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, 11th of February 2025 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.
   None

3. **Minutes**:
   Acceptance of the minutes from the Parish Council Meeting held on 10th of December 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. **Reports:** An update on matters arising from the last meeting (Appendix I).

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

   24/02719/FUL - Little Priory Barns Braintree Road Panfield
   Conversion of Grade II Listed Barn, retrospective change of use of outbuilding and introduction of conservation rooflight, to form new four-bedroom dwelling with associated annexe.

8. **Protecting Panfield Initiative:**
   i. To agree to launch village CCTV mapping (Appendix II).
   ii. To agree to hold the first quarterly Community Safety Meeting within 10 days of Panfield Fete.
   iii. To agree to write to District and County Councillors and the MP regarding the lack of response to issues raised around local crime.

9. **Grass Cutting Tender:**
To agree the tender documents for the grass cutting contract for 2025/2026 for a period of 5 years (Appendix III).

10. **Allotments:**
To agree a proposal for the unused allotments (Appendix IV)

11. **Waste Services Consultation:**
To agree a response to the consultation from the Parish Council.

12. **SLCC Membership:**
To agree whether to renew the clerk's membership to SLCC at a cost of £150.

13. **Finance:**
To receive the finance report and approve payments. (Appendix V).

14. **Items from Councillors to be added to the next Agenda.**

15. **Next Parish Council Meeting**: The next meeting of Panfield Parish Council held at Panfield Village Hall on the 11th of March 2025.

16. **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)).**

17. **Meeting Note-Taker:**
To agree to advertise for a contractor to fulfil the role of meeting note taker.

18. **PCA Goodwill Agreement:**
To agree the first draft of the PCA & PC Goodwill Agreement.

MBaker

Michelle Baker
Clerk to Panfield Parish Council **6th of February 2025**

Appendix I

REPORT FROM THE CLERK

THISTLEDOWN
The ranger planted the new trees at the coronation woodland. Works were undertaken including removing the sycamore tree as approved.

SPEED SIGN
Contact has been made with the speed sign provider. Delivery is being arranged.

CLERK
The deputy clerk contract came to an end.

BANKING
Barclays have agreed to close the legacy account. The balance of £25.96 will be sent as a cheque.

Update on Planning Applications Listed in the Previous Minutes:

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

RANGER REPORT

In December, the ranger cleared fallen trees, planted new saplings, and installed tree protectors, the Coronation woodland was tidied, and they reported debris on the roads from storms to Essex Highways. An updated asset log was presented with outstanding actions and urgency ratings.

PCA Report

Cllr Hill attended the PCA AGM meeting held on the 18th January. And reported the following:

1. The committee were all re-elected unopposed.

2. The officers all gave reports on the last year's activities.

3. A number of events are planned for the coming year. The first will be a quiz on the 29th March in the village Hall.

4. Panfield cinema is to re-start.

Appendix II

Panfield Community CCTV Mapping Scheme

Overview

The Panfield Community CCTV Mapping Scheme is an initiative aimed at enhancing community safety and crime prevention by mapping existing private CCTV coverage within the parish. By consolidating this information into a secure "Community CCTV Area" map, we aim to improve response times and support incident resolution.

Objectives

- Identify and map the locations of existing private CCTV cameras.
- Create a secure database accessible only to authorised personnel.
- Encourage local participation in crime prevention efforts.
- Facilitate communication between residents and authorities in case of an incident.

Implementation Plan

Phase 1: Community Engagement

- A leaflet campaign will be launched to inform residents about the initiative.
- The leaflet will include details on how to sign up and contribute to the CCTV mapping scheme.
- Residents will be invited to voluntarily register their CCTV locations while maintaining privacy and security.

Phase 2: Mapping and Data Management

- A secure database will be developed, listing CCTV locations and their coverage areas.
- Access to this database will be strictly limited to authorised personnel, ensuring data protection compliance.
- Regular updates will be conducted to keep the map accurate and up to date.

Phase 3: Incident Response & Coordination

- When a crime occurs, victims will be encouraged to contact the police in the first instance and obtain a crime reference number.
- After reporting to the police, residents should then contact the parish council and provide the crime reference number.
- The council will then reach out to residents within the affected area who have registered CCTV cameras.
- With the resident’s consent, relevant footage will be shared with relevant authorities to assist in investigations.

4. Data Protection & Privacy

- Participation is entirely voluntary.
- No live access or direct monitoring of CCTV footage will occur.
- CCTV locations will not be disclosed to the public.
- All data will be stored securely and only accessed when necessary for crime prevention.
- We are registered with the Information Commissioner's Office (ICO) to ensure compliance with data protection regulations.

Appendix III

GRASS CUTTING TENDER DOCUMENT

Issued by: Panfield Parish Council
Date: 12th February 2025

Introduction:
Panfield Parish Council invites tenders from suitably qualified contractors to undertake grass cutting and maintenance works at various locations as specified below within the Parish of Panfield. The contract period will run from 1st April 2025 to 31st March 2030.

Scope of Works:
The successful contractor will be responsible for carrying out grass cutting, strimming, and associated maintenance as outlined below:

1. Thistledown Playing Field

(Yellow area on attached map)

- Cut grass fortnightly from March through to the end of September.
- Strim around the perimeter and all permanent obstacles.
- Strim the pathways in the Coronation Woodland monthly.
- Strim the wild areas of the Coronation Woodland and the wildflower mound twice a year.
- Inspect and report any recommended or required works to the Clerk while on-site.

2. John Barr Playing Field

(Red area on attached map)

- Cut grass fortnightly from March through to the end of September.
- Strim around the perimeter and all obstacles to inhibit the encroachment of brambles and sloes.
- Strim within the play area.
- Inspect and report any recommended or required works to the Clerk while on-site.

3. Kynaston Road / Church End

(Road indicated in Purple on attached map)

- Cut grass verges and strim around all obstacles fortnightly from March to end of September.
- Strim along the walls of residents' properties, taking care not to damage any existing planting.

4. Church, Church End

(Blue area on attached map)

- Ensure that the verges and ditches on either side of the road opposite the Church are well kept and tidy.

5. Hall Road

(See map for location)

- Cut grass and strim around all benches and waste bins fortnightly from March to end of September.

General Requirements:

- The contractor must provide all necessary equipment, fuel, and maintenance for the completion of the work.
- Work must be completed to a high standard, ensuring public safety and minimal disruption.
- Contractors must comply with all relevant health and safety legislation.
- Waste and cuttings should be managed responsibly.
- Any damage to public or private property must be reported and rectified at the contractor's expense.

Submission Requirements:
Interested contractors should submit the following:

- A detailed quote for the work.
- Proof of relevant insurance and qualifications.
- References from previous similar work.
- Proposed schedule of works and availability.

Deadline for Submission:
All tenders must be submitted by 6th March 2025 Late submissions will not be considered.

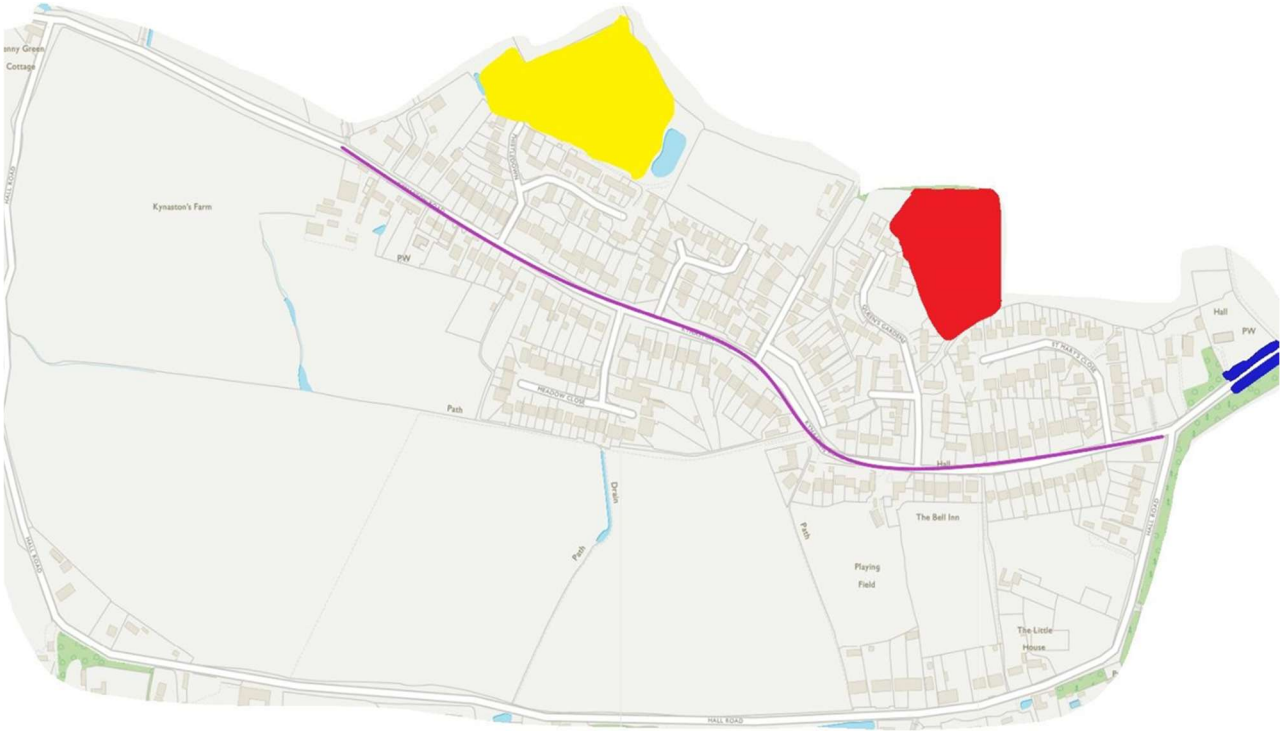
Evaluation Criteria:
Tenders will be assessed based on:

- Cost-effectiveness.
- Experience and qualifications.
- Quality of previous work.
- Availability and reliability.

For further inquiries, please contact:
Clerk@panfieldparishcouncil.uk

Panfield Parish Council reserves the right to reject any or all tenders and is not bound to accept the lowest or any bid.

Map of areas:


Kynaston's Farm
PW
Path
Drain
Path
Path
Hall
PW
The Bell Inn
Playing
Field
The Little
House
HALL ROAD

Appendix IV

Plan for the Unused Allotments at Panfield

Introduction

The Panfield Parish Council has three unused allotments (13, 14, and 15) that remain unutilised due to poor soil quality. To make the best use of these spaces, a selection of community-focused projects has been proposed. The Parish Council may decide to implement different ideas for allotments 15 and 14, as they are adjacent, while selecting a separate idea for allotment 13.

Below outlines the potential options for development, from which the Parish Council will select preferred choices to be included in a survey for Panfield residents. The survey will ask the public to select which options they would like to see implemented, allowing the plots to have alternative uses based on community preferences. Once the community selects the final scheme, grant funding will be sought to support the implementation of the project.

2. Proposed Options for Development The following ideas have been suggested for consideration:

- **Community Orchard:** Planting a variety of dwarf fruit trees to provide free, fresh produce for residents while enhancing biodiversity and green space.
- **Raised Accessible Beds:** Constructing raised planters to enable residents with mobility challenges to participate in gardening activities.
- **Bug Hotels:** Installing structures to support insect biodiversity, encouraging pollination and natural pest control.
- **Community Seating Area:** Creating a dedicated space with benches to foster social interaction and relaxation.
- **Covered Seating Area:** Providing a sheltered space for residents to gather, offering protection from weather conditions.
- **Community Plant Exchange Area:** Establishing a space where residents can swap plants, seeds, produce and gardening knowledge.
- **Community Herb Garden:** Growing a variety of herbs for residents to use, promoting sustainable and accessible food sources.
- **Sensory Area:** Developing a space with seating and fragrant plants such as lavender to create a calming environment for relaxation and wellbeing.

3. Next Steps

- The Parish Council could select a shortlist of preferred options.
- A community survey will be conducted to determine residents' preferences, allowing them to select which options they would like to see implemented so that plots can have alternative uses.
- Once the desired choices are agreed upon, the Parish Council will seek grant funding and other financial support to facilitate the project’s implementation.

By engaging the community in this decision-making process, Panfield can develop a space that best serves its residents, promotes sustainability, and enhances local green infrastructure.

Appendix V

Panfield Parish Council Finance

6th Fenruary 2025

		Cash Book Balance From 10/12/2024	**£ 47,153.60**

Payments Made

Date	Payee	Description	Amount
28/01/2024	Salaries	Salaries,Pension, PAYE	£ 1,320.25
28/01/2024	Talk Talk	Village Hall Broadband	£ 27.82
30/11/2024	Unity Trust Bank	Service charge	£ 6.00
16/12/2024	P Summers	Expenses - Printing supplies	£ 68.42
16/12/2024	S Vickers	Chairmans Allowance	£ 90.00
20/12/2024	Salaries	Salaries,Pension, PAYE	£ 1,311.73
30/12/2024	Talk Talk	Village Hall Broadband	£ 27.82
31/12/2024	Unity Trust Bank	Service charge	£ 6.00

Payment Received

Date	Payer	Description	Amount
31/12/2024	Unity Trust Bank	Interest Received	£ 307.48

	Cash Book Balance on 06/02/2025			**£ 44,603.04**
Bank Balances on 06/02/2025				
	Barclays Current Account	£	25.96	
	Base Rate Tracker Account	£	-	
	Unity Current Account	£	1,214.51	
	Unity Access Saver	£	43,347.57	
	Petty Cash	£	15.00	
				£ 44,603.04
Less Oustanding Cheques/Direct Debits				
Plus Un-Banked Cheques				
	Adjustment			£ -
	Reconciled Total			**£ 44,603.04**

Payments for Approval

Date	Payee	Description	Amount
11/02/2025	SLCC	Membership	£ 150.00

		Cash Book Balance After Payments	**£ 44,453.04**