

**MINUTES OF GOSFIELD PARISH COUNCIL MEETING
HELD ON
MONDAY 17th JUNE 2024
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 Tony Farrelly
Cllr Carol Hough
Cllr Maggie Pawsey
Cllr Tony Strudwick
Cllr John Willis
Mrs Diane Jacob (Parish Clerk)

Eight members of the public
District Cllr Schwier

24/115 Welcome and Apologies for Absence. The Chairman welcomed everyone, apologies for absence received and accepted from County Cllr Siddall (due to work commitments).

24/116 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.
No declarations made.

24/117 Public Participation Session with respect to items on the agenda and other matters that are of mutual interest.

A member of the public made a request for Pétanque court on the playing field behind Tony Harringtons bench (to the left-hand side of the Pavilion as you face it). Volunteers would organise fund raising for the cost of it. A member of the public requested that the beacon is repaired as permission requested for it to be used on VE Day 2025. A member of the public spoke about the allotments and very poor condition that they are in tenants are not working the plots to keep the vegetation from overgrowing, the paths around the allotment plots need cutting as this has not been carried out by the tenants. Various suggestions made under item 24/130 below.

24/118 County and District Councillors to address the members if present.

County Cllr Siddall – Not present.

District Cllr Schwier reported that elections are due to take place in May therefore meetings are being rescheduled. New ramps are being installed at the Ramsey skate park in Halstead. The national grind consultation date has been extended until 26 July. Wethersfield asylum centre ongoing. Resurfacing of rural roads will be taking place, so take extra care when travelling.

24/119 Minutes.

Item 1. To confirm receipt of the draft minutes of the Annual Parish Meeting held on 20th May 2024.

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

Item 2. To confirm the minutes of the Annual Parish Meeting held on 20th May 2024. Confirmed and signed by the Chairman.

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

Item 3. To confirm receipt of the draft minutes of the Parish Council meeting held on 20th May 2024.

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

Item 4. To confirm the minutes of the Parish Council meeting held on 20th May 2024. Cllr Strudwick pointed out an amendment to item 24/111 and to remove the word residents from the first paragraph to now read as follows: -

“Update by Cllr Willis, that a meeting has taken place, groups to go around the village to obtain views and design of the plan ongoing.”

The minutes were then confirmed and signed by the Chairman.

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

24/120 Planning Matters.

Item 1. Planning updates. No updates.

Item 2. New applications. No new applications.

24/121 Financial Matters.

Accounts for payment approved see page below.

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

24/122 Accounts 2023/2024.

Thanks expressed to Cllr Richard Edwards the Responsible Financial Officer for all his support and work relating to the accounts.

Item 1. To accept the Internal Auditors Report.

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

Item 2. To confirm reclaim for VAT 2023/2024 up until the end of February 2024.

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

Item 3. Approval of Governance Statement for 2023/2024 prior to submission to the External Auditor.

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

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

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

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

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Signed.....

Chairman of the Parish Council

Date: 15th July 2024

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 Farrelly, seconded by Cllr Willis, all in favour resolution passed.

Chairman and Clerk signed the document.

Item 4. Approval of Accounting Statements for 2023/2024 prior to submission to the External auditor. Chairman and RFO signed.

Proposed by Cllr Farrelly, seconded by Cllr Willis, all in favour resolution passed.

Item 5. Year End Bank Reconciliation for 2023/2024 prior to submission to the External Auditor. Chairman and Clerk signed.

Proposed by Cllr Waters, seconded by Cllr Pawsey, 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 24th June 2024 and 2nd August 2024.

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

24/123 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, ongoing with Land registry.

Item 2. Previous minute No 24/049 item 3. 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. Update the Chairman and Clerk had a meeting with a contractor to discuss various options of fencing and installation along the top of Hall Drive.

It was proposed that the Dogleg option (around the existing trees) was the best option for installation, along the top of the playing field.

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

Various types of fencing were discussed, to go out for further quotes including a chain link option. Item to be on the next agenda.

Item 3. Previous minute No 24/049 item 4. Car Park – Cllr Willis gave an update and plans and specification now drawn up and will be sent out to tender. Item to be on the next agenda.

Item 4. Previous minute No. 24/110 Public Rights of Way – Footpaths No. 15 and 22 – ongoing, no further information.

Item 5. The Kings Head Previous Minute No. 24/052 and 24/072, 24/122 Registering the Kings Head Pub as a community asset – Update that Pubco have found a new tenant to take over, so item to be removed from future agendas.

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

Item 6. Previous minute No. 24/106 Information Boards – No further information at present, so to remove from future agendas.

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

Item 7. Previous minute No. 24/107 Complaint letter to Clarion and BDC regarding affordable housing – update is that the house is now back on the open market, Chairman received information from Clarion and now in contact with BDC and awaiting a reply.

Item 8. Halstead Road Track to GNR – It was confirmed that the track/verge has been cut back.

24/124 Neighbourhood Plan.

Item a. The resignation of Cllr T Edwards and Cllr R Edwards from the Neighbourhood Plan Committee was noted.

Item b. Cllr Farrelly was elected as a new member onto the Neighbourhood Plan Committee.

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

Members will therefore now be Cllr Willis, Cllr Strudwick, Cllr Waters and Cllr Farrelly.

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Signed.....
Chairman of the Parish Council

Date: 15th July 2024

Item c. Cllr Willis gave an update that the plan was ongoing.

24/125 To adopt New Council Documents/Policies.

Item 1. Code of Conduct (New version issued by BDC to consider adoption)

Item 2. Financial Regulations 2024 (New version issued by NALC to consider adoption)

Item 3. Legionnaires Risk Assessment (Pavilion & Public Toilets)

Item deferred until the next meeting and to be on the next agenda.

24/126 New Council Document.

Agreement/licence between the Parish Council and the shop re the coronation garden

Item deferred until the next meeting and to be on the next agenda.

24/127 RoSPA Report 2024.

It was confirmed that we have received the Annual RoSPA inspection report. The play area working group to draw up a plan of actions required and item to be on the next agenda for discussion.

24/128 VE Day 8th May 2025.

Event working group to be arranged, volunteers required. Cllr Hough, Cllr Colyer and Cllr R. Edwards volunteered to help.

24/129 Open Space land at the top of Meadway – update.

Item 1. Update that the travellers have moved on.

Item 2. S106 Funding in relation to the land was discussed, as specified in the agreement only a certain area will be able to be set aside for a wild flower meadow, a gate for grass cutters to obtain access onto the land is required. Chairman to contact the developers.

Item 3. Legal fees for acting on behalf of the council in connection with this matter will be in the region of £1,500 - £1,750 plus VAT which will be reimbursed from the S106 funding.

24/130 S106 Funding Allotments.

We have available £1,175.47 - towards the provision of equipment and/or enhancement of allotment facilities at the allotment site west of The Street Gosfield. This money cannot be used for maintenance/repairs or ongoing issues – only something new. Various suggestions were made, one of which was topsoil and chicken manure and an industrial strimmer (to contact BDC to see if this is classed as an enhancement for them to release the funds). Further suggestions to be discussed in conjunction with BDC to release the funding. Item to be on the next agenda.

24/131 To receive reports from outside bodies, training courses, village representatives, and Parish Council working groups.

Cllr Strudwick reported on Wethersfield (next meeting will be on 24th June). The AGM has taken place for the Maurice Rowson Hall and a small profit made.

24/132 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.

Beacon repair

A Pétanque court on the playing field behind Tony Harringtons bench (to the left-hand side of the Pavilion as you face it).

Edmund Green

Industrial Strimmer for the Playing Field Management Committee

24/133 Date of Next Meeting.

Parish Council Meeting Monday 15th July 2024 (7.15pm).

Meeting Closed at 9.15pm

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Signed.....
Chairman of the Parish Council

Date: 15th July 2024

Gosfield Parish Council

17 June 2024 (2024-2025)

PAYMENTS (AWAITING AUTHORISATION) LIST

Vouche Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
32	18/06/2024		Barclays Current Acc	25	ROSPA annual inspection	Playsafety Limited	S	134.00	26.80	160.80
33	18/06/2024		Barclays Current Acc	26	Internal audit fee	Janet E Stobart	Z	255.00		255.00
34	18/06/2024		Barclays Current Acc	27	Clerk's expenses	Jacob Mrs D	X	12.98		12.98
34	18/06/2024		Barclays Current Acc	27	Clerk's expenses	Jacob Mrs D	X	9.15		9.15
34	18/06/2024		Barclays Current Acc	27	Clerk's expenses	Jacob Mrs D	X	6.34		6.34
34	18/06/2024		Barclays Current Acc	27	Clerk's expenses	Jacob Mrs D	X	6.34		6.34
34	18/06/2024		Barclays Current Acc	27	Clerk's expenses	Jacob Mrs D	X	22.95		22.95
35	18/06/2024		Barclays Current Acc	28	Zip wire repairs	Playquip Leisure	X	296.00	59.20	355.20
36	18/06/2024		Barclays Current Acc	29	Grapevine printing	Paul Clark Printing Ltd	S	508.00		508.00
37	18/06/2024		Barclays Current Acc	30	Pavilion electricity	E-ON UK plc	Z	25.00		25.00
37	18/06/2024		Barclays Current Acc	30	Pavilion electricity	E-ON UK plc	S	403.31	5.00	300.00
38	23/06/2024		Barclays Current Acc	31	Pavilion water	E-ON UK plc	X	403.31		403.31
39	27/06/2024		Barclays Current Acc	32	Allotment water	Anglian Water Business (W	Z	66.58		66.58
40	19/06/2024		Barclays Current Acc	33	Grass cutting	Anglian Water Business (W	Z	24.99		24.99
40	19/06/2024		Barclays Current Acc	33	Grass cutting	MD Landscapes (Anglia) Lt	S	418.00	83.60	501.60
41	19/06/2024		Barclays Current Acc	34	Handyman	MD Landscapes (Anglia) Lt	S	60.00	12.00	72.00
41	19/06/2024		Barclays Current Acc	34	Handyman	Charlie Jarvis	Z	72.50		72.50
42	19/06/2024		Barclays Current Acc	35	Toilet products	Charlie Jarvis	Z	15.00		15.00
						Tesco Stores Ltd	S	24.51	4.90	29.41
Total								2,360.65	191.50	2,552.15

Prepared by: _____ Date: _____

Approved by: _____ Date: _____

Approved by: _____ Date: _____

Name and Role

Name and Role

Name and Role