PANFIELD PARISH COUNCIL

Minutes of the Parish Council meeting held at Panfield Village Hall on Tuesday the 1st of November 2022 commencing at 7:00pm:

Present: Cllr J Dilworth (Chairman)
Cllr A Cole (Vice-Chairman)
Cllr C Rowe
Cllr S Vickers
Cllr P Summers
Cllr J Hill
Cllr M Farmer
Mrs M Baker (Clerk)
Cllr P Tattersly (District)
Cllr G Butland (County)
Public – 8 in attendance

FC80-22/23 Apologies for Absence.
None Received.

FC81-22/23 To receive member's declarations of interest and dispensations in items on the agenda.
None

FC82-22/23 Autumn Hero Awards: Certificates were presented to Peter Jones, Mary Graham and Peter Balaam for the work they do keeping Panfield tidy.

FC83-22/23 Minutes:
RESOLVED It was agreed to accept the minutes of the Meeting on the 4th of October 2022. Proposer Cllr Vickers, Seconder Cllr Summers.

FC84-22/23 Public participation session:

- Concerns were raised about the fallen entrance sign.
- The poor condition of the footpaths was highlighted.

FC85-22/23 Report from the District/County Councillor
Cllr Tattersly welcomed the chair back. The district councils budget position is stretched, staff salaries are expected to increase 6-8%. Increased interest rates, fuel costs, reduced council tax income and business rates income have all contributed. Between 150-200 people are currently in hospital with covid, mostly unvaccinated.

Cllr Butland shared details of the winter warmth fund of £100,000 to support communities to provide warm spaces. The County council budget consultation

will be going live soon. Several stresses are affecting the County Council finances especially adult social care, increased heating, fuel and staff costs having a big impact.

FC86-22/23 Report from the Clerk:

PARISH RANGER
The ranger has repaired the speed sign and has inspected the other faulty sign. The ranger will be applying mesh to the newly repaired footbridge before the end of the month.

ESSEX WILDLIFE TRUST
The clerk met with a representative from the Essex Wildlife Trust about their wilder towns and parishes scheme. Signing up to the scheme gives the community access to free resources and advice. They will be attending the December meeting to make a presentation.

BIN STICKERS
The bin stickers were all distributed and another set ordered and also distributed.

HERO AWARDS
The Autumn Hero certificates arrived and will be presented at the meeting. Application for Winter Hero are open and will be agreed at the December meeting.

COMMUNITY MEETING
The clerk contacted the PCA about a joint community meeting. A date is yet to be set.

Update on Planning Applications Listed in the Previous Minutes:

None.

FC87-22/23 Planning:
RESOLVED It was agreed to respond to the following consultations:

22/02571/FUL - Lightwaters Cottage Hall Road Panfield
Installation of motorized vehicle entrance gates and fenced bin storage.
NO COMMENT

FC88-22/23 Thistledown Pond:
DEFER Three quotes were received for the clearance of Thistledown Pond. Thanks was given to Sue Lake for obtaining the quotes. It was agreed that the preferred contractor would be met to clarify the final specification and price, to then be agreed at the next meeting. Proposer Cllr Vickers, Seconder Cllr Summers.

FC89-22/23 Highways:
The only outstanding item is the entrance 30mph sign at Church End.

FC90-22/23 Panfield Community Association:

i. Cllr Cole gave an update, the PCA has applied for a warm space grant and Cllr Butland confirmed the PC doesn't need to match funds.

ii. The painter of the village sign had been located and has agreed to do the required works.

FC91-22/23 Speed Watch:

i. Cllr Vickers gave an update, there are 4 new volunteers currently undergoing training. Only 1 or 2 speeders are caught per session, therefore a positive impact.

ii. **RESOLVED** It was agreed to purchase 32 30mph bin signs in the spring to be out on green bins. Proposer Cllr Vickers, Seconder Cllr Farmer.

iii. **DEFER** It was agreed to postpone the purchase of a gazebo.

FC92-22/23 Christmas:

RESOLVED It was agreed to purchase a Christmas tree for deliver at a cost of £345. Proposer Cllr Dilworth, Seconder Cllr Rowe.

FC93-22/23 Neighbourhood Plan:

RESOLVED It was agreed to form a working group to explore a neighbourhood plan, lead by Cllr Cole and including Cllr Summers and Cllr Rowe. Proposer Cllr Cole, Seconder Cllr Dilworth.

FC94-22/23 Noticeboards:

DEFER The clerk needs to obtain more quotes for noticeboard installation.

FC95-22/23 Finance:

i. **RESOLVED** The finance report was received and the following payments approved. Proposer Cllr Dilworth, Seconder Cllr Hill.

Panfield Parish Council Finance

27th October 2022

		Cash Book Balance From 04/10/2022	**£**	**62,395.04**

Payments Made

Date	Payee	Description	Amount	
27/10/2022	Unity Trust Bank	Service Charge	£	18.00
28/10/2022	Salaries	Salaries, PAYE, Pension	£	760.37
27/09/2022	Talk Talk	Village Hall Broadband	£	41.34

Payment Received

Date	Payer	Description	Amount	
29/09/2022	Unity Trust Bank	Interest	£	74.52

		Cash Book Balance on 29/09/2022	**£**	**61,649.85**
Bank Balances on 27/10/2022				
	Barclays Current Account	£ 3.96		
	Base Rate Tracker Account	£ -		
	Unity Current Account	£ 11,230.98		
	Unity Access Saver	£ 50,574.91		
			£	61,809.85
Less Oustanding Cheques/Direct Debits				
	CHQ001	M Hitchings	£	160.00
Plus Un-Banked Cheques				
	Adjustment		£	160.00
	Reconciled Total		**£**	**61,649.85**

Payments for Approval

Date	Payee	Description	Amount	
01/11/2022	M Baker	Bin Stickers	£	27.92
01/11/2022	D Baker	Footbridge materials	£	14.62
01/11/2022	David Mears	Domain Renewal	£	96.00
01/11/2022	Salings Parish Council	Ranger Hire September	£	150.00
		Cash Book Balance After Payments	**£**	**61,361.31**

ii. **RESOLVED** The budget monitoring report was received and the amended earmarked reserves approved. Proposer Cllr Rowe, Seconder Cllr Dilworth.

Panfield Parish Council

Budget Monitoring Report November 2022

		Actual 31st March 2021	Actual 31st March 2022	Budget 22/23	To Date 03/10/2022	Percentage Variance
INCOME						
Precept		16384	16336	23780	23780	100%
Distribution of Surplus Funds from BDC		219	228	300	0	0%
ECC &BDC Support		815.01	823	800	848	106%
Clerks Bursary			157			
Investment Income		2.31	1	1	75	100%
VAT Repayment			1262			
Allotment Income		392	343	400	0	0%
Parish Support Grant						
Grants		177		0	400	100%
106 Monies						
	TOTAL	**17989**	**19150**	**25281**	**25103**	**101%**
EXPENDITURE						
Pocket Garden Maintenance				250	44	18%
Open Spaces Maintenance		3060	328	2500	2290	92%
Tree Cutting					2800	100%
Thistledown					1138	100%
Grass Cutting		2686	8980	9000	6000	67%
Audit Fees			951	300	100	33%
Hall Hire		460		500		0%
Insurances		787.24	1061	1000	1298	130%
Salaries		5538	7365	6000	4365	73%
Clerks Expenses			1064	300	175	58%
Stationery, Postage & Printing		663	18	50	71	141%
Subscriptions		500	282	500		0%
Street Cleansing		50		50		0%
Website			155	100	90	90%
Defibrillator						
Election Costs						
Training		293.5	512	950	0	0%
Planters						
Chairmans Allowance				50	29	59%
Vehicle Activated Sign					124	
Christmas			363	400	0	0%
Grants						
106 Monies						
Village Hall			353		286	100%
Bus Shelters/Noticeboards				2000	2064	103%
Misc						
Section 137		400				
Thistledown Pond				5000		0%
Village Magazine				600		0%
Village Fete				200	250	125%
	TOTAL	**14438**	**21432**	**29750**	**21125**	**71%**
Surplus /Deficit		3552	-2282	-4469	3979	
Balance in Accounts		**59759**	**57477**	**53008**	**61456**	

Earmarked Reserves 22/23	
General	8168
Play Equipment	20000
Hall	25000
Total	**53168**

Agreed Earmarked Reserves 22/23	
General	8168
Play Equipment	10000
Hall	25000
Community Assets	10000
Total	**53168**

iii. **RESOLVED** The finance delivery report was received.

Finance Delivery Report November 2022

Due to poor budgeting documentation from prior years, delivery of the 2022/2023 budget was expected to be difficult. The necessary precept increases still left a deficit of just under £4500 and the Council expected financial stress.

Two key events of 2022 impacted the financial position of the Parish Council significantly, the storms Eunice and the traveller encampment. The tree work required to make open areas safe cost £2800 and the costs so far to make Thistledown secure is £1138. These combined costs pushed our deficit over £8400.

When preparing last year's budget, the Council tried to make savings in other areas to supplement the lower precept. Salaries and Clerks expenses have been maintained at the lower rate expecting to produce the realised savings of £2000 in comparison to 2021/22.

The usage of the multi skilled parish ranger, subcontracted from The Sailings Parish Council, has enabled to the Council to deliver village improvements with reduced costs. For example, the repair of the speed sign costing 4 hours in labour, at £15 an hour, in comparison to the much higher rate expected by an electrician. This partnership between Councils has been beneficial to both parties.

Some of the projects we have delivered on this year so far include:

- Thistledown Security Posts and Planters
- Village Sign Wood Treatment
- New Noticeboards (awaiting installation)
- Community Speed Watch and speeding initiatives
- Traffic Monitoring Survey
- Tree maintenance
- Hedge Trimming
- Grass Cutting across the Parish
- Thistledown Mosaic Restored
- Local recognition awards

Considering the ambitious budget, designed to maximise cost effectiveness and challenge the Council, the delivery has been effective. The end of year impact is that it is expected the Councils financial position will be a deficit of £8400.

Given the extra financial pressures facing our communities we are faced with two options to create a balance within our budget and put us in the best possible position not to increase the precept in 2024.

We can either remove the budgeted expense relating to Thistledown Pond regeneration of £5000 or reduce the earmarked reserves to support the village hall works by £5000.

Neither option is ideal as both projects are important to our communities however without this decision, we must either reduce the reserves during the budgeting exercise regardless or increase the precept. Given the stresses on the cost of living and the imminent increase from district and county councils, I would strongly recommend not increasing the precept.

iv. Budget aspirations were discussed for 2022/23. The clerk is to investigate footpath clearing and grass cutting.

FC96-22/23 Items from Councillors for the next Agenda:

- Dog Waste Bin on Footpath 20
- Thistledown Pond
- Noticeboard Installation
- Budget
- Mosaic Seat

Councillors are asked to inform the clerk of any items by 28th of November 2022.

FC97-22/23 RESOLVED The Council resolved to the press and public from the remainder of the meeting due to confidential business (Public Bodies (Admissions to Meetings) Act 1960, S1(2)).

FC98-22/23 Clerk:

i. The clerks change in circumstances was discussed and the Council expressed their desire to retain the clerk.

ii. The outstanding actions were discussed, and it was agreed that the clerk should continue to work through all actions.

FC99-22/23 Next meeting of the Parish Council:
The next meeting of the Parish Council will be held on the 6th of December 2022 at 7:00pm at Panfield Village Hall.

The Chairman thanked everybody for attending and declared the meeting closed at 8:26pm.

Signed: ……..…… Date ……
Chairman