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Description automatically generated**RAYNE PARISH COUNCIL**

Clerk to the Council: Mrs Hazel Godfrey

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Dear Councillors

You are hereby summoned to attend the meeting of Rayne Parish Council which will be held on Monday 4th Septemberat **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 P Willis

Cllr M Eldred (Chair) Cllr A Hooks (Vice Chair)

Cllr C Murton Cllr J Rickwood

Cllr T Rippingale Cllr Nicholls

Cllr M Stringer Cllr Lugger

Cllr S Wilsdon

Hazel Godfrey

**Mrs Hazel Godfrey, Clerk**

29th August 2023

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **AGENDA**  **NUMBER** | **BUSINESS** | | | **ACTION** |
| **23/079** | **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* | | |  |
|  |  | | |  |
| **23/080** | **DECLARATIONS OF INTEREST** | | | INFORMATION |
|  | *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.* | | |  |
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| **23/081** | **CONSIDERATION OF THE MINUTES OF THE MEETINGS HELD ON 7TH AUGUST 2023** | | | RESOLUTION |
|  |  | | |  |
| **23/082** | **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.  There will be a presentation on the current application 23/00191/REM Land Rear of Gilda Terrace, Rayne Road, Braintree by JCN Design & Planning and Crest Nicholson | | | INFORMATION |
|  |  | | |  |
| **23/083** | **DISTRICT AND COUNTY COUNCILLORS REPORTS** | | | INFORMATION |
|  | To receive reports from Dist. Cllr Hooks and Cnty. Cllr Butland  Allotted time 10 minutes | | |  |
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| **23/084** | **CHAIR’S REPORT** | | | INFORMATION |
|  | To receive a verbal update on meetings attended | | |  |
|  |  | | |  |
| **23/085** | **CLERK’S REPORT** | | | INFORMATION |
|  | To receive an update on the clerk’s activity during the month | | |  |
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| **23/086** | **ADMINISTRATION** | | | RESOLUTION |
|  | To receive confirmation that Communication & Data Management minutes of the meeting on 23/8/2023 can be finalised and issued. | | |  |
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| **23/087** | **PLANNING** | | |  |
| **23/087.1** | **New Planning Applications** | | | RESOLUTION |
|  | No new planning applications have been received. | | |  |
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| **23/087.2** | **Planning Results** | | | INFORMATION |
|  | 23/01564/HH – 1 Granary Halt, Rayne  Single storey side extension  Application granted | | |  |
|  |  | | |  |
| **23/088** | **POLICIES** | | |  |
|  | To review and agree the following:  Code of Conduct  Grievance  Personal Electronic Device  Press Media  Retention & Disposal plus Appendix | | | RESOLUTION |
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| **23/089** | **STANSTED AIRPORT** | | |  |
|  | To review the draft Noise Action Plan 2024-2028 and comment as appropriate. | | | RESOLUTION |
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| **23/090** | **CORRESPONDENCE** | | |  |
| **23/090.1** | **Public Rights of Way**  To discuss and agree course of action following a complaint regarding footpaths. | | | RESOLUTION |
| **23/090.2** | **Informal Consultation – Footpath 39 Rayne, Braintree District**  To discuss and provide comments to Essex Highways as appropriate. | | | RESOLUTION |
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| **23/091** | **REPRESENTATIVE REPORTS** | | | INFORMATION |
|  | To receive reports from Representatives & Councillors on outside bodies | | |  |
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| **23/092** | **FINANCE** | | |  |
| **23/092.1** | **September Payments and 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** | |
|  | 1,788.32 | Staff | Salaries | |
|  | 347.49 | HMRC | Tax & NIC | |
|  | 168.58 | FuelGenie | Petrol/Diesel | |
| 259824 | 120.00 | Ernest Doe & Sons | Consumables | |
| 60908 | 92.17 | Anglia Sign Casting | Remembrance plaque - Malone | |
| SB20230816 | 378.00 | PKF Littlejohn | 2022/2023 External Auditors fee | |
|  |  |  |  | |
|  | **Payments Made by Direct Debit/Standing Order** | | | |
| 37453 | 41.10 | A J Lighting | Maintenance | |
| 21313 | 119.28 | CSD Network Services | IT services | |
| 7892 | 20.00 | F A Jiggins | Rental of Unit 31A | |
| 27 | 26.75 | All Saints Church | Hire of OSR | |
|  | 6.06 | Essex Pension Fund | August contribution | |
| Z2867808 | 40.00 | Information Commissioners Office | Renewal of data protection fee | |
|  |  |  |  | |
| **Retrospective Payments** | | | | |
|  |  |  |  | |
| **Receipts** | | | | |
|  | 3,762.27 | HMRC | 2022/2023 VAT claim | |
|  |  |  |  | |
| **23/092.2** | **Bank Reconciliation** | | | RESOLUTION |
|  | Projected Balances at bank 29th August 2023:  Current Account £14,081.43  Instant Access Account £47,390.43 | | |  |
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| **23/092.3** | **S106 Funds** | | |  |
|  | To review remaining funds available and discuss possible spending. | | | RESOLUTION |
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| **23/093** | **2022/2023 AGAR** | | | INFORMATION |
|  | To receive report from PKF Littlejohn, External Auditor, on the 2022/2023 AGAR | | |  |
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| **23/094** | **MEETINGS & TRAINING** | | | INFORMATION |
|  | To receive requests for training and any updates on meetings attended by Councillors. | | |  |
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| **23/095** | **CLOSE** | | |  |