

MINUTES OF GOSFIELD PARISH COUNCIL MEETING
HELD ON

MONDAY 15th JUNE 2020

(Due to the Coronavirus and Government advice
this virtual meeting was held by Microsoft Teams)

Item 20/093 on the agenda - The Press and Public were invited to e-mail, contact/send comments to the
Parish Clerk)

Present:

Cllr Bob Waters (Chairman)

Cllr Tricia Edwards (Vice-Chairman)

Cllr Jo Beavis

Cllr Mark Bloomfield

Cllr Joanne Colyer

Cllr Sara Moutard

Cllr Maggie Pawsey

Mrs Diane Jacob (Parish Clerk)

Cllr Peter Schwier

No members of the public.

20/111 Welcome and Apologies for Absence. Chairman welcomed everyone to this virtual meeting. Apologies received and accepted from Cllr Sam Cowie (due to family commitments) and Cllr Hough (due to technical issues).

20/112 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.

Received from Cllr Colyer regarding item 20/119 item 8.

20/113 Public Participation Session with respect to items on the agenda and other matters that are of mutual interest.

None present.

20/114 County and District Councillors to address the members if present.

District Councillor, Cllr Schwier reported on the following: -

A new grant has been set up to help small business and charities £2,000 up to £10,000 applications need to be in by 5pm on Friday 26th June for applications to be granted for 29th June. The target phone call response times have been reached. Bulky waste collections have resumed, business support packs sent out. Community grants available this new financial year. Discussed travellers in the area.

County Councillor, Cllr Beavis reported as follows: - see below under item 20/119 item 2.

20/115 Minutes.

Item 1. To confirm the minutes of the Parish Council meeting and Parish Annual meeting held on 18th May 2020. Amendment made by Chairman to these minutes under item 20/100 Trees "in the play area possibly the pine might have to be taken down" this should read that the branches of the pine will require removing.

Proposed by Cllr Bloomfield, seconded by Cllr Colyer, with amendment all in favour, resolution passed.

Item 2. To confirm the minutes of the Personnel Committee meeting held on 27th May 2020.

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

Cllr Beavis joined the meeting at this point.

20/116 Planning Matters.

Item 1. Planning updates.

Item 2. Planning applications and TPO.

Ref: 20/00792/HH

Description: Erection of a single storey rear extension- revised scheme

Location: 1 De Vere Place Gosfield Essex CO9 1FJ

No Objection

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

20/117 Accounts 2019/2020.

Item 1. Chairman read out Internal Auditors Report.

Item 2. To confirm reclaim for VAT 2019/2020 proposed by Cllr Waters, seconded by Cllr Bloomfield, all in favour, resolution passed.

Item 3. Approval of Governance Statement for 2019/2020 prior to submission to the Audit Commission. Chairman and Clerk to sign.

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

1.We have put in place arrangements for effective financial management during the year, and the preparation of the accounting statements.

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

2.We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.

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

3.We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.

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

4.We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.

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

5.We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.

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

6.We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.

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

7.We took appropriate action on all matters raised in reports from internal and external audit.

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

8.We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have financial impact on this authority and, where appropriate, have included them in the accounting statements.

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

Item 4. Approval of Accounting Statements for 2019/2020 prior to submission to the Audit commission. Chairman and RFO to sign.

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

Item 5. Year End Bank Reconciliation for 2019/2020 prior to submission to the Audit Commission. Chairman and Clerk to sign.

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

Item 6. To confirm the notice of public rights and publication of annual governance and accountability return will be displayed between 22nd June 2020 and 31st July 2020.

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

Item 7. To sign off the accounts for 2019/2020, Chairman and RFO to sign.

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

The Chairman and all Council members expressed thanks to Richard Edwards for the above works, and it was agreed that the above should be accepted and signed.

20/118 Financial Matters.

Approve accounts for payment.

Gosfield Parish Council						
Payment Approval & Reporting Council Meeting 15 June 2020						
Supplier	Invoice Date	Total Payable	VAT Input Tax Recoverable	Net Cost to GPC	Grant/ Amount Recoverable	Brief Description of Supply
For approval and payment						
Paul Clark Printing	29/05/2020	339.00		339.00		720 Grapevine magazines
HM Land Registry	25/05/2020	6.00		6.00		Title register for land lying to the north of Edmund Green
MD Landscapes Ltd	30/05/2020	537.60	89.60	448.00		Grass cutting x 2, verges at Hall Drive x 2, play area & skate park x 1
A & J Lighting	03/06/2020	244.08	40.68	203.40		No 59 (Greenfields) and no 10 (outside Primary School)
Playsafety Ltd	03/06/2020	141.00	23.50	117.50		Annual ROSPA inspection
Playquip	05/06/2020	4438.80	739.80	0.00	3699.00	Tea cup spinner & bonded mulch safety surfacing
B & Q	10/06/2020	30.50	5.08	25.42		Padlocks for play equipment, glue for numbers
C & L Mail Order Ltd	28/05/2020	115.88	19.31	96.57		Numbers for streetlights and benches
Handyman (G King)	10/06/2020	45.00		45.00		Safety markings/repairs to ladies toilet door shop/pavilion
Tesco	11/06/2020	9.05	1.51	7.54		Cleaning materials
Amazon	11/06/2020	17.49	2.91	14.58		Latex gloves
Maurice Lake & Co Ltd	11/06/2020	258.00	43.00	215.00		Internal audit fee
David Self	11/06/2020	610.00		610.00		Emergency work on playing field trees (Scots pines, bird cherry etc)
Total		6792.40	965.39	2128.01	3699.00	
Reported under Financial Regulation 5.6						
Payments, which are approved annually, made during the period 19.5.20 to 15.6.20						
e-on	04/06/2020	162.48	0.74	14.76	146.98	Pavilion electricity
Payroll costs		1034.57	0.00	1034.57		
Previously Approved payments paid during the month						
Glasdon		700.74	116.79	428.95	155.00	
Total Payments		8690.19	1082.92	3606.29	4000.98	

Proposed by Cllr Bloomfield, seconded by Cllr Beavis, all in favour, resolution passed.

20/119 Matters Arising from previous minutes.

Item 1. Car Park – ongoing.

Item 2. Highways Issues update by Cllr Beavis, the pot holes have been repaired and resurfacing, just need to check the white lining, although School park has been left for the moment. The kerbs at Greenfields to be inspected and minor repairs. ECC first virtual zoom meeting to take place in July and they will be discussing speeding in Rural areas Cllr Moutard requested a summary on what the Parish Council can and cannot do regarding this ongoing issue. They will also be discussing the impact of the pandemic regarding the extent of job losses in the area.

Item 3. Bus Shelter request, little or no hardstanding, request has been validated ready to go to the Local Highways Panel.

Item 4. Special Constables – ongoing.

Item 5. Neighbourhood Plan Working Group – Cllr Moutard offered to develop a project plan, Cllr Bloomfield, Cllr Waters and Cllr Beavis offered to help. This item to be on the next agenda.

Item 6. Plans for extension onto the Pavilion into BDC Planning – Due to the Corona Virus Planning Office closed so no update.

Item 7. Fund Raising – fund raising on hold at the moment.

Item 8. The Gosfield Community Shop – Is doing very well at the moment due to the pandemic.

Item 9. Local Pan – ongoing.

Item 10. Previous minute no. 20/075 - staff appraisals have been successfully carried out, no issues.

Item 11. Previous minute no. 20/074 - To consider and discuss the 5-year plan/project contract for the GNR with Westover Woodlands. This item deferred until next year (June 2021) when hopefully this can be discussed in greater detail with Westover Woodlands. In the meantime, the Gosfield Nature Reserve working group to talk to and meet Westover Woodlands to acquire a schedule of works in priority order with costings so that this can be discussed and placed in the budget, item to be on the next agenda.

Item 12. Previous minute no. 20/049 - It was agreed that Gosfield in Bloom could purchase the bower for the total cost including VAT.

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

Item 13. Previous minute no. 20/050 - Picnic Bench at the GNR – due to the pandemic this is due to be delivered mid-July.

20/120

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

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Signed.....

Chairman of the Parish Council

Date: 20th July 2020

20/121 Play area.

Item 1. The RoSPA play safety report was discussed.

Item 2. A quotation for maintenance to the play area was discussed in great detail and it was agreed to go ahead with all the works, to apply for a Community Grant to put towards the cost of new junior swings, the rocking horse to be dismantled to see if new parts can be sourced.

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

20/122 Salt Bag Partnership 2020/2021.

The Parish Council would like to remain in the scheme but no salt bags required this year.

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

20/123 Gosfield in Bloom.

Request for cake stand/café this had taken place on Saturday and funds raised for Gosfield in Bloom.

The Chairman confirmed that due to the Coronavirus that the pavilion should not be used, and that any cakes sold are the liability of the sellers. Hopefully restrictions will be lifted soon.

20/124 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.

Gosfield Nature Reserve schedule of works and costings - GNR working group

Neighbourhood plan or to consider a Village design statement – Cllr Moutard

Speeding in the village, summary on what Parish Council can and cannot do – Cllr Beavis

Salt Bin at the end of the Limes – Cllr Beavis

War Memorial

20/125 Date of Next Meeting.

Parish Council Meeting Monday 20th July 2020 (7.15pm)

Meeting Closed at 8.51pm