



RAYNE PARISH COUNCIL

Interim Clerk to the Council: Mrs Sarah Cocks
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Minutes of the meeting of Rayne Parish Council held on **Monday 6th February 2023**
at **7.30pm** at The Old School Rooms, Shalford Road, Rayne for the purpose of
transacting the following business:

Members present: Cllr T Agutter Cllr K Davies
Cllr M Eldred Cllr A Hooks (Chair)
Cllr C Murton Cllr J Rickwood
Cllr M Stringer Cllr S Wilsdon
Cllr P Willis

Locum Clerk: Mrs Sarah Cocks
Members of the Public: 2

MINUTE BUSINESS NUMBER

23/155 APOLOGIES

Apologies were accepted from Cllrs K Spencer and T Ripplingale. Apologies were also noted from District Cllr P Euesden and County Cllr G Butland.

23/156 DECLARATIONS OF INTEREST

Cllr Agutter declared a pecuniary interest as the supplier of parish council IT services and recipient of payments.

23/157 CONSIDERATION OF THE MINUTES OF THE MEETING HELD ON 10TH JANUARY 2023

The minutes of the meeting held on Tuesday 10th January 2023 were signed as a true record of the meeting.

Resolution Proposed: Cllr Eldred, Seconded: Cllr Willis. All agreed.

23/158 PUBLIC FORUM

No members of the public wished to speak.

23/158.1 District Councillor Report

Cllr Euesden provided a written report which was noted. Of particular interest was a resident reported a possible flytip on the approach to the Flitch Way from Fentons Road footbridge but the landowner was trying to prevent unauthorised access to his land.

Cllr Euesden had visited the new development in Braintree which included an

NHS Livewell Hub offering clinics in sexual health; children's services; diabetic services; wellbeing; spirometry; oxygen/COPD; long Covid; adult incontinence; paediatric doctor; ear/nose/throat services; acute respiratory team. It was hoped a new GP surgery would move in shortly.

23/158.2 Chair's Report

The Chair reported she had attended the BALC meeting, Chief Constable BJ Harrington was in attendance and gave an informative presentation noting that recruitment was still a challenge. The Chief Constable listened to reports of major issues in other areas of the District. He had trialled the 101 system himself and waited four hours for a response which he agreed was very unsatisfactory.

The Chair noted that liaison with Ingrebourne Valley on HGV movements was dealt with well.

Cllr Hooks confirmed the administration with Unity Trust in removing the former Clerk from the system bank had been completed. Cllr Davies queried the time taken by Unity Trust to do this which was a concern.

The Chair concluded that the Groundsmen's appraisals were due in the next couple of weeks.

23/158.3 Clerk's Report

Mrs Cocks advised she had met twice with Cllr Willis to review and amend the Excel spreadsheet and was content that all entries were up to date including bank reconciliations which had been outstanding. Mrs Cocks continued to monitor and deal with emails and correspondence. It was confirmed that the updated Open Spaces form and Emergency Plan documents had been returned to Planning Policy at Braintree District Council however the Open Spaces document had not been acknowledged. **Action: Clerk to chase BDC.**

23/159 EVENTS

23/159.1 King's Coronation

The Chair noted lack of formal information ahead of time on what could be planned. A meeting was held with representatives of the Church and Commemoration Group brainstorming possible ideas, a Big Lunch was suggested for the Sunday to be held on the Village Green. The Church planned to screen the Coronation in All Saints Church followed by afternoon tea perhaps combined with a similar teddy bear parachute jump from the church tower. With the concert in Windsor planned for the evening it was felt people may wish to watch this at home. Cllr Davies suggested a scavenger hunt around the village. Cllr Agutter noted that a virtual Munzee hunt could be easily arranged. Cllr Eldred cautioned that events took a lot of organisation and would not wish to detract from organised events by commercial businesses such as the Booking Hall Café, Welsh Princess, etc. Councillors were encouraged to advise the Chair of any further ideas.

23/159.2 Annual Parish Assembly

The Chief Fire Officer has been invited and it was hoped to build on the success of the 2022 event. The hedgecutter would be formally named in memory of the late groundsman, Andy Vodden.

With regard to Citizenship Awards, it was suggested that the categories be: Youth, Volunteer, Sports, Longstanding.

Action: (i) Clerk to invite Police, School and Ingrebourne Valley along with village organisations. (ii) Councillors to suggest award nominees prior to the March meeting.

23/160 CORRESPONDENCE

Green Tree Canopy – the Clerk thanked the Scouts for their offer of trees to plant but politely declined since the parish council had already received a supply of saplings.

Letter of condolence sent to HM The King advising that the bound book of Villagers' sentiments would be retained for posterity.

23/161 PERSONNEL MATTERS

23/161.1 Clerk Recruitment

The Chair noted that a different approach had been taken with regard to advertising the vacancy, including combining the request with that for Saling. Closing date for applications was 17th February, interviews to take place on 21st.

A recruitment event would be held on Saturday 11th February at the Booking Hall Café for both new councillors and a Clerk.

23/161.2 Interim Clerk Arrangements

The Chair advised that the Interim Clerk had agreed to remain until a new Clerk was appointed and would then mentor the successful candidate to ensure a smooth transition and assist with proceedings for the Annual Audit. Proposed: Cllr Davies, Seconded: Cllr Eldred. All Agreed.

23/162 PLANNING

23/162.1 New Planning Applications

No New Planning Applications were received for consideration.

23/162.2 Planning Results

[22/02916/FUL](#): Land Rear of 43 Shalford Road. Erection of 1x 3 / 4 bedroom, two and a half storey dwelling with associated amenity space and parking. Application Withdrawn

23/163 ENVIRONMENT

23/163.1 Grounds: the groundsmen have been busy making full use of the hedge cutter covering more of the village than before. New salt bins have been installed and filled with grit. Cllr Murton asked if additional bulbs were needed anywhere.

Action: Cllr Rippingale to advise at March meeting.

23/163.2 Nature Reserve: Cllr Willis noted the area was keeping very tidy.

23/163.3 Gritting: The Clerk advised that no new volunteers had come forward from the report in Focus. Councillors volunteered to cover the following areas: Cllr Willis – Barrack Yard (Bay Tree Close). Chair – Old Challis Rise

23/164 REPRESENTATIVE REPORTS

Cllr Murton noted that solar panels had been installed on the Village Hall roof which it was hoped would make a difference to energy bills.

Cllr Davies noted that dates had been fixed for new SpeedWatch sessions from February.

Action: Clerk to add to Focus report more SpeedWatch volunteers needed.

23/165 FINANCE

23/165.1 February Payments & Receipts

The following items of expenditure, retrospective payments by Standing Order and any receipts were approved, subject to the amendment of the payment on the agenda to Ernest Doe. Proposed: Cllr Eldred, Seconded Cllr

Davies. All agreed.

Invoice No./Ref.	AMOUN T (£)	PAYABLE TO/RECEIVED FROM	PAYMENT IN RESPECT OF
	1003.95	Staff	Salaries
	120.80	HMRC	Tax & NI
	940.00	Mrs S Cocks	Interim Clerk Fees
	113.49	Fuel Genie	Diesel & unleaded fuel
20968	3.53	CSD Network Services	Telephone Calls
18715485	219.92	Ann Hooks	Reimbursement for Tyre purchase
	29.99	Ann Hooks	Reimbursement for Tow bar
	1214.58	Ernest Doe & Sons	Consumables
000000085	60.00	Rayne Primary & Nursery School	School Hall Hire - January meeting
TPJ/P1396	63.40	TP Jones & Co LLP	Payroll Preparation Oct-Dec 2022
16158	216.00	EALC	Councillor Training – Cllr Rickwood
5575975879	54.00	EALC	Election Training – Cllr Eldred
23/165.2	Payments Made by Direct Debit/Standing Order		
2381	270.00	Rayne Village Hall	CIP Hire Jan-March 2023
36886	41.10	A J Lighting	Maintenance
20935	49.20	CSD Network Services	IT services
7674	15.00	F A Jiggins	Rental of Unit 31A
	1.75	All Saints Church	Hire of OSR
Retrospective Payments			
IN05834517	207.53	nPower	Street Lighting Electricity

23/165.3 Bank Reconciliation

Balance at bank as at 31st January 2023: £27,055.28

23/166 MEETINGS & TRAINING

23/166.1 Cllr Eldred attended an Elections Briefing on 24th January. Highlighted that Nomination Papers must be completed and returned by 4pm on Tuesday 4th April. Also that photographic ID was required and that Voting Certificates could be applied for if voters did not possess a driving license or passport. Cllr Rickwood had attended New Councillor Training at EALC.

23/166.2 Meetings Calendar

It was confirmed that Communication & Data Management and Personnel Committee meetings are held quarterly. It was agreed that dates for these be set after the Annual General Meeting in May when new Chairs may be appointed.

Action: Clerk to check OSR available for May 15th.

Post meeting note: Cllr Eldred advised he was unavailable on 15/05/23. The Clerk checked the availability of the Old School Rooms and the date of the May AGM was amended to Wednesday 17th May.

Proposed: Cllr Eldred, Seconded: Cllr Agutter. All Agreed.

23/167 INFORMATION/ITEMS FOR FUTURE MEETINGS

Full Council meeting to be held on Monday 6th March in the Old School Rooms, Shalford Road. Finance Committee to take place on 13th February in the CIP.

23/168 CLOSE

There being no further business to transact the meeting was closed at 8.34pm

Signed:

Dated: 6th March 2023