Draft - MINUTES OF GOSFIELD PARISH COUNCIL MEETING
HELD ON
MONDAY 19th October 2026
AT THE PAVILION, THE PLAYING FIELD, CHURCH ROAD, GOSFIELD AT 7.15PM

Present:
Cllr Tricia Edwards (Chairman)
Cllr Bob Waters (Vice-Chairman)
Cllr Richard Edwards also (RFO)
Cllr Anne-Marie Croft
Cllr Carol Hough
Cllr Ben Muir
Cllr Tony Strudwick
Mrs Diane Jacob (Parish Clerk)

District Cllr P. Schwier
Five members of the public.

26/213 Welcome and Apologies for Absence. The Chairman welcomed everyone, apologies received and accepted from Cllr Colyer (due to holiday), Cllr Pawsey (due to illness has resigned from the Parish Council) thanks were expressed to Cllr Pawsey for her long service on the Parish Council.

26/214 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.
A non-pecuniary interest was received and accepted from Cllr Croft and Cllr Muir relating to item 26/223.

26/215 Public Participation Session with respect to items on the agenda and other matters that are of mutual interest.
A member of the public commented on a request made and rejected by the Parish Council for a footpath to be installed along the right-hand side of the playing field from Hall Drive down to the Pavilion, item to be on the next agenda to be discussed again. A light for the Pétanque Court was requested to be on for a maximum of two hours from 7pm to 9pm, there is an old light in place this to be looked at to see if it can be repurposed or a new light required, volunteers to raise funds if required or the Parish Council could apply for a community grant, to ask a qualified electrician for a quote and the item to be on the next agenda for consideration. The junction near the Kings Head, corner of the street was discussed.
Thanks expressed to District Cllr Peter Schwier for liaising with Essex County Highways to get the road repaired near the war memorial.

26/216 County and District Councillors to address the members if present.
County Councillor Isi Rocha not present.
District Cllr Peter Schwier gave an update as follows:
Braintree District Council Local Plan regulation 19 is online, in local Libraries and at Causeway House for public comment, closing date is 5pm on Friday 6th November.
Braintree District Council are holding a free local business event on Wednesday 24th October.
Throughout the winter there will be events when Eastlight Community Homes Ltd, the local police etc will be attending for face-to-face contact, the public will be able to discuss items such as home help, home security.
Braintree District Council Pride in Place to encourage people to do more in the community relating to tourism, mills, old techniques promoting and launching the district.
Over five weekends, the run up to Christmas, Braintree District Council operated car parks in Victoria Square and George Yard will be free of charge to the public.

Signed..... **Date: 16th November 2026**
Chairman of the Parish Council

On the 14th and 15th November there will be a Christmas Fayre in Braintree. Braintree District Council have provided funding for Christmas lights for Witham and Halstead.
Fly tipping, litter and road kill along the A120 was discussed and will be picked up if reported to Essex County Council Highways.
Community Grants have been increased to £1,500.00. The Gosfield Nature Reserve opening up the swims and a light for the Pétanque Court were discussed with Cllr Schwier.

26/217 Minutes.
Item 1. To confirm receipt of the draft minutes of the Parish Council meeting held on 21st September 2026.
Proposed by Cllr Waters, seconded by Cllr Croft, all in favour resolution passed.
Item 2. The minutes of the Parish Council meeting held on 21st September 2026 are a true and accurate record and signed by the Chairman.
Proposed by Cllr Hough, seconded by Cllr Waters, Cllr T. Edwards, Cllr R. Edwards and Cllr Strudwick in favour, Cllr Croft and Cllr Muir abstained as not present at the meeting, resolution passed.

26/218 Planning responses.
To consider adopting a standard planning case assessment sheet, to be circulated with the agenda for each application, and the protocol for its preparation.
The proposal is a single page per application, circulated with the agenda, recording facts only:
1. Site constraints: conservation area, listed buildings on or near the site, flood zone, tree preservation orders, public rights of way, article 4 directions, settlement boundary and any Local Plan allocation.
2. Planning history: the parent permission where relevant, together with any conditions still in force, such as the removal of permitted development rights.
3. What is actually proposed, where the application description does not make this clear from the drawings.
4. The policies BDC is likely to apply.
The assessment sheet would be welcome and very useful to Parish Councillors.
Proposed by Cllr. Muir, seconded by Cllr T. Edwards, Cllr Croft, Cllr Hough and Cllr R. Edwards in favour, Cllr Strudwick and Cllr Waters against, resolution passed.

26/219 Planning Matters.
Item 1. Planning updates.
The correct conservation boundary at The Lindens was noted.
Proposed by Cllr T. Edwards, seconded by Cllr Hough, all in favour resolution passed.
Item 2. New applications.
Ref: 26/02341/NMA
Description: Non-Material Amendment to permission 26/01548/HH granted13.08.26 for: Proposed 2 No. front & 1 No. rear dormers & removal of chimney. Alterations to fenestration, addition of cladding at first floor, new raised rear patio & replacement garage.
Amendment would allow: - Change of materials from concrete pantiles to fibrous cement slates.
Location: 31 Highlands Gosfield Essex CO9 1PH
Information only no comments required.

26/221 Financial Matters.
Item 1. The accounts for payment were approved, subject to the Skate ramp payment see item 26/224- please refer to separate page as below for payments.
Proposed by Cllr Waters seconded by Cllr Croft, all in favour resolution passed.
Item 2. The quarterly bank reconciliation was accepted.
Proposed by Cllr Hough, seconded by Cllr Muir, all in favour resolution passed.
The RFO had transferred £30,000.00 from the community account into the business account.

26/221 Matters Arising from previous minutes.
Item 1. Previous minute No. 24/268 Complaint letter to Clarion and BDC regarding affordable housing – update re Edmund Green. Ongoing.

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Item 2. Highways Noisy manhole surface/cover has been reported on 6th January to Essex County Council Highways ref: 4011284 (new ref 6010113) The Street. What three words hypocrite mainly stiff No update ongoing.
Item 3. Highways Noisy manhole surface cover also reported on 4/6/2026 ref 4044993(new ref 6010112) near Kings Head triangle. What three words skirting contents pictured Work has been completed to remove from future agendas.
Item 4. Highways – reported manhole covers protruding up from the pavement Outside Tye Beams, in The Street Ref: 4037957 No update by County Cllr. ongoing.
Item 5. Highways – reported May 2026 ref 3880369 Bollard down near Kings Head – ongoing.
Item 6. Highways - previously reported ref: 3602795 Blocked gully Halstead Road. No update by County Cllr. ongoing.
Item 7. Highway – road surface broken up near the war memorial reported 9/3/2026 ref: 4028882 Thanks to District Councillor Schwier the work has been completed, to remove from future agendas.
Item 8. Highways ref 4039670 reported 12/5/2026 Overhanging trees/hedges/brambles. Busy Main Braintree Road opposite Tye Beams. No update by County Cllr ongoing.
Difficult for pedestrians to use the pavement in this area also danger for vehicles pulling out of the Lindens junction - visibility issues. No update by County Cllr ongoing.
Item 9. Highways ref 402774 – Kerb defects, Meadway no update by County Cllr. ongoing.
Item 10. Highways ref; 3744479 and 6000667 Kerb defects, Braintree road no update by County Cllr. ongoing.
Item 11. Neighbourhood Plan – The next stage is for an independent examiner to look at the plan, (list provide by BDC) Neighbourhood Plan Committee to decide on who to appoint.
Item 12. Previous minute Nos. 24/251, 24/270, 25/012, 25/030 26,052 Street Lights. No update.
Item 13. Previous minute no. 26/057 Access to The Lindens from The Limes – No update.
Item 14. Previous minute no. 26/058 Registering the Kings Head Pub as a community asset- No update.
Item 15. Public Rights of Way, footpath 11 and 14 at the top of Meadway – 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 16. Previous minute number 26/106 Item 2 Gosfield Nature Reserve – Access Gate from Halstead Road entrance – ongoing.
Item 17. Gosfield United Football Club – previous minute number 26/171 – No update relating to mobile bar, signage and lockers.
Item 18. Bronze Quality award – previous minute number 26/175 – update, results and panel feedback will be given by Friday 11th December. Ongoing.
Item 19. Previous minute number 26/181 The Lodge Plantation Cllr R. Edwards held a meeting with the solicitor and walked around the area of land and checked the boundary areas, a draft application and map will be drawn up and hopefully submitted to land registry by next month.
Item 20. Previous minute number 26/197 Playing Field Drainage Works - update by Cllr R. Edwards, due to the very hot summer rectification works is underway, weedkiller, fertiliser, reseed and aeration. BDC S106 funding to be claimed to cover the costs.
Item 21. Previous minute number 26/205 King Head "overflow parking sign" – ongoing.
Item 22. Previous minute number 26/208 Braintree District Council - Community Tree Planting Grant Funding application ongoing.
Item 23. Previous minute number 26/209 Essex Local Nature Recovery Strategy – Cllr R. Edwards to attend the webinar.

26/222 Gosfield Nature Reserve.
Item 1 – Report from Westover Woodlands on which properties have made an access into the GNR from their garden. It was confirmed that letters have been delivered to the residents who have access gates, compost bins etc requesting that the gates are blocked and the bins removed and the area is clear and tidy.
A follow up letter is required to be sent to all residents whose property backs onto the nature reserve, to raise the following points.
1. Fly tipping (grass cuttings, pots, wheelbarrows, compost bins) to be removed and cleared by 31st January or will be reported to Braintree District Council.
2. No rights of access from a private dwelling into the Gosfield Nature Reserve – there are already five designated access points, and the Parish Council would like the gates blocked up.

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3. Two properties have moved their boundary into the nature reserve. We will write to the owners to advise them of our dispute regarding the new fencing boundaries and if necessary, we will raise an issue with Land Registry at the time either house is sold.
Proposed Cllr. R. Edwards, seconded by Cllr Hough, all in favour resolution passed.
Item 2 – to confirm projects to produce map and signage throughout the GNR and to seek funding. Westover Woodlands to suggest suitable signage – ongoing to be on the next agenda.
Item 3 – to confirm the project to install swims on East and West Ponds and to obtain funding for the project. Westover Woodlands to design. The Parish Council agreed to open up three swims, and to obtain community grant funding for this project.
Proposed by Cllr R. Edwards, seconded by Cllr T. Edwards, all in favour resolution passed.
Item 4 – specifications have been prepared and sent for trees to be removed by outside contractor's for three quotes, permission to be approved by BDC before instructing contactors. Quotes to be discussed at the next meeting – item to be on the next agenda

26/223 Open Space land at the top of Meadway.
Update. Meadway 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.
Item 1. To accept a payment from Abbey Homes of £7,610.00 Inc VAT in lieu of them completing required works to achieve the planning requirements of BDC. Subject to confirmation of the quote provided by the contractor to Abbey Homes.
Proposed by Cllr. R. Edwards seconded by Cllr Strudwick, all in favour resolution passed.
Item 2. Once the Parish Council owns the land to consider erecting bollards at the top near new path. Item to be on the next agenda.
Item 3. Once the Parish Council owns the land to consider erecting a sign stating, "Dogs must be kept under control at all times". Item to be on the next agenda.
Item 4. Once the Parish Council owns the land to consider granting permission for a resident to maintain the flower borders. Item to be on the next agenda.

26/224 Skate Ramp.
Minor remedial works are required to the skate ramp prior to making the 5% retention. Item to be on the next agenda.

26/225 Car Park.
Remedial works have been completed, the planters to be installed and planting to be carried out, signs required for the speed ramp and disabled parking bays.
Item 1– A voluntary parking meter, was discussed and it was suggested that it would be expensive to install and difficult to enforce payment.
Cllr Strudwick proposed that we install a voluntary parking meter, seconded by Cllr Muir. No other votes in favour.
Cllr T. Edwards, Cllr Waters, Cllr Croft, Cllr Hough and Cllr R. Edwards voted against. The resolution failed.

26/226 Allotment.
To approve a community orchard on plot 6, if we can fund it. Following discussion, it was considered that plot 6 was probably not suitable for fruit trees as it was too wet. Cllr R. Edwards and Cllr Strudwick to check whether plot 4a, which is vacant would be suitable.

26/227 Gosfield In Bloom.
It was agreed to donate £50.00 to Gosfield in Bloom and ask them to water the new plants due to be planted in the new planters in the car park.
Proposed by Cllr Hough, seconded by Cllr Croft, all in favour resolution passed.

26/228 To receive reports from outside bodies, training courses, village representative, and Parish Council working groups.
Cllr Croft and Cllr Muir gave a brief update on the training course they have attended.

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26/229 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.

26/230 Date of Next Meeting.
Parish Council Meeting Monday 16th November 2026 at 7.15pm

Meeting Closed at 9.10pm

Signed..... **Date: 16th November 2026**
Chairman of the Parish Council

Gosfield Parish Council

PAYMENTS (AWAITING AUTHORISATION) LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
124	Insurance	24/09/2026		Barclays Current Acc	89	Insurance	CAS Ltd	X	2,126.41		2,126.41
128	Grasscutting	20/10/2026		Barclays Current Acc	90	Grass cutting	MD Landscapes (Anglia) Lt	S	418.00	83.60	501.60
128	Grass Cutting -CPA	20/10/2026		Barclays Current Acc	90	Grass cutting	MD Landscapes (Anglia) Lt	S	60.00	12.00	72.00
129	Printing Costs	20/10/2026		Barclays Current Acc	91	Grapevine printing	Eden Print Ltd	Z	691.00		691.00
130	Distribution Costs	20/10/2026		Barclays Current Acc	92	Grapevine postage	Post Office Ltd	Z	43.68		43.68
131	Payroll Bureau	20/10/2026		Barclays Current Acc	93	Payroll processing	Affinia	S	111.00	22.20	133.20
132	Skate Ramp Project	20/10/2026		Barclays Current Acc	94	Skate ramp	Four One Four Limited	X	3,300.00		3,300.00
133	Streetlight Electricity	20/10/2026		Barclays Current Acc	95	Streetlight electricity	npower	L	875.40	43.77	919.17
134	Pavilion & Playing Field Genera	20/10/2026		Barclays Current Acc	96	Topsoil to drainage trenches	St Annes Haulage	S	73.15	14.63	87.78
135	Hedgecutting & General Mainte	20/10/2026		Barclays Current Acc	97	Pest control contract	Eastern Counties Pest Cont	S	125.00	25.00	150.00
136	Hedgecutting & General Mainte	20/10/2026		Barclays Current Acc	98	Pest control contract	Eastern Counties Pest Cont	S	125.00	25.00	150.00
137	Playing Field Car Park	09/10/2026		Barclays Current Acc	99	Plants for car park	RV Roger Ltd	S	156.41	31.29	187.70
138	Rent for Storage	20/10/2026		Barclays Current Acc	100	Rental of former PO room in M	Maurice Rowson Hall	Z	315.00		315.00
139	Stationery & Office Supplies	20/10/2026		Barclays Current Acc	101	Clerk's expenses	Jacob Mrs D	X	12.76		12.76
139	Telephone & Broadband	20/10/2026		Barclays Current Acc	101	Clerk's expenses	Jacob Mrs D	X	8.55		8.55
139	Telephone & Broadband	20/10/2026		Barclays Current Acc	101	Clerk's expenses	Jacob Mrs D	X	6.34		6.34
139	Car Mileage Allowance	20/10/2026		Barclays Current Acc	101	Clerk's expenses	Jacob Mrs D	X	29.15		29.15
140	Councillor Training	20/10/2026		Barclays Current Acc	102	Councillor training	Essex Association of Local	S	136.50	27.30	163.80
141	Toilet Sundries	20/10/2026		Barclays Current Acc	103	Toilet products	Tesco Stores Ltd	S	12.57	2.51	15.08
142	Playing Field Car Park	20/10/2026		Barclays Current Acc	104	Plants for car park	Olivers Plants	S	22.27	4.45	26.72
143	Pavilion Electricity	19/10/2026		Barclays Current Acc	105	Pavilion electricity	E-ON UK plc	L	28.57	1.43	30.00
143	Pavilion Electricity	19/10/2026		Barclays Current Acc	105	Pavilion electricity	E-ON UK plc	X	506.72		506.72
							Total		**9,183.48**	**293.18**	**9,476.66**

Gosfield Parish Council

BANK ACCOUNTS

Barclays Current Account	£42,770.29
Barclays Reserve Account	£17,793.51
Cambridge & Counties Bank	
Cambridge & Counties 95 day notic	£25,000.00
Cambridge and Counties 2 year bor	
Cambridge & Counties 1 Year Fixec	
Cambridge & Counties 1 year fixed	£25,000.00
Total in Banks	**110,563.80**
Cash	
GRAND TOTAL (Banks and Cash)	**£110,563.80**

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