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, 8th of April 2025 commencing at 6:30pm for the purpose of transacting the following business:

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

AGENDA

1. **Election of a Chair**

2. **Apologies for Absence**

3. **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.

4. **Resignations:**
   To note the resignation of Cllr S Vickers and Cllr P Summers.

5. **Minutes**:
   Acceptance of the minutes from the Parish Council Meeting held on 11th of March 2025.

6. **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.

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

8. **Reports:** An update on matters arising from the last meeting (Appendix I).

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

   25/00498/LBC - The Bell Kynaston Road Panfield
   Installation of an external gas meter to allow the installation of mains gas.

   25/00619/FUL - The Bell Kynaston Road Panfield
   Installation of external gas meter housing

10. **Parish Council Digital Offering:**
    To consider the options for digital equipment for the Parish Councillors and agree an option. (Appendix II)

11. **Bench for the Village Hall:**
To agree whether to purchase the preferred bench for the Village Hall at a cost of £435 plus VAT.

12. **Finance:**
   i. To receive the finance report and approve payments. (Appendix III).
   ii. To receive the end of year budget report (Appendix IV)
   iii. To agree whether to adjust the general reserves to £8000.

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

14. **Next Parish Council Meeting**: The next meeting of Panfield Parish Council held at Panfield Village Hall on the 13th of May 2025 at 7:00pm.

15. **The Annual Parish Meeting will now commence post meeting.**

MBaker

Michelle Baker
Clerk to Panfield Parish Council **3rd of April 2025**

Appendix I

REPORT FROM THE CLERK

ALLOTMENTS

The invoices have been issued for the 2025 year. The survey has been created and will be sent to allotment holders and shared with the public.

PROTECTING PANFIELD INITIATIVE

The leaflets have been printed and will be shared with the next RAP. Cllr Hill attending the monthly police meeting and the report is included below.

PCA

The goodwill agreement was signed by the Chair of the PCA and the news was shared on our Facebook page with mutual agreement. The PCA have confirmed that they will be holding a VE day event therefore the £100 donation towards these activities has been arranged.

GRASS CUTTING TENDER

The new contractor met with the Vice-Chair and discussed requirements. Work commenced on the 3rd of April.

STAFFING LEVELS

Due to separate incidents staffing levels have been reduced during March.

AUDIT

The clerk has prepared the AGAR documents and will send the information to the auditor during April for approval at the May meeting.

Update on Planning Applications Listed in the Previous Minutes:

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

25/00247/LBC - Great Priory Farm Braintree Road Panfield
Conversion of barn to 1 No. 3 bedroom dwelling and construction of an attached cartlodge.
PENDING CONSIDERATION

MONTHLY POLICE MEETING REPORT

Cllr Hill attended the first Teams meeting with PC James Draper and other parish councillors. Technical difficulties with the meeting link led to low attendance, with five councillors present, including representatives from Castle Hedingham and Black Notley.

PC Draper aims to attend more council meetings but faces scheduling conflicts. He intends to hold these meetings monthly on the last Monday and will circulate notes.

Crime in Essex has decreased by 4.7%. However, sexual offences have risen, burglary rates have declined, and shoplifting has increased significantly. Road safety remains a major concern, with 150 fatalities recorded this year.

Discussions focused on vehicle-related concerns, particularly speeding and parking. PC Draper highlighted the ‘Extra Eyes’ initiative for submitting dashcam footage of dangerous driving. Footage must be uploaded within a week, and submitters must be willing to attend court if required.

Councillors reported difficulties in recruiting Speedwatch volunteers. PC Draper acknowledged Panfield’s active group but noted police are often unaware of session timings. Cllr Hill clarified that scheduling is managed by a central coordinator within the fire brigade. Paul, who prepares the local Speedwatch rota, could share it with PC Draper. If agreed, Cllr Hill will arrange this.

Appendix II

Panfield Parish Council Chromebook Selection Report

1. Introduction Following the decision by Panfield Parish Council to provide a Chromebook for each councillor, this report outlines the available options and their respective costs and features to aid in selecting the most suitable device.

2. Available Options Four Chromebook models have been identified as potential options:

- **ACER 315 15.6" Chromebook - Intel® Celeron®, 64 GB -** *https://tinyurl.com/3sya9tp9*
  - Cost: £132.50 + VAT per device
  - Features:
    - 15.6-inch display
    - Larger screen for improved visibility
    - 64 GB storage capacity
    - Suitable for web browsing, emails, and document editing
- **LENOVO IdeaPad Slim 3 14" Chromebook** - *https://tinyurl.com/mrypmcw9*
  - Cost: £140.83 + VAT per device
  - Features:
    - 14-inch display
    - Lightweight and portable design
    - Reliable performance for basic tasks
    - Suitable for web browsing, emails, and document editing
- **Acer Chromebook Spin 312 CP312-1H Convertible Laptop -** *https://tinyurl.com/2vyttck7*
  - Cost: £208.32 + VAT per device
  - Features:
    - Convertible 2-in-1 design with touchscreen
    - 11.6-inch display
    - Sturdy build with good battery life
    - Ideal for versatility in meetings and note-taking
- **ASUS CM14 Flip 14" 2-in-1 Chromebook - MediaTek Kompanio 520 -** *https://tinyurl.com/3ctmkh3r*
  - Cost: £232.50 + VAT per device
  - Features:
    - 14-inch touchscreen display
    - 2-in-1 convertible design
    - More powerful processor for improved performance
    - Suitable for multitasking and enhanced usability

3. Cost Comparison The total cost for purchasing 7 Chromebooks, excluding VAT, is as follows:

- **ACER 315 15.6" Chromebook:** £927.50
- **LENOVO IdeaPad Slim 3:** £985.81
- **Acer Chromebook Spin 312:** £1,458.24
- **ASUS CM14 Flip:** £1,627.50

4. Considerations

- The **Acer 315 Chromebook** is the most affordable option and offers the largest screen, which may be beneficial for visibility, but it is less portable due to its size.

- The **Lenovo IdeaPad Slim 3** is still a budget-friendly choice, offering portability and reliability for everyday tasks.
- The **Acer Chromebook Spin 312** provides a touchscreen and convertible design, adding flexibility for meetings and presentations.
- The **ASUS CM14 Flip** offers the best performance, a larger touchscreen, and improved processing power, but at a higher cost.

5. Conclusion and Recommendation The choice of Chromebook should consider both budget and functionality. If cost is the primary concern, the **Acer 315 Chromebook** is the most economical option while providing a larger display. The **Lenovo IdeaPad Slim 3** offers a good balance between affordability and portability. If additional flexibility and touchscreen capabilities are needed, the **Acer Chromebook Spin 312** is a strong option. The **ASUS CM14 Flip** is the best choice for performance but represents the highest investment.

Panfield Parish Council should decide based on the level of functionality required for councillors to effectively carry out their roles.

Appendix III

Panfield Parish Council Finance

3rd April 2025

		Cash Book Balance From 11/03/2025	**£ 40,092.82**

Payments Made

Date	Payee	Description	Amount
28/03/2025	Salaries	Salaries,Pension, PAYE	£ 1,322.43
26/03/2025	Talk Talk	Village Hall Broadband	£ 30.07
31/03/2025	Unity Trust Bank	Service charge	£ 6.00

Payment Received

Date	Payer	Description	Amount
25/03/2025	Various	Allotment Income	£ 110.00
31/03/2025	Unity Trust Bank	Interest Received	£ 259.32

	Cash Book Balance on 03/04/2025			**£ 39,103.64**
Bank Balances on 03/04/2025				
	Barclays Current Account	£	25.96	
	Base Rate Tracker Account	£	-	
	Unity Current Account	£	455.79	
	Unity Access Saver	£	38,606.89	
	Petty Cash	£	15.00	
				£ 39,103.64
Less Oustanding Cheques/Direct Debits				
Plus Un-Banked Cheques				
	Adjustment			£ -
	Reconciled Total			**£ 39,103.64**

Payments for Approval

Date	Payee	Description	Amount
08/03/2025	PCA	VE Day Donation	£ 100.00

		Cash Book Balance After Payments	**£ 39,003.64**

Appendix IV

Panfield Parish Council

End of Year Budget Report 2024/25

	Actual 31st March 2023	Actual 31st March 2024	Budget 31st March 2025	Actual 31st March 2025	£	%	Budget 31st March 2025
INCOME							
Precept	23780	23440	30040	30040	0	0%	30604
ECC &BDC Support	848	848	848	848	0	0%	848
Clerks Bursary	0				0	-	
Investment Income	465	1308	500	1286	786	61%	300
VAT Repayment	1914	1707		13815.4	13815	100%	
Allotment Income	418	330	400	374	-26	-7%	330
Grants	400	25144	39874	40421	547	1%	
Other Income		155			0	-	
106 Monies					0	-	
	27825	**52932**	**71662**	**86784**	**15122**	**21%**	**32082**
EXPENDITURE							
Pocket Garden Maintenance	44	502	200	0	200	100%	200
Open Spaces Maintenance	1258	3217	1370	861	509	37%	1000
Tree Cutting	2320	0	2620	2860	-240	-9%	1500
Allotments		160	660	0	660	100%	250
Playing fields	5199		2000	2898	-898	-45%	1460
Grass Cutting	8680	8680	9000	8680	320	4%	10000
Audit Fees	100	372	400	528	-128	-32%	550
Hall Hire	450	288	500	0	500	100%	600
Insurances	1298	695	1000	623	377	38%	650
Salaries	7398	9353	12300	15032	-2732	-22%	17000
Staff Expenses	500	408	300	467	-167	-56%	500
Stationery, Postage & Printing	117	163	150	116	34	23%	1000
Subscriptions	270	679	550	535	15	3%	500
Street Cleansing	60	60	75	60	15	20%	75
Website	186	96	180	153.55	26	15%	180
Village Hall Broadband	496	462	320	336	-16	-5%	350
Bank Charges				71	-71	0%	
Election Costs	0	70	0	0	0	-	0
Training	1302	611	1000	96	904	90%	500
Planters	103	0	0	0	0	-	100
Chairmans Allowance	30	161	150	147	4	2%	250
Vehicle Activated Sign	124	2927	0	0	0	-	0
Allotment Improvement				0	0	-	2000
Christmas	414	215	300	0	300	100%	100
Grants			5000	458	4542	91%	5000
106 Monies			0	0	0	-	
Bus Shelters/Noticeboards	2064		750	0	750	100%	500
Mosaic	1000		0	0	0	-	0
Thistledown Pond	4260	0	0	0	0	-	0
Village Magazine	100	100	100	0	100	100%	100
Village Fete	250	250	250	1084	-834	-334%	750
Playground			79018	83204	-4186	-5%	0
Village Sign			2200	0	2200	100%	0
Transport Initiative						-	
Community Shop						-	500
Safety Initiative				215		100%	5000
	38023	**29469**	**120393**	**118424**	**2184**	**2%**	**50615**
Surplus /Deficit	-10198	23463	-48731	-31640			-18533
Balance in Accounts	**47279**	**70742**	**22011**	**39102**			**20569**

Earmarked Reserves 25/26	
General	15000
Play Equipment	1500
Thistledown Pond	800
Community Assets	10000
Election Costs	1000
Total	**28300**

Proposed Earmarked Reserves 25/26	
General	8000
Play Equipment	1500
Thistledown Pond	800
Community Assets	10000
Election Costs	1000
Total	**21300**

Earmarked Reserves 24/25	
General	8000
Play Equipment	750
Thistledown Pond	500
Community Assets	10000
Election Costs	500
Total	**19750**