

08/153 ADMINISTRATION**153.1 Clerk's Report**

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

153.2 Freedom of Information Policy

The draft policy had been circulated to Councillors prior to the meeting. It was Proposed Cllr Bulkeley, Seconded Cllr Doré and unanimously agreed to adopt this policy, with the following comments:

- Records will be kept of any requests for information made and provided under the Policy.
- The structure of charges will be finalised and put on the next agenda for approval.

153.3 Meeting Dates for 2009

Confirmation of the final meeting dates for 2009 was made, with the Annual Parish Council Meeting being moved to Tuesday 5 May to avoid the bank holiday. The date for the Annual Parish Assembly needed to be set and it was Proposed Cllr MacNee, Seconded Cllr Roberts and agreed with 5 votes in favour, to be held on Monday 18 May at the Village Hall.

08/154 BDC MATTERS**154.1 Planning Applications**

- 09/00045/FUL: 10 New Road - Erection of first floor extension over existing front porch to provide en-suite bathroom to master bedroom.
It was Proposed Cllr Roberts, Seconded Cllr Shepherd and voted with 8 for and 1 abstention, to support the application.

154.2 Rayne Parish Council Planning Committee

- Date of next meeting, if needed: Monday 16 February 2009.

154.3 Planning Results

The following applications were GRANTED:

- 08/01991/FUL: 4 Smithsfield – Erection of single storey rear extension.
- 08/02041/FUL: Autumn Lodge, Queenborough Lane – Erection of single storey side extension for use as a utility room.
- 08/02109/FUL: 2 Philips Road – Demolition of garage and erection of side extension.
- 08/02168/FUL: Wenas Farm, Fairy Hall Lane – Erection of replacement toilets

The following application was REFUSED:

- 08/02160/FUL: Wenas Farm, Fairy Hall Lane – Change of use of land for siting of mobile home for residential accommodation.

08/155 ECC MATTERS**155.1 Minerals and Waste Development Framework**

ECC have distributed the above documents for comment, which includes site A9, Broadfields Farm, Rayne. The Parish Council agreed to object to this site on the grounds of the enormous impact this would have on the village and the environment. The Council are also concerned regarding the legacy of the site once the extraction is completed. It was agreed that the Clerk will put a letter together with the help of Cllr Doré.

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08/156 ROADS AND PUBLIC SAFETY**156.1 Street Lighting**

- Column number 2 in Makemores has the panel open at the bottom of the post exposing the wires. Clerk to report to ECC.
- Column 12 in New Road – lamp not working – Clerk to report.
- Waveney, School Road – lamp not working – now repaired.
- 2nd Bollard, Philips Close path – now repaired.

156.2 Post Office Parking

Following the Parish Council's request that PCSO patrols are made around the end of each month to help control parking problems at the Post Office due to vehicle tax renewals, PCSCO Hearn replied to say that this will be possible as long as duty times and priorities allow. The police also put forward the suggestion that yellow lines could be requested around the Station Road/The Street junction to help with this, but the Parish Council decided against this course of action.

156.3 Pods Lane Junction Safety

ECC have written to the Parish Council to say that there are no safety measures that can be installed/used at the junction of Pods Lane and Dunmow Road. It was agreed that Cllr Phillips would contact the householder living on the junction with regard to the hedge at the front of the property which obscures the sight line.

08/157 RAYNE'S ENVIRONMENT**157.1 Village Hall Matters**

- CIP boiler: Cllr West confirmed that the Village Hall Committee have put in for a grant to BDC to request funding for a new boiler to serve the CIP and table tennis areas as the current boiler cannot be repaired. The Parish Council were supportive of this action and Cllr Phillips will meet with Cllr West to discuss the positioning of the boiler in the office store room.
- Insurance details: These documents will be passed to the Clerk within the next seven days.
- A positive meeting with the Football Clubs was held with new contracts being made with each team and responsibilities for pitch inspections clarified.

157.2 Hedges Encroaching onto Highways and Footways

- Members of the public are advised to hire a professional to cut hedges that are directly on the highway, to avoid any liability arising from potential accidents.
- Following a walk around the village, Cllr Phillips and District Cllr Banthorpe have drawn up a list of those areas which need to be looked at where hedges are encroaching onto highways and footways, sometimes up to a third of their width. It was agreed that the households concerned would receive contact from the Parish Council to try to resolve the issues. Cllr Phillips will look at action needed, in the first instance.

157.3 Grass Verges – Maintenance and Parking

Following the discussion in the public forum, above, it was agreed that a follow up letter would be sent to the householder who is continuing to park on the grass verge in Shalford Road. A quote had been obtained for the installation of bollards in the verges along Shalford Road to deter parking, but this has been put to one side for the moment until a conclusion is reached with residents.

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157.4 Winter Salting

The Parish Council have been asked by residents whether they are able to undertake salting on the roads and footways in the village during icy and snowy weather, as the local authority only concentrate on the major routes. Following discussion around liability and insurance costs, it was agreed that this was not a viable course of action. Salt bins are provided around the village for residents to use on the pavements and roads (not on private property), if they wish to do so.

157.5 Foundry Site – Name for the Block of Flats

The Parish Council have been asked to suggest a name(s) for the block of flats which will be sited at the front of the development, on The Street. It was Proposed Cllr Jiggins, Seconded Cllr Shepherd and unanimously Resolved to put forward a first and second choice as follows:

1. The Castings
2. Goss House

The Clerk will pass these on to the developers.

157.6 Tree Works

BDC are piloting a new system of determining applications for works to trees with a TPO or those that are in a Conservation Area. This will consist of the applications being sent to the Parish Tree Warden, who will assess it and give his recommendation. If the Tree Warden approves an application, it will be granted and will only be visited by BDC Officers if the Tree Warden recommends that the proposed works are not suitable. It was Proposed Cllr Roberts, Seconded Cllr Shepherd and unanimously agreed that Cllr Jiggins as Parish Tree Warden be delegated the responsibility of responding to the applications without prior recourse to a Parish Council meeting.

157.7 Allotment Trees

Cllr Jiggins reported that he had met with BDC concerning some tree works which may be proposed by the Diocese to trees on and around the allotment sites. It was Proposed Cllr Bulkeley, Seconded Cllr Roberts and unanimously agreed that Tree Preservation Orders be sought for the most important trees in this area to prevent extensive works being undertaken on them. The Clerk will liaise with BDC and Cllr Jiggins to arrange this.

157.8 Fritchway Settlement Proposals

The Clerk has received an email from an agent for Bidwells, to ask if the Parish Council wished to meet with him regarding the proposal being put forward known as the 'Fritchway Settlement'. The Parish Council agreed that as they are opposed to this proposed scheme, they do not feel it appropriate to meet. The Clerk will reply accordingly. It was also agreed that the Parish Council write to BDC to voice their concerns regarding the way that this proposal is being marketed, as though it is already a planning application.

157.9 Essex Best Green Village 2009

It was unanimously decided that this competition would not be entered this year.

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08/158 FINANCE

It was Proposed Cllr Doré, Seconded Cllr MacNee and unanimously Resolved to make the following payments:

158.1	£355.18	Clerk's Salary 144.2
158.2	£339.02	Assistant Groundsman 1 – Salary (+ mileage)
158.3	£320.24	Assistant Groundsman 2 - Salary
158.4	£ 18.98	Acumen – Wages Services (Jan)
158.5	£ 37.09	A&J Lighting Solutions - Lighting (Jan)
158.6	£ 55.00	Village Hall – CIP/Office Hire (Jan)
158.7	£ 85.38	E-On Electricity Bill
158.8	£ 3.00	All Saints – PAT Testing Charge
158.9	£706.92	E W (Mowers) Ltd Tiger Cub Winter Service
158.10	£700.00	Grant: Rayne in Focus
158.11	£150.00	Clerk Expenses: Reimbursement of CiLCA registration fee.

The following item is a retrospective payment, for information – which was noted:

158.12	£ 52.00	EALC – Advanced Councillor Training
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158.13 Completion of Annual Audit

The Clerk confirmed that the Annual Audit had been completed without any issues arising.

08/159 MEETINGS / SEMINARS / CONSULTATIONS**159.1 Circulation Folder**

Cllr Martyn Phillips went through interesting and relevant items.

159.2 Health Issues

Nothing to report at this meeting.

159.3 Meetings and Training

159.3.1 Flitch Way Liaison Group Meetings: The Clerk will ensure that the Flitch Way Rangers have the email addresses of all Councillors on the Flitch Way Liaison Group; Cllrs Roberts, Shepherd, Jiggins, West and Phillips. It was suggested that Councillors take turns in attending these.

159.3.2 RCCE Celebrating Success Conference 25 February 2009
Councillors were informed of this meeting – Cllr Roberts may be able to attend. Cllr Bulkeley is a speaker at this conference.

08/160 DATE OF NEXT MEETING

The next Parish Council meeting will be held on: **Monday, 2 March 2009**, at 7.30pm in the Old Schoolroom, Shalford Road. Items for the agenda to the Clerk by Thursday 19 February at the latest.

08/161 CLOSURE

There being no other business, the meeting closed at 9.20pm.

Signed:

Chairman

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