



# RAYNE PARISH COUNCIL

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## MINUTES OF THE PARISH COUNCIL MEETING HELD TUESDAY 3<sup>RD</sup> MAY 2022

### Present:

**Councillors**  
**Tom Agutter**  
**Michael Eldred**  
**Mrs Karen Spencer**  
**Scott Wilsdon**  
**Kimberley Davies**  
**Mrs Ann Hooks (Chair)**  
**Paul Willis**

District Cllr Paul Euesden    Cnty Cllr Graham Butland

**In Attendance:** Clerk Mrs A J Brown: 0 Members of the Public

MINUTE NO.	BUSINESS TRANSACTED
22/014	<b>Election of Chair for the civic year 2022/2023</b> Cllr Ann Hooks was elected Chair.
<b>Resolution</b> 22/014.1	Proposed: Cllr Willis, Seconded: Cllr Agutter. All agreed Declaration of Office was signed.
22/015	<b>Election of Vice Chair for the civic year 2022/2023</b> Cllr Mike Eldred was elected Vice Chair
<b>Resolution</b> 22/015.1	Proposed: Cllr Hooks, Seconded: Cllr Agutter. All agreed Declaration of Office was signed.
22/016	<b>Confirmation of member's representation on Standing Committees</b> <b>Committee membership is shown on a separate sheet</b>
22/016.1 <b>Resolution</b>	Finance Committee Proposed: Cllr Hooks, Seconded: Cllr Eldred. All agreed
22/016.2 <b>Resolution</b>	Communication & Data Management Committee Proposed: Cllr Hooks, Seconded: Cllr Agutter. All agreed
22/016.3 <b>Resolution</b>	Personnel Committee Proposed: Cllr Hooks, Seconded: Cllr Spencer. All agreed
<b>Resolution</b>	Planning Committee Proposed: Cllr Eldred, Seconded: Cllr Willis. All agreed
22/017	<b>Confirmation of Members Representation Responsibilities</b> <b>Membership can be found on the same separate sheet</b>
<b>Resolution</b>	Proposed: Cllr Eldred, Seconded: Cllr Agutter. All agreed
22/017.1	<b>Calendar of Meetings</b> <b>The dates are detailed on a separate sheet</b>
<b>Resolution</b>	Proposed: Cllr Eldred, Seconded: Cllr Spencer. All agreed
22/018	<b>APOLOGIES</b>

Apologies were accepted from Cllr Celia Murton, Cllr Dawn Pickton and Cllr Trevor Rippingale.

**22/019**

**DECLARATIONS OF INTEREST**

Cllr Agutter has interests in any ICT discussions.

**22/020**

**CONSIDERATION OF THE MINUTES HELD ON 4<sup>TH</sup> APRIL 2022**

**Resolution**

The minutes were signed as a correct record of the meeting  
Proposed: Cllr Davies, Seconded: Cllr Agutter. All agreed

**22/021**

**PUBLIC FORUM**

There were no members of the public present.

**22/022**

**DISTRICT & COUNTY COUNCILLOR REPORTS**

Dist. Cllr P Euesden gave his report; he had no new approaches from members of the public for help in any matters. Friends of the Flitch way are to get a grant for litter picking equipment to be kept at the Booking Hall Café. The travelling community are in Saling. There has been a complaint from a resident to the music event held by the Booking Hall Café – this year it has been advertised that there is no parking available to manage the number of visitors to the event. There is an event called 'community catch up' which will be in Braintree. Cllr Euesden has requested this be advertised on our social media and there will be transport provided for residents who would like to attend.

Cnty Cllr Butland gave his report; 1200 Ukraine nationals have arrived in Essex. Cllr Butland has received three requests for grants. The householder of Little Bishops in Queenborough Lane is in consultation with highways over the problem of gravel on the road and drivers using the driveway as a passing place.

**22/023**

**CLERKS REPORT/CORRESPONDENCE**

The clerk's report of work achieved during the month was circulated before the meeting.

The Clerk reminded Councillor to update their registers of interest if necessary.

EALC/NALC membership fee invoice had been received.

BALC invoice for subscription had been received.

Both items are included in the finance statement.

Community 360 Road show would be offered to park at the Village Hall.

The Quarry employees were to litterpick Pods Lane.

There was a grant available for a Defib which could be placed at the Booking Hall Café – training should be arranged.

Rayne in Focus to advertise where in the village a Defib can be located.

The Medley Road area is illegal for parking on the raised piece of road but this needs to be enforced.

**22/024**

**CHAIRS REPORT**

Jubilee Update; tree will be planted in an area to start a tree lined barrier to screen the nature reserve from the housing. The Brownies have requested to bury a time capsule. Plans are moving forward well. There is to be an insert in the Rayne in Focus of the events.

Gravel Extraction Liaison Meeting; this was the first meeting, extraction to start in October. Bunds have been put in place and seeded now waiting for rain to make the grass grow. Bunds should screen the noise. Concrete road looped for the lorries to pick up the gravel and go through the wheel wash and

weighbridge. Dust seems to be a challenge but dust sensors have been put into place.

**22/025**

## **POLICIES**

Standing Orders

**Resolution**

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

Terms of reference will be agreed at the first committee meeting.

Risk Management needs updating. Clerk has been asked to request a second level of authorisation in the Clerk's absence with a different login.

**Resolution**

Proposed: Cllr Agutter, Seconded: Cllr Willis. All agreed

**22/026**

## **PLANNING**

**22/026.1**

### **New Planning Applications**

22/00864/FUL – residential park home has been withdrawn.

21/03591/FUL – Erection of cow shed – No comment from the Councillors

42 Shalford Road – the Parish Council were not asked to make a comment

**22/027**

## **REPRESENTATIVES REPORTS:**

Grounds: There was a report tabled on behalf Cllr Rippingale regarding prices for a hedgecutter.

Village Hall: AGM had gone ahead. New Chairman, Treasurer and Secretary.

Speedwatch: The group are thin on numbers – they have four meetings per month scattered between weekdays and weekends. Not a big commitment but the group does need more volunteers. Villagers have been caught speeding. Along New Road 10-11 am 8 people were driving over 40 mph worst was 42 mph who speeded up to 67 mph, the incident has been reported to the police. The next sting will take place at 7am.

**22/028**

## **FINANCE**

**22/028/1**

### **May Payments/April Receipts**

	Amount (£)	Payable to/Received from	Payment in respect of
<b>1</b>	2,793.20	Staff	Salaries + overtime payments
<b>2</b>	641.55	HMRC	Employer/Employee Tax and NIC
<b>3</b>	41.10	A & J Lighting	Monthly Maintenance
<b>4</b>	10.77	CSD Network Services Ltd	Phone calls
<b>5</b>	15.00	F A Jiggins	Rent for Unit 31a
<b>6</b>	220.00	Ernest Doe & Sons Ltd	Consumables
<b>7</b>	30.14	Clerks Expenses	Mileage and frames
<b>8</b>	540.59	EALC & NALC	Affiliation Fees
<b>9</b>	40.00	BALC	Subscription Fee
<b>10</b>	345.36	NPower	Street Lighting Gore Road
<b>11</b>	946.00	Rayne Village Hall	Toilet opening
<b>12</b>	75.00	Rayne Village Hall	Defib maintenance
<b>13</b>	500.00	Rayne Village Hall	BMX track maintenance
<b>14</b>	49.20	CSD Network Services Ltd	Digital Connections
<b>15</b>	50.00	All Saints Church - OSR	Room Hire - Council & Annual Meetings
<b>16</b>	20.00	M&B Printers	Printing of Certificates
<b>17</b>	8.00	BDC Print Room	Printing of extra annual reports
<b>18</b>	2,155.00	Pickford's Builders	Ashes Walls
<b>19</b>	673.15	Ernest Doe & Sons	Tractor Service

<b>Payments Made by Direct Debit/Standing Order</b>			
		None	
<b>Receipts</b>			
<b>22/028.2</b>	25,150. 00	BDC	Half yearly precept payment
<b>Retrospective Payments</b>			
<b>22/028.3</b>		Groundsmen	Back pay for overtime worked
<b>22/028.4</b>	<b>Bank Reconciliation</b>		
	The bank reconciliation to the end April 2022: £56,789.11		
<b>Resolution</b>	Proposed: Cllr Eldred, Seconded: Cllr Spencer. All agreed		

**22/029**

**MEETINGS AND TRAINING**

Cllr Davies to attend Councillor Training – Booked  
There is a BALC AGM

**22/030**

**INFORMATION/ITEMS FOR FUTURE MEETINGS**

Contracts for grass cutting  
Hedgecutter  
Litter Pick Saturday 21<sup>st</sup> May

**22/031**

**DATE OF NEXT MEETING**

The next **Parish Council Meeting** will be held on **Monday 6<sup>th</sup> June** 2022. Please send items for the agenda to the Clerk by Thursday 19<sup>th</sup> May 2022 at the latest.

**CLOSURE**

All items of business having been discussed the meeting was closed at 21:15 hrs

**Signed: ... .. Chair**

**Date: 6<sup>th</sup> June 2022**