclays Current Acc	46	Payroll processing	Affinia	S	111.00	22.20	133.20
61 Grasscutting	21/07/2026		Barclays Current Acc	47	Grass cutting	MD Landscapes (Anglia) Ltd	S	209.00	41.80	250.80
61 Grass Cutting -CPA	21/07/2026		Barclays Current Acc	47	Grass cutting	MD Landscapes (Anglia) Ltd	S	30.00	6.00	36.00
62 Streetlight Electricity	21/07/2026		Barclays Current Acc	48	Streetlight electricity	npower	L	779.07	38.95	818.02
63 GNR General maintenance	21/07/2026		Barclays Current Acc	49	GNR work	Westover Woodlands	Z	301.85		301.85
64 Pavilion & Playing Field Gener	21/07/2026		Barclays Current Acc	50	Handyman	Jarvis M	Z	494.50		494.50
64 Village General Maintenance	21/07/2026		Barclays Current Acc	50	Handyman	Jarvis M	Z	150.00		150.00
64 GNR General maintenance	21/07/2026		Barclays Current Acc	50	Handyman	Jarvis M	Z	25.00		25.00
64 Playing Field/Car Park	21/07/2026		Barclays Current Acc	50	Handyman	Jarvis M	Z	453.03		453.03
64 General Maintenance	21/07/2026		Barclays Current Acc	50	Handyman	Jarvis M	Z	112.50		112.50
65 Pavilion Electricity	21/07/2026		Barclays Current Acc	51	Pavilion electricity	E-ON UK plc	X	423.99		423.99
65 Pavilion Electricity	21/07/2026		Barclays Current Acc	51	Pavilion electricity	E-ON UK plc	L	28.43	1.42	29.85
Total								5,883.74	663.44	6,547.18

Prepared by: _____ Date: _____

Name and Role

Approved by: _____ Date: _____

Name and Role

Approved by: _____ Date: _____

Name and Role

Gosfield Parish Council

Prepared by: _____
Name and Role (Clerk/RFO etc)

Date: _____

Approved by: _____
Name and Role (RFO/Chair of Finance etc)

Date: _____

Bank Reconciliation at 30/06/2026			
	Cash in Hand 01/04/2026		92,287.54
	ADD		
	Receipts 01/04/2026 - 30/06/2026		35,097.22
			127,384.76
	SUBTRACT		
	Payments 01/04/2026 - 30/06/2026		18,336.20
A	Cash in Hand 30/06/2026 (per Cash Book)		109,048.56
	Cash in hand per Bank Statements		
	Petty Cash 30/06/2026	0.00	
	Barclays Current Account 30/06/2026	7,203.31	
	Barclays Reserve Account 30/06/2026	57,669.58	
	Cambridge & Counties Bank 30/06/2026	0.00	
	Cambridge & Counties 95 day notice 30/06/2026	25,000.00	
	Cambridge and Counties 2 year fixed 30/06/2026	0.00	
	Cambridge & Counties 1 Year Fixed 30/06/2026	20,000.00	
			109,872.89
	Less unrepresented payments		824.33
			109,048.56
	Plus unrepresented receipts		
B	Adjusted Bank Balance		109,048.56
	A = B Checks out OK		