



RAYNE PARISH COUNCIL

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Dear Councillors

Minutes of the meeting of Rayne Parish Council held on **Monday 7th October 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 J Nicholls
	Cllr A Hooks (Chair)	Cllr J Richards
	Cllr H Lugger	Cllr J Rickwood
	Cllr C Murton	Cllr T Rippingale

Members of the public: 1

MINUTE NUMBER	BUSINESS
24/114	APOLOGIES
	Apologies were noted from Cllrs Eldred, Gray and Wilsdon.
24/115	DECLARATIONS OF INTEREST
	Cllr Agutter declared a pecuniary interest as the supplier of the Parish Council IT services and recipient of payments Cllr Hooks declared a non-pecuniary interest regarding agenda item 24/121 Planning as a member of Braintree District Council Planning Committee and a pecuniary interest as a recipient of a payment. Cllr Rippingale declared a non-pecuniary interest as responsible for groundsmen and grounds maintenance.
24/116	CONSIDERATION OF THE MINUTES OF THE MEETING HELD ON MONDAY 2ND SEPTEMBER 2024
	The Minutes of the meeting held on Monday 2 nd September 2024 were agreed by all Councillors and signed by the Chair as a true record of the meeting.
24/117	PUBLIC FORUM
	Thanks was received on the work done to get the verges cut along Rayne Road. The question of planning was raised and, following recent announcements on government plans, was there any update locally. Currently full details are awaited but it was noted that Braintree had started it's local plan review.
24/118	DISTRICT AND COUNTY COUNCILLOR REPORTS

	<p>County Councillor Graham Butland:</p> <ul style="list-style-type: none"> • The Waste strategy 2024-2025 has been agreed. This was needed as too much waste is going to landfill. Significant changes are being made and the website gives full details. It was noted that glass collection could be added in the future. Incinerators and compost questions were raised but nothing agreed as yet. • Finance – the County Council is currently working on its budget figures. The biggest proportion current going to adult and child social care • Devolution – a meeting to discuss devolution in Essex is planned for this week. <p>District Councillor Hooks:</p> <ul style="list-style-type: none"> • The Rayne Road verges were finally cut and thanks was given to Councillor Tom Cunningham for his help to get this done. At the monthly coffee morning residents were grateful for the work done so far but more work will be needed in this area. It was also noted that there is no dropped kerb until Sun Lido which makes accessibility difficult for people if the verges are overgrown. • Pothole in Brunwin Road – the temporary filling has now been fully repaired although it was noted that there were many other defect areas awaiting attention. • Recycling sacks have now been delivered. • Station Road parking – no parties engaged with mediation so no further action can be taken for now by the Police.
24/119	CHAIR'S REPORT
	It was noted that the Chair had received and accepted the resignation of Cllr Wilsdon with immediate effect.
24/120	CLERK'S REPORT
	The Clerk's report was circulated prior to the meeting and no issues were raised.
24/121	PLANNING
24/121.1	New Planning Applications
	No new planning applications have been received this month.
24/121.2	Planning Results
	No planning results have been received this month.
24/122	CORRESPONDENCE
24/122.1	The issue of people cycling on the footpath between Symmons Close and the Flitch was discussed but it was agreed that no further action is required at the present time.
24/122.2	It was acknowledged that the traffic speed in The Street continues to be an issue. Various signage options were discussed and Cllr Hooks will look further into what is available.
24/122.3	The Salings clerk had emailed asking if it would be possible to use our hedgecutter and groundsmen, possibly a couple of times a year, to help with grounds

	maintenance. Cllr Rippingale will look into costings – travel, maintenance, fuel etc and the clerk will also review our insurance to ensure it would this work.		
24/123	POLICIES		
	<p>The following policies were reviewed and agreed: Disciplinary Scheme of Delegation</p> <p>The policies for Personal Electronic Equipment and Retention & Disposal to be reviewed from last month will be sent through to the clerk and added to the November meeting for agreement.</p>		
24/124	FINANCE		
24/124.1	October Payments & Receipts		
	The following items of expenditure, retrospective payments by Standing Order and any receipts were approved and agreed by Council and will be authorised by Cllrs Nicholls and Rickwood.		
	AMOUNT (£)	PAYABLE TO/RECEIVED FROM	PAYMENT IN RESPECT OF
	1910.67	Staff	Salaries
	516.86	HMRC	Tax & NIC
283959	69.34	Ernest Doe	Consumables
283960	94.48	Ernest Doe	Labour & fuse for tractor
284013	57.00	Ernest Doe	Consumables
284083	6.50	Ernest Doe	Consumables
284203	2.16	Ernest Doe	Consumables
284204	14.99	Ernest Doe	Consumables
284420	29.22	Ernest Doe	Consumables
285206	36.81	Ernest Doe	Consumables
P1832	63.40	TP Jones & Co	Payroll Preparation Jul - Sept
RVH-2024-170	42.00	Rayne Village Hall	Main Hall Hire – coffee morning
	199.86	Fuel Genie	Petrol/Diesel
	90.00	C Addington	Repair & repaint bench
AUB12949	238.80	Aubergine	Annual website subscription
G056868241	148.32	Ann Hooks	Microsoft reimbursement paid on Personal credit card
	Payments Made by Direct Debit/Standing Order		
38531	41.10	A J Lighting	Maintenance
21913	119.28	CSD Network Services	IT services
8286	30.00	F A Jiggins	Rental of Unit 31A
	28.50	All Saints Church	Hire of OSR

	6.06	Essex Pension Fund	October contribution
	3.00	Lloyds Bank	September Credit card statement
Z2837808	35.00	ICO	Data Protection Fee
	270.00	Rayne Village Hall	CIP Hire – Oct to Dec
	505.05	CNH	Tractor loan - monthly repayment
		Retrospective Payments	
		None	
Receipts			
	29,410.00	Braintree DC	2 nd precept instalment
	7,973.24	HMRC	VAT claim Apr 23-May 24

24/124.2	Bank Reconciliation
	Projected Balances at bank as at 2 nd October 2024: £ 11,979.78 Current Account £ 72,391.67 Instant Access Account
24/125	REPRESENTATIVE REPORTS
	<p>Grounds - One groundman has now successfully had his surgery but a good job has been done during his absence. Some criticism has been received suggesting that the grass on the village green is cut too short but this will be left with the groundsmen to advise on the subject if challenged.</p> <p>IT – Cllr Agutter will be working with the clerk to move all files to Sharepoint. This will be completed prior to the next meeting in November.</p> <p>Coffee mornings – this continue to be successful and the Fire Officer who attended the September one was very informative and spoke to most people there. The PC has been approached by the Old School Room committee to host a future coffee morning so the clerk will contact them to arrange. The October one may need to be cancelled as no councillors are available to attend.</p> <p>The local fraud officer has approached the PC regarding attending a future event so the clerk will contact them to arrange something.</p> <p>More discussions are needed around the dates for next year and stall holders to be invited. It was suggested that all local groups are invited to come along and promote themselves in the New Year.</p> <p>Nature Reserve – Writtle college are being approached to help and again, if anyone knows a builder who would be able to help with accessibility planning, please get them to contact the clerk.</p>
24/126	MEETINGS, TRAINING AND FUTURE EVENTS
	<p>The annual cleaning of the war memorial is to be arranged and all help welcome. There is a meeting on 10th October with the PCC to discuss the future of Rayne in Focus and church ground maintenance.</p> <p>The next full council meeting is on 4th November.</p> <p>The Budget and Precept meeting is on 18th November.</p>

24/127	PRIVATE SESSION
	It was 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
24/127.1	It was agreed to increase the new groundsman hourly rate following successful completion of the probationary period. This will be back-dated to 1 st August 2024.
24/112	DATE OF NEXT MEETING 4 th November 2024
24/113	CLOSE The meeting closed at 20.37

Signed.....

Dated: 4th November 2024