

MINUTES OF GOSFIELD PARISH COUNCIL MEETING
HELD ON
MONDAY 20th OCTOBER 2025
AT THE PAVILION, THE PLAYING FIELD, CHURCH ROAD, GOSFIELD AT 7.15PM

Present:

Cllr Tricia Edwards (Chairman)
Cllr Richard Edwards also (RFO)
Cllr Carol Hough
Cllr Maggi Pawsey
Cllr Tony Strudwick
Mrs Diane Jacob (Parish Clerk)

County Cllr Siddall

Five members of the public

25/194 Welcome and Apologies for Absence. The Chairman welcomed everyone, apologies for absence received and accepted from Cllr Waters (Vice-Chairman) (due to holiday), Cllr Colyer (due to illness) and District Cllr Schwier (due to work commitments).

25/195 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.

25/196 Public Participation Session with respect to items on the agenda and other matters that are of mutual interest.

A member of the public asked if future meetings dates could be published on the noticeboard, in the Grapevine and as always on the website. A member of the public raised her concerns about the skate ramp and asked why the money was not spent on the car park, Cllr R. Edwards explained the S106 funding process and that the funding could not have been transferred to the car park but had to be spent on a skate ramp or returned to the developer, that due to the lack of funding for the car park a working group had been set up to re-evaluate the design and construction of the car park and now that we are moving forward with the design and subject to obtaining funding, work will hopefully be completed in the Spring of 2025. Speeding along Halstead Road, vehicles coming from Hedingham Road into Halstead Road junction too fast was discussed. Overgrown hedges and vegetation over pavement along Halstead Road resident to provide house numbers in order for the Parish Council to send out letters.

25/197 County and District Councillors to address the members if present.

County Cllr Siddall reported that Essex County Council are offering a scheme to help people stop smoking. Pothole reports have dropped, and they continue to be repaired. The pothole outside the School (the Street ref 25/202 item 10 was discussed as the has been temporary filled and failed, to be reported again. Cllr Siddall to follow this up.

Item 25/202 item 11 was discussed as the whole of Gosfield drains/gullies need unblocking and clearing on order for the surface water to drain away into the nature reserve and to prevent flood to the property near Russell Road junction Cllr Siddall to follow this up.

Cllr Siddall can offer a community grant towards work in the nature reserve, rebuilding bridges near the ponds he will confirm the exact amount the Parish Council can apply for.

District Cllr Schwier continues to send regular updates to the Parish Council.

25/198 Minutes.

Item 1. To confirm receipt of the draft minutes of the Parish Council meeting held on 15th September 2025.
Proposed by Cllr Pawsey, seconded by Cllr Strudwick, all in favour resolution passed.

Item 2. To confirm the minutes of the Parish Council meeting held on 15th September 2025.
Chairman then signed the minutes as a true and accurate record.

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

25/199 Co-option.

It was noted that Gosfield Parish Council now has two Cllr vacancies, no applications received. Item to continue to be advertised in the Grapevine magazine, website and noticeboard and to be on the next agenda.

25/200 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 a decision.

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

Gosfield large and strategic scale proposals 500+ homes and other associated development discussed at the Local Plan Sub-Committee and rejected as the whole site put forward was dis-proportionate for the size of Gosfield, so the application was turned down. Please contact the Planning Policy Team at Braintree District Council should you have any queries.

Enforcement Case 20/00117/UBW3: Planning ref: 20/00915/FUL Oaklands Shardlowes Farm.

Update by BDC 17 August 2025. The planning history at this location shows that an enforcement investigation was raised in March 2020 under reference 20/00117/UBW3 in order to investigate a building which had been constructed without the benefit of planning consent. A planning application was subsequently received and refused and an appeal to the planning inspectorate followed, this was dismissed favouring the Council's position. The enforcement history indicates that formal enforcement action was not supported by the Planning Development Manager in this instance, therefore the building has become time barred from enforcement action under section 171b Town & Country Planning Act 1990 rendering it lawful, the enforcement investigation was closed accordingly.

The reply received is as follows:

"In respect of the above Enforcement Case, I can clarify that I reviewed this case in early 2024 and deemed that it was no longer expedient to proceed with enforcement action in this particular case. The case was considered concurrently with our consideration of a similar case which you may recall at the Oil Depot site which is also located off Hedingham Road in Gosfield (on the other side of Hedingham Road to the above).

With regard to the above case, you will be aware that the site is located in an area where there are numerous existing small scale commercial uses and these have existed for some time. At the time the application was originally refused, there were no objections from local residents, only the objection was from the Parish Council. The building subject to the application is contained within the plot and it was not considered to be detrimental to the amenity of nearby properties or to designated heritage assets. There were also no objections from ECC Highways. We did have a concern about the impact on the existing dwelling at Oaklands, but this is contained within the same planning unit as the commercial use. Given that the business had been established, pursuing formal enforcement action would have resulted in the loss of local employment, which given wider economic issues, was a concern, and in my view the loss of jobs did outweigh the harms identified. I therefore did not consider it would be expedient to pursue enforcement on this basis.

The Oil Depot site raised similar considerations however we remained concerned about the open storage nature of the scaffolding use and the impact of this upon the adjacent neighbour. As you may be aware, this has however, subsequently been allowed at appeal, primarily due to the benefits derived from the employment generated.

Page 2

Signed.....
Chairman of the Parish Council

Date: 17th November 2025

As you will be aware the relevant employment policy in the Adopted Local Plan for development in rural areas (LPP7 Rural Enterprise) is much more restrictive than the previous Local Plan policy and this has caused tension with balancing the various planning considerations for small scale employment proposals which support the local economy and jobs. This more recently included the vintage bus museum proposal at Great Yeldham and The Old Council Yard, also in Great Yeldham. As part of our internal view, I have provided feedback to Alan and Sarah, on behalf of the team, on this policy to see if this could be more flexible within the new Local Plan”.

Gosfield Parish Council are not satisfied with the explanation from Braintree District Council and the procedure they followed, District Cllr Schwier to be requested to write to the Planning Department, to also copy in Dan Gascoyne (Chief Executive) to follow this up – item to be on the next agenda.

Item 2. New applications.

Ref: 25/02098/TPOCON

Description: Notice of intent to carry out works to trees in a Conservation Area:-

T1 - Lime - Remove hangers, deadwood clean and aerial inspect

T2 - Lime - Uprooting, fell tree. Replacement Lime will be planted

T3 - Lime - Remove epicormic growth

T5 - Lime - Deadwood remove down to 50mm and remove epicormic growth

T10 - Lime - Remove hanger, deadwood down to 50mm and remove epicormic growth

T16 - Lime - Crown reduction of up to 5m

T17 - Cypress Row - Reduction height to match other row - approx. 5m reduction

T18 - Cypress Row - Reduce lateral weight to prevent tear outs

T24 - Lime - Deadwood remove down to 50mm and reduce heavy laterals by up to 4m

Location: 2 The Lindens Gosfield Halstead Essex CO9 1GW

Objection to the application – Parish Council supports the comments made by Stephen Westover.

Deadline date to comment was 14th October, so responded.

Why was the tree next to the allotments, on the corner, not included into this application as there is a dead branch over power cables, to ask Landscaping Services at BDC.

Ref: 25/02191/TPOCON

Description: Notice of intent to carry out works to trees in a Conservation Area:-

Horse Chestnut, Ash & Yew tree to be felled and stumps ground out.

Location: Lornecroft 1 Halstead Road Gosfield Essex CO9 1PQ

No objection

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

Ref: 25/02224/HH

Description: Single storey rear extension.

Location: 26 Chestnut Avenue Gosfield Essex CO9 1TD

No objection

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

25/201 Financial Matters.

Item 1. After a full explanation from Cllr R. Edwards (RFO) regarding the invoice from Npower, and a run through of all the other invoices Gosfield Parish Council approved accounts for payment - see separate page below.

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

Item 2. The quarterly bank reconciliation was approved.

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

Item 3. It was confirmed the Gosfield Parish Council have received the external audit report for financial year 31st March 2025, Cllr R. Edwards (RFO) gave an explanation the comments were noted, and it was confirmed that the notice of conclusion has been published on the noticeboard and website.

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

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

Page 3

Signed.....
Chairman of the Parish Council

Date: 17th November 2025

25/202 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, update by Cllr R. Edwards, still ongoing with Solicitors.

Item 2. Previous minute No. 24/268 Complaint letter to Clarion and BDC regarding affordable housing – update re Edmund Green, still ongoing.

Item 3. Previous minute No. 24/129 Open Space land at the top of Meadway – The newly planted replacement trees provided by the developer have been eaten and damaged by the wildlife to request that they are replaced and netting put around the trunks to protect them from any future damage. The transfer of the land is still ongoing item to be on the next agenda.

Item 4. Highways – Speed limit relating to Gosfield Road as discussed with Tom Cunningham previous minute number 24/264 update by Cllr Siddall that Tom Cunningham has sent a letter to a member of the public (which was read out) with an explanation. Cllr Siddall to request a response from Tom Cunningham to the Parish Council that can then be sent to all residents along Gosfield Road with a full explanation and update relating to this item.

Item 5. 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 – All LHP activities have been suspended, this means that no new requests for work will be processed at this time, to remove this item from future agendas Proposed by Cllr T. Edwards, seconded by Cllr Hough, all in favour.

Item 6. Highways – Blocked gully/drains. Ref: 3766624, and Ref: 35321973 What three words: puffed.rival.nurtures Cllr Siddall will chase up, in future this item to be merged with item 11 below.

Item 7. Highways – 30mph sign down along Braintree Road Ref: 2977068 – (The sign is damaged and, in the hedge) not concreted into the ground - Cllr Siddall will chase up.

Item 8. Highways –Potholes Church Road entrance/exit to carpark Ref: 2891314 and near the war memorial – This work has been completed, thanks expressed to Cllr Siddall – to remove item from future agendas.

Item 9. Highways – Ref: 3829092 Overgrown vegetation, Hedingham Road – Parish Council to write to residents and place an item in the next edition of the Grapevine again.

Item 10. Highways – Ref: 3991483 Potholes junction at Hall Drive – Cllr Siddall to chase up.

Item 11. Highways issues raised at September Parish Council meeting blocked drains/gullies throughout the village from Russell Road to Halstead Road 27 are blocked solid and need digging out and near Shardlowes Farm to Petersfield Lane 33 are blocked. Reply from Essex Highways have confirmed that they will be visiting site to assess the gulleys here. If they haven't been cleaned and are full, they will be added to the ad hoc jetting list. Cllr Siddall to chase up. (see item 25/197 above).

Item 12. Neighbourhood Plan – BDC are currently carrying out the 5-week environmental bodies consultation, awaiting an update from BDC.

Item 13. Previous minute no. 143 Quality Council Bronze Award – Ongoing see item 25/204 below.

Item 14. Previous minute no. 25/185 item 1 and item 4 – Allotments Improvements to existing water supply and rat treatment – Allotments Improvements to existing water supply will now take place in the spring of next year. The rat treatment – Covert manholes haven been installed and baited, appears to be working, contract has been signed and returned to Braintree District Council, treatment will now be ongoing in the future and regular inspections carried out by Braintree District Council of the area.

Item 15. Car Park – a working group has been formed Cllr R. Edwards, Cllr Strudwick and Matt Jarvis, a drawing produced by Cllr Strudwick, tests to be carried out and approx. 45 parking spaces could be obtained, disabled access bays to be plain concrete hardstanding. Working group to meet to discuss further, on going item to be on the next agenda.

25/203 Skate Ramp.

Item 1. Update, ROSPA inspected and passed the Skate ramp on Friday 17th October 2025, and the Parish Council have agreed and confirmed that the S106 funding held at BDC can be released to Four One Four as all works are now complete.

Item 2. To discuss and consider the purchase of fencing around the new skate ramp, size, design etc. The ROSPA inspector has confirmed that we are not required to erect a fence between the skate ramp and the football pitch

provided there are at least 7+ metres between the edge of the skate ramp and the football pitch, so no fence is required.

Item 3. It was discussed and agreed to obtain safety signs free of charge from Four One Four. Trees were discussed and to obtain permission from BDC to cut one lime tree branch overhanging, and an oak tree branch to be trimmed back.

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

Grand opening date/time etc to be confirmed.

25/204 To adopt New Council Document/Policy.

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

Item 2. Standing Orders 2025 (New version issued by NALC to consider adoption).

Item 3. Anti-fraud & Corruption policy.

Item 4. Crime & Disorder policy.

Item 5. Training & development policy.

Item 6. Training record.

Item 7. To consider to sign up to the [Civility and Respect Pledge](#)

Item deferred to be on the next agenda.

25/205 Street Lights.

Previous minute No. 24/251, 24/270, 25/012, 25/030

To discuss and consider replacing the street lights with LED at a cost of £359.00 each ongoing.

Item deferred to be on the next agenda.

25/206 Allotments.

Previous minute no. 25/033, 25/136, 25/140, 25/163 To discuss and consider granting permission for the allotment holders to set up a constitution for the Gosfield Allotment Gardens Association.

A draft constitution will be issued to the allotment holders, for them to consider setting up a Gosfield Allotment Gardens Association - prior to the next meeting – item to be on the next agenda.

25/207 Gosfield Nature Reserve.

Item 1. Previous minute no 24/277, 25/111, 25/139, 25/165 meeting held with Westover Woodlands – update by Cllr Strudwick and Cllr R Edwards. To discuss and consider draft 5-year management plan, the plan requires amending to remove the reference to the overnight parking availability. Also, there was some confusion over the work plan and Westover Woodlands would produce an updated management plan for approval. Item to be on next agenda.

Item 2. The annual agreement/contract with Westover Woodlands was reviewed and agreed. Proposed by Cllr Strudwick, seconded by Cllr Pawsey. All in favour resolution passed. Cllr R Edwards requested that Cllr Strudwick and Cllr R Edwards be involved with Westover Woodlands in planning the work. Westover Woodlands indicated that this could be done on a quarterly basis. A further meeting would be arranged.

Item 3. It was agreed for the Parish Council to purchase a sign to be put in place stating, 'no camping or overnight parking' and for the App advertising this facility to be removed.

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

Item 4. To discuss a gate to GNR with combination padlock (discuss with Westover Woodlands and this is not practical and therefore not required).

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

25/208 Pavilion showers

To consider two quotes obtained for replacement of shower valves and repairing basin leak, etc. A quote for replacement shower valves at a cost of £521.00 plus VAT was agreed.

It was agreed to accept a grant from Gosfield Playing Field Management Committee of £500 Explanatory note-the majority of these works are the final part of the changing room refurb. Gosfield Playing Field Committee, subject to approval, will provide a grant towards these works.
Proposed by Cllr Pawsey, seconded by Cllr Hough all in favour resolution passed.

25/209 Christmas tree 2025.

It was agreed to give a donation of £150.00 towards the village Christmas tree to the Social Club.
Proposed by Cllr Pawsey, seconded by Cllr Strudwick all in favour resolution passed.

25/210 Internal Audit 2025/2026

Jan Stobart was appointed as the Internal Auditor for financial year accounts end 2025/2026.
Proposed by Cllr T. Edwards, seconded by Cllr Pawsey all in favour resolution passed.

25/211 Parish Calendar 2026/2027.

The Parish Calendar for 2026/2027 was approved (Annual Parish Assembly scheduled to take place on 23rd March 2026).
Proposed by Cllr T. Edwards, seconded by Cllr Pawsey all in favour resolution passed.

25/212 Finance Working Group.

To confirm a date and time to hold a finance working group meeting to discuss the budget for 2026/2027.
Item deferred, to be on the next agenda.

25/213 To receive reports from outside bodies, training courses, village representatives, and Parish Council working groups.

25/214 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.

25/215 Date of Next Meeting.

Parish Council Meeting 17th November (7.15pm).

Meeting closed at 9.15pm.

Gosfield Parish Council
PAYMENTS (AWAITING AUTHORISATION) LIST

20 October 2025 (2025-2026)

Vouche Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
109 Skate Ramp Project	29/09/2025		Barclays Current Acc	83	Skate ramp	Four One Four Limited	S	7,700.00	1,540.00	9,240.00
110 Skate Ramp Project	21/10/2025		Barclays Current Acc	72	Skate ramp preparation	Jarvis M	Z	195.00		195.00
111 Village General Maintenance	21/10/2025		Barclays Current Acc	72	Handyman	Jarvis M	Z	100.00		100.00
112 Rent for Storage	21/10/2025		Barclays Current Acc	73	Rental of former PO room in M	Maurice Rowson Hall	Z	315.00		315.00
113 Payroll Bureau	21/10/2025		Barclays Current Acc	74	Payroll processing	Richard Edwards Group	S	99.00	19.80	118.80
114 Streetlight Maintenance	21/10/2025		Barclays Current Acc	75	Streetlight electricity	A & J Lighting Solutions Ltd	S	888.00	177.60	1,065.60
115 Stationery & Office Supplies	21/10/2025		Barclays Current Acc	76	Clerk's expenses	Jacob Mrs D	X	8.06		8.06
115 Telephone & Broadband	21/10/2025		Barclays Current Acc	76	Clerk's expenses	Jacob Mrs D	X	7.92		7.92
115 Telephone & Broadband	21/10/2025		Barclays Current Acc	76	Clerk's expenses	Jacob Mrs D	X	6.34		6.34
115 Car Mileage Allowance	21/10/2025		Barclays Current Acc	76	Clerk's expenses	Jacob Mrs D	X	18.00		18.00
116 Pavilion Electricity	21/10/2025		Barclays Current Acc	77	Pavilion electricity	E-ON UK plc	S	25.00	5.00	30.00
116 Pavilion Electricity	21/10/2025		Barclays Current Acc	77	Pavilion electricity	E-ON UK plc	X	780.24		780.24
117 Distribution Costs	21/10/2025		Barclays Current Acc	78	Grapevine postage	Tesco Stores Ltd	Z	34.80		34.80
118 Printing Costs	21/10/2025		Barclays Current Acc	79	Grapevine printing	Eden Print Ltd	Z	650.00		650.00
119 Skate Ramp Project	21/10/2025		Barclays Current Acc	80	Skate ramp preparation	David Self Tree Surgery	Z	120.00		120.00
120 Pavilion & Playing Field Gener	21/10/2025		Barclays Current Acc	81	Tree work	David Self Tree Surgery	Z	140.00		140.00
121 Grasscutting	21/10/2025		Barclays Current Acc	82	Grass cutting	MD Landscapes (Anglia) Lt	S	418.00	83.60	501.60
121 Grass Cutting -CPA	21/10/2025		Barclays Current Acc	82	Grass cutting	MD Landscapes (Anglia) Lt	S	60.00	12.00	72.00
122 Skate Ramp Project	27/10/2025		Barclays Current Acc	83	Skate ramp	Four One Four Limited	S	47,300.00	9,460.00	56,760.00
123 External Auditor	21/10/2025		Barclays Current Acc	84	External audit fee	PKF Littlejohn LLP	S	420.00	84.00	504.00
124 Streetlight Electricity	21/10/2025		Barclays Current Acc	85	Streetlight electricity	npower	L	1,207.78	60.39	1,268.17
125 Streetlight Electricity	21/10/2025		Barclays Current Acc	86	Streetlight electricity	npower	L	788.60	39.43	828.03
126 Streetlight Electricity	21/10/2025		Barclays Current Acc	87	Streetlight electricity	npower	L	879.34	43.97	923.31
Total								62,161.08	11,525.79	73,686.87

Gosfield Parish Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 30/09/2025		
	Cash in Hand 01/04/2025		72,266.83
	ADD Receipts 01/04/2025 - 30/09/2025		66,695.97
			138,962.80
	SUBTRACT Payments 01/04/2025 - 30/09/2025		35,870.81
	Cash in Hand 30/09/2025 (per Cash Book)		103,091.99
B	Cash in hand per Bank Statements		
	Petty Cash 30/09/2025	0.00	
	Barclays Current Account 30/09/2025	50,587.60	
	Barclays Reserve Account 30/09/2025	7,504.39	
	Cambridge & Counties Bank 30/09/2025	0.00	
	Cambridge & Counties 95 day notice 30/09/2025	25,000.00	
	Cambridge and Counties 2 year bond 30/09/2025	0.00	
	Cambridge & Counties 1 Year Fixed 30/09/2025	20,000.00	
			103,091.99
	Less unrepresented payments		21,000.27
			82,091.72
	Plus unrepresented receipts		21,000.27
	Adjusted Bank Balance		103,091.99
	A = B Checks out OK		