



RAYNE PARISH COUNCIL

Clerk to the Council: Mrs Hazel Godfrey
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Dear Councillors

You are hereby summoned to attend the next meeting of Rayne Parish Council which will be held on **Wednesday 17th May 2023 at 7.30pm** at The Old School Rooms, Shalford Road, Rayne for the purpose of transacting the following business:

Members to be present: Cllr T Agutter
Cllr M Eldred (Vice Chair)
Cllr C Murton
Cllr T Rippingale
Cllr M Stringer
Cllr S Wilsdon

Cllr P Willis
Cllr A Hooks (Chair)
Cllr J Rickwood

Hazel Godfrey

Mrs Hazel Godfrey, Clerk
11th May 2023

MINUTE NUMBER	BUSINESS	ACTION
23/001	ELECTION OF CHAIR	RESOLUTION
	To elect the Chair for the forthcoming year and to receive a signed Declaration of Acceptance of Office	
23/002	ELECTION OF VICE-CHAIR	
	To elect the Vice-Chair for the forthcoming year	RESOLUTION
23/003	APOLOGIES	INFORMATION
	To receive and consider for approval, apologies for absence and reasons given. Members are reminded that LGA 1972, s85 states that apologies for absence must be received prior to a meeting	
23/004	DECLARATIONS OF ACCEPTANCE OF OFFICE AND REGISTERS OF INTEREST	
	To receive signed Declarations of Acceptance of Office and new/updated Register of Interests forms	
23/005	DECLARATIONS OF INTEREST	INFORMATION
	<i>To declare any disclosable pecuniary or non-pecuniary interests relating to items on the agenda and having taken</i>	

	<i>appropriate advice (where necessary). Members are reminded to declare any interest on this agenda at this point or at any point during the meeting in accordance with Rayne Parish Council Code of Conduct.</i>	
23/006	CONSIDERATION OF THE MINUTES OF THE MEETING HELD ON 3RD APRIL 2023	RESOLUTION
23/007	PUBLIC FORUM	
	A period of 15 minutes to hear public questions and comments. There will be a time limit of 3 minutes per person to make a statement or ask a question at the discretion of the Chair.	
23/008	DISTRICT AND COUNTY COUNCILLOR REPORTS	INFORMATION
	To receive reports from Dist Cllr Hooks and Cnty Cllr G Butland. Allotted time 10 minutes	
23/009	CHAIR'S REPORT	INFORMATION
	To receive a verbal update on meetings attended.	
23/010	CLERK'S REPORT	INFORMATION
	To receive a verbal update on the Clerk's activity during the month.	
23/011	COUNCILLOR CO-OPTION	RESOLUTION
	To review and agree the co-option of 2 candidates to fill the current vacancies	
23/012	ADMINISTRATION	RESOLUTION
	To receive confirmation that the Finance minutes of the meeting on 11/4/2023 can be finalised and issued.	
23/012.1	Election to Committees/Working Groups and other bodies	RESOLUTION
	To agree Councillor representation – see separate sheet	
23/012.2	Sub-Committee Meeting dates	RESOLUTION
	To agree set dates for future meetings – see separate sheet	
23/012.3	Insurance	RESOLUTION
	To review and agree renewal of EL/PL and Motor Insurances	
23/013	12 MONTH ACTION PLAN	RESOLUTION
	To review the 2022 plan and review and approve the 2023 plan	

23/014	5 YEAR BUSINESS PLAN	RESOLUTION
	To review and approve the 2023-2028 draft	
23/015	FIXED ASSET REGISTER	RESOLUTION
	To review and approve the 2023 register	
23/016	PLANNING	RESOLUTION
23/016.1	New Planning Applications	
	23-01010/TPOCON – Notice of intent to carry out works to trees in a Conservation Area: Felling of Leylandii tree located adjacent to the boundary wall of the garden – 7 The Street, Rayne	RESOLUTION
	23/01055/FUL – Erection of 1x4 bedroom, one and a half storey self-build/custom build eco dwelling with associated parking – Land North-West of School Road, Rayne	RESOLUTION
23/016.2	Planning Results	INFORMATION
	23/00384/ADV – Land at Rayne Lodge Farm, Rayne Road – Retention of non-illuminated advertisement signage for the Mulberry Homes Development. Application Permitted	
	22/02085/FUL – Allviews, School Road, Rayne – Change of use of existing pool outbuilding from residential to Class F2(d), be used for private lessons and hiring for SEN children and adults. Application Withdrawn	
	22/02285/FUL – Mill House, School Road, Rayne – Erection of 3-bedroom dwelling house. Application Permitted	
	23/00394/TPO – 2 The Paddocks, Rayne – Notice of intent to carry out works to trees protected by Tree Preservation Order 11/2005 G1: Oak Tree – reduce crown by approx. 2.5m. Part Granted Part Refused	
	22/00864/FUL – Land to the South of Dunmow Road, Rayne – Change of use from agricultural land to a residential park home site for the over 55s; involving the siting of 79 single storey residential units, associated access, internal road layout, parking and landscaping. Application withdrawn	
23/017	ENVIRONMENT	RESOLUTION
	Grounds: To receive an update on the work of the Groundsmen around the village and update on the brick planters project	INFORMATION
23/018	NEW WEBSITE	INFORMATION
	To receive update on progress to date.	
23/019	REPRESENTATIVE REPORTS	INFORMATION
	To receive reports from Representatives & Councillors on outside bodies.	

23/020	FINANCE		
23/020.1	May Payments & Receipts		
	The following items of expenditure, retrospective payments by Standing Order and any receipts to be approved:-		
	AMOUNT (£)	PAYABLE TO/RECEIVED FROM	PAYMENT IN RESPECT OF
	1,885.77	Staff	Salaries
	347.69	HMRC	Tax & NIC
21132	60.00	CSD Network Services	2 year JISC registration rnl
21127	6.86	CSD Network Services	Telephone calls
21143	890.00	CSD Network Services	Asus Vivobook Pro
16419	564.85	EALC	EALC/NALC affiliation fee
16520	4.99	EALC	Good Councillor Guide
INV-59674	315.04	Anglia Sign Casting	Remembrance Plaques x 4
251306	43.50	Ernest Doe	Consumables
251245	4.79	Ernest Doe	Consumables
251382	56.78	Ernest Doe	Consumables
251780	17.46	Ernest Doe	Consumables
251695	34.32	Ernest Doe	Consumables
252731	71.97	Ernest Doe	Consumables
7141666	125.40	Braintree District Council	RPC Booklets – printing
2445	993.30	Rayne Village Hall	CIP toilet opening
2446	81.00	Rayne Village Hall	Defibrillator maintenance
2447	500.00	Rayne Village Hall	BMX Maintenance
AUB11156	1,498.80	Aubergine 262 Ltd	New Website set up
9639937	43.40	Banner Group	Consumables
IE320979	159.36	Huws Gray Ltd	Consumables
	210.00	Janet E Stobart	Internal Auditor fee
8835855	84.18	Fuel Genie	Petrol/Diesel
1346	42.97	Essex Timber Fencing	Consumables
IN0250991	428.27	Tudor Environmental	Consumables
2	1,000.00	All Saints Church	Grant for Focus magazine
	370.00	Mrs S Cocks	Locum clerk fee
	Payments Made by Direct Debit/Standing Order		
37168	41.10	A J Lighting	Maintenance
21095	49.20	CSD Network Services	IT services
7768	20.00	F A Jiggins	Rental of Unit 31A
17	26.75	All Saints Church	Hire of OSR
	6.06	Essex Pension Fund	May contribution
		Retrospective Payments	
2128	146.44	Panel Warehouse	Display Stand
IN06691484	161.22	Npower	Electricity
	Receipts		
	360.00	000020	Remembrance Plaques
	5,000.00	Transfer from reserves	

2934	26,982.00	Braintree District Council	First Precept instalment
20/002	527.12	Eastlight Community Homes	
23/020.2	Bank Reconciliation		RESOLUTION
	Projected Balances at bank 10 th May 2023: £31,990.03 Current Account / £47,122.41 Instant Access Account		
	To approve payments and movements on the bank		
23/020.3	Bank Account Signatories		RESOLUTION
	To consider and agree the addition of two further signatories to the online bank account		
23/020.4	AGAR		RESOLUTION
	To review and confirm the final Year End figures and Annual Governance and Accountability Return for 2022/2023 and note the Internal Auditor's Report		
23/021	MEETINGS & TRAINING		INFORMATION
	To receive requests for training and any updates on meetings attended by Councillors.		
	CLOSE		