

She also confirmed that the marking of junctions with white lines would assist them to police inconsiderate parking at persistent troublespots in the village.

08/33 ADMINISTRATION

33.1 Clerk's Report

The Clerk's Report was received and actions were noted.

33.2 Parish Council Policies

- ✍ To adopt the following policies:
 - ✍ Bullying and Harassment Policy: It was Proposed Cllr McNee, Seconded Cllr Doré and unanimously Resolved to adopt this policy with a few minor amendments to be made by the Clerk.
 - ✍ Freedom of Information Policy: This policy will be looked at again to see if it can be pared down and simplified. Cllr Roberts will make contact with a colleague to obtain some advice on how another Parish Council has tackled this and the findings will be circulated. It was Proposed Cllr Jiggins, Seconded Cllr MacNee and unanimously Resolved that a second draft be drawn up and put on the next agenda.
 - ✍ Complaints Policy: Cllr Phillips put forward some minor amendments for this policy. It was Proposed Cllr Jiggins, Seconded Cllr Bulkeley and unanimously Resolved to make the amendments and bring the policy back to the next meeting
 - ✍ It was noted that the Equal Opportunities Policy is still in draft and will be brought to a future meeting to be discussed.
- ✍ Health and Safety Policy: The first draft of this policy was circulated by Cllrs Doré and Bulkeley. This was discussed and a few suggestions made for amendment, before it is sent to the Clerk for formatting. It was Proposed Cllr West, Seconded Cllr Bamford and unanimously Resolved to make the amendments and bring the policy back to a future meeting.

08/34 BDC MATTERS

34.1 Planning Applications

- ✍ 08/00842/FUL: Moors Farm, Moors Lane - Variation of condition no. 2 for planning approval 07/00872/FUL to allow occupation of the barns as a self contained annexe by the applicant's parents.
It was Proposed Cllr Bulkeley, Seconded Cllr MacNee and Resolved to support this application. Cllr Jiggins abstained.
- ✍ 08/00909/FUL: Bramleys, Barnards Orchard, The Street – Proposed extension and alterations. During the discussion, it was Proposed Cllr Rawlings, Seconded Cllr Jiggins and unanimously Resolved to close the meeting to allow for some clarification from District Councillor Banthorpe with regards to the Village Design Statement. Cllr Banthorpe advised that in the VDS, it states that pitched roofs are desirable. The meeting was then reconvened. It was Proposed Cllr Shepherd, Seconded Cllr Doré and unanimously Resolved to support this application.

34.2 Planning Committee

- ✍ It was Proposed Cllr Shepherd, Seconded Cllr Dore and unanimously Resolved to accept the minutes of the meeting held on 21 April 2008 as a true record.
- ✍ Date of next Planning Committee meeting: 11 June 2008 at 7pm.

Representations Determined by Planning Committee

None

34.3 Planning Results

None

34.4 Planning Appeal

Appeal against enforcement of planning control, by: William Smith and Adam Smith
Site: Land at Hazelmere Farm, Dunmow Road, Rayne, CM77 6RZ

To be held: 24 July 2008 at 10.00am at The Town Hall Centre, Braintree. This was noted by the Parish Council.

08/35

ROADS AND PUBLIC SAFETY**35.1 Street Lighting**

Lamp number 2 in School Road to be reported as faulty.

35.2 Bin Stickers

It was Proposed Cllr Shepherd, Seconded Cllr Rawlings and voted by 7 for and 1 against to provide a maximum of £200 to purchase a number of 30mph stickers to be put on some wheelie bins in areas where speeding is a concern, together with a supply of stickers with the Rayne crest for the new litter bins and any other uses which are agreed.

35.3 Parking on Zebra Crossing Zigzags and Speed Bumps

The reply received from the PCSO Hearn with regard to following up those reported for parking on the Post Office zigzag lines was advised to the Parish Council under item 08/32 above. The Clerk will follow up a reply regarding clarification of parking on the raised speed humps within the village.

08/36

RAYNE'S ENVIRONMENT**36.1 Village Hall Matters**

To discuss any issues regarding the Village Hall:

✍ Village Fete – Sunday 13 July: Cllr Bulkeley and Cllr Rawlings agreed to arrange for the tractor and a Parish Council display to be at the fete

36.2 Rayne Hall Farm Barns

It appears that the renovation of the small barn is currently approximately a month behind schedule, according to the programme provided by the owners. Clerk to contact BDC to request an update on the situation and report that nothing visible has happened yet. This is also to go on the next agenda.

36.3 Churchyard Extension

Cllr Phillips will contact Rev Meader to progress to a meeting date and will circulate this.

36.4 Parking and Marking of Junctions

It was Proposed Cllr West, Seconded Cllr Bulkeley and unanimously Resolved to request white lines to be marked on the following road junctions:

Capel/Brunwin, Capel Close/Capel Road, Brunwin/Shalford, Capel/Shalford, Capel/Leyside.

This measure was decided to ensure that motorists are aware of the area of road junctions that should not be parked on, for safety reasons, and to assist the police in enforcing this.

36.5 Memorial Benches

A discussion was held with regard to the Parish Council offering the option of a memorial bench and plaque to be bought, or part bought. Bench specifications will be circulated for Councillors to shortlist and suggestions for locations will be looked at. The Village Hall Committee will provide details of preferred locations for benches around the playing field and playground. Specifications, locations and plaques will be put on the next agenda for a decision to be made.

36.6 Foundry Site

Cllr Jiggins will bring some examples of railings to the next meeting to enable the Parish Council to suggest a design for the Foundry development. The Clerk will write to Knights to keep them in the loop with regards to the decision making process.

08/37**FINANCE**

To agree the following payments. An overview of the current financial position is available for inspection at the meeting.

37.1	£23.59	A&J Lighting Solutions - Lighting Maintenance (May)
37.2	£348.44	Mrs Potter – Clerks Salary
37.3	£306.80	Andrew Vodden – Assistant Groundsman Salary
*37.4	£245.60	Philip Monk – Assistant Groundsman Salary
37.5	£19.39	Acumen – Wages Services (May)
37.6	£152.75	Braintree District Council – Hire of Refuse Vehicle
**37.7	£500.00	<i>J Metson – Essex Metal Craft</i>
37.8	£217.96	E W (Mowers) Ltd – Scag Mower Repair
37.9	£65.18	Cllr Roger Jiggins – Expenses – Petrol
37.10	£67.81	Cllr Roger Jiggins – Expenses – Petrol
37.11	£90.00	Village Hall – CIP Hire and holiday toilets
37.12	£184.69	Cllr Phillips – Expenses (ICT purchases)
37.13	£32.37	Village Green Flowers – Mrs R Pertwee
<u>The following are retrospective payments – cheques already issued due to time constraints</u>		
37.14	£441.86	Parish Council Vehicle Insurance Renewal
37.15	£51.92	HM Revenue & Customs – Income Tax March 2008

*37.4 should read £245.40

**The invoice for item 37.7 above, was passed to the Village Hall, as they will be meeting this cost. Therefore it was not paid by the Parish Council.

It was Proposed Cllr Giles, Seconded Cllr Rawlings and unanimously Resolved to make the above payments, subject to the amendments listed above.

37.16 Annual Accounts – Year Ending 31st March 2008

This item will be brought back to the next meeting of the Parish Council.

37.17 Accounts Package

Following a discussion, it was Proposed Cllr West, Seconded Cllr Bulkeley and unanimously Resolved to purchase the Alpha package from RBS at an approximate cost of £300 plus £75 pa for technical support. Cllr Roberts will put the Clerk in touch with the company to progress this.

08/38**MEETINGS / SEMINARS / CONSULTATIONS****38.1 Circulation Folder**

Cllr Phillips read out interesting and relevant items.

38.2 Health Issues

There was nothing to report to this meeting.

38.3 Meetings and Training

✍ Parish Visit by BDC Chairman Lady Newton

Following correspondence from BDC Chairman Lady Newton, Cllr Phillips will send suggested dates for a Parish Visit via email. Clerk will then arrange.

08/39

DATE OF NEXT MEETING

The next Parish Council meeting will be held on: **Monday, 7 July**, at 7.30pm in the Old Schoolroom, Shalford Road.

Items for the agenda to the Clerk by Thursday 19 June 2008 at the latest please.

08/40

CLOSURE

Meeting closed at 9.20pm.

Signed Date
Chairman