

MINUTES OF GOSFIELD PARISH COUNCIL MEETING
HELD ON
MONDAY 19th JUNE 2023
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 Carol Hough
Cllr Maggie Pawsey
Cllr Tony Strudwick
Mr Richard Edwards (RFO)
Mrs Diane Jacob (Parish Clerk)
Cllr Chris Siddall
Cllr Peter Schwier

Three members of the public.

23/111 Welcome and Apologies for Absence. The Chairman welcomed everyone, apologies for absence received and accepted from Cllr John Willis (due to holiday).

23/112 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. A non-pecuniary interest (Para 8.1 of Gosfield Parish Council's code of conduct) was received and accepted from Cllr Edwards, Cllr Waters and Cllr Colyer relating to agenda item 23/120 Item 3 relating to the community shop.

23/113 Public Participation Session with respect to items on the agenda and other matters that are of mutual interest.

A member of the public confirmed that the official opening of the Community Shop had taken place and was very well attended. The old shop/portacabin is going to be removed on Tuesday 20th June and a hardstanding made for two disabled parking bays.

23/114 County and District Councillors to address the members if present.

Cllr Siddall reported – gave an update on outstanding Highway issues to the Clerk (Clerk to scan document and send to all Cllrs) – ECC plan to address the budget deficit – ECC investing more money into road repairs – Covid spring booster to the over 75's hoping to encourage more to come forward to receive it. Cllr Siddall to update at July meeting 20's plenty (LHP) and will send details regarding the pot hole scheme.

Cllr Schwier reported – Congratulations to the Community shop – BDC are now under new administration- he is on the BDC Planning Committee – business networking events will be held to help local businesses apply for grants – improvements to Halstead high street to be completed by the end of this summer - Cllr training is continuously being carried out at BDC – affordable housing is ongoing and currently above achievements – the Community fund is available for the Parish Council to apply for.

23/115 Co-option.

Item deferred until July as no candidates present.

23/116 Minutes.

Item 1. To confirm receipt of the draft minutes of the Annual Parish Meeting held on 15th May 2023.

Proposed by Cllr Colyer, seconded by Cllr Pawsey, Cllr Edwards, Cllr Hough, Cllr Waters in favour, Cllr Strudwick abstained (does not agree with them) resolution passed.

Item 2. To confirm receipt of the draft minutes for Parish Council meeting held on 15th May 2023.

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Signed.....
Chairman of the Parish Council

Date: 17th July 2023

Proposed by Cllr Pawsey, seconded by Cllr Waters, Cllr Colyer, Cllr Edwards, Cllr Hough in favour, Cllr Strudwick abstained (dos to not agree with them) resolution passed.

23/117 Planning Matters.

Item 1. Planning updates.

Item 2. New Planning Applications.

Ref: 23/00795/FUL

Description: Application for the siting of 6 storage containers (B8 storage use) and retention of 18 storage containers.

Location: Petersfield Farm Petersfield Lane Gosfield Essex CO9 1PU

No objection

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

Ref: 23/01212/TPOCON

Description: Notice of intent to carry out works to trees in a Conservation Area: - Ash (T1) Fell the tree and grind the stump.

Location: North Lodge Hall Drive Gosfield Essex CO9 1SX

No objection – subject to tree being replaced.

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

Ref: 23/01236/TPO

Description: Notice of intent to carry out works to tree protected by Tree Preservation Order 23/82 - Silver Birch - Remove as it is causing our fence to collapse.

Location: 4 De Vere Place Gosfield Essex CO9 1FJ

Objection – The fence was erected too close to the tree, Cllr Strudwick suggested to move the fence rather than remove the tree.

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

Ref: 23/01208/OUT

Description: Outline planning application with all matters reserved, except access, for the erection of 2 No. detached dwellings.

Location: 17 Gosfield Road, Braintree, Essex

Objection – Outside the village envelope in open country side.

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

Ref: 23/01403/HH

Description: Erection of a 4 bay cart lodge, log store and stable block, with proposed access way from existing driveway.

Location: Gosfield Place Lodge The Street Gosfield Essex CO9 1TU

Objection – Very large for the plot and outside the village envelope

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

23/118 Accounts 2022/2023

Item 1. To accept the Internal Auditors Report.

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

Item 2. To confirm reclaim for VAT 2022/2023.

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

Item 3. Approval of Governance Statement for 2022/2023 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 Water, 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 Hough, seconded by Cllr Strudwick, all in favour, resolution passed.

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Signed.....
Chairman of the Parish Council

Date: 17th July 2023

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

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

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

Chairman and Clerk signed documents.

Item 4. Approval of Accounting Statements for 2022/2023 prior to submission to the Audit commission.

Chairman and RFO to sign.

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

Item 5. Year End Bank Reconciliation for 2022/2023 prior to submission to the Audit Commission. Chairman and Clerk to sign.

Proposed by Cllr Pawsey, 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 26th June 2023 and 4th August 2023.

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

23/119 Financial Matters.

Item 1. Budget Figure for Handyman. The RFO explained that funds have been set aside for general maintenance to village assets and that the Handyman is not employed by the Parish Council, but self-employed.

Item 2. Authorisation and approval for parish clerk to update the Gosfield Parish Council Address at Land Registry using our Pavilion address and parish clerk e mail address. As we need a resolution signed to send to land registry on letterhead paper. The RFO explained that the land owned by the Parish Council has been registered with the Land Registry under different Clerks addresses and that now we have a Parish Council postal address then the land registry should be updated with the correct address.

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

Item 3. Approve accounts for payment.

Please refer to separate page as below.

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

23/120 Matters Arising from previous minutes.

Item 1. Previous Minute No. 21/118 Playing Field Management Committee - To consider and approve the constitution. Deferred, to be on the next agenda.

Item 2. Previous Minute No. 22/029 woodland known as The Lodge Plantation, Gosfield parcel of land for inclusion into the Nature Reserve, ongoing with the Land Registry.

Item 3. Community Shop – now completed and grand official opening took place on 14th June 2023.

Item 4. Previous minute no. 22/162 The Street/Hedingham Road Hedges overhanging pavement –update, by Cllr Siddall (Clerk to scan document to all Cllrs).

Item 5. Previous minute no. 22/208 Village pump – Eastlight have confirmed it should be completed within the next two weeks.

23/121 Neighbourhood Plan.

Cllr Strudwick confirmed that the June Neighbourhood Plan Committee meeting took place Cllr Willis was elected Chairman and that 26% response to the survey had taken place. (Cllr Waters took the minutes for the Committee and he will send to the Clerk to put on the website). Cllr Strudwick indicated there was an apparent discrepancy of £100 in relation to the 2022/23 grant. The RFO indicated he had been in email correspondence with S Moutard concerning discrepancies in the NP minutes and amount received from Groundworks UK. He had not received a reply. Cllr Strudwick said that S Moutard had discussed it with him and he was replying. S Moutard did not retain any copies of applications and Cllr Strudwick suggested that we look at her email account. The RFO advised that he would email admin to obtain access to her email account so the Parish Clerk could research and provide any information on the grant.

4 Cllrs required to be on the committee as 3 Cllrs required to attend meetings to be quorate for meetings to be held, so 3 out of the following will need to attend future meetings.

Cllr Strudwick

Cllr Waters

Cllr Willis

Cllr Edwards

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

The terms of reference were discussed, Cllr Strudwick said that if members of the public did not have voting rights then probably not many volunteers would come forward (Clerk mentioned that if there were more members of the public than Cllrs then Cllrs could be out voted on financial matters, this was a concern to the Internal Auditor).

Clerk to contact EALC can this Committee become a working group, and limit the number of members of the public so Cllrs could never be out voted await confirmation and item to be on the July agenda.

23/122 RoSPA.

To discuss and consider the RoSPA inspection report, it was suggested by Cllr Pawsey and Cllr Hough for the Clerk to obtain a quote from Playquip to service the equipment/carry out the recommended works and to tighten zip wire. Clerk to get a quote item to be on the July agenda for further discussion.

23/123 Salt Bag Partnership Scheme for Winter 2022/23.

To consider if the Parish Council would like salt/grit for the winter, Gosfield Parish Council decided that they did not want salt/grit but to remain in the scheme.

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

23/124 1st Gosfield Scout storage shed

The proposal is to have something like the present one and place it back-to-back with the existing one, camping equipment in one and day to day equipment in the other. Permission granted subject to any planning permissions required.

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

23/125 1st Gosfield Scout

To discuss and consider to approve the burial of a time capsule by the Scouts, Cubs and Beavers beside the Scout Shed. This will contain Scouting type memorabilia and information about the local group. Permission granted.

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

23/126 Essex County Council Highways – Proposal for Improved Road Safety in Gosfield.

Stage 1: Organise a petition within the village to be signed by all concerned parties.

Stage 2: Video all areas of concern and highlight dangers, hazards and risks to pedestrians and drivers.

Stage 3: Present to District, County representatives and MP

Council decided to defer item until July when Cllr Willis would be able to explain in greater detail.

23/127 To receive reports from outside bodies, training courses, village representatives, and Parish Council working groups.

Cllr Strudwick had attended the Wethersfield Scrutiny Committee meeting – All six prisons are under planning appeal.

The Asylum centre is likely to go ahead which will have a huge impact on rural communities.

Cllr Strudwick attended the Maurice Rowson Hall meeting – having difficulties in attracting hirers of the rooms.

23/128 Special Motion.

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. Previous minute number 23/087 Parish Council meeting May 2023.

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

23/129 Wethersfield Airbase Scrutiny Committee.

To discuss and consider if Damien O'Connor should also be nominated to serve on the Wethersfield Airbase Scrutiny Committee as a representative of Gosfield Parish Council, or not. Current representative is Cllr Strudwick. Damien O'Connor invited but not present at this meeting – how would members of the public representing Gosfield Parish Council know the views of the Council. Clerk to request a copy of the terms of reference for the Wethersfield Airbase Scrutiny Committee to see if meetings are open to members of the public – item deferred to be on the July agenda.

23/130 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.

To confirm the Parish Council holds the General Power of Competence.

23/131 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 23/132, 23/133, 23/134 and 23/135 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.

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

23/132 Allotments.

To consider both quotes to trim the grass paths around the allotment plots, Council agreed to accept the cheapest at £190.00

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

23/133 Gosfield Nature Reserve Management Contract.

Agreement/contract with Westover Woodlands reviewed.

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

23/134 Community Shop.

“Shop Lease” To discuss and consider to agree and approve. Appointed Parish Council Solicitors and Community Shop solicitors in discussion with each other, full lease should be available for July meeting.

23/135 Car Park

To discuss and consider a quote to prepare a specification for the drainage and car park surfacing.

Deferred to be on the July agenda.

23/136 Date of Next Meeting.

Parish Council Meeting will be held on Monday 17th July 2023 (7.15pm).

Meeting Closed at 9.10pm

Gosfield Parish Council
PAYMENTS (AWAITING AUTHORISATION) LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
33 Safety Report	21/06/2023	23/119	Barclays Current Accc	23	ROSPA annual inspection	Playsafety Limited	S	124.00	24.80	148.80
34 Internal Auditor	21/06/2023	23/119	Barclays Current Accc	24	Internal audit fee	Janet Stobart	Z	240.00		240.00
35 Printing Costs	21/06/2023	23/119	Barclays Current Accc	25	Grapevine printing	Paul Clark Printing Ltd	E	429.00		429.00
36 Kings Coronation	07/06/2023	23/119	Barclays Current Accc	26	Kings Coronation mugs	Dash (UK) Ltd	S	207.50	41.50	249.00
37 Pavilion Electricity	16/06/2023	23/119	Barclays Current Accc	27	Pavilion electricity	E-ON UK plc	X	465.91		465.91
37 Pavilion Electricity	16/06/2023	23/119	Barclays Current Accc	27	Pavilion electricity	E-ON UK plc	S	25.00	5.00	30.00
38 Pavilion & Playing Field Gen	21/06/2023	23/119	Barclays Current Accc	28	Pavilion fire inspection	Anglia Fire Protection	S	54.60	10.92	65.52
39 Water Costs	21/06/2023	23/119	Barclays Current Accc	29	Allotment water	Anglian Water Business (Wav	E	84.83		84.83
40 Pavilion Water	23/06/2023	23/119	Barclays Current Accc	30	Pavilion water	Anglian Water Business (Wav	E	132.03		132.03
41 Toilet Sundries	21/06/2023	23/119	Barclays Current Accc	31	Toilet products	QD	S	11.65	2.33	13.98
42 Pavilion & Playing Field Gen	21/06/2023	23/119	Barclays Current Accc	32	Bin repairs	HandyKing	Z	10.00		10.00
42 Village General Maintenance	21/06/2023	23/119	Barclays Current Accc	32	Bin repairs	HandyKing	Z	10.00		10.00
42 Pavilion & Playing Field Gen	21/06/2023	23/119	Barclays Current Accc	32	Bin repairs	HandyKing	Z	10.00		10.00
43 Subscriptions	21/06/2023	23/119	Barclays Current Accc	33	Subscription	Braintree Association of Loca	X	48.00		48.00
44 Grasscutting	21/06/2023	23/119	Barclays Current Accc	34	Grass cutting	MD Landscapes (Anglia) Ltd	S	418.00	83.60	501.60
44 Grass Cutting -CPA	21/06/2023	23/119	Barclays Current Accc	34	Grass cutting	MD Landscapes (Anglia) Ltd	S	60.00	12.00	72.00
45 Stationery & Office Supplies	21/06/2023	23/119	Barclays Current Accc	35	Clerk's expenses	Jacob Mrs D	X	21.92		21.92
45 Car Mileage Allowance	21/06/2023	23/119	Barclays Current Accc	35	Clerk's expenses	Jacob Mrs D	X	39.15		39.15
45 Telephone & Broadband	21/06/2023	23/119	Barclays Current Accc	35	Clerk's expenses	Jacob Mrs D	X	21.40		21.40
Total								2,412.99	180.15	2,593.14