



RAYNE PARISH COUNCIL

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Minutes of the meeting of Rayne Parish Council held on **Monday 5th February 2024** 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 T Rippingale
Cllr M Eldred (Chair)	Cllr M Stringer
Cllr A Hooks	Cllr P Willis
Cllr H Lugger	Cllr C Murton
Cllr J Rickwood	Cllr J Nicholls

Members of the Public: 7

MINUTE NUMBER	BUSINESS
23/171	APOLOGIES
	Apologies were noted from Cllr Wilsdon
23/172	DECLARATION OF INTEREST
	Cllr T Agutter declared a pecuniary interest as the supplier of parish council IT services and recipient of payments. Cllr A Hooks declared a non-pecuniary interest regarding agenda item 23/178 Planning as a member of Braintree District Council Planning Committee.
23/173	CONSIDERATION OF THE MINUTES OF THE MEETING HELD ON 2ND JANUARY 2024
	The minutes of the meeting held on Tuesday 2 nd January 2024 were signed as a true record of the meeting. Proposed: Cllr Agutter, Seconded: Cllr Lugger. All agreed.
23/174	PUBLIC FORUM
	A representative of the Church council read out a statement regarding planning application 24/00091/FUL – Parking at the Old School Rooms advising that the intention is to use grass reinforcement matting which would provide parking for 4 cars and utilising the existing dropped kerb. No hard landscaping is taking place. A Dunmow Road resident advised that they had received a letter regarding the Minerals plan which encircles their property and no previous correspondence had been received. They were advised that the Parish Council had recently attended a briefing on this

	<p>subject and that this is a call for sites exercise only at this stage. Any further information of this topic will be shared with residents when it is available.</p> <p>The applicant and Agent for planning application 24/00125/FUL - Longfields were in attendance to answer any questions. They were asked whether the planned build was a bit tight but the agents felt that this was the best use of the site. They also commented that the pre-application with planners had been positive. The question was asked regarding parking as there are no garages shown on the plans but it was noted that parking spaces would be available.</p> <p>At this point it was resolved that item 23/178 would be discussed next.</p>
23/178	PLANNING
23/178.1	New Planning Applications
	<p>24/00077/TPO – The Rectory Shalford Road Rayne CM77 6BT Notice of intent to carry out works to trees protected by Tree Preservation Order TPO - 18/76</p> <p>T1 - Ash Tree - Reduce branches overhanging Rectory Garden by approx. up to 4m, back to the main trunk up to 10m high. T2 - Field Maple - Reduce branches overhanging Rectory garden by approx. up to 4m, back to the main trunk up to a height of 10m. T3 - Field Maple - Reduce branches overhanging the Rectory garden by approx. 3-4m, back to the boundary line. T4 - Oak Tree - Reducing branches by approx. 3m back to the boundary line. T5 - Ivy Covered Hawthorn Tree - Reduce to 3m in height</p> <p>The details of this application were forwarded to the tree wardens and a very comprehensive report was received and circulated to Councillor prior to the meeting. It was agreed that that the work needed to be completed. No planning objection to this application.</p> <p>Proposed: Cllr Willis, Seconded: Cllr Rickwood. All agreed</p>
	At this point, Cllr Hooks left the room and took no part in the discussions surrounding the next two applications.
	<p>24/00091/FUL - Old School Rooms Shalford Road Rayne CM77 6DL Creation of a parking area.</p> <p>The general view was that this was a sensible option so No planning objection to this application.</p> <p>Proposed: Cllr Rickwood, Seconded: Cllr Willis. All agreed.</p>
	<p>24/00125/FUL - Longfield Station Road Rayne CM77 6RX Erection of 3 No. dwellings with associated access</p> <p>The applicant and agent were advised that the Parish Council are consultees on the application and after a lengthy discussion a vote was taken and by a majority of 5 to 3 the application was supported therefore no planning objection to this application. Proposed: Cllr Nicholls, Seconded: Cllr Rickwood.</p>
23/178.2	Planning Results

	No results found
	At this point, Cllr Hooks came back into the room.
23/175	DISTRICT AND COUNTY COUNCILLORS' REPORTS
	<p>District Councillor Report Various resident queries dealt with including parking, hedgerow removal and dog fouling. Regarding the dog fouling, the Streetscene Protection Officer has been contacted with a view to getting ideas on how to reinforce the message that this is not acceptable. Take up for the new Green bin service has been better than expected and stickers are currently being posted out to residents who have opted in to the service. Unwanted green bins are in the process of being collected. The second viewing of the budget has taken place and is looking fairly balanced.</p> <p>County Councillor Report Cnty Cllr Butland was not in attendance.</p>
23/176	CHAIR'S REPORT
	<p>The first coffee morning went well and positive feedback has been received from residents. Age UK will be invited to the next one and a new resident would like to have a stall too. He has been contacted by Richard Whiteside regarding the March coffee morning as there is one planned for the Old School Rooms on that day too so we will join forces for that month's one. He has been invited to speak to Rayne School in July during their Climate week and has accepted the invitation. Devolution meeting attended but this is currently on hold.</p>
23/177	CLERK'S REPORT
	The Clerk's report was circulated to Councillors before the meeting and no issues were raised.
23/179	ADMINISTRATION
23/179.1	<p>The draft minutes of the Finance meeting held on 15th January 2024 were noted as correct. Proposed: Cllr Hooks, Seconded: Cllr Rippingale. All agreed.</p>
23/179.2	<p>The draft minutes of the Communication & Data meeting held on 29th January 2024 were noted as correct. Proposed: Cllr Rickwood, Seconded: Cllr Nicholls. All agreed.</p>
23/180	<p>2024 MEETINGS CALENDAR All Full Council meeting dates have been pre-booked apart from the May date as the first Monday is a Bank Holiday and the Budget and Precept meeting date. It was agreed that the May date will be 13th and Budget and Precept will be 18th November. Proposed: Cllr Hooks, Seconded: Cllr Lugger. All agreed.</p>
23/181	REVIEW OF POLICIES

	Historically all policies were looked at by Communication & Data rather than full council but it was considered that these should be owned by the relevant committees and agreed at Full Council. It was also suggested that some policies and procedures do not need to be reviewed annually and so the timeframe could ne reviewed. There is more work to be done on this topic so will be reviewed again at a later date.
23/182	ANNUAL PARISH ASSEMBLY
	Nominations are required for the Village Awards so could nominations be sent to the Clerk over the next few weeks so that invites can be sent out.
23/183	WEBSITE
	<p>The Chair of Communication & Data has been updating the website with details of various organisations within the village but if anyone has any further suggestion, please send them in.</p> <p>One action to be completed by Councillors is to update their biography so that this can be included. Updated information should be sent to Cllr Rickwood.</p> <p>For future reference, the Clerk will continue to update the mandatory council information and Chair will update other areas as and when required.</p>
23/184	ASSETS OF COMMUNITY VALUE
	There are currently 4 assets registered and these should continue to be included. Renewal is 11 th March 2024. Any suggestions for any future additions should be emailed to the Clerk.
23/185	PARKING AT RAYNE SCHOOL AND MEDLEY ROAD
	<p>Rayne School – the Clerk has contacted North Essex Parking Partnership to request that the yellow lines outside the school be repainted and they have added this task to their maintenance list for this year. Regarding the ‘keep clear’ signage outside the school, this is the responsibility of ECC and their response to our request to repaint this is awaited.</p> <p>Medley Road – NEPP have confirmed that if the road and the pavement are the same height, as is the case on the Medley Road junction, this is enforceable and their officers have been briefed on this.</p>
	At this point, it was agreed that item 23/189 should be discussed next.
23/189	REPLACEMENT TRACTOR
	<p>Quotes have been obtained for a replacement tractor and are coming in at around the £35k figure.</p> <p>Ernest Doe were also approached as the PC have a good relationship with them and they have given us a quote which is below the above figure and includes service for the first year. Their offer also includes part exchange of our current tractor.</p> <p>They have also given us the option of a Finance agreement but this would need to be looked into further. Cllr Willis will look into this aspect and the Clerk will contact our Internal Auditor to get advice.</p> <p>The proposal is that the purchase of this tractor is agreed in principle pending further investigation of options.</p> <p>Proposed: Cllr Eldred, Seconded: Cllr Nicholls. All agreed.</p>

23/186	REPLACEMENT STREETLIGHTS
	<p>The information regarding the purchase of new LED units or to take up the ECC offer of second hand units was circulated as part of the agenda pack and it was agreed that the PC should proceed with second hand option. The Clerk will contact ECC to progress this matter and ensure that spare units are obtained for future use.</p> <p>Proposed: Cllr Agutter, Seconded: Cllr Willis. All agreed.</p>
23/187	ESSEX MINERALS LOCAL PLAN REVIEW
	<p>The briefing documents received have been shared and the council were reminded that this is a call for sites exercise only at this stage. The public consultation opens on 6th February for 6 weeks and we will consider our response to this over the next few weeks.</p>
23/188	REPRESENTATIVE REPORTS
	<p>Village Hall – new carpets have been laid and the overhead car park barrier has been repaired.</p> <p>Nature reserve – the groundsmen are currently tidying up the area at the moment.</p> <p>Grounds – we will be down to one groundsmen for a short period from the end of the week but work will continue.</p> <p>Fitch Way – it has been reported that the steps from the Nature Reserve onto Fitch Way need to be repaired. These are owned by the PC so the groundsmen will be asked to look into what repairs will be needed.</p>
23/190	FINANCE
23/190.1	February Payments and Receipts

	<p>The following items of expenditure, retrospective payments by Standing Order and any receipts were approved.</p> <p>Cllr Nicholls and Cllr Eldred will authorise payments and standing orders.</p> <p>Proposed: Cllr Eldred, Seconded: Cllr Nicholls. All agreed.</p>		
	AMOUNT (£)	PAYABLE TO/RECEIVED FROM	PAYMENT IN RESPECT OF
	1,922.39	Staff	Salaries
	377.46	HMRC	Tax & NIC
17266	942.00	EALC	Clerk Training – CilCA & Finance
	161.01	FuelGenie	Petrol/Diesel
RVH-2024-58	42.00	Rayne Village Hall	Coffee Morning hire charge (Feb)
268964	130.02	Ernest Doe & Sons	Consumables & labour for mower
269359	25.86	Ernest Doe & Sons	Consumables
269667	543.00	Ernest Doe & Sons	Chainsaw
	Payments Made by Direct Debit/Standing Order		
37891	41.10	A J Lighting	Maintenance
21552	119.28	CSD Network Services	IT services
8051	20.00	F A Jiggins	Rental of Unit 31A

4	28.50	All Saints Church	Hire of OSR for Full Council – February
2576	270.00	Rayne Village Hall	Hire of office Jan-Mar
Retrospective Payments			
IN09357063	484.66	Npower	Street Lighting
Receipts			
	408.00	J Miller	Remembrance Plaque & Fees - Miller
	180.00	D Holden	Remembrance Plaque - Bird
23/190.2	Bank Reconciliation		
	Projected Balances at bank as at 30 th January 2024: Current Account £8,552.17 Instant Access Account £56,647.28 Clerk will transfer to current account per previous agreement		
23/191	MEETINGS & TRAINING		
	Council Finance and CilCA		

23/192	CLOSE
	There being no further business to transact the meeting was closed at 21.18

Signed:

Dated: