

**MINUTES OF THE MEETING OF PANFIELD PARISH COUNCIL**  
**held at: The Community Centre on: Monday 10<sup>th</sup> December 2012 at 7.30 p.m.**

1. **Attendance:** John Moorey (Chairman); Anne Cole (Vice-Chair); Tony Parish; Jacqui Vaughan; Gaynor Barlow; Bill Saward; Jean Simmons (Clerk).  
**Apologies for absence:** Cllr Peter Tattersley; Jackie Moorey; Jenny Edwards (PCA).
2. There were **no Declarations of Interest in Agenda Items** or **applications for Dispensations**.
3. The previously circulated **Minutes of the last PPC Meeting (12/11/12)** were **agreed (Proposed:** Jacqui Vaughan; **Seconded:** Anne Cole) and **signed** as a **correct record**.
4. There were **no Matters Arising** from those Minutes.
5. No members of the public were present, thus there was no **Public Forum**.

**6. CLERK'S REPORT**

a) **Survey results** sent by C. Loon published on website & put on notice boards together with PPC analysis/ comment, which has also been submitted for publication in the next Round About Panfield Parish Magazine. The Clerk received a phone call from Mr Loon stating that he would contact the Clerk after the December PPC meeting to discuss PPC response; the Clerk drew Mr Loon's attention to the PPC comment published on the website, and reiterated that PPC Members would support the majority opinion of Panfield residents.

b) Request to rent parking space **Thistledown** hardstanding: Members decided that it would set a precedent which would cause difficulty with future access to keys for drop-down posts and spoil the open-space facility if parking was to be allowed, as the area is not suitable for housing large vans/lorries etc.

c) Letter sent to 1 & 3 Ashton's Cottages re: the residents' prompt action allowing Police to apprehend the perpetrators of the damage to the **Bus shelter** at Ashton's Corner. Insurance informed & photos of damage sent: quotes for repair obtained: it was agreed (**Proposed:** Bill Saward; **Seconded** Jacqui Vaughan) to accept the quote from Ken Read for £330.00.

d) Invitation to **BDC Town & Parish Council Summit** 31/1/13 sent to Members: the Chairman asked the Clerk to ascertain whether Cllr Tattersley is going to attend.

e) Reply & information sent to query from **Mr Stacey** re: local broadband service; also referred to Roger Walters; the Clerk will forward latest Rural Services Network information to Mr Stacey.

f) Requests for resurfacing of **path Thistledown + deer crossing sign** sent to BDC Local Highways Requests: Thistledown path repairs passed to Highways; Deer Crossing Sign request approved.

g) **Litter** on Braintree Rd .mentioned by P. Yates at November PPC Meeting reported to BDC Rangers.

h) Request for **SID sign** to be re-positioned sent to ECC Highways: sign moved 3 days after request sent.

i) Letter of thanks sent to **P. Balaam** re: **litter picking**.

j) **ECC Highways** informed: **blocked drain** on road into Panfield.

k) Letter to **D. Bull** and **ECC** re: amend inaccurate information from **ECC Robert Overall**, who had directed Mr Bull to contact Panfield Parish Council re: traffic calming measures, even though Mr Bull does not live in Panfield, but in Braintree in Panfield Lane. The Clerk also telephoned Mr Overall's office to report the matter and was told a corrected letter would be sent to Mr Bull.

**7. PLANNING:**

a) **77, Kynaston Rd:** demolition & replacement single detached garage – changes to plan: **no comments**.

**8. CORRESPONDENCE (A) requiring PPC attention/response:**

a) **BDC: Improvements to Public Open Spaces Consultation:** the Clerk will update the register re: John Barr Playing Field facilities and allotments and Thistledown Playing Field facilities.

## MINUTES 10.12.12 p2

**b) Brooks Newmark:** Christmas card & request for events in Parish: the Clerk sent details of the Carol Singing evening, Carol Service and Christmas Eve visit from Santa.

**c) BDC Local Highways Panel:** consultation on works on public highway: Members **agreed** that no additional tasks could be undertaken as PPC is fully stretched carrying out present tasks; the Clerk will relay this decision to the Local Highways Panel.

### **8. (B) for information to be circulated to Members:**

a) RCCE Autumn Magazine; b) CPRE Winter Magazine;

### **8. (C) emailed to Members prior to the Meeting – as listed in the Minutes:**

**a) Rural Services Network** weekly news digests/Rural Opportunities Bulletin; **b) ECC Essex Works** newsletters Nov & Dec '12; **c) EALC** bulletins 8/15.11.12; 22.11.12 Precepts Update/29.11.12 Briefing on Implications of Council Tax Support/bulletin 6.12.12; **d) Pro-forma** for Application for Dispensation form; **e) BDC** planning applications & decisions lists 46,47,48; **f) Stop Stansted** Expansion Review/Appeal; **g) C. Loon** Village Survey Feedback; **h) Greenfields** newsletter Nov '12/ bulletin Dec '12; **i) BDC** Press Releases 12,14,23/11/12; **j) BDC** Housing Breakfast Briefings 2013; **k) BDC** Town & Parish Summit 31.1.13; **l) BDC** Planning Consultation 77, Kynaston Road; **m) NHS** COPD Success; **n) CCS** Resilience Gateway; **o) BDC** Local Highways Panel Minutes 22.11.12 & approval of Deer Warning Sign; **p) BDC** Revised Refuse & Recycling Collections for Xmas & New Year; **q) BDC** notice of successful listing of Community Centre as an Asset of Community Value; **r) B. Saward:** suggestions for future PPC Agendas: village facilities; **s) NHS** Press Release; **t) P. Tattersley:** confirmation of **John Barr Lease**; **u) BDC** Leisure bulletin; **v) BDVSA** newsletter Dec '12; **w) BDC Replacement Minerals** Local Plan briefing session 10.1.12; **x) Came & Co** newsletter; **y) Don Smith:** update re: Proposed Gravel Pit Broadfield Farm, Rayne.

\* **w) Tony Parish** will attend this briefing session

**x) In view of Public Liability Claims as mentioned in this newsletter, Bill Saward suggested that PPC keeps a Health and Safety log of areas monitored, which is dated and records any action necessary and to whom it is reported. The Clerk will prepare a pro-forma log.**

### **9. VILLAGE DESIGN STATEMENT:**

Anne Cole will investigate the 100 Parishes Scheme with the view to including Panfield.

The Clerk will send a letter of thanks to Dean Fisk for his help with maps. The VDS Questionnaire should be ready by spring, and funding will be applied for in the New Year.

Anne Cole has applied for Community Asset Status for The Bell, plus field, and Thistledown.

### **10. COMMUNITY ASSOCIATION:**

The Community Centre: has been listed as a Community Asset.

Don Rust (Chairman) is in hospital for heart bypass operation; Peter Yates is acting Chairman. At the PCA Meeting on 19.11.12 Sue Sheppard (RCCE) explained the options for the Community Association; should the PCA fold, officers have to keep operational for 1 -2 years to wait for a break or dissolution clause in the lease. A village meeting would have to be held. Jan Sheppard will put PCA in contact with the person at ECC who deals with enquiries re: purchase; funding and loans at preferential rates can be obtained. Being listed as a Community Asset gives PCA a right to bid.

Christine Joyce has volunteered to take on the role of PCA Treasurer, and Jan Cray that of Secretary. In answer to a query from residents via John Moorey re: commemorative plaque on June Butcher Memorial Bench in Thistledown, Peter Yates said he would ask Don Rust about the bench. Don Rust had reported to Jean Simmons at the October PCA meeting that the bench 'had been done'.

The Race Night had made a profit of £200.00.

### **11. JOHN BARR PLAYING FIELD LEASE:**

BDC Cabinet agreed to transfer the playing field & allotments to Panfield Parish Council by way of a 50 year lease at a peppercorn rent.

## MINUTES 10.12.12 p3

### **12. WEBSITE:**

Information update form completed. This will now be put on the website/sent to groups to complete & return when they require their information to be updated. There had been 198 hits in November, and to date there had been 71 in December.

### **13. FINANCES:**

a) **Bank balances:** Current Ac as at 30.11.12: £13,355.97: *noted*.

b) There were no **Receipts**:

c) **Budget 2013/14:** Precept figure emailed to Members for verification: **to be ratified in January 2013** when Tax Rate values can be calculated after the Draft Local Government Finance Report 6/12/12.

d) **Payments** as listed were approved (*Proposed:* Gaynor Barlow; *Seconded:* Anne Cole)

Panfield Community Association	£20.00	Hire of Hall Dec '12
J. Simmons	£354.03	Clerk's Salary Nov '12 + 10 hrs. Overtime
HM Revenue & Customs	£206.00	PAYE Nov '12 – Jan '13

### **14. MATTERS TO BE RAISED BY MEMBERS FOR THE NEXT AGENDA:**

- **Facilities for the village as mentioned in C. Loon's survey: shop; allotments; scout hut;**
- **Budget/Precept**

### **15. DATE AND TIME OF NEXT MEETING:**

**Monday January 14<sup>th</sup> 2013 at 7.30 pm.**

The Clerk reminded Members about the **village dates-setting meeting** on 08.01.12 at 7.30 pm in The Bell: in order that the date could be booked and publicised, Members agreed that the **Annual Parish Assembly** should be on **28.05.13**

The Chairman wished everyone the compliments of the season and a happy new year.

These Minutes can be seen at: [www.essexinfo.net/panfield](http://www.essexinfo.net/panfield)

*The Meeting closed at 9.20 pm*