



## 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 **Monday 5<sup>th</sup> June 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 J Rickwood
	Cllr M Eldred (Chair)	Cllr T Rippingale
	Cllr A Hooks (Vice Chair)	Cllr M Stringer
	Cllr H Lugger	Cllr P Willis
	Cllr C Murton	Cllr S Wilsdon
	Cllr J Nicholls	

District Cllr A Hooks

Members of the Public: 1

MINUTE NUMBER	BUSINESS
<b>23/021</b>	<b>APOLOGIES</b>
	Apologies noted from County Councillor Butland.
<b>23/022</b>	<b>DECLARATION OF INTEREST</b>
	Cllr Agutter declared a pecuniary interest as the supplier of parish council IT services and recipient of payments. Cllr Hooks declared a non-pecuniary interest regarding agenda item 23/031 Planning as now on the Braintree District Council planning committee. Cllr Eldred declared a pecuniary interest regarding agenda item 23/034 Finance due to recently paying for a Remembrance Plaque.
<b>23/023</b>	<b>CONSIDERATION OF THE MINUTES OF THE MEETING HELD ON 17<sup>TH</sup> MAY 2023</b>
	The minutes of the meeting held on Wednesday 17 <sup>th</sup> May 2023 were signed as a true record of the meeting. Proposed: Cllr Nicholls, Seconded: Cllr Hooks. All agreed
<b>23/024</b>	<b>PUBLIC FORUM</b>
	One resident spoke about the poor state of the public footpaths off Rectory Lane. Cllr Rippingale advised that these are Essex County Council and the landowner's responsibility but we do help out and work has already started to tidy up the footpaths.

	Action Point – follow up letter to be sent to the resident with more details relating to this issue.
<b>23/025</b>	<b>DISTRICT AND COUNTY COUNCILLORS REPORTS</b>
	<p>Cllr Hooks advised that training is ongoing, she is also now on the Planning Committee. She has been approached by a resident about a long standing issue and she will look into this further. She is reaching out personally to various groups in the village to introduce herself as the District Councillor.</p> <p>Cllr Butland sent his apologies.</p>
<b>23/026</b>	<b>CHAIR'S REPORT</b>
	<p>Cllr Eldred has attended a Devolution meeting and a further overview is expected in October.</p> <p>He is still involved on the Health and Wellbeing Board and currently a Patients assembly is being formulated – more details to follow.</p>
<b>23/027</b>	<b>CLERK'S REPORT</b>
	The clerk's report was circulated to Councillors prior to the meeting.
<b>23/028</b>	<b>ADMINISTRATION</b>
	All Declarations of Acceptance of Office and Register of Interest forms have now been signed and received.
<b>23/028.1</b>	<p>The fix for the ECC email did not work and this is now a priority to resolve. The email provider will need to be changed and 3 options were suggested – Microsoft 365, Gmail and Newton. It was agreed in principle to move this forward with Microsoft 365 being the preferred option. This will need to be ratified at the next Full Council Meeting.</p> <p>Proposed: Cllr Hooks, Seconded: Cllr Willis. All agreed</p>
<b>23/028.2</b>	<p>An update was received from Aubergine stating that Councillor details and downloads still to be finalised on new platform.</p> <p>Cllr Agutter and Cllr Nicholls will review the work done so far to ensure it meets our needs.</p>
<b>28/028.3</b>	<p>The next meeting dates agreed are as follows:</p> <p>Communication and Data – 10<sup>th</sup> July 2023</p> <p>Personnel - 17<sup>th</sup> July</p>
<b>23/029</b>	<b>POLICIES</b>
	<p>Having checked the list of policies to be reviewed, the final list for update in June was as follows:</p> <p>Equal Opportunities</p> <p>Social Media</p> <p>Training</p> <p>These are standard policies and can be reviewed and agreed as seen.</p> <p>Proposed: Cllr Hooks, Seconded: Cllr Agutter. All agreed</p>
<b>23/030</b>	<b>AGAR</b>
<b>23/030.1</b>	Section 1 – Annual Governance 2022/2023 was agreed and signed by the Chair.

	Proposed: Cllr Hooks, Seconded: Cllr Rickwood. All agreed
<b>23/030.2</b>	Section 2 – Accounting Statements for 2022/2023 was agreed and signed by the Chair. Proposed: Cllr Rickwood, Seconded: Cllr Luggier. All agreed
<b>23/030.3</b>	The earliest start date for the exercise of public rights is today, 05 June 2023 so it was proposed that the period start from 9 <sup>th</sup> June 2023 Proposed: Cllr Hooks, Seconded: Cllr Agutter. All agreed
<b>23/031</b>	<b>PLANNING</b>
<b>23/031.1</b>	<b>New Planning Applications</b>
	23/01142/TPOCON – 7A The Street, Rayne, Essex. Notice of intent to carry out works to trees in a Conservation Area – Yew Tree Removal The tree warden visited the property and spoke to the resident and agreed that the work should be carried out. Proposed: Cllr Nicholls, Seconded: Cllr Agutter. All agreed
<b>23/031.2</b>	<b>Planning Results</b>
	23/01010/TPOCON – 7 The Street, Rayne. 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. Application Permitted
	23/00839/HH – 10 Smithfields, Rayne. Erection of two storey side and single storey front extensions. Application Permitted
	23/00757/TPO – The Vineries, 24 New Road, Rayne. Notice of intent to carry out works to trees protected by the Tree Preservation Order TPO – Reference 5/82-T3; Species – Fir Tree – remove. Part Granted, Part Refused
<b>23/032</b>	<b>ECC CARBON CUTTING ESSEX APP</b>
	The Chair attend the launch of new app and found it very useful. It will be used in schools to promote environment issues and he suggested that all Councillors download it.
<b>23/033</b>	<b>REPRESENTATIVE REPORTS</b>
	Nature reserve – the wildflower seeds have been planted but as it is currently very dry, we do not expect to see much growth yet. A seating area was suggested, but it was pointed out that there are logs to use for this purpose. Cllr Willis had spent some time clearing the ponds. Groundsmen – they are slowly catching up on footpath clearing and hedge trimming now. Village Hall – there is a meeting on 14/6 so further updates to follow.
<b>23/034</b>	<b>FINANCE</b>
<b>23/034.1</b>	<b>June 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 Stringer, Seconded: Cllr Nicholls . All agreed.

Invoice No./Ref.	AMOUNT (£)	PAYABLE TO/RECEIVED FROM	PAYMENT IN RESPECT OF
	1,788.32	Staff	Salaries
	347.49	HMRC	Tax & NIC
16753	90.00	EALC	Clerk Training – Code of Conduct
	792.55	Zurich Insurance	General Insurance
253527	31.12	Ernest Doe	Consumables
	150.83	Fuel Genie	Petrol/Diesel
743577	227.64	George Browns	Holder, pulley side part
<b>Payments Made by Direct Debit/Standing Order</b>			
37247	41.10	A & J Lighting	Maintenance
21166	49.20	CSD Network Services	IT services
7798	20.00	F A Jiggins	Rental of Unit 31A
18	26.75	All Saints Church	Hire of OSR
PW497394	5,153.25	PWLB lending facility	Loan Repayment
	6.06	Essex Pension Fund	June contribution
		<b>Retrospective Payments</b>	
1593631861	536.14	AJ Gallagher	Motor Insurance
<b>Receipts</b>			
	322.00	Encore Group	Old Challis Rise maintenance 22/23
	180.00	M Eldred	Remembrance Plaques

<b>23/034.2</b>	<b>Bank Reconciliation</b>
	Projected Balances at bank 31 <sup>st</sup> May 2023: £21,998.83 Current Account / £47,122.41 Instant Access Account
<b>23/035</b>	<b>TREE WARDEN</b>
	We had received an email from one of the Tree Wardens suggesting that we need a tree register and would need perhaps a Councillor to take responsibility. We would need to know which trees are valuable to the village but would have to spend time finding this out as there is no current mapping done. We may need to consider a working group to discuss further. Cllr Willis and Cllr Murton will investigate further and report back later.
<b>23/036</b>	<b>MEETINGS &amp; TRAINING</b>
	New Councillor training arranged
	<b>CLOSE</b>
	There being no further business to transact the meeting was closed at 20.54

Signed: ... ..

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