

MINUTES OF GOSFIELD PARISH COUNCIL MEETING
HELD ON
MONDAY 16th JUNE 2025
AT THE PAVILION, THE PLAYING FIELD, CHURCH ROAD, GOSFIELD AT 7.15PM

Present:

Cllr Bob Waters (Vice-Chairman)
Cllr Richard Edwards also (RFO)
Cllr Jo Colyer
Cllr Tony Strudwick
Cllr John Willis
Mrs Diane Jacob (Parish Clerk)

District Cllr P. Schwier (for item 25/105 only)

Four members of the public (three of which are allotment tenants)

25/102 Welcome and Apologies for Absence. The Vice-Chairman welcomed everyone, apologies for absence received and accepted from Cllr T. Edwards (Chairman) (due to illness) Cllr Pawsey and Cllr Hough (due to holiday) and County Cllr Siddall (due to work commitments).

25/103 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.

25/104 Public Participation Session with respect to items on the agenda and other matters that are of mutual interest.

A member of the public asked about the polytunnel for the allotments, Cllr R. Edwards explained that the original suggestion was too small, therefore this was now being reconsidered. Cllr R. Edwards and Cllr Strudwick to confirm a date and time for a meeting to be held with the allotment tenants. It was mentioned that there are rats at the allotments in compost bins, Cllr Waters said that we would contact pest control at BDC.

25/105 County and District Councillors to address the members if present.

District Cllr Schwier updated about the BDC approved waste process – see item 25/115 below.

Cllr Willis asked about funding available Cllr Schwier confirmed that there was a community grant of £1,250.00 available, and that he would send further information on all grant funding.

25/106 Minutes.

Item 1. To confirm receipt of the draft minutes of the Annual Parish meeting held on 19th May 2025.

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

Item 2. To confirm the minutes of the Annual Parish Council meeting held on 19th May 2025.

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

Item 3. To confirm the receipt of the draft minutes of the Parish Council meeting held on 19th May 2025.

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

Item 4. To confirm the minutes of the Parish Council meeting held on 19th May 2025.

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

25/107 Co-option.

Item 1. To consider applicants and to co-opt candidate.

Item 2. Co-opted candidate to sign acceptance of office.

Item 3. Consent form 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

No candidates to consider therefore item to be on the next agenda.

25/108 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

Alleged Breach: Appeal against the unauthorised material change of use of the land for the siting of containers for storage purposes and the construction of an earth bund along the Eastern boundary.

Awaiting notification of decision.

BDC Local Plan – Call for sites. BDC are in the process of holding meetings to discuss various sites.

Item 2. New applications.

Ref: 06/2024/TPO

Description: To consider objections to a Tree Preservation Order

Location: Gosfield Wood, Gosfield Road, Braintree

This item was discussed and BDC have already granted TPO on the trees on 18th December 2024 and this was supported.

25/109 Financial Matters.

Gosfield Parish Council approved accounts for payment, see separate page.

It was noted that the water bill is high due to a possible leak, it was also agreed for a stopcock to be installed in the area near the community garden patio slabs to confirm exact location of the leak.

It was noted that under this item next month will be an invoice from Land Registry, as the Chairman had to confirm who is responsible for the hedge along Church Road near Kingsmead, it has now been confirmed that it is the responsibility of the landowner and not Essex County Council Highways, the landowner will get the hedge cut back from the pavement.

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

25/110 Accounts 2024/2025.

Item 1. To accept the Internal Auditors Report. The comments on the report were noted, in future Cllr Colyer will sign the source documents and quarterly bank reconciliations.

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

Item 2. To RFO confirmed reclaim for VAT 2024/2025 up to 31 December 2024, a further 3 months to reclaim.

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

Item 3. Approval of Governance Statement for 2024/2025 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 Colyer, seconded by Cllr R. Edwards, 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 Colyer, seconded by Cllr Willis, 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 Waters, seconded by Cllr Colyer, 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 Colyer, seconded by Cllr R. Edwards, 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 Willis, seconded by Cllr R. Edwards, 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 Willis, 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 Colyer, seconded by Cllr R. Edwards, all in favour resolution passed.

Page 2

Signed.....
Chairman of the Parish Council

Date: 21st July 2025

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.

Vice-Chairman and Clerk signed documents.

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

Item 4. Approval of Accounting Statements for 2024/2025 prior to submission to the External auditor. Vice-Chairman and RFO to sign.

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

Item 5. Year End Bank Reconciliation for 2024/2025 prior to submission to the External Auditor. Vice-Chairman and Clerk signed.

Proposed by Cllr Colyer, seconded by Cllr Willis, 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 2025 and 4th August 2025.

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

25/111 Matters Arising from previous minutes.

Item 1. Previous Minute No. 24/268 woodland known as The Lodge Plantation, Gosfield parcel of land for inclusion into the Nature Reserve, Cllr R. Edwards is contacting the current landowners, ongoing.

Item 2. Previous minute No. 24/268 Complaint letter to Clarion and BDC regarding affordable housing – Further clarification requested from Clarion, no update, it was noted that the property is back on the open market.

Item 3. Previous minute No. 24/129 Open Space land at the top of Meadway – access gate to knee high fencing, still needs to be put in place – (ECC) public rights of way concerns regarding footpath 11, replacement of trees and to discuss the transfer of land. No update from BDC.

Item 4. Highways – White Lines. White lines on the edge of the road near the kerb from the Kings head pub down to the Limes. Reported to Highways ref numbers 373559, 3731561 and 2946334 – no update by Cllr Siddall – ongoing.

Item 5. Highways – Blocked gully/drains. Ref: 3766624, and 35321973 What three words: puffed.rival.nurtures – no update by Cllr Siddall - ongoing.

Item 6. Highway – 30mph sign down along Braintree Road ref: 2977068
no update by Cllr Siddall - ongoing

Item 7. Car Park – It was confirmed that an application for financial assistance of £30,000.00 has been made to the National lottery and an application for £20,000.00 will be made to the Asda community fund. Awaiting a reply as all funding needs to be in place before works can commence.

Item 8. Skate Ramp previous minute 24/279 – The Crowdfunder website went live on 21st May, however, no advertising for match funding has been made yet due to further information required relating to insurance of the skate ramp, it will cost the Parish Council extra to take out insurance for a new skate ramp, premium unknown at this stage, the Clerk confirmed that match funding will need to be received within the next 58 days (before 12th August 2025) so the Parish Council are able to claim the £7,500.00 awarded from Sport England. All funding needs to be in place before works can commence. Poster to advertise the crowd funding website/information to be put on Facebook etc.

Item 9. Gosfield Nature Reserve previous minute no. 24/277- Update 5 Year Plan will be on the next agenda, in the meantime Cllr R. Edwards and Cllr Strudwick to arrange a meeting with Westover Woodlands to discuss - the Parish Council require the following: -

- Access path into the nature reserve from Kings Head Field to be cut back to the boundary to be a least 2mtrs wide to enable a pushchair and walkers to gain access, this would also provide disabled access (which we are duty bound to provide).
- Acid grass land requires to be brought back to original area – brambles are taken over and need to be cleared to protect the area.
- All ponds and fishing swims cleared of vegetation and overhanging trees, to be opened up for fishing.
- Designated areas for nettles etc.
- Remove dead decaying trees and to provide bug hotels.

To confirm that we have received letters with comments and suggestions from the local school Children, their views and comments about the nature reserve, bug hotels, ponds, trees and bins to name but a few, all comments and suggestions will be taken into consideration. Parish Council agreed that the Fairy trail should be included in the 5-year management plan.

Item 10. Fairy Trail in Gosfield Nature Reserve, update by Cllr Strudwick was that it has received good response and is already very well used. Grand opening to be on Saturday 19th July, start of the school holidays, maps are still in progress, item to be on the next agenda.

Item 11. Allotments – Previous minute no. 25/033 update – Cllr Strudwick and Cllr R. Edwards to hold a meeting with allotment tenants before the next Parish Council meeting. Item to be on the next agenda.

Item 12. Neighbourhood Plan – update by Cllr Willis, that the plan has been submitted to BDC with the changes and maps as per agreed, awaiting BDC to comment. It was noted no future funding is going to be available.

25/112 To adopt New Council Document/Policy.

Item 1. Financial Regulations 2024 (New version issued by NALC to consider adoption) ongoing – item to be on the next agenda.

Item 2. Standing Orders 2025 (New version issued by NALC to consider adoption) ongoing – item to be on the next agenda.

25/113 Street Lights.

Previous minute No. 24/251, 24/270, 25/012

To discuss and consider replacing the street lights with LED at a cost of £359.00 each ongoing – item to be on the next agenda.

25/114 Public Footpaths 15 and 22.

This item was discussed and after careful consideration it was reluctantly agreed to retract objection comments originally sent.

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

25/115 Braintree District Council – Changes to waste Services. For information as follows: -

Braintree District's new collection method will start from 1st June 2026 and will include:

- Three-weekly collection of general waste (the grey bins)
- Alternate fortnightly collection of paper and card
- Alternate fortnightly collection of glass bottles and jars, metals, plastics including film and food & drink cartons
- Weekly food waste collection
- Fortnightly paid-for collection of garden waste

The clear sacks that are currently used for mixed recycling will be replaced with two new wheeled bins – one for the paper & card and one for the glass, metals etc

A number of different options were considered; the final choice is considered to be:

- The most efficient and effective way to collect the waste
- Meeting the Government's requirements of diverting bio-degradable waste to be recycled
- Collecting more recycling from the kerbside

In the meantime, there is a lot more information available on the BDC Council's website

<https://www.braintree.gov.uk/proposedwastechanges>

25/116 RoSPA. (Play area annual report).

To discuss and consider the RoSPA report if received. Not yet received so item to be on the next agenda.

25/117 Wethersfield Airbase Scrutiny Committee.

A grant of £250.00 to the Wethersfield Airbase Scrutiny Committee was agreed.

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

25/118 To receive reports from outside bodies, training courses, village representatives, and Parish Council working groups.

No reports made.

25/119 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.

New agenda items to be sent to the Clerk.

Page 4

Signed.....
Chairman of the Parish Council

Date: 21st July 2025

25/120 Date of Next Meeting.

Parish Council Meeting 21st July (7.15pm).

Meeting closed at **8.55pm**

Gosfield Parish Council

16 June 2025 (2025-2026)

PAYMENTS (AWAITING AUTHORISATION) LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
46 Distribution Costs	18/06/2025		Barclays Current Acc	32	Grapevine postage	Post Office Ltd	Z	27.84		27.84
47 Printing Costs	18/06/2025		Barclays Current Acc	33	Grapevine printing	Eden Print Ltd	Z	608.00		608.00
48 Grasscutting	18/06/2025		Barclays Current Acc	34	Grass cutting	MD Landscapes (Anglia) Lt	S	418.00	83.60	501.60
48 Grass Cutting -CPA	18/06/2025		Barclays Current Acc	34	Grass cutting	MD Landscapes (Anglia) Lt	S	60.00	12.00	72.00
49 Water Costs	18/06/2025		Barclays Current Acc	35	Allotment water	Anglian Water Business (W)	Z	80.36		80.36
50 Toilet Sundries	18/06/2025		Barclays Current Acc	36	Toilet products	Tesco Stores Ltd	S	25.09	5.02	30.11
51 Stationery & Office Supplies	18/06/2025		Barclays Current Acc	37	Clerk's expenses	Jacob Mrs D	X	13.51		13.51
51 Telephone & Broadband	18/06/2025		Barclays Current Acc	37	Clerk's expenses	Jacob Mrs D	X	9.25		9.25
51 Telephone & Broadband	18/06/2025		Barclays Current Acc	37	Clerk's expenses	Jacob Mrs D	X	6.34		6.34
51 Car Mileage Allowance	18/06/2025		Barclays Current Acc	37	Clerk's expenses	Jacob Mrs D	X	27.45		27.45
52 Pavilion Water	23/06/2025		Barclays Current Acc	38	Pavilion water	Anglian Water Business (W)	Z	274.95		274.95
53 Village General Maintenance	18/06/2025		Barclays Current Acc	39	Handyman	Charlie Jarvis	Z	105.00		105.00
54 Internal Auditor	18/06/2025		Barclays Current Acc	40	Internal audit fee	Janet E Stobart	Z	270.00		270.00
55 Pavilion Electricity	17/06/2025		Barclays Current Acc	41	Pavilion electricity	E-ON UK plc	X	262.70		262.70
55 Pavilion Electricity	17/06/2025		Barclays Current Acc	41	Pavilion electricity	E-ON UK plc	L	29.05	1.45	30.50
56 Petanque Court	18/06/2025		Barclays Current Acc	42	Petanque sign	Apogee	S	37.50	7.50	45.00
Total								2,255.04	109.57	2,364.61