

MINUTES OF GOSFIELD PARISH COUNCIL MEETING
HELD ON
MONDAY 26th JUNE 2026
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 Carol Hough
Cllr Maggie Pawsey
Cllr Tony Strudwick
Mrs Diane Jacob (Parish Clerk)

Six members of the public.

26/112 Welcome and Apologies for Absence. The Chairman welcomed everyone, apologies of absence received and accepted from District Councillor Peter Schwier and County Councillor Isi Rocha (due to work commitments).

26/113 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.

26/114 Public Participation Session with respect to items on the agenda and other matters that are of mutual interest.

A director from Millington Place Management Ltd discussed areas relating to West field at the top of Meadway they would love to see the developer's original wildflower meadow installed and they asked if the Parish Council had received the Community Land certificate the Chairman confirmed that the Parish Council had not received the certificate and that it is due to be issued in July and until the Parish Council owns the land no decisions can be made by Gosfield Parish Council.

26/115 County and District Councillors to address the members if present.

District Cllr Schwier send regular updates, and a report was read out by the Chairman received from County Councillor Isi Rocha District Council (See full report below).

It was confirmed that surveys have already been carried out by Essex County Council in The Street, Gosfield and they do not meet the criteria for a Zebra crossing.

26/116 Minutes.

Item 1. To confirm receipt of the draft minutes of the Annual Parish meeting (AGM) held on 11th May 2026. 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 (AGM) held on 11th May 2026 are a true and accurate record.

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

Item 3. To confirm receipt of the draft minutes of the Parish Council meeting held on 11th May 2026. Proposed by Cllr Strudwick, seconded by Cllr Hough, all in favour resolution passed.

Item 4. To confirm the minutes of the Parish Council meeting held on 11th May 2026 are a true and accurate record.

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

26/117 Co-option.

Item 1. Gemma McKinley was co-opted onto Gosfield Parish Council by a signed ballot, in accordance with the Gosfield Parish Council co-option policy.

Item 2. Co-opted candidate signed acceptance of office.

Item 3. Consent form was signed 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.

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

26/118 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.

Awaiting decision - update.

Item 2. New applications.

Ref: 26/01032/TPO

Description: Application to carry out works to trees protected by Tree Preservation Order: 19/2001-G1 - Removal of decaying oak tree stump and adjacent overgrown yew bush. Replace with a more suitable tree, due to its close proximity to the house.

Location: Old Vicarage Church Road Gosfield Essex CO9 1UD

No objection

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

26/119 Financial Matters.

Accounts for payment were approved, please refer to separate page as below.

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

It was also agreed that the invoice received from DR Solutions Essex for the drainage works on the playing field at a cost of £26,800.00 could be paid and to await confirmation from BDC as to if they will pay the S106 funding directly to the contactor.

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

Also, a pro-forma invoice from Geosynthetics for materials for the car park at a cost of £2,372.17 excluding VAT

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

26/120 Accounts 2025/2026.

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 2025/2026.

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

Item 3. Approval of Governance Statement for 2025/2026 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 Waters, 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 Waters, 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 Waters, 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 Waters, seconded by Cllr Pawsey, 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 Pawsey, all in favour resolution passed.

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Signed.....

Chairman of the Parish Council

Date: 20th July 2026

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

Proposed by Cllr Waters, seconded by Cllr Pawsey, 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 Pawsey, 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 signed.

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

9. (For local Councils only). Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts (not applicable). It was confirmed that this item is not applicable to Gosfield Parish Council.

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

10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review. Has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.

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

Item 4. Approval of Accounting Statements for 2025/2026 prior to submission to the External auditor. Chairman and RFO signed.

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

Item 5. Year End Bank Reconciliation for 2025/2026 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 2026 and 4th August 2026.

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

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

26/121 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, it was confirmed that the septic tank is not leaking and the area is now dry.

Item 2. Previous minute No. 24/268 Complaint letter to Clarion and BDC regarding affordable housing – update re Edmund Green. It was noted that number 2 Edmund Green is for sale.

Item 3. Highways – 30mph/40mph sign down, (propped up in the hedge) along Braintree Road Ref: 2977068 Work has been completed to remove from future agendas.

Item 4. Highways – Ref: 3829092 Overgrown vegetation, Hedingham Road – work has been completed by residents, to remove from future agendas.

Item 5. Highways Noisy manhole surface/cover has been reported on 6th January to Essex County Council Highways ref: 4011284 The Street. Update Clerk to report again.

Item 6. Highways Noisy manhole surface cover also reported on 4/6/2026 ref 4043229 defective surface cover, ongoing. Clerk to report again.

Item 7. Highways - previously reported pothole, gully (noisy) surface broken up ref: 4015244 & 4037962 Outside Tye Beams, in The Street opposite the Limes still causing problems. Work has been completed to remove from future agendas.

Item 8. Highways – reported manhole covers protruding up from the pavement Outside Tye Beams, in The Street Ref: 4037957 Update by County Cllr. Ongoing.

Item 9. Highways - previously reported ref: 3602795 Blocked gully Halstead Road. Update by County Cllr. Ongoing.

Item 10. Highway – road surface broken up near the war memorial reported 9/3/2026 ref: 4028882 Update by County Cllr. To ask the County Cllr to see if we can find out why this repair keeps failing.

Item 11. Highways ref 4039670 reported 12/5/2026 Overhanging trees/hedges/brambles. Busy Main Braintree Road opposite Tye Beams.

Difficult for pedestrians to use the pavement in this area (Children walking to School and the village) also danger for vehicles pulling out of the Lindens junction - visibility issues. Update by County Cllr.

Item 12. Neighbourhood Plan – on going awaiting update from BDC.

Item 13. Previous minute no. 143 Quality Council Bronze Award – ongoing work in progress.

Item 14. Meadow Development, Land West of Hedingham Road Community Land now known as West Field. Update relating to the transfer of the land as per the S106 agreement. No update.

Item 15. Previous minute no. 25/185 item 1 and item 4 – Allotments Improvements to existing water supply and rat treatment – water supply tank to be purchased – rat treatment ongoing.

Item 16. Playing Field Drainage – works has been completed – to remove from future agendas.

Item 17. Car park – work has commenced and clearance of the area, concrete to be laid, ongoing.

Item 18. Previous minute Nos. 24/251, 24/270, 25/012, 25/030 26,052 Street Lights – ongoing.

Item 19. Previous minute no. 26/057 Access to The Lindens from The Limes – ongoing awaiting approval from Eastlight.

Item 20. Previous minute no. 26/058 Registering the Kings Head Pub as a community asset- ongoing.

Item 21. Public Rights of Way, footpath 11 and 14 at the top of Meadow – update that new waymark discs have been installed on posts and that they will install metal Flags on each side of road Dec 26 - Jan 27 ref number 4024326.

Item 22. Previous minute number 26/106 Item 2 Gosfield Nature Reserve – Access Gate from Halstead Road entrance – ongoing.

Item 23. Previous minute number 26/108 Gosfield United Football Club Item 1 mobile bar area item 2 signage, and lockers – No update.

26/122 To adopt New Council Documents/Policy.

Item 1. Financial Regulations 2024 (New version issued by NALC to consider adoption).

Item 2. Approve Standing Orders clause 18av - £90,000.00 Inc VAT

Item 3. Biodiversity Policy.

Item 4. IT Policy.

The above documents were adopted by Gosfield Parish Council.

Proposed by Cllr Strudwick, seconded by Cllr R. Edwards, Cllr Waters, Cllr T. Edwards, Cllr Colyer, Cllr Hough and Cllr Pawsey in favour resolution passed.

26/123 Children's Play Area RoSPA report.

The RoSPA was discussed and considered, with only a few minor issues noted which will be rectified.

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

26/124 Salt Bag Partnership 2026/2027.

It was confirmed that no bags of salt are required this year but to remain in the scheme.

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

26/125 Trees in the Nature Reserve.

Item 1. To discuss and consider quotes to remove three Sycamore trees suffering from sooty bark disease and a branch overhanging neighbouring structure. Two quotes were discussed and it was agreed to accept the cheapest at £350.00 due the health and safety issue, permission has been granted by BDC and this work has been completed.

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

It was discussed and agreed that a tree survey should be undertaken by Tracy Clarke at a cost of £1,140.00

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

Item 2. Fallen trees lodge plantation/ nature reserve overhanging the footpaths, to discuss clearance.

Michael Butler has kindly agreed to clear the footpath from Park Lane to the bottom of the pits, and to cut it back 6 mtrs to the boundary of the Lodge Plantation. It was agreed to accept this offer.

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

26/126 Public Toilets.

It was noted further vandalism of the public toilets has taken place and that it has been reported to the police along with CCTV footage. To continue to monitor and report.

26/127 Allotments.

To discuss the condition of the allotment plots. Cllr R. Edwards and Cllr Strudwick (the allotment officers) have carried out an inspection and e-mails have been sent out to tenants who are not complying with the tenancy agreement and working on the plots, a further inspection will be carried out to see if there has been any activity if not then the plots will be re-rented out to those on the waiting list.

It was agreed that two plots, 2b and 5 could be rented out as they are now vacant. The roof tiles on plot 8 will need to be removed by the tenant so that works can proceed on the water supply (Clerk to contact tenant).

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

26/128 To receive reports from outside bodies, training courses, village representatives, and Parish Council working groups. Cllr Strudwick asked who the village hall deeds are held with, the Chairman replied that Holmes and Hills hold the deeds.

26/129 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.

Fencing in Gosfield Nature Reserve.

26/130 Date of Next Meeting.

Parish Council Meeting Monday 20th July 2026 (7.15pm).

Meeting Closed at 8.35pm

County Councillor Update — Halstead Division

Report to Gosfield Parish Council

Cllr Isabel Caetano da Rocha | May – June 2026

Finance and Corporate Services

It has been a busy first four weeks, and I want to start by giving the Council a sense of what I have been doing at County Hall, as well as across the Halstead Division. I should say at the outset that this is very much a summary. There is considerably more going on behind the scenes with casework and other items than I can cover here, but I wanted to highlight the areas which may be most relevant or of most interest.

Shortly after my election I was appointed Deputy Cabinet Member for Finance and Corporate Services. I have hit the ground running and am actively involved at cabinet level across a broad range of areas. I am sitting on portfolio holders initial and follow up budgetary meetings to run through their numbers in detail. It is important that I have a full picture of how all of Essex County Council is operating, not just in isolation. It is a role I am thoroughly enjoying and one I am fully committed to.

I also attended my first Full Council meeting where two motions were passed. I have also been nominated to serve on several committees including the Place Services and Economic Growth Policy and Scrutiny Committee, and the Essex Pension Fund Investment Steering Committee. This will give me a broad view across a number of key areas which ensures I am actively involved across major areas of the Council's work.

Getting Out and About

From the very start I have wanted to be present across the entire division. Not just at a desk, but actually here, talking to people.

I have already addressed this at Halstead, Earls Colne and White Colne Parish Council and will continue to do so at all other council meetings. If I can't be present – I will send an update to the Town Clerk to be read out. I really wanted to be here tonight but unfortunately need to be at the District Council full council tonight.

I attended Dementia Action Week at Queens Hall, which was really moving for me as my mother suffers from this debilitating and silent condition. I also visited White Colne Community Café to sit down with parish council representatives. I joined both days of the Colne Engaine Village Festival, which was a wonderful community event, and it was a great opportunity to meet residents, local businesses and parish council members.

Closer to home, I walked through Halstead town centre with Cllrs Jim Bond and Malcolm Hincken and Sarah from Halstead Town Council. This was incredibly valuable as you see things differently on foot so I would like to thank them for making the time for this. I have also been meeting with local business owners here in Halstead, and those conversations have been very informative. There is a real appetite for the town centre to be taken seriously, and I intend to make sure it is. I would like to do the same with all remaining Parish Councils. Earls Colne are looking to get some dates in the calendar, and I'd encourage Gosfield Parish Council to let me know when would work.

I am also in the process of setting up a monthly County Councillor Surgery and details will follow shortly. The aim of this is that all residents have a regular, accessible way to reach me. I have also written to all town and parish councils in the division about the ECC Locality Fund. There is £10,000 available across for the Halstead Division, and I wanted the process to be genuinely community-led. I have asked residents to bring their ideas to their local council, for the council to debate and agree the initiative they wish to put forward. It is that agreed priority which will be submitted as an expression of interest. Hopefully that approach makes sense.

Roads and Road Safety

Roads have come up in almost every conversation I have had since being elected, and I have taken that seriously.

Following the ECC Leader's declaration of a pothole emergency (btw I believe there are tens of thousands of potholes reported across Essex), I launched my own initiative, Pandora's Pothole, inviting residents across the division to tell me which roads concerned them most. The response was significant. The three roads that came up most frequently were Station Road in Colne Engaine, Sudbury Road from the mini roundabout to Churchill Avenue, and Pennypots. These have all been formally referred to Highways for urgent repair as per the Pothole Emergency initiative. Importantly, every other road raised by residents has also been escalated by myself. No submission was set aside. I also photographed and referred road problems near the war memorial in Gosfield and have asked the Highways Team to try again, and I continue to work through a steady stream of casework on roads and pavements, including issues that have been sitting unresolved for residents for far too long. A number of which I have already sent a response to the Clerk for Gosfield Parish Council.

On road safety more broadly, I have met with Gosfield School to talk about traffic speeds and safety concerns around their sites. This has been escalated to ECC along with a number of other road safety issues raised by residents including Gosfield Village (speeds around Gosfield Primary School) to be reduced to 20MPH as well as Iron Pear Tree Farm (and other residences where Children live on the A1017) which are on a 60mph stretch of road sandwiched between 2x 40mph stretches either side (including 2 bus stops with no pavement which the residents aren't using because they are concerned about being sucked into the road by the lorries! I have been advised that BDC and ECC were made aware of these by my predecessors but am following up as little has been forthcoming so far.

Planning

I submitted a formal planning objection to Braintree District Council on application 26/00537/FUL — the part-retrospective application for 17 poultry breeding and rearing units at Chalkney Mill on Tey Road in Earls Colne. The objection covers flood risk — the site sits within Flood Zones 2 and 3 — the impact on two Grade II listed buildings, the absence of a Highways consultation, and the risk of contamination to the River Colne. I have asked that independent assessments be required before any decision is made.

I have also referred a suspected unauthorised development site to ECC Landscape Services and enforcement are looking into it. I was also involved in the field near Woodpeckers in Earls Colne to assist local residents who were concerned about landscape works being undertaken there. There is another planning related issue that I'm dealing within the Gosfield area which I will provide further information about when I can although this is nothing to do with new building works to ease some concerns).

Braintree District Council — Waste Collection

The new BDC waste and recycling scheme, which launched on 1 June, has generated a lot of casework and a lot of frustration among residents across the entire division.

I wrote formally to the cabinet member responsible raising concerns about the consultation, the lack of any phasing in the rollout, missed collections, and (most importantly) the impact on vulnerable residents including elderly residents whose bins simply were not collected. I asked for a substantive response within ten working days. This letter has also been published on my social media page so residents can see the items I have raised on their behalf. I did receive a response last week which deflected away from the questions that I'd posed so am considering my next steps.

Other Matters

I have been trying to keep residents informed through social media throughout my time as your Local County Councillor and I am continuing to chase up with ECC officers re all the issues that are being raised with me directly. My casework is increasing but I am looking at everything and haven't forgotten anything. So I will update this council as and when there are updates.

Gosfield Parish Council
PAYMENTS (AWAITING AUTHORISATION) LIST

Voucher Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
27 General Maintenance	23/06/2026		Barclays Current Acc	27	Cut down 2 dying oak trees	David Self Tree Surgery	Z	600.00		600.00
28 Pavilion & Playing Field General	23/06/2026		Barclays Current Acc	28	Pavilion fire inspection	Anglia Fire Protection	S	89.00	17.80	106.80
29 Stationery & Office Supplies	23/06/2026		Barclays Current Acc	29	Clerk's expenses	Jacob Mrs D	X	14.16		14.16
29 Telephone & Broadband	23/06/2026		Barclays Current Acc	29	Clerk's expenses	Jacob Mrs D	X	8.55		8.55
29 Telephone & Broadband	23/06/2026		Barclays Current Acc	29	Clerk's expenses	Jacob Mrs D	X	6.34		6.34
29 Car Mileage Allowance	23/06/2026		Barclays Current Acc	29	Clerk's expenses	Jacob Mrs D	X	13.50		13.50
30 Safety Report	23/06/2026		Barclays Current Acc	30	ROSPA annual inspection	Playsafety Limited	S	155.00	31.00	186.00
31 Printing Costs	22/06/2026		Barclays Current Acc	31	Grapevine printing	Eden Print Ltd	Z	656.00		656.00
32 Grasscutting	23/06/2026		Barclays Current Acc	32	Grass cutting	MD Landscapes (Anglia) Lt	S	418.00	83.60	501.60
32 Grass Cutting - CPA	23/06/2026		Barclays Current Acc	32	Grass cutting	MD Landscapes (Anglia) Lt	S	60.00	12.00	72.00
33 Distribution Costs	23/06/2026		Barclays Current Acc	33	Grapevine postage	Gosfield Community Shop l	Z	36.40		36.40
34 Water Costs	23/06/2026		Barclays Current Acc	34	Allotment water	Anglian Water Business (W	Z	55.35		55.35
35 Pavilion Water	23/06/2026		Barclays Current Acc	35	Pavilion water	Anglian Water Business (W	Z	137.41		137.41
36 Toilet Sundries	23/06/2026		Barclays Current Acc	37	Toilet products	Tesco Stores Ltd	S	6.25	1.25	7.50
37 Pavilion & Playing Field General	23/06/2026		Barclays Current Acc	36	Toilet cleaning - pavilion	Amanda Degnan	Z	165.23		165.23
38 Toilet Sundries	23/06/2026		Barclays Current Acc	38	Toilet products	Tesco Stores Ltd	S	22.04	4.41	26.45
39 Toilet Sundries	23/06/2026		Barclays Current Acc	39	Toilet products	Tesco Stores Ltd	S	19.02	3.81	22.83
40 Pavilion Electricity	24/06/2026		Barclays Current Acc	40	Pavilion electricity	E-ON UK plc	L	74.22	3.71	77.93
41 Pavilion Electricity	16/06/2026		Barclays Current Acc	41	Pavilion electricity	E-ON UK plc	L	14.43	0.72	15.15
41 Pavilion Electricity	16/06/2026		Barclays Current Acc	41	Pavilion electricity	E-ON UK plc	X	343.14		343.14
42 GNR General maintenance	23/06/2026		Barclays Current Acc	42	Cut down dead sycamore	David Self Tree Surgery	Z	350.00		350.00
Total								3,244.04	158.30	3,402.34