



## RAYNE PARISH COUNCIL

Clerk to the Council: Mrs Hazel Godfrey  
Community Information Point, Gore Road,  
Rayne, Braintree, Essex CM77 6TX  
Tel: 01376 552489

E: [rpc@rayne-essex.gov.uk](mailto:rpc@rayne-essex.gov.uk)

W: [www.rayne-essex.gov.uk](http://www.rayne-essex.gov.uk)

Dear Councillors

You are hereby summoned to attend the meeting of Rayne Parish Council which will be held on Monday 7th April 2025 at 7.30pm at The Old School Rooms, Shalford Road, Rayne for the purpose of transacting the following business:

Members to be present: Cllr T Agutter	Cllr J Nicholls
Cllr M Eldred (Chair)	Cllr J Richards
Cllr S Gray	Cllr J Rickwood
Cllr A Hooks (Vice Chair)	Cllr T Rippingale
Cllr H Lugger	Cllr J Willis
Cllr C Murton	

Hazel Godfrey  
Mrs Hazel Godfrey, Clerk  
1st April 2025

AGENDA NUMBER	BUSINESS	ACTION
25/001	<b>APOLOGIES</b>	INFORMATION
	<i>To receive and consider for approval, apologies for absence and reasons given. Members are reminded that LGA 1972, s85 states that apologies for absence must be received prior to a meeting</i>	
25/002	<b>DECLARATIONS OF INTEREST</b>	INFORMATION
	<i>To declare any disclosable pecuniary or non-pecuniary interests relating to items on the agenda and having taken appropriate advice (where necessary). Members are reminded to declare any interest on this agenda at this point or at any point during the meeting in accordance with Rayne Parish Council Code of Conduct.</i>	
25/003	<b>CONSIDERATION OF THE MINUTES OF THE FULL COUNCIL MEETING HELD ON 3<sup>RD</sup> MARCH 2025</b>	RESOLUTION
25/004	<b>PUBLIC FORUM</b>	

	A period of 15 minutes to hear public questions and comments. There will be a time limit of 3 minutes per person to make a statement or ask a question at the discretion of the Chair	INFORMATION
<b>25/005</b>	<b>DISTRICT AND COUNTY COUNCILLORS REPORTS</b>	INFORMATION
	To receive reports from Dist. Cllr Hooks and Cnty. Cllr Butland Allotted time 10 minutes	
<b>25/006</b>	<b>CHAIR'S REPORT</b>	INFORMATION
	To receive a verbal update on meetings attended	
<b>25/007</b>	<b>CLERK'S REPORT</b>	INFORMATION
	To receive an update on the clerk's activity during the month	
<b>25/008</b>	<b>PLANNING</b>	
<b>25/008.1</b>	<b>New Planning Applications</b>	RESOLUTION
	25/00420/FUL - Little Common Farm , Long Lane, Rayne Demolition of existing stables and the erection of a new stables building	
	25/00467/HH - 3 Wales Cottages The Street Rayne Essex CM77 6RY Single-storey side extension	
	25/00503/FUL - Land Adjacent Mill House School Road Rayne Essex Erection of 1no. detached dwelling and 1no. self-build dwelling	
	25/00595/TPO - 1 Bay Tree Close Rayne Notice of intent to carry out works to tree protected by Tree Preservation Order 2/91 T3- 1 No. Oak tree -Reduce crown to previous cut by 1.5- 2m and shape - thin by 5%	
	25/00609/HH - Little Common Farm Long Lane Rayne Erection of First Floor Extension to Existing Bungalow, Two Storey Side and Rear Extension, Single Storey Rear Extension, Front Porch and Internal Alterations, Erection of Cartlodge with Storage within Roof.	
	25/00457/HHPA (For information only) The Bungalow At Faccenda School Road Rayne Application for prior approval of a proposed enlargement of a dwellinghouse by construction of additional storeys.	INFORMATION

<b>25/008.2</b>	<b>Planning Results</b>	INFORMATION
	25/00089/HH - Little Common Farm Long Lane Rayne Proposed cartlodge <i>Application Permitted</i>	
	24/02237/TPO - 4 Medley Road Rayne Application for works to trees protected by Tree Preservation Order 15/01 - - 2x Field Maples - Up to 3m reduction in height & 2m reduction in width. - Rowan tree - Reduce by 1m in height and width. <i>Application Permitted</i>	

<b>25/008.3</b>	<b>CALL FOR SITES</b>	RESOLUTION
	To receive details of a new site advised and agree comments.	
<b>25/009</b>	<b>ADMINISTRATION</b>	RESOLUTION
<b>25/009.1</b>	To review and agree the following policies: Standing Orders SAR policy	
<b>25/009.2</b>	To receive confirmation that Communication & Data Management minutes of the meeting on 17 <sup>th</sup> March 2025 can be finalised and issued	RESOLUTION
<b>25/009.3</b>	To change the date of the May 2025 Full Council meeting	RESOLUTION
<b>25/010</b>	<b>REPLACEMENT NOTICE BOARD</b>	RESOLUTION
	To consider the recommendation of the C & D committee to accept the quotation put forward for a replacement notice board at Rayne Primary and Nursery School	
<b>25/011</b>	<b>STREET SCENE PARTNERSHIP AGREEMENT 2025/26</b>	RESOLUTION
	To review and agree the agreement received including changes to reporting process and provision of risk assessments	
<b>25/012</b>	<b>DEVOLUTION</b>	RESOLUTION
	To receive an update from the Chair and agree a Parish Council response to the current consultation.	

<b>25/013</b>	<b>FIXED ASSET REVIEW</b>	RESOLUTION
	To review and approve the 2025 register	
<b>25/014</b>	<b>STOLEN LEAF BLOWER</b>	RESOLUTION
	To note the circumstances around the theft of the Stihl leaf blower and agree to claim under the insurance policy.	
<b>25/015</b>	<b>REPRESENTATIVE REPORTS</b>	INFORMATION
	To receive reports from Representatives & Councillors on outside bodies	
<b>25/015</b>	<b>FINANCE</b>	
<b>25/016.1</b>	<b>April Payments and Receipts</b> The following items of expenditure, retrospective payments by Standing Order and any receipts to be approved: -	

	<b>AMOUNT (£)</b>	<b>PAYABLE TO/RECEIVED FROM</b>	<b>PAYMENT IN RESPECT OF</b>
	2,180.23	Staff	Salaries
	805.48	HMRC	Tax & NIC
18241	816.00	EALC	New Councillor training x 3
	89.53	FuelGenie	Petrol/Diesel
203062	188.81	Ernest Doe & Sons	Mower parts
203302	63.46	Ernest Doe & Sons	Consumables
204017	1,300.06	Ernest Doe & Sons	Mower parts and service
204389	21.00	Ernest Doe & Sons	Hedge trimmer repair
204460	44.98	Ernest Doe & Sons	Consumables
204525	24.82	Ernest Doe & Sons	Hedge trimmer switch replaced
2014728	3.36	Ernest Doe & Sons	Consumables
TPJ/P1944	63.40	TP Jones & Co LLP	Payroll preparation Jan-Mar 2025
	84.00	RCCE	Renewal of membership
IN0377403, IN372971, Credit note CN0007327	236.56	Tudor Environmental	6 men at work signs including discount for scratched signs
	<b>Payments Made by Direct Debit/Standing Order</b>		
22160	119.28	CSD Network Services	IT services
8462	40.00	F A Jiggins	Rental of Unit 31A

	60.00	All Saints Church	Hire of OSR for Full Council – April meetings (Full Council and coffee morning)
	6.06	Essex Pension Fund	April contribution
Statement date 17/03/2025	3.00	Lloyds Bank	Credit card monthly fee
<b>Retrospective Payments</b>			
<b>Receipts</b>			
<b>25/016.2</b>	<b>Bank Reconciliation</b>		<b>RESOLUTION</b>
	Projected Balances at bank as at 29 <sup>th</sup> March 2025: Current Account £8,162.57 Instant Access Account £45,852.71		
<b>25/016.3</b>	<b>RENT INCREASE</b>		<b>INFORMATION</b>
	To note a rent increase for the unit at Goulds Farm		
<b>25/017</b>	<b>MEETINGS &amp; TRAINING</b>		<b>INFORMATION</b>
	To receive requests for training and any updates on meetings attended by Councillors.		
<b>25/018</b>	<b>PRIVATE SESSION</b>		
	<i>To agree the exclusion of 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 (Admissions to Meetings) Act:</i>		<b>RESOLUTION</b>
<b>25/018.1</b>	<b>Groundsman Salary</b>		
	To consider and agree the increase in salary for the groundsman with effect from 1 <sup>st</sup> April 2025		<b>RESOLUTION</b>
<b>25/019</b>	<b>CLOSE</b>		