

MINUTES OF GOSFIELD PARISH COUNCIL ANNUAL PARISH MEETING
HELD ON
MONDAY 24th MAY 2021
AT THE PAVILION, THE PLAYING FIELD, CHURCH ROAD, GOSFIELD AT 7.00pm.

Present:

Cllr Bob Waters (Chairman)
Cllr Tricia Edwards (Vice-Chairman)
Cllr Jo Beavis (Arrived at item 21/084)
Cllr Mark Bloomfield
Cllr Joanne Colyer
Cllr Sam Cowie
Cllr Carol Hough
Cllr Sara Moutard
Mrs Diane Jacob (Parish Clerk)
District Cllr Peter Schwier
County Cllr Chris Siddall
One member of the public

21/078 To elect a Chairman.

Cllr Bloomfield proposed Cllr Edwards but she indicated that she was not prepared to stand as Chairman so Cllr Edwards proposed Cllr Waters.

Cllr Waters elected as Chairman and declaration of office signed.

Proposed by Cllr Edwards, seconded by Cllr Hough, Cllr Colyer, Cllr Cowie, Cllr Moutard in favour, Cllr Bloomfield against, resolution passed.

21/079 To elect a Vice-Chairman.

Cllr Edwards elected as Vice-Chairman and declaration of office signed.

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

21/080 Check Members Register of Interests.

Members have reviewed their declarations of interests and updated (sent direct to BDC) where necessary.

21/081 Declaration of Acceptance of Office.

Confirmed all members have signed.

21/082 Consent form to receive the Council Summons and agenda electronically.

Confirmed members have signed.

21/083 Bank Signatories.

It was confirmed three signatories for the Parish Council Bank accounts, Cllr Waters, Cllr Edwards and Cllr Moutard.

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

21/084 To review membership and agree renewal of the following bodies: -

EALC (Essex Association of Local Councils)

NALC (National Association of Local Councils)

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

(BALC) Braintree Association of Local Councils, Cllr Waters and Cllr Moutard elected representatives to attend meetings.

Coffee Rooms Trust, Cllr Waters elected as a representative to attend meetings.

The Rowson Trust – To confirm Three trustees from the Parish Council, nominated representatives for four years, to attend meetings. (Currently Cllr Pawsey, Cllr Hough and Cllr Colyer).

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

21/085 To re-adopt Council Documents/Policies

- A. Accessibility Statement
- B. Code of Conduct
- C. Complaints Procedure
- D. Co-Option Procedure
- E. Data Protection Policy
- F. Disciplinary Policy
- G. Financial Regulations
- H. Grievance Policy
- I. Investment Policy
- J. Neighbourhood Plan Committee Terms of Reference
- K. Privacy Statement
- L. Public Participation Policy
- M. Standing Orders
- N. Tree Management Policy
- O. Risk Assessment for Ditch
- P. Risk Assessment for Cleaner
- Q. Risk Assessment for Litter picker
- R. Press, Media and Social Media Policy

Council documents and policies above were readopted, proposed by Cllr Bloomfield, seconded by Cllr Moutard, all in favour, resolution passed.

21/086 To adopt new Council Documents/Policies Risk assessments

- A. Covid 19 Risk Assessment (adopted)
- B. Covid 19 Risk Assessment for Public Toilets (adopted)
- C. Dignity at work (adopted)
- D. Equality & Diversity (adopted)
- E. Health & Safety at work (adopted)
- F. Health & Safety General (adopted)
- G. Mechanical & Electrical equipment Risk Assessment (adopted)
- H. Fire Risk Assessment (Pavilion & Public Toilets) (adopted)
- I. Footpaths & Public Benches Risk Assessment (adopted)
- J. Harmful Substances (COSHH) Risk Assessment (adopted)
- K. Homeworking Risk Assessment (inc. lone working) - Parish Clerk (adopted)
- L. Legionnaires Risk Assessment (Pavilion & Public Toilets) (adopted)
- M. Nature Reserve Risk Assessment (not adopted – to be reviewed with Stephen Westover to be on agenda in the summer when the Nature Reserve’s Management Plan is also reviewed).
- N. Playing Field & Children’s Play Area Risk Assessment (to be revised not adopted - to be on next agenda)
- O. Non-Covid Public Toilets Risk Assessment (for after the pandemic) (not adopted, to review item B if required).

Discussion took place as to who was going to carry out all the risk assessments etc – to appoint a Health and Safety Officer to be on the next agenda for further discussion.

New Council documents and policies as listed A to L were adopted, proposed by Cllr Beavis, seconded by Cllr Bloomfield, all in favour, resolution passed.

21/087 Personnel Committee.

To elect Personnel Committee (a total of 3 Cllrs currently Cllr Waters, Cllr Edwards and Cllr Bloomfield) and Personnel Committee Chairman (Currently Cllr Waters).

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

21/088 Neighbourhood Plan Committee.

To confirm committee members (currently Cllr Bloomfield, Cllr Beavis, Cllr Moutard and Cllr Waters) and Neighbourhood Plan Committee Chairman (Currently Cllr Bloomfield)

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

21/089 Working Groups.

To confirm the following working Groups, and elect representatives.

Nature Reserve - (currently Cllr Hough, Cllr Moutard)

Playing Field - (currently Cllr Hough, Cllr Pawsey)

Allotment Officer - (currently Cllr Waters)

Footpaths - (currently Cllr Beavis and Cllr Hough)

Finance - (currently Cllr Waters, Cllr Edwards, Cllr Bloomfield, Cllr Moutard, Cllr Cowie)

Appeals - (currently Cllr Cowie, Cllr Colyer)

Children's Play Area - (currently Cllr Hough, Cllr Pawsey, Cllr Colyer)

Planning - (currently Cllr Moutard, Cllr Waters, Cllr Beavis, Cllr Pawsey)

Grapevine Editor - (currently Alan Summerland)

Tree Warden - (currently Cllr Hough)

Village Hall – (currently Cllr Moutard)

Please Note – Working Groups to carry out monthly inspections of assets as required by Insurers.

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

21/090 Responsible Financial Officer

It was confirmed that Richard Edwards to act as The Responsible Financial Officer to the Council.

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

21/091 Annual Meeting Closed

Meeting closed at 7.20pm