



## RAYNE PARISH COUNCIL

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Dear Councillors

Minutes of the meeting of Rayne Parish Council held on **Monday 4<sup>th</sup> November 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 C Murton
	Cllr M Eldred (Chair)	Cllr J Nicholls
	Cllr S Gray	Cllr J Richards
	Cllr H Lugger	Cllr T Rippingale

Members of the public: 1

MINUTE NUMBER	BUSINESS
24/130	<b>APOLOGIES</b>
	Apologies were noted from Cllrs Hooks and Rickwood.
24/131	<b>DECLARATIONS OF INTEREST</b>
	Cllr Agutter declared a pecuniary interest as the supplier of the Parish Council IT services and recipient of payments Cllr Rippingale declared a non-pecuniary interest as responsible for groundsmen and grounds maintenance. Cllr Eldred declared a non-pecuniary interest regarding agenda item 24/137.1 as a neighbour of the applicant at 8 Gore Terrace. Cllrs Murton and Rippingale declared non-pecuniary interests regarding agenda item 24/137.1 as known to the applicant at Woodstock, Dunmow Road.
24/132	<b>CONSIDERATION OF THE MINUTES OF THE MEETING HELD ON MONDAY 7<sup>TH</sup> OCTOBER 2024</b> The Minutes of the meeting held on Monday 7 <sup>th</sup> October 2024 were agreed by all Councillors and have been signed by the Chair as a true record of the meeting.
24/133	<b>PUBLIC FORUM</b>
	No issues were raised.
24/134	<b>DISTRICT AND COUNTY COUNCILLOR REPORTS</b>

	<p>County Councillor Graham Butland was not in attendance.</p> <p>District Councillor Hooks was not in attendance but had circulated her report prior to the meeting. No issues were raised.</p>
<b>24/135</b>	<b>CHAIR'S REPORT</b>
	No issues were raised this month.
<b>24/136</b>	<b>CLERK'S REPORT</b>
	<p>The Clerk was unable to share the report so a verbal update was given:</p> <ul style="list-style-type: none"> <li>• Arranged and attended RPC/PCC meeting</li> <li>• Advised Elections team of resignation of Scott Wilsdon</li> <li>• Update notice board and social media regarding closure of Gore Road in November</li> <li>• Attended Local Council Award Scheme – Introducing the new criteria training. Advised Councillors that initial 'to do' list includes signing Civility &amp; Respect pledge and adopting a Dignity at Work policy. These items will be included at the December meeting.</li> <li>• September bank reconciliation completed</li> <li>• Submitted claim form for tractor</li> <li>• Contacted ECC regarding the 2 drains in The Street which were due to be fixed in August but awaiting an update</li> <li>• Social media advert posted asking for volunteers for planting</li> <li>• Contacted Internal Auditor to check availability for next year's audit.</li> </ul>
<b>24/137</b>	<b>PLANNING</b>
<b>24/137.1</b>	<b>New Planning Applications</b>
	<p>24/02075/FUL - 8 Gore Terrace , Gore Road, Rayne Garage to be used independently from no. 8 Gore Terrace <i>No planning objection to this application was agreed by Council</i></p>
	<p>24/02202/TPO - 6 Station Road, Rayne Notice of intent to carry out works to tree protected by Tree Preservation Order 15/01 - T2- Oak; Crown reduction by up to 2m all around <i>The following comments were received from the tree warden and agreed by Council:</i> <i>This tree is in excellent condition and the Council fully appreciate the management of the tree over previous years and support further management of the tree to retain what has been achieved. The tree has an excellent balance, and this should be retained so any work carried out should be the same on all sides. There is no reason to object to the main trunk being 'cleaned' of growth but finishing well below where the three main branches leave the trunk.</i></p>
	<p>24/01641/OUT - Land Adj To Woodstock, Dunmow Road, Rayne Outline planning application with all matters reserved, except access, for up to 8no. residential dwellings <i>As this site already forms part of the call for sites process, the Council agreed to make no comment.</i></p>
	<p>24/02221/FUL - Land To The West Of, Mill Lane, Rayne Construction of an agricultural building to store grain</p>

	<i>No planning objection to this application was agreed by Council.</i>
	24/02306/VAR - Rosyth, 35 New Road, Rayne Variation of Condition 2 of (Approved plans) of approved application 24/01037/HH granted 01.07.24 for: Single story rear and side extension. Variation would allow:- Alteration from hipped roof to gable. <i>No planning objection to this application was agreed by Council</i>
<b>24/137.2</b>	<b>Planning Results</b>
	24/01568/DAC - Application for approval of details as reserved by conditions 3, 7 and 10 of approved application 24/00370/FUL  Long View Dunmow Road Rayne Essex CM77 6RZ <i>Application granted</i>
	24/01348/TPO - Notice of intent to carry out works to trees protected by Tree Preservation Order TPO - 15/01: T1- Cherry tree -Reduce crown by approximately 1-1.5m and prune to shape. Remove epicormic growth from the main stem. 3 Hance Lane Rayne Essex CM77 6TH <i>Application granted</i>
<b>24/138</b>	<b>ADMINISTRATION</b>
<b>24/138.1</b>	The minutes of the Finance meeting held on 3 <sup>rd</sup> October 2024 were agreed by Council and can be finalised and issued.
<b>24/138.2</b>	To note the National Salary Award from LGA for 2024/25 backdated to April 2024. This will be paid in the December salary payment.
<b>24/138.3</b>	It was agreed by Council that Cllr Sudha Gray will be the new representative for the Old School rooms. The clerk will forward contact details to Joy Darby.
<b>24/138.4</b>	The casual vacancy notice expired on 1 <sup>st</sup> November 2024 and an advertisement will now be posted for the vacancy on the notice board, website and social media. The closing date agreed by Council will be 15 <sup>th</sup> January 2025.
<b>24/139</b>	<b>POLICIES</b>
	The following policies were reviewed, updated and agreed: Personal Electronic Device – this will need to be signed by each Councillor so the Clerk will arrange for copies to be provided for signature. Retention and Disposal
<b>24/140</b>	<b>CORRESPONDENCE</b>
<b>24/140.1</b>	Village Time Capsule – this was discussed and the general view was that the current capsule should be left as it is until at least it's 50 <sup>th</sup> anniversary - in fact some capsules aren't opened until much later. It was suggested that a new capsule could potentially go on the village green which could have more up to date items included in it. It was agreed that the clerk would contact the Rayne Remembered group and ask for a more detailed plan.
<b>24/140.2</b>	Notice board at Rayne School – it was agreed that the current notice board is not fit for purpose and a new one would be needed, preferably next to the new PSA one. The groundsmen will be asked if they can remove it for now while options are being considered.
<b>24/141</b>	<b>12 MONTH ACTION PLAN</b>
	The 6 month review has been completed and agreed by Council.
<b>24/142</b>	<b>CHURCH MAINTENANCE AGREEMENT</b>

	Following a positive and productive meeting with the PCC, a draft agreement was produced, reviewed and an hourly rate proposed which was agreed by Council. Cllr Rippingale will send a finalised copy to the clerk.		
<b>24/143</b>	<b>IT UPDATE</b>		
	All files have been moved across to Sharepoint and instructions circulated to Councillors on how to update their systems. Currently Councillors can read but not edit files but this is an evolving process and can be changed in the future if necessary.		
<b>24/144</b>	<b>FINANCE</b>		
<b>24/144.1</b>	<b>November Payments &amp; Receipts</b>		
	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 Eldred.		
	<b>AMOUNT (£)</b>	<b>PAYABLE TO/RECEIVED FROM</b>	<b>PAYMENT IN RESPECT OF</b>
	1,973.39	Staff	Salaries
	532.26	HMRC	Tax & NIC
285206	36.81	Ernest Doe	Consumables
285992	324.00	Ernest Doe	Check for tractor faults – 1st test
286569	37.50	Ernest Doe	Consumables
286829	59.99	Ernest Doe	Consumables
286830	62.50	Ernest Doe	Consumables
SB20240264	378.00	PKF Littlejohn LLP	2023/2024 External Audit Fee
	131.42	Fuel Genie	Petrol/Diesel
IN11630389	386.17	N Power	Electricity Jul 24 to Sep 24
	<b>Payments Made by Direct Debit/Standing Order</b>		
38632	41.10	A J Lighting	Maintenance
21955	119.28	CSD Network Services	IT services
8316	30.00	F A Jiggins	Rental of Unit 31A
63	57.00	All Saints Church	Hire of OSR x 2
	6.06	Essex Pension Fund	October contribution
	59.67	Lloyds Bank	October credit card statement
Statement 90	18.00	Unity Bank	Bank Charges
	505.05	CNH	Tractor loan - monthly repayment
		<b>Retrospective Payments</b>	
		None	
<b>Receipts</b>			

		None	

<b>24/144.2</b>	<b>Bank Reconciliation</b>
	Projected Balances at bank as at 28th October 2024: £ 12,000.00 Current Account £ 67,608.65 Instant Access Account
<b>24/145</b>	<b>REPRESENTATIVE REPORTS</b>
	Nature Reserve – no response from Writtle College yet – clerk will chase up. Social media post put out to ask if anyone could help with initial discussions and 1 response has been received. Village Hall – recent vandalism of the cricket pavilion was noted. Consideration of future plans for the site was suggested but this would need to be discussed with all relevant parties.
<b>24/146</b>	<b>MEETINGS, TRAINING AND FUTURE EVENTS</b>
	New Councillor training – the clerk will look up dates of future sessions and advise Cllrs Richard and Gray
<b>24/147</b>	<b>PRIVATE SESSION</b>
	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
<b>24/147.1</b>	An update was provided on one of the groundsman's recent surgery and he has now been signed as OK to work by the doctor. One recordable incident involved a groundsman hitting his head on the Rayne quarry sign but no further action is needed.
<b>24/112</b>	<b>DATE OF NEXT MEETING</b> It was agreed by Council to move the Budget and Precept meeting to 25 <sup>th</sup> November 2024. The clerk will advise all relevant parties.
<b>24/113</b>	<b>CLOSE</b> The meeting closed at 20.51

Signed.....  
Dated: December 2024