



## RAYNE PARISH COUNCIL

Clerk to the Council: Mrs Hazel Godfrey  
Community Information Point, Gore Road,  
Rayne, Braintree, Essex CM77 6TX  
Tel: 01376 552489

E: [rpc@rayne-essex.gov.uk](mailto:rpc@rayne-essex.gov.uk)

W: [www.rayne-essex.gov.uk](http://www.rayne-essex.gov.uk)

Minutes of the meeting of Rayne Parish Council held on **Wednesday 17<sup>th</sup> May 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 A Hooks
Cllr M Eldred (Chair)	Cllr M Stringer
Cllr J Rickwood	Cllr T Rippingale
Cllr P Willis	

District Cllr  
County Cllr Graham Butland  
Members of the Public: 4

MINUTE NUMBER	BUSINESS
<b>23/001</b>	<b>ELECTION OF CHAIR</b>
	Cllr Mike Eldred was duly elected as Chair. Proposed: Cllr Hooks, Seconded: Cllr Rickwood. All agreed
<b>23/002</b>	<b>ELECTION OF VICE-CHAIR</b>
	Cllr Ann Hooks was duly elected as Vice Chair. Proposed: Cllr Eldred, Seconded: Cllr Rippingale. All agreed
<b>23/003</b>	<b>APOLOGIES</b>
	Cllr Murton & Cllr Wilsdon
<b>23/004</b>	<b>DECLARATIONS OF ACCEPTANCE OF OFFICE AND REGISTERS OF INTEREST</b>
	Forms were signed and received prior to the meeting with the exception of Cllrs Murton and Wilsdon who will complete their forms before the next meeting in June.
<b>23/005</b>	<b>DECLARATIONS OF INTEREST</b>
	Cllr Agutter declared a pecuniary interest as the supplier of parish council IT services and recipient of payments.
<b>23/006</b>	<b>CONSIDERATION OF THE MINUTES OF THE MEETING HELD ON 3<sup>RD</sup> APRIL 2023</b>

Resolution	<p>The minutes of the meeting held on Monday 3<sup>rd</sup> April 2023 were signed as a true record of the meeting.</p> <p>Proposed: Cllr Willis , Seconded: Cllr. Rickwood All agreed.</p>
<b>23/007</b>	<b>PUBLIC FORUM</b>
	No comments received
<b>23/008</b>	<b>DISTRICT AND COUNTY COUNCILLOR REPORTS</b>
	<p>Dist Cllr Hooks – She has had a handover from Paul Euesden and training will be completed over the next few months. Her new email address has now been set up.</p> <p>County Cllr Butland – He firstly congratulated Cllr Hooks on her success in the election and is looking forward to working with her.</p> <p>There are still problems with the Essex County Council emails getting through and Cllr Agutter is running tests to help resolve this issue. He noted the good repair work on Gore Bridge Road and has advised that we should let him know of any issues involving roads and footpaths, and include photographs where possible, so that he can potentially help with funding.</p>
<b>23/009</b>	<b>CHAIR'S REPORT</b>
	Cllr Hooks thanked everyone for their support over the last 4 years. Cllr Eldred reported that the coronation weekend events went very well.
<b>23/010</b>	<b>CLERK'S REPORT</b>
	<p>Obtain renewal quotes from Zurich</p> <p>Obtain alternative quote from BHIB</p> <p>Chased for motor renewal quote</p> <p>Bank reconciliation for year end</p> <p>Spend time with IA and provide necessary information on request</p> <p>Training – Minutes &amp; Agenda, Code of Conduct, Standing Orders</p> <p>APA – preparation of Citizenship awards certificates</p> <p>Review and finalise outstanding pension payments and get PN11 forms up to date</p> <p>Continue to chase outstanding payment of Old Challis Rise invoice for 2022 and issue 2023 invoice – due imminently</p> <p>Started work on VAT return (last return approx. May 2022)</p> <p>CIP decorated – leaflet holders and notice boards not being put back up. Have queried whether leaflet holders could be situated elsewhere. Tracy to take to next Village Hall committee meeting</p> <p>New laptop arrived</p>
<b>23/011</b>	<b>COUNCILLOR CO-OPTION</b>
	We were very fortunate that 2 people have come forward and sent in application forms and CVs. Each candidate gave a brief presentation of their reasons for applying to join the council and it was unanimously agreed that they should be co-opted.

	Helen Luggar – Proposed: Cllr Rippingale, Seconded: Cllr Willis Jason Nicholls – Proposed: Cllr Rippingale, Seconded: Cllr Hooks
<b>23/012</b>	<b>ADMINISTRATION</b>
	Finance meeting minutes were confirmed Proposed: Cllr Willis, Seconded: Cllr Hooks. All agreed
<b>23/012.1</b>	<b>Election to Committees/Working Groups and other bodies</b>
	<p>Members have been agreed as follow:  Finance – Cllr Willis (Chair), Cllrs Rickwood, Hooks, Rippingale, Eldred, Stringer  Communication and Data – Cllr Rickwood (Chair), Cllrs Agutter, Nicholls, Wilsdon, Eldred  Personnel – Cllr Rippingale (Chair), Cllrs Wilsdon, Eldred, Luggar  Personnel subcommittee – Cllrs Hooks, Willis, Nicholls, Stringer  Planning – Cllr Willis (Chair) – further members TBC  New councillors were invited to look at all the committees and working groups to see if they would like to sit on others.</p> <p>Working groups:  Nature reserve, Cllr Willis, Roger and Sylvia Jiggins  Emergency planning – Cllrs Hooks, Nicholls, Agutter and Murton  Old School Rooms – Cllr Hooks  Duty Councillors – Cllrs Eldred and Hooks  Village Hall - Cllr Murton  Parish Passenger – Ian Whiteside  Tree wardens – Roger Jiggins and Paul King  EALC voting member – Cllr Eldred plus 1 other  Braintree Association Local – Cllr Eldred  Speedwatch – Martyn Philips – other volunteers welcome  Gravel Pit – Cllrs Hooks, Murton and Rippingale  Flitch Way – Cllr Stringer</p>
<b>23/012.2</b>	<b>Sub-Committee Meeting Dates</b> Communication & Data dates need to be agreed. Cllr Rickwood to review and advise in due course. Cllr Rippingale advised that a Personnel meeting will be required in July and will confirm date in due course.
<b>23/012.3</b>	<b>Insurance</b> The Clerk provided an update on EL/PL quotes received and it was decided that the Zurich policy would be renewed Proposed: Cllr Hooks, Seconded: Cllr Willis. All agreed  The motor insurance quote has been received and it was decided that we would continue with the current insurer. Proposed: Cllr Hooks, Seconded: Cllr Rickwood

<b>23/013</b>	<b>12 MONTH ACTION PLAN</b> Last year's plan was reviewed and the new draft will be reviewed over the next month and added to the June agenda. Proposed: Cllr Rippingale, Seconded: Cllr Stringer. All agreed
<b>23/014</b>	<b>5 YEAR BUSINESS PLAN</b> This has been completed and is now up to date and ready to be circulated. Proposed: Cllr Stringer, Seconded: Cllr Willis. All agreed
<b>23/015</b>	<b>FIXED ASSET REVIEW</b> This was reviewed at the last Finance Committee and full council confirmed it as accurate. Proposed: Cllr Willis, Seconded: Cllr Hooks. All agreed
<b>23/016</b>	<b>PLANNING</b>
<b>23/016.1</b>	<b>New Planning Applications</b>
	23-01010/TPOCON – Notice of intend 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 Feedback from the Tree Warden agreed with the work needed. No planning objection to this application  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 No planning objection to this application Proposed: Cllr Willis, Seconded: Cllr Rippingale. All agreed
<b>23/016.2</b>	<b>Planning Results</b>
	23/00384/ADV – Land at Rayne Lodge Farm, Rayne Road – Retention of non-illuminated signage for 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.

<b>23/017</b>	<b>ENVIRONMENT</b>
	Grounds: The brick planters are now complete, and the groundsmen are gradually catching up with grass/hedge cutting. There has been some positive feedback regarding the wildflowers being left around the village. Nature reserve – the wildflower seeds have been planted in Oak Meadow as well as the Churchyard and along New Road. A variety of wildlife has been spotted too including ducks with ducklings and moorhens.
<b>23/018</b>	<b>NEW WEBSITE</b>
	The new website is progressing well. A further update will be given at the next meeting.
<b>23/019</b>	<b>REPRESENTATIVE REPORTS</b>
	No reports received
<b>23/020</b>	<b>FINANCE</b>
<b>23/020.1</b>	<b>May Payments &amp; Receipts</b>
	The following items of expenditure, retrospective payments by Standing Order and any receipts were approved. Cllr Hooks and Cllr Eldred will authorise payments and standing orders. Proposed: Cllr Hooks , Seconded: Cllr Stringer . All agreed.

Invoice No./Ref.	AMOUNT (£)	PAYABLE TO/RECEIVED FROM	PAYMENT IN RESPECT OF
	1,885.77	Staff	Salaries
	347.69	HMRC	Tax & NI
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
251731	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	FuelGenie	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
<b>Payments Made by Direct Debit/Standing Order</b>			
	41.10	A & J Lighting	Maintenance
	49.20	CSD Network Services	IT services
	20.00	F A Jiggins	Rental of Unit 31A
	26.75	All Saints Church	Hire of OSR
	6.06	Essex Pension Fund	May contribution
<b>Retrospective Payments</b>			
2128	146.44	Panel Warehouse	Display Stand
IN06691484	161.22	Npower	Electricity
<b>Receipts</b>			
	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	

<b>23/020.2</b>	<b>Bank Reconciliation</b>
	£31,990.03 Current account, £47,122.41 Instant access. The Finance committee will consider the transfer of funds from the current account to the savings account at their next meeting.
<b>23/020.3</b>	<b>Bank Account Signatories</b>
	Two new signatories are required going forward. Cllrs Rickwood and Nicholls will be added to the bank account.
<b>23/020.4</b>	<b>AGAR</b>
	The Internal Auditor's report has been received and no issues raised. The AGAR papers will be added to the June meeting to agree.
<b>23/021</b>	<b>MEETINGS &amp; TRAINING</b>
	The Clerk will arrange councillor training for new councillors
	<b>CLOSE</b>
	There being no further business to transact the meeting was closed at 20.51

Signed: ... ..

Dated: 5<sup>th</sup> June 2023