



## RAYNE PARISH COUNCIL

Clerk to the Council: Mrs Amanda Brown  
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)

Dear Councillors:

You are hereby summoned to attend the next meeting of Rayne Parish Council which will be held on **Monday 7<sup>th</sup> March 2022 at 7.30pm** in the Old School Rooms, Shalford Road, Rayne for the purpose of transacting the following business.

Members to be present: Cllr Tom Agutter  
Cllr Ann Hooks (Chairman)  
Cllr Dawn Pickton  
Cllr Karen Spencer  
Cllr Scott Wilsdon

Cllr Michael Eldred (Vice Chair)  
Cllr Celia Murton  
Cllr Trevor Rippingale  
Cllr Paul Willis

AJ Brown

**Mrs Amanda Brown, Clerk**

28th February 2022

MINUTE NUMBER	BUSINESS	ACTION
22/189	<b>APOLOGIES</b>	RESOLUTION
	<i>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 the meeting.</i>	
22/190	<b>DECLARATIONS OF INTEREST</b>	INFORMATION
	<i>To declare any disclosable pecuniary or non-pecuniary interests relating to items on the agenda and having taken 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>	
22/191	<b>CONSIDERATION OF THE MINUTES OF THE MEETING HELD ON 7<sup>TH</sup> FEBRUARY 2022</b>	RESOLUTION
	To Note: Minutes of the Finance Meeting of 14 <sup>th</sup> February 2022 Minutes of the Personnel Committee of 28 <sup>th</sup> February 2022 Minutes of the Communications & Data Management Committee of 28 <sup>th</sup> February 2022	

<b>22/192</b>	<b>DISTRICT &amp; COUNTY COUNCILLOR REPORTS:</b>	INFORMATION
	To receive reports from Dist Cllr P Euesden and Cnty Cllr G Butland. Allotted time 10 minutes	
<b>22/193</b>	<b>CLERKS REPORT</b>	INFORMATION
	To receive an update on the Clerk's activity during the month. Schedule already circulated.	
<b>22/194</b>	<b>CORRESPONDENCE</b>	INFORMATION
	Resignation received from Cllr Grace Meehan	
	Update on Councillor applications	
<b>22/195</b>	<b>POLICIES</b>	RESOLUTION
	To review the following policies: Fixed Asset Register Grant Funding Register Training Policy Standing Orders	
<b>22/196</b>	<b>ANNUAL PARISH ASSEMBLY</b>	INFORMATION
	To receive an update on arrangements from the C&D cmte	
<b>22/197</b>	<b>PLANNING</b>	RESOLUTION
<b>22/197.1</b>	<b>New Planning Applications</b>	
	22/00341/PLD   Application for Certificate of Lawfulness for a proposed development - Erection of single-storey rear extension with velux rooflights.   301 Rayne Road Braintree Essex CM7 2QG	No comment invited.
<b>22/198.2</b>	<b>Planning Results</b>	INFORMATION
	21/02863/REM   Application for approval of Reserved Matters (scale, appearance, layout and landscaping) pursuant to outline planning permission 18/00092/OUT - 43 No. dwellings and associated works including internal road network, hard and soft landscaping, formal and informal open space, car and cycle parking.   Land At Rayne Lodge Farm Rayne Road Rayne Essex	Pending consideration
<b>22/199</b>	<b>ENVIRONMENT</b>	INFORMATION
<b>22/199.1</b>	<b>Grounds:</b> To receive an update on the work of the Groundsmen around the village. Anti-Littering Signs – where can the Council display them? Purchase of storage cabinet and Jerry cans for fuel.	RESOLUTIONS
<b>22/199.2</b>	<b>Nature Reserve:</b> To receive an update on the condition of the nature reserve	INFORMATION

<b>22/200</b>	<b>REPRESENTATIVE REPORTS</b>	INFORMATION
	To receive reports from Representatives & Councillors on outside bodies.	
<b>22/201</b>	<b>FINANCE</b>	
<b>22/201.1</b>	<b>March Payments &amp; Receipts</b>	
	The following items of expenditure, retrospective payments by Standing Order and any receipts which were approved.	

	<b>AMOUNT (£)</b>	<b>PAYABLE TO/RECEIVED FROM</b>	<b>PAYMENT IN RESPECT OF</b>
1.	159.58	Essex Timber	Wooden bench
2.	77.27	NALC	Conference, December
3.	5.90	B & Q – Trade Point	Postcrete
4.	41.10	A & J Lighting	Monthly maintenance
5.	10.00	F A Jiggins	Rent of unit 31 a
6.	49.20	CSD Network Services Ltd	Digital connections
7.	1,291.48	Ernest Doe & Sons Ltd	Servicing + consumables
8.	50.00	Old School Room	Hire of room Jan & Feb
9.	645.00	Allen Taylor	Litter picking & bin emptying
10.	24.28	Clerks Expenses - mileage	4 journeys to meetings/office
11.	2,339.31	Salaries + overtime payments	Groundsmen extra hours
12.	459.63	HRMC	Employee/Employer Tax and NIC
	<b>5,152.75</b>		

<b>Payments Made by Direct Debit/Standing Order</b>		
10,306.50	Public Works Loan Board	Oak Meadow
	<b>Receipts</b>	
	No receipts received	
	<b>Retrospective Payments</b>	
1,035.30	Groundsmen overtime and extra hours payments (March Pay)	
1,543.99	Ernest Doe & Sons Ltd (Outstanding payment)	Payment for gearbox repair to be approved post insurance decision.

<b>22/201.2</b>	<b>Bank Reconciliation</b>	INFORMATION
	No bank reconciliation has been achieved as cheques had to be issued late in the month due to the Clerk not having access to the bank account.	
	Balance at bank end of business 28.02.22: £42,657.80	
	Estimated bank balance at 31.03.22: £34,190.12 <i>(This figure does not include back pay for administrative staff wage rises still to be agreed by the Unions and NJC, negotiations should be concluded during March)</i>	
	To approve payments and movements on the bank	<b>RESOLUTION</b>

<b>22/202</b>	<b>EARMARKED FUNDS</b>	RESOLUTION
	Agree Earmarked funds as proposed by the Finance Committee	
<b>22/203</b>	<b>NEW SIGNATORY</b>	RESOLUTION
	Agree new signatory to replace Cllr Meehan	
<b>22/204</b>	<b>FUTURE DIRECTION/GOVERNANCE</b>	INFORMATION
	Revision of 'Terms of Reference' for committees.	
	Review the strategic future of the council.	
<b>22/205</b>	<b>ACTION PLANS</b>	RESOLUTION
	Agree updated 12-month action plan for year 22/23	
	Agree amendments to be added to 5 year plan	
<b>22/206</b>	<b>MEETINGS &amp; TRAINING</b>	INFO/RESOLVE
	To receive requests for training	
	Report from Cllr Eldred on recent councillor training	
<b>22/207</b>	<b>PRIVATE SESSION</b>	
<i>To agree the exclusion of the public and press for the consideration of the following items for the reasons set out in Part 1 of Schedule 12(A) of the Local Government Act 1972.</i>		
<b>22/208</b>	<b>Staffing Matters:</b>	RESOLUTION
	To agree the rise in pay for the Groundsmen to BDC levels to commence on 1 <sup>st</sup> April 2022.	
<b>22/209</b>	<b>RETURN OF THE PRESS &amp; PUBLIC</b>	RESOLUTION
	The press & Public are welcomed back to the meeting	
<b>22/210</b>	<b>INFORMATION/ITEMS FOR FUTURE MEETINGS</b>	INFORMATION
<b>22/211</b>	<b>CLOSE</b>	