



# RAYNE PARISH COUNCIL

Clerk to the Council: Mrs Philippa Potter  
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Notice of the Annual Meeting of Rayne Parish Council, which will be held on **Monday 12 May 2008**, in the Old School Room, Shalford Road, commencing at **7:30pm** for the purpose of transacting the following business

**08/14 ELECTION OF CHAIR**

To elect the Chair for the forthcoming year and to receive a signed Declaration of Acceptance of Office.

**14.1 ELECTION OF VICE-CHAIR**

To elect the Vice-Chair for the forthcoming year.

**08/15 APOLOGIES FOR ABSENCE**

Members are reminded that the LGA1972, s85 states that apologies for absence must be received prior to a meeting.

**08/16 CONSIDERATION OF THE MINUTES OF THE MEETING HELD ON MONDAY 7 APRIL 2008**

**08/17 DECLARATION OF INTERESTS**

- ✗ Annual Update of Register of Interest Forms
- ✗ To declare any 'personal' or 'personal and prejudicial' interests relating to items on the agenda having regard to paragraphs 8 to 12 (inclusive) of the Code of Conduct for Members part 5/1 of the Constitution and having taken appropriate advice (where necessary) before the meeting.

**08/18 PUBLIC FORUM**

Opportunity for parishioners to raise issues of mutual interest, or to question Councillors.

**08/19 POLICING ISSUES**

To discuss any relevant policing issues.

**08/20 ADMINISTRATION**

**20.1 Clerk's Report**

- ✗ To receive the Clerk's Report on actions undertaken since the last meeting and to note actions still outstanding.

**20.2 Parish Council Policies**

- ✗ To receive drafts of and consider the following:
  - o Complaints Policy

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- Freedom of Information Policy
- Bullying and Harassment Policy
- Equal Opportunities Policy

✍ To agree how to take forward writing the Health & Safety Policy, to incorporate Lone Working and Mobile Phone use in Vehicles.

### 20.3 CIP Matters

✍ Fire safety and escape.

08/21

### BDC MATTERS

#### 21.1 Planning Application

- ✍ 08/00797/FUL: 20 Medley Road – Erection of two storey rear extension
- ✍ 08/00822/FUL: 14 New Road – Erection of two storey rear extension
- ✍ 08/00826/FUL: The Commons, School Road – Erection of replacement dwelling and outbuildings for swimming pool and garages including demolition of existing house
- ✍ 08/00828/FUL: Manorville Cottage, School Road – Erection of two storey side extension.

#### Planning Appeal – Postponement

06/00425/COU3; APP/Z1510/F/08/2061789

Hazelmere Farm, Dunmow Road: William Smith and Adam Smith

To note that the appeal hearing scheduled for 24 July 2008 has been postponed with the new date yet to be determined.

#### BDC Planning Committee

- ✍ 08/00665: Lynray, Gore Lane – Erection of one and a half storey side extension. Application to be determined at the Planning Committee meeting on 13 May at 7.15pm, Causeway House.

#### 21.2 Planning Committee

- ✍ Note Minutes of Planning Meeting held on 21 April 2008
- ✍ Determine next meeting date.

#### Representations Determined by Planning Sub-Committee

- ✍ 08/00665/FUL: Lynray, Gore Lane. It was Proposed Cllr Jiggins, Seconded Cllr Giles and unanimously Resolved to OBJECT to this application.

#### 21.3 Planning Results

The following applications have been GRANTED:

- ✍ 08/00277/FUL: 17 Shalford Road – Proposed garage conversion, front dormers, porch and alterations.
- ✍ 08/00363/FUL: 34 Shalford Road – Erection of single storey rear extension
- ✍ 08/00389/COU: Manorcroft, School Road – Change of use of part of paddock area and provide outbuildings (garage and gym).
- ✍ 08/00426/LBC: The Swan, 1 The Street – Removal of chimney stack to left flank wall and render to match existing.

#### 21.4 Land at Braintree Green, Queenborough Lane

Consultation: BDC application regarding ownership of the land.

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- 21.5 Braintree Green Spaces Strategy**  
Consultation: Draft from BDC for comment.
- 08/22 ROADS AND PUBLIC SAFETY**
- 22.1 Street Lighting**  
To report any lights currently out of action.
- 22.2 Community Warden Parish Report**  
To note the March report from the Community Warden/BDC.
- 08/23 RAYNE'S ENVIRONMENT**
- 23.1 Village Hall Matters**  
To discuss any issues regarding the Village Hall.
- 23.2 Rayne Hall Farm Barns**  
Note the current situation
- 23.3 Churchyard Extension**  
Update on progress
- 23.4 Memorial Benches**  
Discuss installing memorial benches around the village.
- 23.5 All Saints Church Festival – Yesteryear Rayne**  
Discuss the Parish Council's exhibition and how it will be put together.
- 23.6 Footpaths**  
Discuss any footpath issues.
- 23.7 Encroachment onto Public Land**
- ✍ Parking
  - ✍ Pods Lane
  - ✍ Shalford Road (filling of ditch)
- 08/24 FINANCE**  
To agree the following payments. An overview of the current financial position is available for inspection at the meeting.
- |       |         |   |
|-------|---------|---|
| 24.1  | £348.44 | Mrs Potter – Clerks Salary                        |
| 24.2  | £306.80 | Andrew Vodden – Assistant Groundsman Salary       |
| 24.3  | £245.60 | Philip Monk – Assistant Groundsman Salary         |
| 24.4  | £42.89  | Acumen – Wages Services (Apr)                     |
| 24.5  | £269.89 | Ray Peake – Groundsman Pay                        |
| 24.6  | £23.59  | Lighting Maintenance (Apr)                        |
| 24.7  | £168.00 | Village Hall – CIP Hire and Holiday Toilets       |
| 24.8  | £48.00  | ECC – Hire of Rayne School Hall 21.4.08           |
| 24.9  | £287.88 | MSS Alarms – Annual Maintenance Agreement Renewal |
| 24.10 | £375.51 | EALC Affiliation Fee (£81.89 payable to NALC)     |
| 24.11 | £52.00  | EALC – Employment Issues Course – Clerk           |
| 24.12 | £47.36  | Anglia Sign Casting Company Plaque (Wane)         |
| 24.13 | £25.95  | Signs & Designs of Perth (Village of Year Plaque) |
| 24.14 | £64.57  | Lighting – Call Out and Repair Charge             |
| 24.15 | £239.88 | Nitrex Ltd – Broadband Annual Fee                 |

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24.16	£18.46	Ernest Doe Ltd
24.17	£85.38	E-On Electricity Bill
24.18	£54.39	Cllr Roger Jiggins – Repayment for Petrol
24.19	£11.96	Cllr Martyn Phillips – Repayment for Picture Frames
24.20	£729.68	CGM Groundcare – Hedgetrimmer, Brushcutter
24.21	£2226.62	CGM Groundcare – Flail Mower
24.22	£10.86	Ernest Doe – Balance owed from invoice under minute 08/10.17 from April Agenda.

**24.23 Renewal of Insurance**

To agree cover on attached insurance renewal documents.

**24.24 Councillor Photographs**

Discuss quotation for taking Councillor photographs and transfer onto CD.

**24.25 RCCE Membership**

Discuss membership of the RCCE.

**24.26 A & J Lighting Solutions**

Discuss renewal of contract in August, including the new bollard lights.

**24.27 Purchase of Graffiti Removal Products**

Agree the purchase of products to remove graffiti in the village.

**To agree the exclusion of the public and press for the consideration of the following item for the reasons set out in Part 1, Schedule 12(A) of the Local Government Act 1972.**

**24.28 Oak Meadow**

Discuss current situation.

**08/25 MEETINGS / SEMINARS / CONSULTATIONS**

**25.1 Circulation Folder**

Contents list attached to agenda.

**25.2 Health Issues**

Report by Cllr Ian MacNee.

**25.3 Meetings and Training**

✍ BALC Annual Meeting – 14 May at 7.30pm, Causeway House

**08/26 DATE OF NEXT MEETING**

The next Parish Council meeting will be held on: **Monday, 2 June.**  
Items for the agenda to the Clerk by Monday 19 May 2008 at the latest.

**08/27 CLOSURE**

**Mrs Philippa Potter  
Clerk to the Council  
6 May 2008**

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