PANFIELD PARISH COUNCIL

Minutes of the meeting of Panfield Parish Council held at Panfield Village Hall on Tuesday 7th March 2023 at 7.00 p.m.

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
Cllr G Butland (County Councillor)
Cllr P Tattersly (District Councillor)
M Baker (Clerk)
Public – 0 in attendance

FC133-22/23 Apologies for absence:
None Received

FC134/22/23 To receive members' declarations of interest and dispensations in items on the agenda:
None Received.

FC134-22/23 Minutes:
RESOLVED. It was agreed to accept the minutes of the Meeting on the 7th of February 2023. Proposer Cllr Cole, Seconder Cllr Vickers.

FC135-22/23 Public participation session:
None

FC136-22/23 Report from District/County Councillor:
Cllr Tattersly highlighted that Panfield is a lovely Parish Council. Budget decisions were in accordance generally with public interest. The Council Tax will be increased but there will be a £25 reduction. The street cleansing fund has been retained. A new health service will be opening in Braintree including a walk-in centre. Cllr Tattersly was going to follow up on the evening parking issues at Sainsburys in the town centre.
Cllr Butland chased the outstanding issues for Panfield. The gate didn't belong to County Council. There will be a new footpaths initiative where Cllr Butland will be putting forward Panfield due to the poor conditions in multiple areas.

FC137-22/23 Report from the Clerk:

ALLOTMENTS

There have been three new allotment holders. One plot remains available.

OPEN SPACES

Works on the pond were completed.
The trim trail at John Barr was removed and has been repurposed into a fence and a gate installed.
The bench for the mosaic has been replaced.
The mound has been covered and wildflower seeds planted.
New signs have been installed on Thistledown and John Barr with updated contact details.
The drop-down bollards on Thistledown have been damaged. The cause is currently being investigated.

CONTACT INFORMATION

The new telephone number has been set up. Updated details have been put on the website and noticeboards.

GRANTS

The Clerk has signposted the PCA to a suitable grant for the central wall.
An application has been lodged for new goal posts for John Barr.

NEIGHBOURHOOD PLAN

There has been an unavoidable delay in arranging the next meeting. Due to the Pre-election Period, activity will be resumed in May.

20S PLENTY

The Clerk confirmed to the campaign group that Panfield has agreed to join. This now means there are 71 Parish Councils actively involved.

Update on Planning Applications Listed in the Previous Minutes:
None

FC138-22/23 Planning:

RESOLVED It was agreed to respond to the following consultations:

23/00267/VAR - Great Priory Farm Braintree Road Panfield
Variation of Condition 2 (Approved Plans) of approved application 21/00567/FUL granted 21.07.2021 for: Conversion of barn to 1 No. 3 bedroom dwelling and construction of an attached cartlodge. Variation would allow for: Addition of 2No. windows to side elevation and internal alterations including insertion of cylindrical steel posts and brick floor.
No Objection

23/00431/LBC - Great Priory Farm Braintree Road Panfield
Conversion of barn to 1 No. 3 bedroom dwelling and construction of an attached cartlodge. Revision to previously approved ref: 21/00568/LBC. Addition of 2No. windows to side elevation and internal alterations including insertion of cylindrical steel posts and brick floor.
No Objection

FC139-22/23 Queens Gardens Development:
Four alternative plans were presented regarding the Queens Gardens development. Concerns were raised about parking being too far from the houses. A community centred approach would be preferred.

FC140-22/23 Cllr Rowe entered the meeting at 7:26pm

FC141-22/23 Highways:

i. Cllr Vickers updated the Council on highways issues. The speed sign at the Jaspers Green end of the village has been damaged.
ii. Damage to the greenswards is continuing although has declined. It will be mentioned in the next RAP report. Monitoring will continue and letters will be sent if required.

FC142-22/23 Panfield Community Association:
The PCA requested support for the fete. They are unable to arrange events for the coronation due to absences. The Clerk is supporting them with Grant applications.

FC143-22/23 Speed watch:

i. Cllr Vickers provided an update for the speed watch. A new site has been approved and has proven successful.
ii. **RESOLVED** It was agreed to support the Panfield Speed Watch proposal to write to the Essex Speed Watch Co-Ordinator, Essex Chief Constable of Police, MP for Braintree and Leader of Braintree District Council, Police Fire and Crime Commissioner with regards to the matter of follow up action in relation to speeding repeat offenders in the village. Proposer Cllr Cole, Seconder Cllr Farmer

FC144-22/23 Kings Coronation:
An update on planned events was shared. A picnic has been organised for the community on Thistledown. Tree planting and sponsor a tree plaque will be offered by the Parish Council.

FC145-22/23 **Policies:** The following policies and documents were reviewed.

i. **RESOLVED** Asset Register was approved. Proposer Cllr Dilworth Seconder Cllr Hill.
ii. **RESOLVED** Code of Conduct was approved. Proposer Cllr Dilworth, Seconder Cllr Cole.
iii. **RESOLVED** Communications Policy was approved. Proposer Cllr Farmer, Seconder Cllr Rowe.
iv. **DEFER** Disciplinary Procedure deferred to next meeting.
v. **RESOVLED** Equality and Diversity Policy was approved. Proposer Cllr Rowe, Seconder Cllr Cole.
vi. **RESOLVED** Grants policy was approved. Proposer Cllr Summers, Seconder Cllr Dilworth.
vii. **DEFER** Grievance policy deferred to next meeting.
viii. **RESOLVED** Publication Scheme was approved. Proposer Cllr Dilworth, Seconder Cllr Cole.
ix. **RESOLVED** Risk Management Schedule was approved. Proposer Cllr Rowe, Seconder Cllr Cole.
x. **RESOLVED** Seasonal Heroes Award was approved. Proposer Cllr Vickers, Seconder Cllr Hill.
xi. **RESOLVED** Training and Development was approved. Proposer Cllr Hill, Seconder Cllr Dilworth.
xii. **RESOLVED** Vexatious Complaints Policy was approved. Proposer Cllr Cole, Seconder Cllr Dilworth.

FC146-22/23 **Elections:**

The Clerk shared information learnt on the course they attended. A date of the 24th was set to offer the opportunity for to support people to apply to stand in the election.

FC147-22/23 **Meeting Dates:**

i. **RESOLVED** It was agreed to hold the Annual Parish Meeting on Thursday the 18th of May.
ii. **RESOLVED** It was agreed to not hold an April meeting. Proposer Cllr Dilworth, Seconder Cllr Cole.

FC148-22/23 **Quality Council Awards:**

RESOLVED It was agreed to apply for the foundation award. Proposer Cllr Hill, Seconder Cllr Vickers.

FC149-22/23 Finance:

i. **RESOLVED** The Finance Report was received, and the following payments approved. Proposer Cllr Dilworth, Seconder Cllr Vickers.

Panfield Parish Council Finance

1st March 2023

		Cash Book Balance From 07/02/2023	**£**	**54,877.72**

Payments Made

Date	Payee	Description	Amount	
28/02/2023	Salaries	Salaries, PAYE, Pension	£	644.87
28/02/2023	Talk Talk	Village Hall Broadband	£	41.34

Payment Received

Date	Payer	Description	Amount	
28/02/2023	Allotment Fees	Allotment Fees	£	198.00

		Cash Book Balance on 01/03/2023	**£**	**54,389.51**
Bank Balances on 01/03/2023				
	Barclays Current Account	£ 25.96		
	Base Rate Tracker Account	£ -		
	Unity Current Account	£ 3,558.72		
	Unity Access Saver	£ 50,738.83		
			£	54,323.51
Less Oustanding Cheques/Direct Debits				
Plus Un-Banked Cheques		£ 66.00		
	Adjustment		£	66.00
	Reconciled Total		**£**	**54,389.51**

Payments for Approval

Date	Payee	Description	Amount	
07/03/2023	EALC	Invoices 14406, 13010, 14670, 14273, 14617, 14404, 16331	£	816.00
07/03/2023	EALC	Affiliation Fee	£	269.82
07/03/2023	M Baker	Tree Guards	£	13.98
07/03/2023	Ranger	Timber and Weatherproof Coating	£	68.66
07/03/2023	M Baker	The Sign Supplier	£	127.38
07/03/2023	S Vickers	Speedwatch Batteries	£	9.98
07/03/2023	Driveline Drivers	John Barr Works	£	1,782.00
07/03/2023	Driveline Drivers	Topsoil for Thistledown	£	420.00
07/03/2023	The Pond Specialist	Invoice 4900	£	4,260.00
07/03/2023	The Salings PC	Ranger Services Inv 012, Inv 013	£	300.00
		Cash Book Balance After Payments	**£**	**46,321.69**

ii. **RESOLVED** It was agreed to reappoint Mrs Boydell CiLCA as the internal auditor. Proposer Cllr Cole, Seconder Cllr Rowe.

FC150-22/23 Items from Councillors to be added to the next agenda:

Councillors are asked to inform the Clerk of any items by the 2nd of May 2023.

FC151-22/23 Next Parish Council Meeting:

The next meeting of Panfield Parish Council will be held at Panfield Village Hall on the 9th May 2023.

The Chairman closed the meeting at 8.40 p.m.

Signed: …… Date ……

Chairman