



RAYNE PARISH COUNCIL

MINUTES OF THE MEETING HELD 6 APRIL 2009

Present: Cllr Martyn Phillips (Chair) Dean West
Chris Doré Pat Roberts
Harold Giles Keith Rawlings
Roger Jiggins Diane Shepherd
Ian MacNee

In Attendance: Philippa Potter (Clerk)
Members of the public

09/01 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Bulkeley. District Cllr Michael Banthorpe and County Councillor Roger Walters also sent their apologies.

09/02 CONSIDERATION OF THE MINUTES OF THE MEETING HELD ON MONDAY 2 MARCH 2009.

It was Proposed Cllr MacNee, Seconded Cllr Shepherd and unanimously agreed to accept the minutes as a true record.

09/03 DECLARATION OF INTERESTS

- Cllr Giles declared a personal interest in item 07.1 due to being related to the applicant.
- Cllr Jiggins declared a personal interest in item 11.7 as a company director.
- Cllr West declared a personal interest in item 10.1 as a member of the Village Hall Committee.
- Cllr Phillips declared a personal interest in item 11.11 as recipient of the cheque.
- Cllr Roberts declared a personal interest in items 6.5 and 6.6 as an employee of both the supplier of the Welcome Pack and the Power of Well Being training.

09/04 POLICING ISSUES

There were no representatives at this meeting and no issues were raised.

09/05 PUBLIC FORUM

The following issues were raised by members of the public:

- Problems with car parking at end of Hance Lane - BDC are reinstating the barrier at the end of the car parking area by using large logs to define where the grass verge begins. The Clerk will contact BDC to ascertain when this will be undertaken. The Clerk will also contact ECC regarding re-surfacing the car park area. Some of the residents are prepared to put some funding towards their own parking space. Cllr Phillips will look into this proposal.

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- A query regarding the overhanging tree branches over the footpath at the bottom of Hance Lane was raised. This will be looked at by the Groundsmen and any necessary work will be undertaken.
- Swan Junction footpath works - it was queried when this was now scheduled to be completed, as the works have overrun. The Clerk will contact ECC to find out and the information will be put on the Parish Council website and circulated on the email alert system.
- Two members of the public asked the Parish Council about the replacement hedge that will be put in at Gore corner, following the traffic light works. They were advised that it will be a double row of yew, put in by ECC, which will be about 2ft high. It should take between 3-5 years to grow to approx 5ft
- The Council were asked whether we hold a full set of approved plans for the Knights Development at the Foundry. It was advised that we do hold a full set of the plans that were approved at the time of granting planning permission but that we do not have any variations or amendments that have been agreed since that time, as BDC are not under any obligation to consult with the Parish Council on these issues. There is concern regarding the height and position of the buildings adjacent to Brunwin Road and as such, the Clerk agreed to contact BDC to ask for the full set of plans, plus any subsequent amendments. The member of the public raising the question was also advised to visit BDC in person to ask to look at the full file. The Clerk will also contact District Cllr Banthorpe to request his assistance on this matter.
- A letter was received by the Clerk from a Brunwin Road resident regarding flooding which took place recently from the new manhole cover which takes water from the Foundry site. Cllr Doré explained the workings of how this infrastructure is put in and the possible reason why it flooded at this time, however, there is ongoing concern regarding future flooding issues along this part of the road. Cllr Doré is also contacting Anglian Water about this issue as a whole and will report back as soon as he has received this information. The public are urged to continue to contact the Parish Council with any further problems that arise.
- The Council was asked if there was any possibility of improving public transport links to Braintree. Cllr Phillips will look up some information that he has recently received and report back his finding.
- A query was raised regarding the current position regarding the Flich Way Settlement proposal. The Council advised that their current understanding is that BDC have put the football ground elsewhere in their plans and the developer's proposed site is not under consideration. The developer is continuing to push this site but there is no further information at present. Representations of objection must be made by as many residents as possible against any proposed development in this area, to BDC, ECC and the Member of Parliament.
- Garages initiative - the Coordinator from Elm Walk attended the meeting and advised that some maintenance to the shrubs and weeds had been undertaken and that some garages had been worked on. With regard to resurfacing the road at the end of Elm Walk, three estimates have been obtained which have been passed to the committee for consideration. The Clerk will also follow up any maintenance issues in this area with ECC. The Council will also put an article in the Focus regarding the progression of the initiative.
- The Clerk will contact ECC to find out who is the owner of the piece of land at the end of the Welsh Princess footpath

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09/06 ADMINISTRATION

06.1 Clerk's Report

The Clerk went through the items on the report, which were updated and any actions arising will be undertaken. The following points were highlighted:

- BT - as the Clerk has been unable to receive any reply to either letter or telephone calls to BT, a letter will be sent to Ofcom.
- The new Permitted Development rights information will be circulated to all Councillors by the Clerk.
- The letter regarding the bollard light installation will be chased.
- The letter of thanks to the Shalford Road residents regarding their help in not parking on the grass verges will be delivered shortly.

06.2 Annual Report and Annual Parish Assembly Arrangements

- Cllr Phillips has drafted the report and will circulate to all Councillors for input before the document is finalised and printed.
- It was agreed to invite the following to speak at the Parish Assembly:
 - County Cllr Roger Walters, District Cllr Mike Banthorpe, Rayne Primary School Council and a police representative.

06.3 Quality Parish Council Re-Accreditation Application

- Training Statement of Intent
The Clerk has put the folder of evidence together and Cllr Roberts will obtain advice on the completion of the training statement of intent, to finalise the paperwork.

06.4 IT Issues

- Broadband update - this issue is ongoing but should be completed shortly.
- Anti-Virus renewal – the Council was advised that the free versions of anti-virus software are not suitable for commercial purposes and are not robust enough to cover the Parish Council needs, leaving public documents open to viruses and other potential computer problems. Cllr Rawlings has researched the market and it was Proposed Cllr Roberts, Seconded Cllr Doré and unanimously Resolved to delegate the responsibility of purchasing the software to Cllr Rawlings, up to a maximum amount of £100 for a two year package.

06.5 Parish Councillor Vacancy

- Update on current situation: Two application forms have been sent out so far.
- Agree purchase of New Councillor Welcome Pack from EALC: It was Proposed Cllr Shepherd, Seconded Cllr MacNee and unanimously Resolved to purchase the pack for the new Councillor, once elected. Cllr Roberts did not vote due to the personal declaration made at the beginning of the meeting.

06.6 Power of Well Being Training

It was Proposed, Cllr Shepherd, Seconded Cllr West and unanimously Resolved to postpone this Council training until next year, when provisions will be more in place. This will need to be put forward at the Precept meeting to put into the next budget. Cllr Roberts did not vote due to the personal declaration made at the beginning of the meeting.

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6.7 Groundsmen

- Following discussion on the number of hours worked by the Groundsmen, it was Proposed Cllr Giles, Seconded Cllr Shepherd and unanimously Resolved to pay any extra hours undertaken from the P3 monies which should be received from ECC shortly. It was agreed to take this item over to the next meeting when the total hours and spreadsheet information can be thoroughly looked at.

Cllr Doré agreed to contact Greenfields Housing, regarding possible reimbursement to the Parish Council for the maintenance undertaken on Greenfields land.

- Following discussion regarding the various options for training the Groundsmen in knapsack spraying, it was agreed to obtain some more specific information and bring this item back to the next meeting. The Clerk will make enquiries at BDC regarding their training resources and needs.

09/07

BDC MATTERS

07.1 Planning Applications

- 09/00319/FUL: 40 Shalford Road – Erection of single storey rear extension. It was Proposed Cllr Shepherd, Seconded Cllr Roberts seconded and unanimously Resolved to support this application.

07.2 Planning Sub-Committee

Date of next Planning Sub-Committee: 20 April 2009, if needed.

07.3 Planning Results

The following application has been GRANTED:

- 09/00045/FUL: 10 New Road – Erection of first floor extension over existing front porch to provide en-suite bathroom to master bedroom.

07.4 BDC Local Plan Review – Draft Supplementary Planning Document Open Space and Draft Sustainability Appraisal, Public Consultation

The Clerk will respond to this consultation to state that the Parish Council agrees with the stated need for more amenity and sporting space in Rayne.

09/08

ECC MATTERS

08.1 ECC Consultation: Parking Standards, Design and Good Practice

The Clerk will respond that the Parish Council are pleased that this draft is a move in the right direction, but are still concerned that it does not appear to take into account multi-occupancy, multiple car ownership or spaces for visitors.

09/09

ROADS AND PUBLIC SAFETY

09.1 Street Lighting

The light outside the Hatchery in School Road has been repaired.

09.2 Repairs to Highways and Footways

The Clerk will write to ECC Highways to request the following repairs be looked at the following areas:

- Pothole in middle of Swan Junction
- Pothole outside the school vehicle entrance, Capel Road
- Bottom of Brunwin Road

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- Kerb in School Road - Cllr Dore to provide details
- Barrack Yard, pothole in road by drain, dropped kerb loose and road surface breaking away.
- Gaps in the concrete in Leyside and Capel Road.

These areas are in addition to those that have been discussed in the last few years, which are still awaiting work.

09.3 Pods Lane

Following discussion, the Clerk will contact ECC to request that Cllr Jiggins represent the Parish Council at the site meeting on Pods Lane, to discuss reparation of the damage caused by increased use due to the closure of Shalford Road.

09/10

RAYNE'S ENVIRONMENT

10.1 Village Hall Matters

To discuss any issues regarding the Village Hall:

- Public Liability Insurance – Cricket Club: The Clerk has now received a copy of this insurance.
- Feedback on hiring procedure for 16+ parties: The Village Hall Committee has agreed that anyone requesting a party for anyone below the age of 21 will go before the committee before being accepted. Any bar being requested for these parties will be run by the Village Hall Committee.
- The Village Hall Committee AGM is being held on 8 April and open to everyone to attend.

10.2 Grass Verges

This issue is a difficult one as the main problem area is from vehicles that come from outside the village. The Clerk will find out about The Essex Act and details of who can enforce it and report this back to the next meeting.

10.3 Gore Triangle

Details of the replacement hedge was discussed in the public forum at the beginning of the meeting.

10.4 Purchase of Bins and Litter Equipment

- Dog Waste Bin – Rectory Lane: It was Proposed Cllr MacNee, Seconded Cllr Shepherd and unanimously Resolved to purchase a dog waste bin for Rectory Lane and a litter bin for Barrack Yard. It was agreed not to replace the bin at Symmonds Close for the time being.
- Litter Pickers - it was Proposed Cllr MacNee, Seconded Cllr Shepherd and unanimously Resolved to purchase a more robust litter picker for the Groundsmen.

10.5 Garage/Parking Area Initiative

This issue was discussed in the public forum section, above.

10.6 Skate Park – Replacement of Spine Ramp

It was decided to leave this issue on the Clerk's Report but keep it on hold for the foreseeable future.

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10.7 Boxted Wood, Stebbing Green – Proposals for New Settlement

It was agreed to write to BDC/UDC to reinforce the Parish Council's objection to this proposal. It was also decided that the Clerk will contact neighbouring Parish Councils to discuss a joint approach against the proposal.

10.8 Purchase of Bulbs

Following a discussion, it was Proposed Cllr Shepherd, Seconded Cllr Roberts to purchase 1000 snowdrop bulbs for approx £105, to plant on the grass verges in Shalford Road. Clerk to order following Cllr Jiggins sending the relevant information.

10.9 Tomb Restoration

The following quotation is for the casting of the following railheads for the tomb restoration at All Saints:

| | |
|--------------------|------------|
| Goss Peane | 5 x £9.16 |
| Rayne Foundry | 3 x £9.16 |
| Sphere | 1 x £11.05 |
| Total Expenditure: | £102.65 |

It was Proposed Cllr Shepherd, Seconded Cllr Giles and unanimously Resolved to make the above payment.

09/11 FINANCE

It was Proposed Cllr Doré, Seconded Cllr Giles and Resolved to make the following payments, but due to the fact that the cheque book was not present at the meeting, these could not be checked prior to payment. These will be checked at the next meeting. It is noted that Cllrs Jiggins, Phillips and Roberts did not vote due to their personal declarations.

| | | |
|-------|---------|--|
| 11.1 | £355.38 | Clerk Salary (March) |
| 11.2 | £320.24 | Groundsman 1 – Salary (March) |
| 11.3 | £320.24 | Groundsman 2 Salary (March) |
| 11.4 | £ 18.98 | Acumen Wages Service (March) |
| 11.5 | £ 37.09 | A&J Lighting Solutions – Maintenance |
| 11.6 | £ 30.82 | Ernest Doe - Consumables |
| 11.7 | £347.50 | F A Jiggins & Son – Consumables |
| 11.8 | £ 33.30 | Banner Stationery |
| 11.9 | £ 31.37 | Banner Stationery |
| 11.10 | £ 91.37 | A&J Lighting Solutions |
| 11.11 | £ 76.99 | Cllr Phillips – reimbursement for new office printer |
| 11.12 | £ 62.23 | <i>BT Bill – paid by direct debit</i> |

11.13 NALC – Final Salary Award for Local Council Clerks 2008/09

It was Proposed Cllr Roberts, Seconded Cllr MacNee and unanimously Resolved to agree the payment of the above salary award.

09/11**MEETINGS / SEMINARS****11.1 Circulation Folder**

Cllr Phillips went through interesting and relevant items.

11.2 Health Issues

There was nothing to report at this meeting.

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11.3 Meetings and Training

- The Clerk reported that she has undertaken the Power of Well Being Training.

09/12

DATE OF NEXT MEETING

The next Parish Council meeting will be held on: **Tuesday 5 May 2009**, which will be the Annual Parish Council Meeting.

Please send items for the agenda to the Clerk by Monday 20 May 2009 at the latest.

The Annual Parish Assembly will be held on Monday 18 May, at 7.30pm at the Village Hall.

09/13

CLOSURE

The meeting closed at 10pm.

Signed **Chairman**

Date

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