**RAYNE PARISH COUNCIL**

Clerk to the Council: Mrs Hazel Godfrey

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Minutes of the meeting of Rayne Parish Council held on **Tuesday 2nd April 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 J Nicholls

Members of the Public: 0

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| **MINUTE NUMBER**  | **BUSINESS**  |
| **24/001** | **APOLOGIES**  |
|  | Apologies were noted from Cllrs Murton, Rickwood, Cllr Wilsdon  |
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| **24/002** | **DECLARATION OF INTEREST**  |
|  | Cllr A Hooks declared a non-pecuniary interest regarding agenda item 24/008 Planning as a member of Braintree District Council Planning Committee.Cllr Rippingale declared a non-pecuniary interest as manager of the groundsman.Cllr T Agutter declared a pecuniary interest as the supplier of parish council IT services and recipient of payments. |
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| **24/003** | **CONSIDERATION OF THE MINUTES OF THE MEETING HELD ON 4TH MARCH 2024** |
|  | The minutes of the meeting held on Monday 4th March 2024 were signed as a true record of the meeting.Proposed: Cllr Willis, Seconded: Cllr Lugger. All agreed. |
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| **24/004** | **PUBLIC FORUM**  |
|  | No members of the public were in attendance. |
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| **24/005** | **DISTRICT AND COUNTY COUNCILLOR REPORTS** |
|  | **District Councillor Report**Dist Cllr Hooks has been working on the following issues:* Essex Minerals Planning – the Bluebell walk was very well supported and received some local media coverage. This did take up the majority of her time over the month.
* Waste management training – this covered how waste is collected and disposed of which was very informative and raised personal awareness.
* Green bins – it was confirmed that these can be collected by BDC if not being used.

Cnty Cllr Butland:Local highways – they are currently inundated with queries so from April the larger issues will go to an advisory panel which will free up resources for the small queries. The question was raised as to what constitutes a larger issue and he advised that details of this will follow in due course. He confirmed that Parish Councils will be able to attend meetings to add their voice and address issues.Brunwin Road issues – he has responded to the resident on this issue.Is the potholes scheme coming back? He believes it will continue.Is there a CC grant scheme? Yes this is to continue. The Chairman extended an invitation to attend the Annual Parish Assembly on 24th April. |
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| **24/006** | **CHAIR’S REPORT**  |
|  | Two meetings attended in the last month:RCCE – He spokee to someone interested in nature areas who was intrigued we were considering an educational facility in the Nature Reserve. The Chair will take this further and suggest a meeting with her. Also spoke to Sarah Sapsford (United in Kind) who advised that reps will come into the community and help the vulnerable of the village. She was invited to the June coffee morning to speak to residents then.ECC organised the Launch of the Essex 2024 water strategy. The Chair will give a short presentation on this as the APA as it is a very important issue and will circulated the meeting documents to councillors after the meeting. |
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| **24/007** | **CLERK’S REPORT**  |
|  | The Clerk’s report was circulated to Councillors before the meeting and no issues were raised.  |
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| **24/008** | **PLANNING** |
| **24/008.1** | **New Planning Applications** |
|  | No new planning applications received |
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| **24/008.2** | **Planning Results** |
|  | 24/00091/FUL | Creation of car parking area. | Old School Rooms Shalford Road Rayne Essex CM77 6BTApplication withdrawn24/00125/FUL Erection of 3 No. dwellings with associated access. Longfield Station Road Rayne Essex CM77 6RXApplication Refused23/02744/TPO Notice of intent to carry out works to trees protected by Tree Preservation Order TPO - Reference: 23/2012/TPO - T4 YewT4 Yew - Crown reduction by 3 meters7A The Street Rayne Essex CM77 6RHApplication Granted |
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| **24/008.3** | **Appeals** |
|  | 23/02722/OUT – Land South of Springfields, BraintreeOutline application with all matters reserved except access, for the erection of 74 affordable residential dwellings.The hearing for this is on 23rd and 24th April and the Chair will attend and speak on behalf of the Parish Council. |
| **24/009** | **ADMINISTRATION** |
| **24/009.1** | The following policies were reviewed and agreed:Grant FundingSAR – easy readiing one could go on the website.Vexatious ComplaintsProposed: Cllr Hooks , Seconded: Cllr Willis. All agreed.Data Breach and Information Security Incident – this will need to be moved to the May meeting as the details were not available to review.Risk register and Standing Orders were agreed at March meeting. |
| **24/009.2** | The minutes of the Finance meeting held on 11th March were noted as correct.Prop: Cllr Rippingale, Seconded: Cllr Willis. All agreed |
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| **24/010** | **CORRESPONDENCE** |
|  | An email was received from Ingrebourne advising that the operation times were extended from 25th March to 7pm Monday to Friday although lorries will not be entering the site after 5pm. |
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| **24/011** | **12 MONTH ACTION PLAN** |
|  | It was agreed to accept the new 12 month action plan.Proposed: Cllr Nicholls, Seconded: Cllr Rippingale. All agreed |
| **24/012** | **5 YEAR BUSINESS PLAN** |
|  | It was agreed to accept the new 5 year plan.Proposed: Cllr Nicholls, Seconded: Cllr Rippingale. All agreed |
| **24/013** | **FIXED ASSET REGISTER REVIEW** |
|  | It was agreed to accept the new Fixed Asset Register.Proposed: Cllr Nicholls, Seconded: Cllr Rippingale. All agreed |
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| **24/014** | **REPRESENTATIVE REPORTS**  |
|  | Nature Reserve – a meeting has been arranged with a resident to discuss nature reserve as he owns the property adjacent to the nature reserve and has offered to help clear ditches etc.IT – sharepoint. Cllr Agutter is working on tree structure to gain Sharepoint access and will discuss with C & D at the next meeting.Coffee morning with JAWS - this was an exceptional morning and raised a substantial amount for the charity.Grounds – Mark is now back at work and has repaired the steps leading onto Flitch Way. He is gradually catching up with work following his return. |
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| **24/015** | **ESSEX MINERALS LOCAL PLAN REVIEW** |
|  | Cllr Hooks distributed a 2nd draft of the proposed response which was accepted by Councillors and will be posted onto the site before the closing date of 9th April.Proposed: Cllr Willis, Seconded: Cllr Nicholls. All agreed. |
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| **24/016** | **FINANCE**  |
| **24/016.1**  | **April Payments and Receipts**  |
|  | The following items of expenditure, retrospective payments by Standing Order and any receipts were approved. Cllr Eldred and Cllr Hooks will authorise payments and standing orders.  Proposed: Cllr Nicholls, Seconded: Cllr. Lugger. All agreed.   |
|   | **AMOUNT** **(£)**  | **PAYABLE TO/RECEIVED FROM**  | **PAYMENT IN RESPECT OF**  |
|  | 1353.79 | Staff  | Salaries  |
|  | 377.26 | HMRC | Tax & NIC |
| 17342 | 228.00 | EALC | Clerk Training |
|  | 47.65 | FuelGenie | Petrol/Diesel |
| 271996 | 225.71 | Ernest Doe & Sons | Mower Service & Parts |
| 272174 | 89.96 | Ernest Doe & Sons | Consumables |
| 272291 | 29.99 | Ernest Doe & Sons | Consumables |
| 272572 | 62.99 | Ernest Doe & Sons | Consumables |
| 272640 | 40.00 | Ernest Doe & Sons | Consumables |
|  | 78.97 | Cllr J Rickwood | Coffee Morning expenses |
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|  | **Payments Made by Direct Debit/Standing Order**  |
| 38095 | 41.10  | A J Lighting  | Maintenance  |
| 21646 | 119.28  | CSD Network Services  | IT services  |
| 8115 | 20.00  | F A Jiggins  | Rental of Unit 31A  |
|  | 28.50  | All Saints Church  | Hire of OSR for Full Council – March |
|  | 6.06 | Essex Pension Fund | March Contribution |
| Statement date 18/3/24 | 3.00 | Lloyds Bank | Credit card monthly fee |
| Statement 82 | 18.00 | Unity Bank | Bank Charges |
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|  | **Retrospective Payments**  |
|  |  | None |  |
|  | **Receipts**  |
|  |  | None |  |
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| **24/016.2**  | **Bank Reconciliation**  |
|  | Projected Balances at bank as at 22nd March 2024: Current Account £5.326.57Instant Access Account £51,222.98These balances have been reviewed at the end of the month following progression of the tractor purchase and an internal transfer of £13,000 to current account to cover the tractor deposit and increase the balance will be needed. Balance to be reviewed again mid month to see if any further transfer is required. 1st instalment of precept due at the end of April. |
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| **24/017** | **REPLACEMENT TRACTOR** |
|  | All paperwork has been sent and the new tractor is being picked up on 3rd April. Naming will be discussed in due course. |
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| **24/018** | **MEETINGS & TRAINING**  |
|  | Internal & External Audit plus Understanding Annual Meetings attended by Clerk |
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| **24/019** | **PRIVATE SESSION** |
|  | It was Proposed by Cllr Willis, Seconded Cllr Hooks and agreed to exclude the public and press for the consideration of the following item by reason of the confidential nature of the item of business to be transacted in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act  |
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| **24/019.1** | **Groundsman Salary** |
|  | Groundsman salary to be increased by £1 per hour to £14.85 ph with effect from 1st April 2024.Proposed: Cllr Willis, Seconded: Cllr Nicholls. All agreed. |
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| **24/019.2** | **Groundsman Vacancy** |
|  | Interviews have taken place and 2 candidates will be invited back for a second interview to look at skill set. References will be requested and a further meeting will be arranged to review final outcome and agree contract. |
| **24/020** | **CLOSE**  |
|  | There being no further business to transact the meeting was closed at 20.37 |

Signed: … … … … … … … … … …

 Dated: