

MINUTES OF GOSFIELD PARISH COUNCIL MEETING  
HELD ON  
MONDAY 21<sup>st</sup> OCTOBER 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

**24/212 Welcome and Apologies for Absence.** The Chairman welcomed everyone, apologies for absence received and accepted from County Cllr Siddall (due to work commitments).

**24/213 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

**24/214 Public Participation Session with respect to items on the agenda and other matters that are of mutual interest.**

Trees in the Nature Reserve were discussed, the birch tree has deteriorated permission has been granted by BDC and will be felled. There is Ash die back on 4 trees which will also be felled. The 3 small footbridges need repair as soon as possible. The new management plan will be issued in February 2025.

Trees/hedging along Church Road/Parkhall Road from the Lake resort to the Church have been reported to Essex County Council Highways ref 2944148, however, ECC advised it is the responsibility of the land owner.

Taps in the toilets are not turning themselves off, due to the hard water all 3 sets to be replaced with the cheaper ones.

**24/215 County and District Councillors to address the members if present.**

A site meeting was held with County Councillor Chris Siddall, Tom Cunningham (Cabinet Member from Essex County Council Highways) the Chairman of the Parish Council and residents to discuss speeding traffic along Gosfield Road. The proposal will be for 40mph which the Parish Council confirmed that it fully supports. Residents support will also be required to fund the pavements to the bus stop and signage.

This is now going through the LHP process and we are awaiting further updated information from Cllr Siddall as to when this will be implemented.

District Councillor Peter Schwier – not present.

**24/216 Minutes.**

**Item 1.** To confirm receipt of the draft minutes of the Parish Council meeting held on 16<sup>th</sup> September 2024.

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

**Item 2.** To confirm the minutes of the Parish Council meeting held on 16<sup>th</sup> September 2024.

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

**Item 3.** To confirm receipt of the draft minutes of the Personnel Committee meeting held on 4<sup>th</sup> October 2024.

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

**Item 4.** To confirm the minutes of the Personnel Committee meeting held on 4<sup>th</sup> October 2024.

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Signed.....  
Chairman of the Parish Council

Date: 18<sup>th</sup> November 2024

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

**Item 5.** To confirm receipt of the draft minutes of the Personnel Committee meeting held on 14<sup>th</sup> October 2024.

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

**Item 6.** To confirm the minutes of the Personnel Committee meeting held on 14<sup>th</sup> October 2024.

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

#### **24/217 Planning Matters.**

##### **Item 1. Planning updates.**

##### **Item 2. New applications.**

**Ref:** 24/02134/TPOCON

**Description:** Notice of intent to carry out works to trees in a Conservation Area: Removal of 2 No. Oak trees to be removed as they are self-set trees that are growing through the perimeter fence.

**Location:** The Pavilion Church Road Gosfield Essex CO9 1TL

No comments to be sent as this is a Parish Council application.

**Ref:** 24/02135/TPO

**Description:** Notice of intent to carry out works to trees protected by Tree Preservation Order 23/82: Tree 1. Ash. Fraxinus excelsior. Mature specimen with 3 basal stems c 15 cm diameter, overhanging neighbouring property, and vulnerable to breaking out. Trees 2 Three oaks Quercus robur, being the three tallest specimens in a closely spaced group of 6 trees. These trees were topped approximately 20 years ago, and have added some 6m of new growth, dominating neighbouring properties, and causing excessive shading and leaf fall. Reduce to previous reduction points. Hedge 3. Mainly willow, ash and thorn, mainly multi-stemmed and up to 5m tall. Coppice/lay to maintain hedge, and reduce shading/ overhang to neighbouring properties.

**Location:** Gosfield Nature Reserve Halstead Road Gosfield Essex

No comments to be sent as this is a Parish Council application.

#### **24/218 Financial Matters.**

**Item 1.** Accounts for payment approved, please refer to separate page as below.

Cllr Strudwick questioned the invoice for repairs to street lights – Chairman confirmed work had been carried out.

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

**Item 2.** The Responsible Financial Officer confirmed receipt of the external audit and explained the recommendation relating to the two-year bond being classed by the external auditor as a long-term investment.

Thanks expressed to Cllr R. Edwards the Responsible Financial Officer.

#### **24/219 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, update that this is still with the Land Registry as they are having to check who the beneficiaries are within the family, ongoing.

**Item 2.** Previous minute No. 24/107 Complaint letter to Clarion and BDC regarding affordable housing – update re Edmund Green, the property is still for sale and we are still awaiting information.

**Item 3.** Previous minute No. 24/138 VE Day 8<sup>th</sup> May 2025 – The event organisers have held a meeting: - The Village Hall has been booked for Saturday afternoon 10<sup>th</sup> of May 2025 and the capacity of the hall is 120, a decision was made that the event should be in the form of a 1945 street party with the provision of food and beverages, tea, coffee, and soft drinks.

**Item 4.** Previous minute No. 24/129 Open Space land at the top of Meadway – update still awaiting information regarding the knee-high fencing access gate from BDC and Public Rights of Way have concerns relating to the public footpath number 11 and are in discussion with the developer. The gravel bound footpaths are going in, a bollard is required to stop vehicles going onto the field, the management company is arranging the grass cutting at present. We have received the following information from our Solicitors in an email dated 18<sup>th</sup> September "Braintree District Council Planning Department have replied with the following:

*"The wording of the covenant does not conflict with the S106 Agreement, but clearly any built structure would need its own planning permission."*

Hopefully this assists with the queries surrounding the restrictive covenant at Clause 12.4



**Item 5.** Previous minute No. 24/130 S106 Funding Allotments. A meeting was held with BDC and we have now received confirmation that the S106 funding can be spent on the uneven grass paths around the however the specification and quotes received far out exceeded the funding available that we must spend, alternatives to be looked at as to what we can spend the money on to enhance the allotments. Cllr Farrelly discussed a Polytunnel 4 x 3mtrs with shelving to be placed on a base of gravel at cost of £2,000.00 to check with BDC to see if they will release the S106 funding for this.

**Item 6.** Previous minute No. 24/146 The Beacon – waiting for the beacon to be taken down.

#### **24/220 Neighbourhood Plan.**

**Item 1.** Cllr Willis updated the Parish Council that the Gosfield neighbourhood plan is now out for public consultation.

**Item 2.** Permission has been refused by the Social Club Trustees, the Social Club Allotments therefore cannot be listed by the Neighbourhood Plan Committee as 'Green space' in the final version of the plan.

The Parish Council Allotments were discussed and it was agreed that they also should not be included in the neighbourhood plan as a "Green space" in case of change of use in the future.

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

#### **24/221 To adopt New Council Documents/Policies.**

**Item 1.** Code of Conduct (New version issued by BDC to consider adoption to be considered at the next Parish Council meeting. Cllr training is provided by the EALC if required.

**Item 2.** Financial Regulations 2024 (New version issued by NALC to consider adoption to set a date for a Finance working group meeting to discuss, Cllr Colyer also to join the Finance working group) still in progress.

Item to be on the next agenda.

#### **24/222 Christmas tree 2024.**

It was agreed to give a donation of £150.00 as budgeted towards the village Christmas tree to the Social Club.

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

#### **24/223 Notice Board near the Social Club.**

Permission was granted to remove the noticeboard near the Social Club on the main road, as it is not used and it needs repairs, it is dangerous for people to stand in that area near a busy main road to read notices. To remove the item from the fixed asset register.

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

#### **24/224 BDC Open Space Action Plan.**

To consider and discuss the wording of The Potential Open Space Improvements plan (formerly known as the Open Space Action Plan)

To remove the Grove and to remove the wording the Essex Cricket

To add the following: -

Improvements to the Gosfield Nature Reserve and land known as the Lodge Plantation

Improvements to the land at the top of Meadway after the Parish Council take it over

Improvements to the Children's Play area

Improvements to the Playing field

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

#### **24/225 Highways - Faded Yellow Road markings near the School, Hall Drive.**

To confirm that the faded lines have been reported to Essex County Council Highways reference number [2941294](#) and the reply from Highways is as follows: -

We have risk assessed this enquiry and determined that it does not need immediate action. We have recorded this issue and will continue to monitor the area during future inspections. If the issue further deteriorates, we will consider including it in any future works in the area.

Chairman confirmed the work has now been completed.

#### **24/226 Allotment Rent 2025.**

It was discussed and agreed to increase the allotment plot rent (included cutting the hedge) as from September 2025 to 40p per sq mtr.

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

**24/227** To receive reports from outside bodies, training courses, village representatives, and Parish Council working groups. Cllr Strudwick reported on the village hall and that bookings were up.

The community shop held its AGM and is making a profit so now has reserves behind it for the future, thanks expressed to all the volunteers. The Community shop has been nominated for the BDC volunteer award.

#### **24/228 Car Park.**

**Item 1.** Previous minute No 24/049 item 4 – The specification has been sent to contractors, and we are awaiting quotes.

**Item 2.** It was agreed that the existing fencing around the previous skate ramp can be removed to increase the capacity of the car park and to be repositioned elsewhere in the future.

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

#### **24/229 Extraordinary Meeting.**

**Item 1.** It was agreed requesting the Chairman to call an extraordinary meeting on Monday 4<sup>th</sup> November for the Parish Council to be able to open the tenders/quotes for the car park surfacing to obtain the exact figure.

**Item 2.** Once the exact figures are known The Parish Council then to consider applying to the Rowson Perpetual Memorial Fund for financial assistance.

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

#### **24/230 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.

Street Lights – to consider replacing with LED instead of repairing old.

White lines on the edge of the road near the kerb from the Kings Head pub in Church Road down to the Limes.

Any new items to be e-mailed to the Clerk prior to the next agenda being produced.

**24/231 To exclude the press and public.** Public Bodies (Admission to Meetings) Act 1960 'That the public be excluded from the meeting during consideration of Agenda Item 24/198, 24/199, 24/200, 24/201, on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business subject to the public bodies admission to meetings Act 1960 Section 1 Sub-section 2.

Resolution to exclude members of public.

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

#### **24/232 Gosfield Nature Reserve Management Contract.**

**Item 1.** To review and consider the annual agreement/contract with Westover Woodlands.

It was agreed to bring the annual contact in line with the 5-year management plan, so to renew the contact until 28<sup>th</sup> February 2025.

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

**Item 2.** To note that the 5-year management plan expires in February 2025. Cllr Strudwick to hold a meeting with Westover Woodlands to discuss this item further. Item to be on the next agenda.

#### **24/233 Fencing.**

**Item 1.** Previous minute No 24/049 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. To discuss and consider quotes. To note the quotes discussed were only for the top section along Hall Drive, not down the sides. It was agreed to accept the cheapest for bow-top fencing at a cost in the region £17,000.00

Proposed by Cllr Hough, seconded by Cllr Pawsey, Cllr T. Edwards, Cllr Waters, Cllr Colyer, Cllr Willis, Cllr Farrelly, Cllr R. Edwards in favour – Cllr Strudwick against all in favour resolution passed.



**Item 2.** The Parish Council agreed to apply to the Rowson Perpetual Memorial Fund for financial assistance for £10,000.00.

Proposed by Cllr Hough, seconded by Cllr Pawsey, Cllr T. Edwards, Cllr Waters, Cllr Colyer, Cllr Willis, Cllr Farrelly, Cllr R. Edwards in favour – Cllr Strudwick against, resolution passed.

**24/234 Play area.**

**Item 1.** To discuss and consider a quote to repair the roundabout in the play area.

This item has already been repaired – no quotes discussed.

**Item 2.** The small climber platform and small slide and surfaces, quotes were discussed, however it was agreed to obtain quotes to have the existing repaired. Item to be on the next agenda.

**24/235 Date of Next Meeting.**

Extraordinary Parish Council Meeting 4<sup>th</sup> November 2024 (7.15pm).

Parish Council Meeting Monday 18<sup>th</sup> November 2024 (7.15pm).

Meeting closed at 9.00pm

Gosfield Parish Council  
PAYMENTS (AWAITING AUTHORISATION) LIST

21 October 2024 (2024-2025)

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
100	Pavilion & Playing Field Gener	19/09/2024	Barclays Current Acc	62	Clean up after your dog signs	Carl Bates	S	24.95		
101	Pavilion Water	23/09/2024	Barclays Current Acc	63	Pavilion water	Anglian Water Business (W	Z	253.45	4.99	29.94
102	Insurance	24/09/2024	Barclays Current Acc	64	Insurance	CAS Ltd	X	2,147.56		253.45
103	Streetlight Electricity	21/10/2024	Barclays Current Acc	65	Streetlight repairs	A & J Lighting Solutions Ltd	S	174.00	34.80	2,147.56
104	Streetlight Maintenance	22/10/2024	Barclays Current Acc	66	Streetlight repairs	A & J Lighting Solutions Ltd	S	428.00	85.60	208.80
105	Payroll Bureau	22/10/2024	Barclays Current Acc	67	Payroll processing	Richard Edwards Group	S	93.18	18.64	513.60
106	Pavilion & Playing Field Gener	22/10/2024	Barclays Current Acc	68	Tree work	David Self Tree Surgery	Z	150.00		111.82
107	Printing Costs	22/10/2024	Barclays Current Acc	69	Grapevine printing	Paul Clark Printing Ltd	Z	508.00		150.00
108	Distribution Costs	22/10/2024	Barclays Current Acc	70	Grapevine printing	Post Office Ltd	Z	76.50		508.00
109	Pavilion & Playing Field Gener	22/10/2024	Barclays Current Acc	71	Pipe thermometers	K Eastwood	Z	16.95		76.50
110	Streetlight Electricity	22/10/2024	Barclays Current Acc	72	Streetlight electricity	npower	L	890.49	44.52	16.95
111	Grasscutting	22/10/2024	Barclays Current Acc	73	Grass cutting	MD Landscapes (Anglia) Lt	S	209.00	41.80	935.01
111	Hedgecutting & General Mainte	22/10/2024	Barclays Current Acc	73	Grass cutting	MD Landscapes (Anglia) Lt	S	150.00	30.00	250.80
111	Grass Cutting -CPA	22/10/2024	Barclays Current Acc	73	Grass cutting	MD Landscapes (Anglia) Lt	S	30.00	6.00	180.00
112	Stationery & Office Supplies	22/10/2024	Barclays Current Acc	74	Clerk's expenses	Jacob Mrs D	X	6.33		36.00
112	Telephone & Broadband	22/10/2024	Barclays Current Acc	74	Clerk's expenses	Jacob Mrs D	X	8.68		6.33
112	Telephone & Broadband	22/10/2024	Barclays Current Acc	74	Clerk's expenses	Jacob Mrs D	X	6.34		8.68
112	Car Mileage Allowance	22/10/2024	Barclays Current Acc	74	Clerk's expenses	Jacob Mrs D	X	22.95		6.34
113	Village General Maintenance	22/10/2024	Barclays Current Acc	75	Tree work	David Self Tree Surgeon	Z	280.00		22.95
113	Pavilion & Playing Field Gener	22/10/2024	Barclays Current Acc	75	Tree work	David Self Tree Surgeon	Z	50.00		280.00
114	External Auditor	23/10/2024	Barclays Current Acc	76	External audit fee	PKF Littlejohn LLP	S	315.00	63.00	50.00
115	Toilet Sundries	23/10/2024	Barclays Current Acc	77	Toilet products	Tesco Stores Ltd	S	24.29	4.86	378.00
116	Pavilion & Playing Field Gener	23/10/2024	Barclays Current Acc	78	Toilet cleaning - pavilion	Vanessa Hough	X	102.96		29.15
117	Streetlight Maintenance	23/10/2024	Barclays Current Acc	79	Streetlight repairs	A & J Lighting Solutions Ltd	S	509.00	101.80	102.96
118	Pavilion & Playing Field Gener	23/10/2024	Barclays Current Acc	80	Repairs to referees room	Pennicks Plumbing	S	170.00	34.00	610.80
119	Village General Maintenance	23/10/2024	Barclays Current Acc	81	Handyman	Charlie Jarvis	Z	45.00		204.00
Total								6,692.63	470.01	7,162.64