PANFIELD PARISH COUNCIL

Members of the Council are hereby summoned to attend the Parish Council Meeting to be held at Panfield Village Hall on Tuesday, 10th of September 2024 commencing at 7:00pm for the purpose of transacting the following business:

The meeting will be open to the public unless the Council directs otherwise.

AGENDA

1. **Apologies for Absence.**

2. **To receive member's declarations of interest and dispensations in items on the agenda.**
   Dispensations should be requested from the Clerk up to the day before the meeting.

3. **Minutes**:
   Acceptance of the minutes from the Parish Council Meeting held on 16th of July 2024.

4. **Public participation session with respect to items on the agenda and other matters that are of mutual interest or local concern:** A maximum of 15 minutes shall be allowed for public question time and it is requested each member of the public speak for a maximum of 3 minutes.

5. **To receive a report from the District and/or County Councillor.**

6. **Report from the Clerk and Ranger:** An update on matters arising from the last meeting (Appendix I).

7. **Planning:** To agree a response to the following applications:

   24/01402/FUL - Land South Of 87 Kynaston Road Panfield
   1No. Bungalow

8. **Panfield Community Association:**
   To receive an update from Cllr Hill.

9. **Speed Watch:** To receive an update from Cllr Summers.

10. **Highways:**
    - **i.** To receive an update from Cllr Farmer.
    - **ii.** To agree on the highways reporting day plan (Appendix II).

11. **John Barr Playing Field:**
    - **i.** To agree whether to purchase a picnic bench for John Barr Playing Field. (Appendix III)
    - **ii.** To agree a possible location for a picnic bench.
    - **iii.** To discuss an approach to the field being used for parking for events.
    - **iv.** To agree the terms of reference for the Friends of John Barr Working Group.

12. **Speed Sign:**
To agree whether to replace the speed sign at the Thistledown End of the village. (Appendix IV)

13. **Coronation Woodland:**
To agree whether to purchase tree protectors for the saplings.(Appendix V)

14. **Quince Trees:**
To agree whether to purchase quince trees to the value of £350 for the woodland walk to fulfil the grant awarded in 2020 or return the monies to BDC.

15. **Finance:**
To receive the finance report and approve payments. (Appendix VI)

16. **Items from Councillors to be added to the next Agenda.**
- Grass cutting map / Eastlight attendance

17. **Next Parish Council Meeting**: The next meeting of Panfield Parish Council held at Panfield Village Hall on the 8th of October 2024

18. The Council will resolve to exclude the press and public from the remainder of the meeting due to confidential business (Public Bodies (Admissions to Meetings) Act 1960, S1(2)).

19. **Clerk Management:**
i. To consider the clerks job performance.
ii. To agree whether to increase the clerks SCP based on performance in accordance with their contract.

MBaker

Michelle Baker
Clerk to Panfield Parish Council **5th of September 2024**

Appendix I

REPORT FROM THE CLERK

PLAYGROUND

The playground has received media attention and usage levels are high. A self-closing mechanism has been ordered for the gate and is awaiting fitting as it requires welding. Two benches were installed.

Update on Planning Applications Listed in the Previous Minutes:

23/01478/OUT - Towerlands Panfield Road Braintree
Outline planning application with all matters reserved, except access, for the erection of up to 150 dwellings for Phase 2.
REFUSED

23/02556/OUT - Towerlands Panfield Road Braintree
Outline planning application with all matters reserved, except access, for the erection of up to 150 dwellings.
PENDING CONSIDERATION

24/00739/LBC - Elm Cottages 116 Kynaston Road Panfield
Replace rotten wooden weatherboard with new pre-treated weatherboards where necessary to front elevation. Repainting of front elevation
PERMITTED

RANGER REPORT

PPC Assets.

All PPC Assets have now been inspected at least once since starting in this role.

Where corrective actions are required these have been logged, and a number of these have subsequently now been resolved.

Additional Assets have been installed - **Benches x2 and Signage x2** at the John Barr Playing Field Play area.

Activities.

Clearance of excess foliage on **Footpaths** within the village envelope (FP 17, 18 & 21) has been undertaken. The focus being to keep footpaths fully accessible and free of any hazards (Eye level brambles etc). Clearance to make footpath signage visable has also been undertaken (FP11).

Footpath clearance around **Thistledown Pond** has been completed together with bramble clearance around seated area close to pond.

Anti Bird Spikes have now been fitted to the **Sculpture on Thistledown**, a pathway access has been cut to the **Picnic Area** in the Coronation Woodland .

John Barr Play Area - all of the older equipment with the exception of the Basketball Goal have now been cleaned. A quote from Wickstead for the parts to refurbish the Springy Dog in the play area have been obtained.

Incidents Occuring.

There have been 2 cases of F**allen Branches / Trees**, (Both within metres of each other) blocking Footpath 18 adjacent to the allotments.

These have been cleared away, the £7 spent on a Bow Saw would appear to be a good investment for the future.

Fly Tipping, a small quantity of building waste has been cleared away from the verge in Hall Road.

The Dog Bin at the west end of Hall Road was knocked over during the harvesting, this has been set upright in fresh concrete. I have subsequently learnt this has happened before - should it occur again re-siting the bin perhaps will need to be considered.

Appendix II

Highways Reporting Day Plan

Date: 21st September
Time: 10:00 AM
Meeting Point: The Bell Pub, Panfield

Objectives:

- Identify and report highways defects and issues in Panfield.
- Engage the community in maintaining the safety and upkeep of local highways.
- Ensure all identified issues are reported accurately to the highways authority.

Advertising and Volunteer Recruitment:

- Advertise on the Panfield Facebook page.
- Post details on the "Keeping Panfield Safe" WhatsApp group.
- Share information on Nextdoor to reach a wider community audience.

Volunteer Coordination:

- **Meeting Point:** Volunteers will gather at The Bell Pub at 10:00 AM.
- **Introduction:** Briefing session to explain the process and distribute materials.
- **Councillor Involvement:** One councillor will volunteer to manage the distribution of maps and sheets.

Materials Preparation:

- **Maps:** The clerk will divide the Panfield area into separate sections, each represented by a map.
- **Reporting Sheets:**
    - **For those with mobile access:** Sheets will include fields for issue description and reference number once reported on the highways website.
    - **For those without mobile access:** Different sheets will be provided to record the defect details manually, which will later be entered into the highways system by the clerk or deputy clerk.

Reporting Process:

1. **Distribution:** Each volunteer will receive a map, reporting sheet, and instructions on using the highways website.
2. **Identifying Issues:** Volunteers will walk their designated areas, identify highways defects (e.g., potholes, damaged signs, overgrown hedges), and record them.
3. **Reporting:**
    - Volunteers with mobile phones will report directly via the highways website and note the reference number on their sheet.
    - Volunteers without mobile phones will use a separate sheet to record defects, which will later be reported by the clerk or deputy clerk.

4. **Returning Sheets:** Upon completion, all reporting sheets should be returned to the volunteer councillor at The Bell Pub.

Post-Event:

- The volunteer councillor will collect all sheets and send to the clerk.
- A summary of the reported issues and their reference numbers will be compiled for future follow-up and published on the website.

Additional Notes:

- Encourage volunteers to wear suitable clothing and footwear for walking and weather conditions.
- Ensure all volunteers understand the safety protocols while walking near roads.

This plan aims to engage the Panfield community in a collaborative effort to report and address highways issues, enhancing the safety and quality of local roads.

Appendix III

John Barr Picnic Bench

Introduction

Panfield Parish Council replaced the Playground in July 24, in August 24 two benches were installed within the boundary. There has been requests for a picnic bench to compliment the area and offer a place for visitors to eat.

As VAT is reclaimed all prices within this report are excluding VAT.

Possible Sites

Each potential location for the benches offers unique benefits to the area. Placing the benches within the play area would provide seating for parents while their children play, but it would exclude those with dogs and the absence of bins could lead to littering issues.

Alternatively, positioning the benches on the right side of John Barr Playing Field near the existing bin offers a different set of advantages. This spot still provides a view of the play area, but also includes convenient access to rubbish disposal. Additionally, it accommodates dog owners and others who wish to enjoy the broader John Barr space.

Suppliers

NBB Recycled Furniture - https://www.recycledfurniture.co.uk

TDP - https://www.tdp.co.uk

Furniture for Schools – https://furnitureforschools.co.uk

Marmax Heavy Duty Recycled Plastic Furniture- https://marmaxproducts.co.uk/

Sustainable Furniture – https://www/sustainable-furniture.co.uk

Robert Dyas - https://www.robertdyas.co.uk

Options

When exploring options available, alternative materials were considered to reduce the environmental impact. Please see below for images.

Company (Picture Ref.)	Material	Bench Price
NBB (A)	100% Recycled Plastic – Available in Brown, Black, or Green.	£430.00
TDP (B)	100% Recycled Plastic – Available in Brown or Black. Has wheelchair access.	£547.48
Furniture For Schools (C)	100% Recycled Plastic – Available in Brown	£590.00
Marmax (D)	100% Recycled Plastic – Available in Black, Brown or Green	£449.00
Sustainable Furniture (C)	Sustainably Sourced Swedish Redwood Untreated.	£265.00
Robert Dyas (D)	Sustainably Sourced Swedish Redwood Untreated.	£142.50

Options A,B,C &D are made from recycled plastic (such as plastic milk cartons), they have a life span of 50-70 years and are UV resistant therefore do not require maintenance such as repainting.

Options E & F are made from sustainably sourced Swedish Redwood. This wood previously used in construction and recovered upon demolition. It has a life span of 15-20 years and would require treating and/or repainting every 2-3 years.

Conclusion

Although wood materials are always the cheaper options, the Council has a responsibility to consider the environmental impact of their actions and the use of sustainable materials. Alongside this it should also be noted the life span of each material and if it is therefore cost effective in the longer term to use recycled plastic as they would not need to be maintained or replaced. Some of the decision may come down to purely aesthetics and how this will blend with Panfield's environment.

A	B
	
C	D
	
E	F
	

Appendix IV

Speed Sign Replacement

The speed sign is currently located on Kynaston Road, past the junction to Thistledown. It is not owned by the Parish Council however Essex Highways also denies ownership and has declared it belongs to the Parish Council. Over the past two years it has been working intermittently.

The sign helps reduce speed in the village and has been extremely effective in Church End where the sign was replaced in November 2023.

Replacement Options

SID Speedfinder Radar Sign – startsafety.uk

£2768.12 + VAT (Delivery £59.95 + VAT)



This is the original unit and consists of a speed sign with solar power set up. There is a standard 1 year warranty and is supplied with 1 battery.

Shipping estimates are not provided due to low stock levels.

PTSC 901 RR – Radarspeedsigns.co.uk

£2995 +VAT (Delivery £45.00 + VAT)



This sign has a solar power set up. Data collection capabilities in one direction. USB connection for data download. It is supplied with 1 battery. It has a 2 year warranty.

Shipping estimates are 10-15 working days.

EVOLIS VISION – ElanCity.co.uk

£2250 + VAT (Delivery £89.99 + VAT)



This sign has a solar power set up. Data collection capabilities in both directions with Bluetooth connection. Customisable speed messaging. It is supplied with 1 battery. It has a 2 year warranty.

Appendix V

Sapling protectors

Introduction

The Coronation Woodland was planted in 2022, but some saplings have struggled to thrive with the current protectors. Replacement saplings are expected to arrive in November 2024. To better support the growth of these young trees, more robust protectors are recommended, as they would also facilitate easier management of the area by shielding the saplings from maintenance machinery.

To commemorate the occasion, 31 slate plaques were purchased by the Council. It is therefore proposed to purchase 35 tree protectors.

Please note that all prices mentioned in this report are excluding VAT, as VAT will be reclaimed.

Options

Supplier	**Details**	**Price for 35**
Green Tech - https://www.green-tech.co.uk/ 	Mesh Tree protectors – 60cm high - 20 cm diameter. Made from high density polyethylene, which is UV stabilised, rot proof, chemical resistant/.	£38.50 (Plus cost for stakes £28.30)
English Woodlands https://www.ewburrownursery.co.uk/plastic-mesh-tree-guard-80-to-110mm-diameter 	Mesh Tree Protectors - 8-11cm diameter - 60cm height. Preformed mesh tube The tubes are supplied with a range of 80-110mm A moulded rim prevents any stem abrasion.	£75.25 (Plus cost for stakes £28.30

Amenity Supplies https://www.amenity.co.uk/products/welded-mesh-tree-guards?variant=43620809998585 	Welded Mesh Tree Guards – 1.2m height – 30cm diameter - Welded Mesh Tree Guards are split down their length to allow the guard to be placed around the tree and attached to a stake for instant protection. Supplied with Stakes.	£731.50
Black Country Metal Works https://www.blackcountrymetalworks.co.uk/titan-tree-guards-black.htm 	"Titan" Tree Guard – Black – 60cm height – 30 cm diameter. Handmade in heavy gauge robust iron, these tree guards are finished in a hardy satin black paint. Each tree guard is supplied in two halves which can be easily positioned and secured together using the fixings provided.	£1749.70

Recommendation

While the plastic options are significantly cheaper, they may not provide the durability needed as the trees grow. However, they offer better value for money even if they need to be replaced annually. Metal mesh protectors present a permanent solution that would last until the trees reach a manageable size. The iron protectors would also provide long-term protection, serving as a lasting legacy for the trees as a feature of the coronation woodland. If this option is preferred, there may be grant funding available to support it.

Appendix VI

Finance

Panfield Parish Council Finance

4th September 2024

		Cash Book Balance From 16/07/2024	**£**	**48,216.55**

Payments Made

Date	Payee	Description	Amount	
27/07/2024	Salaries	Salaries,Pension, PAYE	£	1,252.70
27/02/2024	P Summers	Expenses Speed watch	£	56.50
29/07/2024	D Baker	Market Stall	£	100.00
29/07/2024	Talk Talk	Village Hall Broadband	£	27.82
29/07/2024	Gazebo Shop	Gazebo	£	195.00
29/07/2024	Screwfix	Spare Battery	£	69.99
29/07/2024	Turtle Eingineering	Bleed Kit	£	107.98
29/07/2024	NBB	Benches for John Barr	£	1,142.40
29/07/2024	Amazon	Bird Spikes	£	4.55
31/07/2024	Metalines Security Automation	Soft Close Hinge	£	313.08
28/08/2024	Salaries	Salaries,Pension, PAYE	£	1,420.45
29/08/2024	Talk Talk	Village Hall Broadband	£	27.82

Payment Received

Date	Payer	Description	Amount

	Cash Book Balance on 04/09/2024		**£**	**43,498.26**
Bank Balances on 04/09/2024				
	Barclays Current Account	£ 25.96		
	Base Rate Tracker Account	£ -		
	Unity Current Account	£ 1,244.92		
	Unity Access Saver	£ 42,212.38		
	Petty Cash	£ 15.00		
			£	43,498.26
Less Oustanding Cheques/Direct Debits				
Plus Un-Banked Cheques				
	Adjustment		£	-
	Reconciled Total		**£**	**43,498.26**

Payments for Approval

Date	Payee	Description	Amount	
10/09/2024	Scribe	Certificates	£	18.67
10/09/2024	Amazon	Picture Hanging Strips	£	10.24
10/09/2024	PGR	Postcrete	£	10.98
10/09/2024	Toolstation	Tree Pruning Saw	£	6.98
10/09/2024	RCCE	Membership	£	65.00

		Cash Book Balance After Payments	**£**	**43,386.39**