

# RAYNE PARISH COUNCIL

## MINUTES OF THE MEETING HELD ON MONDAY, 5<sup>th</sup> JANUARY 2004

**PRESENT:** Councillor Jessica Dawson  
Harold Giles  
Roger Jiggins  
Kate Kukiewicz  
Ian MacNee  
Martyn Phillips **Chairman**  
Diane Shepherd  
John Wootton

**Also in Attendance:** Mrs Melanie Whiteside (Clerk)  
5 members of the public.

### **03/140 PUBLIC FORUM**

This is an opportunity for members of the public to raise issues of mutual interest or to question Councillors.

#### **141.1 Bakersfield Development**

Mr Grant - 5 Phillips Road Mrs Pearson - 1 Phillips Close  
Mr & Mrs Moorhouse - 3 Phillips Close

Mr Grant raised concerns over the definition of the boundaries to the site, possible rear access for Bakersfield, site vehicles parking in Phillips Road and that the width of the public footpath remains unchanged.

Mrs Pearson echoed these concerns and added residents had received no consultation from BDC over this development.

Mr & Mrs Moorhouse raised concern over what would happen to the hedgerow and trees.

Members reported:

- existing trees would be retained;
- there is no planned rear access for Bakersfield;
- the Parish Council will make comment on the hedgerow, footpath and site vehicles.

### **03/141 DECLARATION OF INTERESTS**

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.

Cllr Harold Giles declared a Personal interest in Item 146.3 - Home to School Transport as this affected his granddaughter.

### **03/142 APOLOGIES FOR ABSENCE**

Apologies received from Cllr Joanne Fish, Cllr Tony Meadows and Cllr Pat Roberts.

**03/143 CONSIDERATION OF THE MINUTES OF THE MEETING HELD ON MONDAY 1<sup>st</sup> DECEMBER 2003**

The following amendments were made:

Item 128 Declaration of Interests – Cllr Harold Giles' interest corrected to read "this affected his granddaughter".

Item 133.4 Home to School Transport – Final sentence corrected to read "Cllr Martyn Phillips".

The minutes, having been previously circulated, were then agreed as a true and accurate record of the meeting and subsequently signed by the Chairman. Proposed: Cllr Ian MacNee. Seconded: Cllr Roger Jiggins.

**03/144 MATTERS ARISING NOT LISTED ON THIS AGENDA**

**144.1 Flooding – Shalford Road**

Response received from Mr Gardner, ECC, stating he has arranged for the drainage in this area to be checked/cleared as soon as possible.

**144.2 Plot of Land for Sale, Queenborough Lane**

Cllr Martyn Phillips reported he had contacted Strutt & Parker and the plot in question is located at Lakes Farm which is outside the parish boundary.

**03/145 BDC MATTERS**

**145.1 Planning Applications**

It was agreed to SUPPORT the following applications:

**03/02384/FUL** – 64 Brunwin Road – Erection of two storey side extension.

**03/01573/FUL** – Common Farm, Little Common Lane – Erection of two storey side extension. (Revised Plans).

**03/02210/FUL** – 5 Smithsfield – Erection of two storey side extension. (Revised plans).

It was agreed NO COMMENT be made on the following application:

**03/02407/LBC** – Amberley, 5 The Gore – Installation of satellite dish.

It was agreed to COMMENT on the following applications:

01/01392/OUT – Rayne Foundry – Residential Development (revised plans). Previous comments still apply.

**03/02477/FUL** – Bakersfield, off Phillips Road – Erection of 4 new four bedroomed detached houses, garages and access driveway.

It was agreed to strongly support the development of the site for 4 houses, the existing hedge and footpath to be retained. A request is to be made that the access road should be constructed first, normal working hours be followed to minimise disturbance to nearby residents with construction vehicles parked on site to prevent obstruction in Phillips Road/Phillips Close.

**145.2 Planning Results**

The following application has been GRANTED:

Mounts Farm, Shalford Road – Conversion of barn to form family annex (with S106).

03/00165/FUL & 03/00166/LBC – Medley House, 13 The Street – Refurbishment of existing barn to form studio annex (with S106).

03/01868/FUL – 35 The Street – Erection of two storey rear extension.

**03/146 ROADS AND PUBLIC SAFETY**

**146.1 Street Lighting**

Cllr Ian MacNee stated the following lights have been reported:

No.3 Elm Walk, No.6 Gore Road and 9013 Easter Cottage.

Cllr Kate Kukiewicz reported the light leading to the Church is not working and agreed to investigate if the Church owns this light.

#### **146.2 Policing Issues**

To discuss any problems within the village.

Information on several incidents at the Village Hall were reported by the clerk who had received emails from a local resident. Clerk to forward these to PC Keaney asking that the vehicle registrations be investigated.

Several car numbers have been reported to the Clerk when parked illegally on the zig zags by the Post office. The Clerk has forwarded these to the Police.

A report from PC Keaney read to meeting detailing complaints to the police and the type of incident. It was agreed to respond asking for details of the action taken when complaints and car numbers were reported to the police, in addition to the breakdown of incidents.

It was also agreed to write again to Sgt Midwinter as he has yet to respond to the Parish Council's request for a meeting.

#### **146.3 Home to School Transport**

No further information received on the Willows Green route- Clerk to chase response from ECC. Following a discussion on the 3mile boundary for concessionary transport to Notley High School, the Clerk to contact ECC requesting a definitive map of the parish showing the extent of this boundary.

#### **146.4 Speeding Issues throughout the Village**

Meeting with ECC arranged for 4:00pm on Friday, 9<sup>th</sup> January.

Cllrs Harold Giles, Roger Jiggins, Martyn Phillips and John Wootton to represent the Parish Council at this meeting. It was agreed that the ECC representatives would be taken to each of the locations causing concern.

#### **146.5 Stansted Airport - Flight Paths**

Report on meeting held with Cllr Harley on 5<sup>th</sup> January 2004.

Unfortunately Cllr Harley had not arrived so the meeting had not taken place. Clerk to contact Cllr Harley to arrange another date.

#### **146.6 Road Reports**

To receive completed Road Reports from the Road Stewards.

Clerk to forward report forms to Stewards for completion.

The following issues were reported:

- "No Cycling/Horseriding" sign overgrown along Barrack Yard.
- Road markings to the entrance of The Maltings need replacing following resurfacing works.
- Replacement road sign required for School Road North.

### **03/147 RAYNE'S ENVIRONMENT**

#### **147.1 Village Hall**

Inspection Survey - Update

Cllr Roger Jiggins reported the final inspection will be carried out by the end of next week. Mr Stevenson has approached three builders who are interested in tendering and he hopes to have the tenders ready for opening by the beginning of March.

#### **147.2 Parish Council and Village Web Sites**

To discuss liability insurance cover and changes to the Parish Web Site.

Clerk reported the Parish Council insurance covers the parish web site but would not cover the village web site as the Parish Council have no control over its content.

### **147.3 Memorial Wall**

To discuss/agree tenders received for completion of the Memorial Wall.

Quotation received from Bulmer Brick & Tile Co for £920.20. Cllr Roger Jiggins reported this might alter slightly once the exact number of bricks required is known.

It was Proposed Cllr Diane Shepherd, Seconded Cllr Kate Kukiewicz and unanimously agreed to accept this quotation.

### **147.4 Foundry Development - Section 106**

Responses from Takeley Parish Council and BDC discussed.

### **147.5 Village Appraisal/Parish Plan (RCCE Initiative)**

To discuss the implementation of a Parish Appraisal/Plan.

Cllr Martyn Phillips tabled a draft action plan for discussion. It was agreed all Cllrs to make comment on these proposals.

### **147.6 Skate Ramp**

Cllr Ian MacNee reported that the grant application to Awards For All has been refused but he will be contacting BDC for further advice.

Currently the ramp is out of action and Cllr Ian MacNee is awaiting a site meeting with Playdale to discuss whether the problem is a design fault.

It was agreed to write to Playdale confirming conversations with Cllr Ian MacNee and the future site meeting, adding the Parish Council will be taking further action as the equipment is still under warranty.

### **147.8 Flitchway - Bridleway Proposals**

Response from ECC received stating preliminary discussions have taken place regarding turning the full length of the Flitchway into a Bridleway.

Members agreed to respond that this Parish Council is opposed to this proposal and the Flitchway from Rayne to Braintree is used considerably by walkers and cyclists. It was further agreed to contact County Cllr Walters for his support.

**03/148 FINANCE**

148.1	£40.66	Asset Management – Lighting Maintenance (Dec/Jan)
148.2	£200.00	Rayne Village Hall – Hire of Parish Office
148.3	£32.00	All Saints – Hire of Old School Room
148.4	£77.89	British Telecom – Calls & Service Charge
148.5	£24.00	SLCC – Membership Renewal
148.6	£223.25	BDC – Refuse Vehicle Hire (Nov)
148.7	£39.00	EALC – January Conference

Invoices checked by Cllr Jessica Dawson in Cllr Pat Roberts' absence.

It was Proposed Cllr Kate Kukiewicz, Seconded Cllr Ian MacNee and unanimously agreed to make these payments.

**148.8 Parish Web Site**

To agree to purchase Serif Page Plus for ease of uploading information.

Cllr Martyn Phillips reported this software would allow the Clerk to convert word documents to another format to enable easier uploading of information onto the web site and enhance security by maintaining documents in a format that could not easily be changed.

It was Proposed Cllr Kate Kukiewicz, Seconded Cllr Diane Shepherd and unanimously agreed to purchase this software.

**148.9 Signing of the Parish Council Precept**

Following the advised level of Parish Support for the year 2004/2005, £4,697, the Clerk informed members of the effect of this on the proposed budget for that year.

Proposed Budget	28,905
Less Agency	2,600
Less expected Parish Support	4,697
<b><u>TOTAL</u></b>	<b><u>21,608</u></b>
Band D equivalent (784)	27.92
Band D equivalent set at Precept	27.99

Following agreement of these figures Cllr Martyn Phillips, Cllr Diane Shepherd and Cllr John Wootton signed the Precept Form.

**148.10 Hire of Refuse Lorry**

Members agreed to hire the refuse lorry in March, June, September and November during 2004. Clerk to arrange.

**03/149 MEETINGS / SEMINARS / CONSULTATIONS****149.1 Circulation Folder**

Contents list attached to agenda.

Cllr Martyn Phillips informed members of interesting/relevant items.

**149.2 A120 Stansted to Braintree**

Report on Sectional Opening, 15<sup>th</sup> December by Cllr Giles.

Cllr Harold Giles gave a verbal report on the above ceremony.

**149.3 Raise Public Awareness of your Parish Council**

EALC Course – 22<sup>nd</sup> January 2004 - £24/delegate.

It was Proposed Cllr John Wootton, Seconded Cllr Kate Kukiewicz and unanimously agreed to fund the Clerk's attendance on this course.

**149.4 Plan for the Future of your Village**

EALC Course – 12<sup>th</sup> February - £24/delegate.

It was Proposed Cllr Diane Shepherd, Seconded Cllr Kate Kukiewicz and unanimously agreed to fund the Clerk's attendance on this course.

**149.5 Personnel Committee**

To set up a Personnel Committee for the Council.

Cllr Martyn Phillips, Cllr Kate Kukiewicz and Cllr Roger Jiggins agreed in principal to sit on this Committee but Terms of Reference to be drawn up and agreed by the Parish Council first.

**149.6 Annual Parish Assembly**

To discuss format of Parish Assembly to be held in May 2004.

Clerk to email possible dates between 1<sup>st</sup> March and 1<sup>st</sup> June to all Cllrs.

**149.7 BDC Budget Proposals 2004/2005**

Consultation received for response by 12<sup>th</sup> January.

Cllr Martyn Phillips to peruse and draft a response for agreement.

**149.8 BDC Grounds Maintenance Contract & Customer Contract**

Consultation received for response by 19<sup>th</sup> January.

Cllr Roger Jiggins to peruse and draft a response for agreement.

**03/150 DATE OF NEXT MEETING**

The next meeting will be held on **Monday, 2<sup>nd</sup> February 2004.**

Items for the agenda to the Clerk by Wednesday, 21<sup>st</sup> January.

**03/151 OTHER MATTERS FOR DISCUSSION ONLY**

**151.1 Glass Recycling Unit - The Swan**

Members reported residents leaving other recycling items and rubbish at the site are abusing this unit.

Clerk to inform residents via the Parish Magazine that this is a glass recycling unit only.

**151.2 Litter Bin**

Members reported the litter bin in the layby by the traffic lights has been replaced with a smaller unit. Clerk to investigate with BDC as this was a Parish Council owned bin which was emptied by BDC.

**03/152 CLOSURE**

The meeting closed at 9:55 p.m.

Signed: \_\_\_\_\_

**CHAIR OF THE COUNCIL**

Date: \_\_\_\_\_