PANFIELD PARISH COUNCIL

Minutes of the Annual Parish Council meeting held at Panfield Village Hall on Tuesday, 11th of November 2025 at 7:00pm:

Present: Cllr A. Cole (Chairman)
Cllr J. Dilworth (Vice Chairman)
Cllr J. Hill
Cllr C Rowe
Cllr P Kotze
Cllr M. Staines (District Councillor)
Cllr G Butland (County Councillor)
Public – 2 in attendance

FC43-25/26 Apologies for Absence.
Apologies were received from Cllr Farmer.

FC43-25/26 To receive member's declarations of interest and dispensations in items on the agenda.
None

FC44-25/26 Minutes:
RESOLVED: It was agreed to accept the minutes of the Parish Council Meeting held on 9th of September 2025. Proposer Cllr Rowe, Seconder Cllr Hill.

FC45-25/26 Public participation session:
Access to the speed sign data directly was requested. It was explained that only Council members had access.

FC46-25/26 Cllr Ault (District Councillor) entered the meeting at 19:04

FC47-25/26 Report from the District Councillor:
Cllr Butland shared that local government reorganisation for Essex was underway and 4 business cases had been submitted to central Government. Consultation will be commenced in the new year. The position on county elections is uncertain as mayoral elections will take place following devolution.
An extra £8m has been allocated to highways with an additional 2338 pothole repairs completed and 1965 footpath repairs.

Cllr Staines shared that the Local plan review was underway with the government deadline of the 31st of December. Digi-go is now supporting 1852 passenger routes every month.

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Discussions have been held regarding the impact of the asylum centre at Wethersfield. Numbers have been reducing at the base.

FC48-25/26 REPORTS:

Update on Planning Applications Listed in the Previous Minutes:
25/01858/HH - 74 Kynaston Road Panfield
Proposed single-storey rear extension, rear dormer, front porch, first floor front extension and erection of garage.
GRANTED

PCA REPORT

Cllr Cole attended the PCA meeting on the 19th of August.

Tree Felling Next to the Village Hall
The property owner obtained a quotation of **£850** for necessary tree felling work adjacent to the hall. It was confirmed that the Parish Council will contribute **25% of the total cost**, with the PCA also contributing **25%**.

Accessible Toilet Facilities
The Village Hall toilets require conversion to improve accessibility. The PCA intend to seek a financial contribution from the Parish Council once costings have been obtained. It was suggested that grant funding opportunities should also be explored to support this project..

Village Hall Bookings
A permanent weekly booking has now been secured every Sunday morning for a small church group, alongside additional bookings. This provides the PCA with a consistent source of income.

PCA Events & Activities

- **Black Caps Event** – 20 attendees; positive feedback and **£297 raised**.
- **Race Night** – 32 bookings received so far.
- **Remembrance Service** – Rod will officiate, and Katie will play the Last Post.
- **Quiz Night** – Expected to be well attended.

Christmas Activities

- Hall decorations will be installed on **30th November**.
- Volunteers requested to decorate the Christmas tree on the village green on the same day.
- **Vintage Villagers Christmas Lunch** is fully booked; a reserve list will be held.
- Santa visits: 170 properties registered; a new Santa and additional elves will assist this year.
- Gift wrapping planned for **16th December** following the PCA meeting at **17:30**.

PCA AGM
The AGM has been scheduled for **18th November** (to be confirmed).

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Village Hall Lease
A new **25-year lease** has been secured with Essex County Council.

RAP Distribution
The number of RAP newsletters printed will be reduced to **400**, which will be sufficient to cover all village properties.

FC49-25/26 Planning
RESOLVED The responses were agreed for the following applications:

25/02237/COUPA- Kynaston Farm Kynaston Road Panfield
Prior approval for the change of use of agricultural building to a dwellinghouse (Class C3), and for associated operational development - Change of use to 1 No. residential dwelling.
No objection, in keeping with the village design statement.

FC50-25/26 Hall Road Bench Replacement
RESOLVED It was agreed to replace the bench on Hall Road at a cost of £392+VAT. Proposer Cllr Dilworth, Seconder Cllr Rowe.

FC51-25/26 Potential Open Spaces Action Plan Response:
There were no changes to be made.

FC52-25/26 Speed Sign Data Report:
The clerk had issues processing the data.

FC53-25/26 Hero Awards
RESOLVED It was agreed to present a hero award ti Steve and Christine Joyce for their work within the village. Proposer Cllr Cole, Seconder Cllr Hill.

FC54-25/26 Allotments:
The clerk fed back feedback from meeting the allotment holders and a full plan will be presented in January.

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FC55-25/26 Finance:

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

Panfield Parish Council Finance

6th November 2025

		Cash Book Balance From 09/09/2025	**£**	**36,974.74**

Payments Made

Date	Payee	Description	Amount	
05/09/2025	ICO	ICO Fee	£	47.00
17/09/2025	RCCE	Training	£	75.00
26/09/2025	Salaries	Salaries, Pension, PAYE	£	1,464.81
26/09/2025	Talk Talk	Village Hall Broadband	£	30.07
30/09/2025	Unity Trust Bank	Service charge	£	6.00
20/10/2025	MBS Grounds Maintenance	Grass Cutting	£	732.60
20/10/2025	Poundland	Glue	£	2.00
20/10/2025	PCA	Donation for Anniversary	£	125.00
28/10/2025	Salaries	Salaries, Pension, PAYE	£	1,455.35
28/10/2025	Talk Talk	Village Hall Broadband	£	30.07
31/10/2025	Unity Trust Bank	Service charge	£	6.00

Payment Received

Date	Payer	Description	Amount	
25/09/2025	BDC	Precept	£	15,302.00
30/09/2025	Unity Trust Bank	Interest	£	220.86

	Cash Book Balance on 06/11/2025		**£**	**48,523.70**
Bank Balances on 06/11/2025				
	Barclays Current Account	£ 25.96		
	Base Rate Tracker Account	£ -		
	Unity Current Account	£ 2,394.65		
	Unity Access Saver	£ 46,088.09		
	Petty Cash	£ 15.00		
			£	48,523.70
Less Outstanding Cheques/Direct Debits				
Plus Un-Banked Cheques				
	Adjustment		£	-
	Reconciled Total		**£**	**48,523.70**

Payments for Approval

Date	Payee	Description	Amount	
11/11/2025	MBS Grounds Maintenance	Grass Cutting	£	732.60
11/11/2025	Cllr Cole	Chairs Allowance - Gift RE Sign Repaint	£	450.00
11/11/2025	PCA	Contribution to the RAP 2024-2025	£	100.00

		Cash Book Balance After Payments	**£**	**47,241.10**

ii. **DEFER** The budget for 2026/27 will be deferred until after the autumn budget.

iii. **DEFER** The precept for 2026/27 will be deferred until after the autumn budget.

FC56-25/26 Items from Councillors to be added to the next Agenda:
None

FC57-25/26 RESOLVED The Council resolved 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)). Proposer Cllr Cole, Seconder Cllr Kotze.

FC58-25/26 Staff Management:
The clerk provided an update on staff management.

FC59-25/26 Next Parish Council Meeting
The next meeting of Panfield Parish Council will be held at Panfield Village Hall on 13th January 2025 at 7:00p.m.

The Chairman thanked everyone for attending and closed the meeting at 7:53p.m.

Signed: …….…… Date ……
Chairman

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