

MINUTES OF GOSFIELD PARISH COUNCIL MEETING
HELD ON
MONDAY 21st JUNE 2021
AT THE PAVILION, THE PLAYING FIELD, CHURCH ROAD, GOSFIELD AT 7.15PM

Present:

Cllr Bob Waters (Chairman)
Cllr Tricia Edwards (Vice-Chairman)
Cllr Mark Bloomfield
Cllr Joanne Colyer
Cllr Sam Cowie
Cllr Carol Hough
Cllr Sara Moutard
Cllr Maggie Pawsey
Mrs Diane Jacob (Parish Clerk)

21/105 Welcome and Apologies for Absence. Chairman welcomed everyone. Apologies for absence received and accepted from Cllr Jo Beavis, District Cllr Peter Schwier and County Cllr Chris Siddall (due to work commitments).

21/106 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 Moutard and Cllr Waters regarding item 21/110 item 1 ref. 17/01066/OUT, and Cllr Waters regarding 21/110 ref 20/2244/REM and from Cllr Colyer regarding item 21/114 item 5.

21/107 Public Participation Session with respect to items on the agenda and other matters that are of mutual interest.

No members of the public present.

21/108 County and District Councillors to address the members if present.

None present.

21/109 Minutes.

Item 1. To confirm the minutes of the Annual Parish Council meeting held on 24th May 2021.

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

Item 2. To confirm the minutes of the Parish Council Meeting held on 24th May 2021, however to note item 21/099 item 1 drains have not been cleansed in February/March 2021. And item 21/101 Cllr Moutard wanted it confirmed that she was not included in the inspection of benches in the village on a weekly basis.

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

21/110 Planning Matters.

Item 1. Planning updates.

Outline Permission Ref 17/01066/OUT Land To The West Of Hedingham Road, Gosfield. S106 Schedule 3 Clause 2 S106 agreement is between the developers and

BDC, however, the Parish Council and the developers are in the process of consultations on the S106 agreement. – The Developers are proposing that the proposed new footpath remains grass, the Parish Council proposed that it should be binding gravel as it will become very muddy and slippery proposed by Cllr Edwards, seconded by Cllr Hough, Cllr Waters, Cllr Colyer, Cllr Bloomfield, Cllr Cowie and Cllr Pawsey in favour, Cllr Moutard against.

The public footpath already on the definitive map requires moving further into the field Parish Council to contact Public Rights of Way and to inform developers by 30th June.

A road name was discussed possibly suffixed 'Crescent' – Parish Council put forward Wendell (American pilot who landed near the nature reserve), Grove and Nugent (Nugent - Previous owner of Gosfield Hall). Clerk to also send the history with these names to the developers.

Item 2. Planning applications and TPO

Ref: 20/02244/REM

Location: Tennis Club Braintree Road Gosfield Essex CO9 1PR

Description: Reserved matters (appearance, landscaping, layout & scale) pursuant to outline planning application ref: 19/00998/OUT

Erection of 5 no. Dwellings with access and car park for Tennis Club.

Objection

Hedging to be retained along the side of number 7 and along the front. Car Park visual aesthetics to be improved. The design on the building needs to be within keeping of the surrounding area to be redesigned without the cladding.

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

Ref: 21/01753/REM

Location: Woodstock Halstead Road Gosfield Essex CO9 1PE

Description: Application for approval of Reserved Matters (appearance, landscaping, layout and scale) pursuant to outline planning permission 20/00611/OUT

Erection of 1 no. new dwelling together with associated car parking, garden amenity space, and associated development.

No objection

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

Ref: 21/01857/HH & 21/01858/LBC

Location: North Lodge Hall Drive Gosfield Essex CO9 1SX

Description: Proposed balcony over existing flat roof with safety railings & external access.

This application came in after the agenda was published therefore to request a time extension to comment to be on the next agenda if not granted then this application will have to go to the Parish Council Planning working group to consider.

21/111 Accounts 2020/2021.

Item 1. To accept Internal Auditors Report.

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

Item 2. To confirm reclaim for VAT 2020/2021.

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

Item 3. Approval of Governance Statement for 2020/2021 prior to submission to the Audit Commission.

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 Pawsey, 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 Cowie, seconded by Cllr Pawsey, 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 Colyer seconded by Cllr Pawsey, 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 Pawsey, seconded by Cllr Waters, 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 Hough, seconded by Cllr Pawsey, 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 Cowie, seconded by Cllr Colyer, 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 Bloomfield, 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.

Chairman and Clerk to sign.

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Signed.....

Chairman of the Parish Council

Date: 19th July 2021

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

Item 4. Approval of Accounting Statements for 2020/2021 prior to submission to the Audit commission. Chairman and RFO to sign.

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

Item 5. Year End Bank Reconciliation for 2020/2021 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

Item 6. To confirm the notice of public rights and publication of annual governance and accountability return will be displayed between 28th June 2021 and 6th August 2021.

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

The Chairman and all Council members expressed thanks to Richard Edwards for the above works and all the support and advice that he provides to the Parish Council

21/112 Council Documents.

Item 1. Strategic Risk Register to consider adoption.

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

Item 2. Children's Play Area and seating check list to consider adoption.

Proposed by Cllr Bloomfield, seconded by Cllr Cowie, all in favour, resolution passed

Item 3. Playing Field & Children's Play Area Risk Assessment to consider adoption.

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

21/113 Financial Matters.

Gosfield Parish Council						
Payment Approval & Reporting						
Council Meeting 21 June 2021						
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	28.5.21	374.00		374.00		Parish magazine printing
A & J Lighting	28.5.21	180.00	30.00	150.00		Repair light no 62, Greenfields
HandyKing	31.5.21	55.00		55.00		LED light in pavilion gents toilet
MD Landscapes Ltd	29.5.21	573.60	95.60	478.00		Grass cutting x 2, all areas
Mrs D Jacob	31.5.21	68.22	3.46	64.76		Clerks expenses
Mrs J Stobart	27.5.21	200.00		200.00		Internal auditor fees
Wave	8.6.21	6.26		6.26		Allotment water
Wave	9.6.21	305.36		305.36		Pavilion and playing field water
Tesco	17.6.21	33.58	5.60	27.98		Cleaning materials
Playquip	16.6.21	850.80	141.80	709.00		Repairs to aerial runway/service & new bearings to tornado spinner
Paul Clark Printing	21.6.21	348.00	58.00	290.00		Roller banner, 3 banners, 9 plans, 3 posters
Boxes & Board Intl	15.6.21	113.70	18.96	94.74		Presentation board
Tesco	15.6.21	6.10	1.02	5.08		Blue tack and stamps
Viking	14.6.21	100.68	16.78	83.90		Stationery for GNP
Total		3215.30	371.22	2844.08	0.00	
Reported under Financial Regulation 5.6						
Payments, which are approved annually, made during the period 25.5.21 to 21.6.21						
e-on		222.46	3.33	16.88	202.45	Pavilion electricity
Payroll costs incl PAYE and pensions		0.00		0.00		Monthly salaries and employment costs
Previously Approved payments paid during the month						
Total Payments		3437.76	374.55	2860.96	202.45	

The cost of the water invoice was discussed as it was considerably high – due to a leak in the showers and it was agreed that the Community Shop pay the same as last year, the Playing Field Management Committee and the Parish Council to pay the remainder.

It was discussed and agreed by everyone to open an Amazon Account in the name of Gosfield Parish Council.

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

21/114 Matters Arising from previous minutes.

Matters Arising from previous minutes.

Item 1. Highways Issues, including the kerbs at Greenfields no update.

Blocked drains through Gosfield, The Street Braintree Road reported on 2/9/20 to Highway's ref 2678143 have been inspected but do no warrant any work – Clerk to report drains again in this area and also down near the bridge.

Item 2. Bus Shelter request, little or no hardstanding, request passed onto Highways – no update.

Item 3. Previous minute no. 20/135 – Salt bin at the end of the Limes –no update.

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Signed.....

Chairman of the Parish Council

Date: 19th July 2021

Item 4. Special Constables – no update.

Item 5. The Gosfield Community Shop – BDC have now officially approved the new revised plans.

Item 6. Fund Raising for the pavilion – £50,000 Funding has been applied for from the National Lottery and £20,000 applied for from the CIF (Community Initiatives Funding), the Community Benefit Society maybe able to contribute towards the shop fitting but this still needs to be set up. The Rowson trust would like an update regarding building regulations/specifications etc.

Item 7. Local Pan – no update.

Item 8. All Councillor dedicated E-mail addresses are now installed.

Item 9. Neighbourhood Plan – Flyers have been delivered to every household regarding drop-in events scheduled for Thursday 24th June 21 at 7-9pm, Saturday 26th June 21 at 10am – noon and Monday 28th June 21 at 2.30-4.30pm. Awaiting official confirmation regarding funding, the website has received 39 views, working on results survey, technical support page meeting to go ahead shortly. The Neighbourhood Plan Committee AGM will be held in July.

Item 10 Car Park – this item to be incorporated with the building of the new extension.

Item 11. Previous Minute No. 20/011 - The Old Village sign – still awaiting a price to repair the old sign.

Item 12. Previous Minute No. 21/027 Hedging.

To consider hedging the playing field, from the play area to Hall Drive, approximate cost of hedging only £1,400.00 to come out of the 2020/21 Pavilion and Playing Field repairs budget. Chairman has applied for funding from the Woodland Trust volunteers required to plant saplings along the side of the playing field in the autumn. Cllr Moutard to liaise with the school.

21/115 RoSPA Report

Parish Council members to discuss the report and approve any action required. Clerk to obtain a quote for the frayed ropes on the Alien and matting under the large slide and small slide.

21/116 BDC Open Spaces Action Plan.

To consider if any new items are required to be added to the BDC action plan. It was agreed that extra car parking capacity for the playing field was required.

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

21/117 Salt Bag Partnership Scheme for Winter 2021/22. Closing date is the 27th July 2021

The Parish Council do not require any salt for the winter but would like to remain in the scheme.

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

21/118 Playing Field Management Committee.

Item 1. A meeting has been arranged for the 26th July for both parties to discuss and agree on roles and responsibilities for the playing field management committee to remain a separate organisation, it was noted that the Playing Field Management Committee will need to become a constituted body first.

Item 2. No report from Cllr Hough, Cllr Pawsey or Cllr Bloomfield.

21/119 Standing Orders.

To consider to suspend Standing Orders as unable to acquire three quotes given the specialist nature of the next items.

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

21/120 Speed Camera.

Previous minute number **20/227 Speed Watch.**

Cllr Moutard proposed to purchase another speed camera the Parish Council to consider contributing half (maximum £500.00) and an application to the Rowson Fund for the other half. As funding has now been granted by the Rowson Fund then the Parish Council to purchase a speed camera at a cost of no more than £1,000.00 as funding has been obtained to cover the full cost and to allow Gosfield Speed watch to use the asset.

Proposed by Cllr Moutard, seconded by Cllr Bloomfield, all in favour, resolution passed

21/121 Extension onto the Pavilion.

To consider using existing architect to obtain building regulations. This item deferred until next meeting.

Standing Orders reinstated.

21/122 Golf Fundraising Day.

The Parish Council have been advised that Jeremy Patterson and Barrie Schulz have agreed to run a golf day, the proceeds from which are intended to be donated to the fund for the building of the Gosfield shop extension.

Cllrs Hough and Edwards will be assisting with administration work, etc.

A request has been made that Gosfield Parish Council administer the receipts and payments for the event but it is acknowledged that it will not be Parish Council moneys until the organisers formally donate the proceeds.

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

21/123 Letter to residents.

To consider sending a letter to residents who are parking inconsiderately in Greenfields and Nuns Meadow (as emergency vehicles unable to pass) or to place an article in the Grapevine. It was agreed to contact the local police and to place an article in the Grapevine.

Proposed by Cllr Waters, seconded by Cllr Cowie, all in favour, resolution passed

21/124 Gosfield in Bloom.

Agreed to continue letting Gosfield in Bloom to fill their bowser from the pavilion water tap.

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

21/125 Ice Cream Bike.

To consider a request to have an Ice Cream Bike in the playing field carpark to trade on Sunday afternoon from 12 noon until about 4 pm. Permission granted subject to receiving all the documentation requested.

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

21/126 Charity Event.

Enquiry for permission to hold a Nature Trail charity event on 17th/18 July over a weekend proceeds to Coppafeel which is a breast cancer awareness charity. Permission granted.

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

21/127 Highways.

Priority list of highway improvements for Gosfield. Item deferred until next meeting.

21/128 To receive reports from outside bodies, training courses, village representatives, and Parish Council working groups.

21/129 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.

To appoint a Health & Safety Officer

Signage in the Children's play area

Purchase of replacement Copper beech tree to be planted at the top of the Playing Field

21/130 Date of Next Meeting.

Parish Council Meeting Monday 19th July 2021 (7.15pm)

Meeting Closed at 9.20pm