

**DRAFT - MINUTES OF GOSFIELD PARISH COUNCIL MEETING**  
**HELD ON**  
**MONDAY 16<sup>th</sup> SEPTEMBER 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 Tony Strudwick  
Cllr John Willis  
Mrs Diane Jacob (Parish Clerk)

County Cllr Chris Siddall  
District Cllr Peter Schwier

One member of the public

**24/177 Welcome and Apologies for Absence.** The Chairman welcomed everyone, apologies for absence received and accepted from Cllr Pawsey (due to illness).

**24/178 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

**24/179 Public Participation Session with respect to items on the agenda and other matters that are of mutual interest.**

No comments.

**24/180 County and District Councillors to address the members if present.**

County Councillor Chris Siddall has set up a site meeting with Tom Cunningham (Cabinet Member from Essex County Council Highways) the Chairman of the Parish Council and a resident to discuss speeding traffic along Braintree 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.

Bus shelters were discussed and Cllr Siddall confirmed that the LHP do not fund wooden bus shelters, two will be replaced in the village with the new ordinary ones.

District Councillor Peter Schwier gave an update as follows: -

The Call for sites Local plan is on hold until January 2025.

BDC have adopted the waste strategy scheme and will be operating a pilot scheme for collecting food waste from flats.

Garden waste/green bin collections will remain the same rate to residents.

Essex County Council are offering a 50% discount on compost bins (only during September).

The Council Community grant is available to apply for.

Fly tipping is on the rise and can be reported to Braintree District Council Telephone: 01376 552525 or Email: [csc@braintree.gov.uk](mailto:csc@braintree.gov.uk)

**24/181 Minutes.**

**Item 1.** To confirm receipt of the draft minutes of the Parish Council meeting held on 19th August 2024. Proposed by Cllr Colyer, seconded by Cllr Farrelly, all in favour resolution passed.

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Signed.....  
**Chairman of the Parish Council**

**Date: 21<sup>st</sup> October 2024**

**Item 2.** To confirm the minutes of the Parish Council meeting held on 19th August 2024.  
Proposed by Cllr Farrelly, seconded by Cllr Strudwick, all in favour resolution passed.

**24/182 Planning Matters.**

**Item 1. Planning updates.** 24/01307/HH & 24/01539/HH Canberra Hedingham Road Gosfield Essex CO9 1PJ (withdrawn previous applications submitted).

**Item 2. New applications.**

**Ref:** 24/01862/HH (New application)

**Description:** Erection of two storey side extension including Juliet balcony and replacement garage.

**Location:** Canberra Hedingham Road Gosfield Essex CO9 1PJ

No objection

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

**Ref:** 24/01728/LBC

**Description:** External works to include installation of French drain, repoint and repair chimneys, reinstate lime plaster and repair wooden windows to front and replace windows to rear. New guttering & downpipes. Internal works to include repairing kitchen floor and wall.

**Location:** Dial Cottage The Street Gosfield Essex CO9 1TU

No objection

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

**24/183 Financial Matters.**

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

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

The Responsible Financial Officer remind Cllrs that we will be looking at budgets in November and would welcome their input.

**24/184 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 24/049 item 3. 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. A golf funding raising day was held and raised £2,463.00 fundraising will be continuing for this project the Parish Council to apply to the Rowson Perpetual Memorial Fund asking for financial assistance.

**Item 3.** Previous minute No 24/049 item 4. Car Park - To discuss the drainage and car park surfacing. Update by Cllr Willis that the tender documents are now ready to be sent out and to be placed onto contract finder, one month will be given for contractors to submit sealed quotes.

**Item 4.** 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 awaiting information.

**Item 5.** Previous minute No. 24/138 VE Day 8<sup>th</sup> May 2025 – The event organisers will be meeting in October.

**Item 6.** 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. Parish Council to contact the developer as trees need to be replaced as they have died. The Parish Council have advised our Solicitor of these outstanding items so that they can contact the developers' solicitors. Currently we are awaiting a quote for legal services in respect of confirmation of restrictive covenants.

**Item 7.** 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 plots see item 24/199 below.

**Item 8.** Previous minute No. 24/146 The Beacon – waiting for the beacon to be taken down.

**Item 9.** Previous minute No. 24/147 Speed Indicator Device – Installation of the new solar panel has taken place and is now working, item to be taken off future agendas.

**Item 10.** Previous minute No. 24/145 Pétanque court – The volunteers have gone out for funding and also now have three quotes, the cheapest quote was approved and the Parish Council agreed to accept and receive the funding.

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Signed.....  
**Chairman of the Parish Council**

**Date: 21<sup>st</sup> October 2024**



Proposed by Cllr T. Edwards, seconded by Cllr Colyer, all in favour resolution passed.  
The Parish Council agreed the ongoing maintenance of the Pétanque court and £100.00 per year to be put into the budget for any repairs. No further action required, item to be removed from agenda.

**24/185 Neighbourhood Plan.**

Cllr Willis updated the Parish Council that Braintree District Council have confirmed that it fits in line with the Local Plan, the neighbourhood plan now needs to go to print and hold a 6-week public consultation.

**24/186 To adopt New Council Documents/Policies.**

**Item 1.** Code of Conduct (New version issued by BDC to consider adoption to be considered at finance working group meeting) still in progress.

**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 3.** Legionnaires Risk Assessment (Pavilion & Public Toilets) – Update two temperature gauges to be purchased and fitted and checked regularly. No further action required, item to be removed from agenda.

**24/187 Roman Close, Braintree Road.**

Street Lighting request to Led – The Parish Council confirmed that this light is not switched on, however, they would like it upgraded to Led in case it is in the future.

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

**24/188 Allotments.**

To discuss and consider sending a request to the Rowson Perpetual Memorial Fund asking for financial assistance for bags of Chicken Manure for the Allotments at a total cost of £684.00. This was discussed and all Cllrs agreed that this was not suitable to improve the soil and not the right product, different methods to be investigated further, item to be on the next agenda.

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

**24/189 Overflow Car Park Signs.**

To discuss and consider asking the Kings Head pub to remove the overflow car park signs. It was agreed to continue with the previous agreement and for them to continue to use it until completion of the new car park.

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

**24/190 Internal Audit 2024/2025**

It was agreed to appoint Jan Stobart as the Internal Auditor for financial year end accounts 2024/2025.

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

**24/191 Parish Calendar 2025/2026.**

The Parish Calendar for 2025/2026 was agreed.

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

**24/192 Royal British Legion.**

It was agreed to instruct the clerk to purchase 3 poppy wreaths.

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

**24/193 Insurance renewal October 2024 to September 2025.**

To confirm renewal of Parish Council insurance with effect from 1 October 2024 subject to updating of wage roll and income declarations. Cllr R. Edwards the Responsible Financial Officer explained the sums insured and confirmed that the Parish Council have adequate cover.

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

**24/194 Asset Register.**

To discuss and consider signing up to use Civicy in connection to the Scribe Accounts at a cost of - plan's basic version will start at £12 / month, which should meet the needs of small councils. Professional plan £39/month, Premium £99/month, with additional costs for more users and the mobile app.

This was discussed in detail and it was agreed not to go ahead and the asset register to continue to be maintained using the existing system.

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

**24/195** To receive reports from outside bodies, training courses, village representatives, and Parish Council working groups. Cllr Strudwick reported on the village hall new solar system and that it was working very well.

**24/196 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.

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

**24/197 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.

No vote taken.

**24/198 Gosfield Nature Reserve Management Contract.**

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

**Item 2.** To note that the 5-year management plan expires in February 2025.

Items deferred until the next meeting.

**24/199 Allotments.**

To discuss and consider quotes from contractors for improving the paths around the allotment plots. It was noted that the pathways have been cut. Due to the high specification advised by Braintree District Council and the high cost the Parish Council decided not to go ahead and to contact Braintree District Council to see what else the funding can be spent on. Cllr Farrelly to investigate a new access which would be the least disruptive to the allotments, item to be on the next agenda.

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

**24/200 Trees.**

**Item 1.** It was agreed to accept a quote for £280.00 to cut down the dead tree near the entrance/gate into the car park.

**Item 2.** It was agreed to accept the quote for £50.00 to cut down the dead branches, near the tractor shed and from the trees overhanging in the carpark.

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

**24/201 Roundabout in the Play area.**

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

No quote available to consider it was confirmed that the roundabout had been taped off so it cannot be used. Item to be on the next agenda.

**24/202 Date of Next Meeting.**

Parish Council Meeting Monday 21<sup>st</sup> October 2024 (7.15pm).



**Gosfield Parish Council**  
**PAYMENTS (AWAITING AUTHORISATION) LIST**

Vouche Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
89 Toilet Sundries	18/09/2024		Barclays Current Acc	56	Toilet products	QD	S	7.05	1.41	8.46
90 Toilet Sundries	18/09/2024		Barclays Current Acc	56	Toilet products	Tesco Stores Ltd	S	13.95	2.79	16.74
91 Stationery & Office Supplies	18/09/2024		Barclays Current Acc	57	Clerk's expenses	Jacob Mrs D	X	5.51		5.51
91 Telephone & Broadband	18/09/2024		Barclays Current Acc	57	Clerk's expenses	Jacob Mrs D	X	9.15		9.15
91 Telephone & Broadband	18/09/2024		Barclays Current Acc	57	Clerk's expenses	Jacob Mrs D	X	6.34		6.34
91 Car Mileage Allowance	18/09/2024		Barclays Current Acc	57	Clerk's expenses	Jacob Mrs D	X	45.45		45.45
92 Water Costs	23/09/2024		Barclays Current Acc	58	Allotment water	Anglian Water Business (W	Z	73.63		73.63
93 Pavilion & Playing Field Gener	18/09/2024		Barclays Current Acc	59	Tree work	David Self Tree Surgeon	Z	380.00		380.00
94 Grasscutting	18/09/2024		Barclays Current Acc	60	Grass cutting	MD Landscapes (Anglia) Lt	S	418.00	83.60	501.60
94 Grass Cutting -CPA	18/09/2024		Barclays Current Acc	60	Grass cutting	MD Landscapes (Anglia) Lt	S	60.00	12.00	72.00
95 Village General Maintenance	18/09/2024		Barclays Current Acc	61	Handyman	Charlie Jarvis	Z	45.00		45.00
95 Village General Maintenance	18/09/2024		Barclays Current Acc	61	Handyman	Charlie Jarvis	Z	30.00		30.00
95 Village General Maintenance	18/09/2024		Barclays Current Acc	61	Handyman	Charlie Jarvis	Z	7.50		7.50
95 Pavilion & Playing Field Gener	18/09/2024		Barclays Current Acc	61	Handyman	Charlie Jarvis	Z	15.00		15.00
95 Pavilion & Playing Field Gener	18/09/2024		Barclays Current Acc	61	Handyman	Charlie Jarvis	Z	3.75		3.75
96 Pavilion Electricity	18/09/2024		Barclays Current Acc	62	Pavilion electricity	E-ON UK plc	L	154.20	7.71	161.91
							<b>Total</b>	<b>1,274.53</b>	<b>107.51</b>	<b>1,382.04</b>

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

Name and Role

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Name and Role

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Name and Role