

MINUTES OF GOSFIELD PARISH COUNCIL
ANNUAL PARISH MEETING
HELD ON
MONDAY 20th MAY 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)

Three members of the public

24/079 To elect a Chairman.

Cllr T. Edwards elected as Chairman and declaration of office was signed.
Proposed by Cllr Waters, seconded by Cllr Pawsey, Cllr Colyer, Cllr Farrelly, Cllr Hough, Cllr Willis, Cllr T. Edwards in favour, Cllr Strudwick objected, Cllr R. Edwards abstained, resolution passed.

24/080 To elect a Vice-Chairman.

Cllr Waters elected as Vice-Chairman and declaration of office was signed.
Proposed by Cllr T. Edwards, seconded by Cllr Pawsey, Cllr Colyer, Cllr Farrelly, Cllr Hough, Cllr Strudwick, Cllr Willis in favour, Cllr R. Edwards abstained, resolution passed.

24/081 Check Members Register of Interests.

Members confirmed that the Register is up to date.

24/082 Declaration of Acceptance of Office.

Confirmed members have signed.

24/083 Consent form to receive the Council Summons and agenda electronically.

Confirmed members have signed, except for Cllr Hough and Cllr Pawsey as they do not have computers.

24/084 Bank Signatories.

It was confirmed three signatories for the Parish Council Bank accounts, Cllr Waters, Cllr T. Edwards and Cllr Willis.
Proposed by Cllr T. Edwards, seconded by Cllr Pawsey, all in favour except Cllr R Edwards who abstained, resolution passed.

24/085 To review membership and agree renewal of the following bodies: -

EALC (Essex Association of Local Councils)

NALC (National Association of Local Councils)

(BALC) Braintree Association of Local Councils, Cllr T. Edwards and Cllr Waters 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, from May 2023 to attend meetings. (Currently Cllr Pawsey, Cllr Hough and Cllr Colyer).

Proposed by Cllr T. Edwards, seconded by Cllr Pawsey, all in favour except Cllr R Edwards who abstained, resolution passed.

24/086 General Power of Competence.

It was confirmed that Gosfield Parish Council meets the prescribed conditions.

Proposed by Cllr T. Edwards, seconded by Cllr Waters, all in favour except Cllr R. Edwards who abstained, resolution passed.

24/087 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)

Further information required, therefore existing documents re-adopted and the new documents deferred until next meeting.

Proposed by Cllr T. Edwards, seconded by Cllr Pawsey, Cllr Colyer, Cllr Farrelly, Cllr Hough, Cllr Waters, Cllr Willis, Cllr R. Edwards abstained and Cllr Strudwick objected to Item 1, resolution passed.

24/088 To re-adopt Council Documents/Policies (Please refer to website)

- A. Accessibility Statement
- B. Complaints Procedure
- C. Co-Option Procedure
- D. Covid 19 Risk Assessment
- E. Covid 19 Risk Assessment for Public Toilets
- F. Data Protection Policy
- G. Dignity At Work
- H. Disciplinary Policy
- I. Equality & Diversity
- J. Fire Risk Assessment (Pavilion & Public Toilets)
- K. Footpaths & Public Benches Risk Assessment
- L. Grievance Policy
- M. Harmful Substances (COSHH) Risk Assessment
- N. Health & Safety at work
- O. Health & Safety General
- P. Homeworking Risk Assessment (inc. lone working) Parish Clerk
- Q. Investment Policy
- R. Legionnaires Risk Assessment (Pavilion & Public Toilets) Existing document re-adopted; further information required, item to be on the next agenda.
- S. Mechanical & Electrical equipment Risk Assessment
- T. Nature Reserve Risk Assessment
- U. Neighbourhood Plan Committee Terms of Reference
- V. Playing Field & Children's Play Area risk Assessment
- W. Privacy Statement
- X. Public Participation Policy
- Y. Risk Assessment for HaHa Ditch
- Z. Risk Assessment for Cleaner
- AA. Risk Assessment for Litter Picker
- BB. Social Media Policy

- CC. Standing Orders
- DD. Strategic Risk Register Assessment
- EE. Tree Management Policy

Council documents/policies as listed above were readopted, proposed by Cllr Waters, seconded by Cllr Pawsey, all in favour except Cllr R. Edwards who abstained, resolution passed.

24/089 Insurance.

It was confirmed that insurance cover is in place for 2024/2025.

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

24/090 Personnel Committee.

Item 1. To elect Personnel Committee (Cllr Waters, Cllr T. Edwards and Cllr Farrelly).

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

Item 2. Cllr T. Edwards elected as the Personnel Committee Chairman.

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

Item 3. To arrange a personnel committee meeting in August/September 2024.

24/091 Neighbourhood Plan Committee.

Confirmed committee members - Cllr Strudwick, Cllr Waters, Cllr Willis and Cllr T. Edwards and Cllr R. Edwards.

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

24/092 Working Groups.

To confirm the following working Groups, and elect representatives.

Nature Reserve - (Cllr Strudwick)

Playing Field - (Cllr T. Edwards, Cllr Hough, Cllr Pawsey)

Allotment Officer - (Cllr Farrelly)

Footpaths - (Cllr Colyer, Cllr Hough)

Finance - (Cllr Waters, Cllr R. Edwards)

Appeals - (Cllr Colyer)

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

Planning - (Cllr Waters, Cllr Pawsey, Cllr Farrelly, Cllr Colyer, Cllr T. Edwards)

Grapevine Editor - (Alan Summerland)

Tree Warden - (Cllr Hough)

Rowson Hall – (Cllr Strudwick)

Car Park drainage/surfacing – Cllr Willis

Wethersfield Airbase Scrutiny Committee – (Cllr Strudwick)

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

Working Groups Children's Play Area (Cllr Colyer, Cllr Hough and Cllr Pawsey and Cllr Strudwick) to carry out monthly inspections of play area equipment.

Cllr Strudwick to carry out monthly inspection of benches, bus shelters, noticeboards.

Copy of dated, signed inspection lists to be given to the Clerk on a regular basis.

Proposed by Cllr T. Edwards, seconded by Cllr Waters, all in favour except Cllr R. Edwards who abstained, resolution passed.

24/093 Responsible Financial Officer

Richard Edwards was appointed to act as The Responsible Financial Officer to the Council.

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

24/094 Annual Meeting Closed

Meeting closed at 7.36pm