



## 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 7<sup>th</sup> May 2024** at **7.30pm** at The Community Information Point, Gore Road, Rayne for the purpose of transacting the following business:

Members present:

Cllr M Eldred (Chair)	Cllr A Hooks
Cllr T Agutter	Cllr H Lugger
Cllr J Rickwood	Cllr M Stringer
Cllr P Willis	Cllr S Wilsdon

Members of the Public: 1

MINUTE NUMBER	BUSINESS
<b>24/027</b>	<b>ELECTION OF CHAIR</b>
	Only 1 nomination received for the position. It was agreed to elect Mr Michael Eldred as Chair for the forthcoming year and Acceptance of Office form signed.
<b>24/028</b>	<b>ELECTION OF VICE-CHAIR</b>
	Only 1 nomination received for the position. It was agreed to elect Mrs Ann Hooks as Vice-Chair for the forthcoming year.
<b>24/029</b>	<b>APOLOGIES</b>
	Apologies were noted from Cllrs Murton, Nicholls and Rippingale
<b>24/030</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 A Hooks declared a non-pecuniary interest regarding agenda item 24/037 Planning as a member of Braintree District Council Planning Committee.
<b>24/031</b>	<b>CONSIDERATION OF THE MINUTES OF THE MEETINGS HELD ON 2<sup>ND</sup> APRIL 2024 AND 15<sup>TH</sup> APRIL 2024</b>
	The minutes of the meeting held on Tuesday 2 <sup>nd</sup> April 2024 and Monday 15 <sup>th</sup> April 2024 were agreed by all Councillors and signed by the Chair as a true record of the meeting.

<b>24/032</b>	<b>PUBLIC FORUM</b>
	The Chairman of the commemoration group attended to go through the D-Day plans. The itinerary will be shared on social media and it was suggested that local radio/TV stations could be contacted to raise awareness.
<b>24/033</b>	<p>Cnty Cllr Butland  Firstly he congratulated the PC on the annual parish assembly. The issue of parking problems in the village was raised and he requested that he be copied in on any future issues due to his involvement with NEPP.</p> <p>Dist Cllr Hooks  Ingrebourne Valley have dropped the application for the quarry extensions but this issue will continue to be monitored.  BDC Call for sites for development review – this is currently open and will be monitored to ensure any Rayne sites put forward will be considered carefully.  Parking on Station Road – NEPP and the police have been involved in this issue and the situation will continue to be monitored.  She was asked if there was any news on the Land of Springfields appeal but nothing has been decided yet.</p>
<b>24/034</b>	<b>CHAIR'S REPORT</b>
	<p>The Chair thanked everyone involved in the APA and confirmed that he had invited the children to the June coffee morning. They will set up a stand to sell their climate friendly products.  Attended BALC meeting.  Attended the Buckhurst Hill APA.  Attended a meeting with Rob from the Village Hall committee. Felsted want to build their own village hall and may need assistance.</p>
<b>24/035</b>	<b>CLERK'S REPORT</b>
	The Clerk's report was circulated to Councillors before the meeting and no issues were raised.
<b>24/036</b>	<b>ADMINISTRATION</b>
<b>24/036.1</b>	<b>Election to Committees/Working Groups and other bodies</b>
	<p>Members have been agreed as follows:  Finance – Cllr Willis (Chair), Cllrs Rickwood, Hooks, Rippingale, Eldred, Stringer  Communication &amp; Data – Cllr Rickwood (Chair), Cllrs Agutter, Nicholls, Wilsdon, Eldred  Planning – Cllrs Eldred (Chair), Rippingale, Stringer  Personnel – Cllr Rippingale (Chair), Cllrs Wilsdon, Eldred, Lugger, Murton, Hooks  Personnel sub committee – Cllrs Willis, Nicholls, Stringer</p> <p>Working Groups  Nature Reserve – Cllrs Willis and Lugger. We are waiting to hear if Roger &amp; Sylvia Jiggins still wish to be involved. Cllr Lugger will lead the project to make the reserve more inclusive.  Emergency Planning – Cllrs Hooks, Nicholls, Agutter and Murton  Old School Rooms – Cllr Wilsdon  Duty Councillors – Cllrs Eldred and Hooks  Village Hall – Cllr Murton  Parish Passenger – Ian Whiteside  Tree Wardens – Paul King. Waiting to hear from Roger Jiggins as to whether he will continue to be involved.</p>

	<p>EALC voting member – Cllr Eldred</p> <p>Braintree Associatioin Local – Cllr Eldred</p> <p>Speedwatch – Martyn Philips – new volunteers welcome</p> <p>Gravel Pit – Cllrs Hooks, Murton and Rippingale</p> <p>Friends of Flitch Way – Cllr Stringer</p> <p>Council Gold Award – Cllr Hooks will lead on this alongside Cllrs Agutter, Willis and Lugger</p>
<b>24/036.2</b>	<b>Committee meeting dates</b>
	<p>The Communication &amp; Data meeting in May will be cancelled as everything is running smoothly at the moment. Future meetings will be agreed as and when they are required.</p> <p>Finance – these will be kept to the month after quarter end. The next meeting will be on 22<sup>nd</sup> July 2024</p> <p>Personnel – the next meeting has been provisionally booked for 17<sup>th</sup> June.</p>
<b>24/036.3</b>	<b>Insurance</b>
	<p>The EL/PL policy is currently in a 5 year deal with Zurich and renewal details have been received and agreed by all.</p> <p>The motor renewal has also been received and has increased quite significantly so the clerk will look into obtaining alternative quotes.</p>
<b>24/037</b>	<b>PLANNING</b>
<b>24/037.1</b>	<b>New Planning Applications</b>
	No new planning applications have been received.
<b>24/037.2</b>	<b>Planning Results</b>
	<p>23/01009/DAC - 7 The Street Rayne Essex CM77 6RH</p> <p>Application for approval of details as reserved by conditions 2 &amp; 3 of approved application 21/00836/LBC</p> <p>Part Granted, Part Refused</p>
	<p>24/00370/FUL - Long View Dunmow Road Rayne Essex CM77 6RZ</p> <p>Replacement dwelling</p> <p>Application Granted</p>
<b>24/038</b>	<b>CORRESPONDENCE</b>
<b>24/038.1</b>	<b>Stansted Airport</b>
	The consultation concerning the potential of increased night flights is open until 22 <sup>nd</sup> May 2024. This has been notified to residents via social media and the clerk will post a reminder.
<b>24/038.2</b>	<b>BDC Local Plan Review</b>
	The closing date for this is 24 <sup>th</sup> May and, as mentioned in the District Council report, this will be monitored to review any Rayne sites.
<b>24/038.3</b>	<b>Essex Minerals Local Plan Review</b>
	The update has been provided in the District Councillors report above. Cllr Hooks was thanked for all her work on this issue.
<b>24/038.4</b>	<b>Makemores Garages</b>
	The adjoining wall between the 2 garage blocks is very unstable and therefore needs repair work to be carried out. The owner of this is unknown at this stage but the clerk

	will undertake a Land Registry check to see who is responsible and then further action can be decided.		
<b>24/039</b>	<b>NATURE RESERVE</b>		
	Cllr Willis met with the resident adjacent to the Nature Reserve who has offered to do some work to tidy up the ditches. The resident was not at the meeting to discuss any future plan/timeline so will await further advices. On the whole, it was agreed that the Nature Reserve itself was looking very good at the moment.		
<b>24/040</b>	<b>REPRESENTATIVE REPORTS</b>		
	Old School Rooms – there is a live music event being held on 8 <sup>th</sup> June to raise funds to help with the restoration project. Coffee Morning – the next event will be on 25 <sup>th</sup> May and it was noted that Cllrs Eldred and Hooks would not be available to attend this session so any other help would be appreciated.		
<b>24/041</b>	<b>FINANCE</b>		
<b>24/041.1</b>	<b>May Payments &amp; Receipts</b>		
	The following expenditure, retrospective payments by Standing Order and any receipts were agreed and approved by all. The Staff Salaries and subsequent HMRC payment have been amended since the agenda was published to reflect the correct figures as it does not include the new groundsman figures. This payment will be processed separately once all required paperwork has been received.		
	<b>AMOUNT (£)</b>	<b>PAYABLE TO/RECEIVED FROM</b>	<b>PAYMENT IN RESPECT OF</b>
	1428.79	Staff	Salaries
	396.26	HMRC	Tax & NIC
TPJ/P1660	63.40	TP Jones & Co	Payroll Prep Jan - Mar
17452	581.79	EALC	EALC/NALC Affiliation fee
INV-63293	92.17	Anglia Sign Casting	Remembrance Plaques
273332	37.26	Ernest Doe	Consumables
273431	10.00	Ernest Doe	Consumables
274282	45.97	Ernest Doe	Consumables
IG885515	58.76	Huws Gray	Consumables
532555237	841.51	Zurich	EL/PL Insurance rnl
	230.00	Mrs J Stobart	Internal Auditor Fee
7236631	163.20	Braintree District Council	RPC Booklets – printing
2610	1050.00	Rayne Village Hall	Grant for CIP toilet opening
2609	81.00	Rayne Village Hall	Grant for Defibrillator maintenance
RVH-2024-100	42.00	Rayne Village Hall	Room hire – Coffee Morning
OSR028	1,200.00	All Saints Church	Grant for Focus magazine
IN10120438	509.48	N Power	Electricity
	59.70	RCCE	Membership renewal
	113.32	Fuel Genie	Petrol/Diesel
	<b>Payments Made by Direct Debit/Standing Order</b>		

38168	41.10	A J Lighting	Maintenance
21691	119.28	CSD Network Services	IT services
8145	30.00	F A Jiggins	Rental of Unit 31A
OSR034	28.50	All Saints Church	Hire of OSR
	6.06	Essex Pension Fund	May contribution
2630	270.00	Rayne Village Hall	CIP hire – Apr, May, Jun
	12.45	Lloyds Bank	Credit Card
	8,857.20	CNH	Tractor deposit, set up fee and April instalment.
		Retrospective Payments	
Nil			
Receipts			
	29,410.00	Braintree District Council	First Precept instalment
24/041.2	Bank Reconciliation		
	Projected Balances at bank as at 30 <sup>th</sup> April 2024: £36,019.11 Current Account £38,588.24 Instant Access Account  The Clerk will arrange a transfer from the current account to the Instant Access account as per the previous agreement.		
24/042	AGAR		
24/042.1	The Internal Auditors report was circulated to Councillors prior to the meeting.		
23/042.2	Section 1 – Annual Governance Statement 2023/24 was agreed by Council and signed by the Chair.		
23/042.3	Section 2 – Accounting Statements for 2023/24 was agreed by Council and signed by the Chair.		
23/042.4	The notice period for the exercise of public rights was agreed by Council and will run from 03 <sup>rd</sup> June to 12 <sup>th</sup> July 2024.		
24/043	MEETINGS AND TRAINING		
	No training requested		
24/044	DATE OF NEXT MEETING		
	The next full council meeting will be held on Monday 3 <sup>rd</sup> June 2024		
24/045	CLOSE		
	The meeting closed at 21.03		

Signed: ... ..

Dated: 3<sup>rd</sup> June 2024