



RAYNE PARISH COUNCIL

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MINUTES OF THE PARISH COUNCIL MEETING HELD 14 JUNE 2010

- Present:** Cllr Adam Bulkeley Keith Rawlings
 Ian MacNee Diane Shepherd
 Trevor Rippingale* Dean West
 Martyn Phillips (Chair)
- In Attendance:** Philippa Potter (Clerk)
 District Councillor Mike Banthorpe
 Andy Potter, Dog Warden, Braintree District Council
 One member of the public
**attended from 8.05pm*

10/37 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Dore, Jiggins, Roberts, and Giles.

10/38 CONSIDERATION OF THE MINUTES OF THE MEETINGS HELD:

- Annual Parish Council Meeting: 4 May 2010 – It was Proposed Cllr MacNee, Seconded Cllr West and unanimously Resolved to accept these as a true record and they were signed accordingly.
- Annual Parish Assembly: 24 May 2010 – It was Proposed Cllr MacNee, Seconded Cllr Bulkeley and unanimously Resolved to accept these as a true record and were signed accordingly.

10/39 DECLARATION OF INTERESTS

Cllr West declared a personal interest in item 10.47 – Oak Meadow, as Chair of RYFC who are currently leasing the land.

10/40 POLICING ISSUES

As there were no police representatives available for this meeting, an e-mail was received from PC Carly Stokes giving an update on current issues. There were no incidents to report other than a couple of minor problems. Crime in Rayne was down in May from the previous year. The Clerk will thank the police for providing the report.

10/41 PUBLIC FORUM

- Andy Potter, BDC Dog Warden, attended the meeting to discuss an initiative that was tried in another parish for a Dog Warden surgery. It was agreed that the CIP could be used for this for a two hour session, during the summer holidays. Andy also wished to do an evening patrol with the Street Warden around the Station and Flitch Way areas. These events will be advertised around the village and Flitch Way and in the parish magazine.

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- Cllr Mike Banthorpe attended and reported on the following:
 - The zebra crossing repainting is on the works list at ECC Highways.
 - Green Heart of Essex – This BDC initiative is being launched on Friday. It was agreed that a large scale community litter pick was not necessary in the parish as this is undertaken weekly by the Groundsmen.
- Cllr Phillips read out a letter of thanks for the Parish Council, from the PCC at All Saints Church for the continued financial support of Rayne in Focus and the work undertaken to restore the tombs in the churchyard over the last couple of years, which has resulted in an improvement to the appearance of the environment.
- A report of a meeting held between the bus operator, Cllr Banthorpe and Ian Whiteside was read out. The meeting was very positive and it was confirmed that the bus service will be continued at its current level. Reliability has improved greatly but this will continue to be monitored..

**10/42 ADMINISTRATION
Clerk's Report**

The Clerk went through the report with Councillors and items were updated or amended as appropriate.

10/43 BDC MATTERS

43.1 Planning Applications

None

43.2 Planning Committee

The following representations made by the Parish Council on the following applications which fell between meetings were noted:

- 10/00539/FUL: Walkers House, School Road – Extension to the existing building to provide an independent entrance to the first floor, fitting out and use of the first floor for office accommodation and provision of additional landscaped parking area. *There were no comments on this application.*
- 10/00592/FUL: 4 Phillips Close – Erection of single storey rear extension and installation of new window to existing building. *Representation to be advised.*
- 10/00673/FUL: Sorrells Farm, Fentons Road – Demolition of existing garage and mobile home and put up annex to existing dwelling. *Representation to be advised.*
- The date of the next Planning Committee will be held on Monday 17 May 2010, if needed.

43.3 Planning Results

The following results were noted:

The following applications were GRANTED:

- 10/00278/FUL: Unit 7 Rayne Hall Farm, Shalford Road – Retrospective change of use to light industrial factory unit (manufacture of UPVC windows and doors). *There are a number of conditions attached to this permission – details available from the Clerk.*
- 10/00408/FUL: Garage Block Land Rear of 9 and 10 Capel Close – Erection of two precast concrete garages on previous sites of two wooden garages.
- 10/00522/PLD: 7 Station Road - Certificate of lawfulness for conversion of existing integral garage into habitable space.

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The following application was REFUSED:

- 10/00423/FUL: The Commons, School Road – Erection of entrance gates.

The following application was WITHDRAWN:

- 10/00525/FUL: The Commons, School Road – Erection of ancillary garden accommodation and demolition of 2 no existing outbuildings.

The following Non-Material Amendment was issued:

- 10/00050/NMA: Tudor Cottage, The Street, in respect of 09/00207/FUL and 09/00208/LBC: Approval given to revision to position of garage.

The following Tree Preservation Order has been effected:

- BDC TPO No: 22/2010/TPO – The Commons, School Road. Three trees have been made subject to TPOs in the grounds.

43.4 BDC Planning Consultations

43.4.1 Publication of BDC Core Strategy Submission Draft: It was Proposed Cllr Bulkeley, Seconded Cllr Rippingale and unanimously Resolved to support the Core Strategy. The Clerk will forward this to BDC.

43.4.2 Empty Homes Draft Strategy: It was Proposed Cllr Phillips, Seconded Cllr Bulkeley and unanimously Resolved that the Parish Council would like to see that any empty homes are looked at and considered as to whether they can be used by people with housing need who have a present or previous connection with the village. The Clerk will forward this to BDC.

10/44 ROADS, TRANSPORT AND PUBLIC SAFETY

44.1 Street Lighting

No faulty lights were reported.

44.2 Vaughan Close Footpath

Cllr Rippingale reported that the path that is the front access for house numbers 16 to 26 is in very poor repair. The Clerk will forward this on to ECC Highways to request that this is looked at.

10/45 RAYNE'S ENVIRONMENT

45.1 Village Hall Matters

- Cllr West attended the last Village Hall meeting and reported that the stage will be removed with a temporary stage to be used when needed. This will increase the size and capacity of the hall for functions not needing the stage. Storage will be put in to accommodate the area being lost under the stage.
- Feedback from the Parish Council's presence at the Rayne Village Fete on Sunday 6 June: 49 surveys were returned on the day, with the car park being the most important issue flagged up by those respondents. Cllrs Rippingale, Bulkeley and West were thanked for their work in putting this together.

45.2 Anglian Water – Sewage Pipes – Brunwin Road

Cllr Phillips reported that Anglian Water had surveyed the drains and provisionally reported that the problem has been identified as being deposits of fat oil and grease. The drains will be flushed out and will be put on a 6 monthly maintenance check.

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10/46

FINANCE

It was Proposed Cllr West, seconded Cllr Bulkeley and unanimously Resolved to make the following payments:

46.1	£ 365.88	Clerk Salary (May10)
46.2	£ 325.57	Groundsman 1 Salary (May10)
46.3	£ 327.17	Groundsman 2 Salary (May10)
46.4	£ 20.56	Acumen Wages Service (May10)
46.5	£ 37.89	A&J Lighting Solutions – Maintenance (May)
46.6	£ 37.89	A&J Lighting Solutions – Maintenance (June)
46.7	£ 99.88	A&J Lighting Solutions – Annual Maintenance visit
46.8	£ 77.49	A&J Lighting Solutions – Lighting Repair
46.9	£ 30.70	F A Jiggins & Son – Consumables*
46.10	£ 270.38	F A Jiggins & Son – Consumables*
46.11	£ 239.88	Nitrex Ltd – Broadband Service 15/3/10-14/3/11
46.12	£ 4.50	Old Schoolroom Hire Oct 09-Apr 2010 underpayment
46.13	£ 36.00	Rayne Primary School – Hire of the Hall 22/3/10
46.14	£ 36.52	Ernest Doe & Son – Consumables*
46.15	£ 75.00	Internal Audit Fee
46.16	£ 123.77	Banner Business Services – Stationery
46.17	£ 119.00	Rayne Village Hall – Toilet Opening Easter Holiday
46.18	£ 51.70	Litter picking equipment – Robert Acton Products
Total:	£2279.78	<i>*Consumables: fuel, gas oil, electrical parts, gloves, lopper</i>

46.19 The following payment will be made by direct debit on 17 June 2010:
£84.40 - BT Phone Bill

46.20 The following payment was noted, as being agreed under minute number:
28.11 £12457.37 Chelmsford Grass Machinery – New Grass Mower et al
and in fact due at the increased amount of **£12512.27** following receipt of the invoice from Chelmsford Grass Machinery. The cheque was signed at this meeting.

46.21 The following payment, that was made at the meeting dated 4 May 2010 was noted:
£25,000 - Smith Law Partnership: Deposit for land purchase of Oak Meadow

46.22 The following payments that were made between meetings due to time constraints were noted:
46.19.1 £ 564.90 Allianz Insurance (Aon Ltd) – Motor Insurance Renewal
46.19.2 £1095.05 Allianz Insurance (Aon Ltd) – General Insurance Renewal

46.23 That the following monies received since the last meeting, were noted:
£ 174.51 Greenfields Community Housing – grass cutting payment
£ 123.75 Essex CC P3 Scheme – contribution towards waymarkers
£1077.71 HMRC – VAT Refund for 2009/10
£1989.00 War Memorials Trust – Grant for refurbishment of the Memorial

46.24 Approval of Accounts for 2009/10

The 2009/10 accounts, have been internally audited, and it was Proposed Cllr Bulkeley, Seconded Cllr West and unanimously Resolved to approve them. The accounts will now be submitted to the Audit Commission for External Audit.

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46.25 Memorial Benches

It was Proposed Cllr Phillips, Seconded Cllr West and unanimously Resolved to install the bench at the price received from J Metson, at £450. A review of the Memorial Bench policy will be undertaken. This will be put on the September agenda.

It was Proposed Cllr Bulkeley, Seconded Cllr West and unanimously agreed to exclude the public and press for the consideration of the following items (numbered 10/46.26 and 10/47) for the reasons set out in Part 1, Schedule 12(A) of the Local Government Act 1972.

46.26 Approval of Overtime Payments for the Groundsmen

It was Proposed Cllr MacNee, Seconded Cllr West and unanimously Resolved to approve the payment of overtime following the end of year timesheets. Payment will be offset against P3 income from ECC.

10/47

OAK MEADOW

- Arrangements have been made for the Clerk, together with Cllrs MacNee and Giles (as two account signatories), to visit the bank on 16 June 2010 to authorise the electronic transfer of the monies to the solicitor for completion of the purchase on 18 June 2010.
- Insurance – the Clerk reported that confirmation that Oak Meadow as a whole would be covered under the Parish Council's public liability insurance from 18 June 2010. Arrangements need to be made for signage to go up warning of the danger of the wet/water areas on the field and to inform that there is currently no public access to the field. It was agreed to define the edge of the water area by flail mower, as requested by the insurance company.
- Planning – Pre-application advice needs to be sought prior to putting in the application for change of use and extension to the car park. It was agreed that available Councillors and other representatives from the Amenity Space Working Party would meet at 10.30am in the car park with Jeremy Potter, who will be providing planning assistance as agent for the application, on a voluntary basis. Details of what advice is required from BDC will be discussed so that a meeting and written informal advice can be requested from them.
- Amenity Space Working Party – this replaces the Amenity Space Committee as it gives greater flexibility for representation from groups outside the Parish Council. The next meeting will be held on Wednesday 21 July following the end date for the survey.
- A suggestion was put forward to use some of the monies available from the BDC grant to commission a land survey of the entire playing field and Oak Meadow, to help with planning the use of the field. Cllr Bulkeley will research this process and will report at the next meeting.

10/48

CIRCULATION AND CORRESPONDENCE

Cllr Phillips read out interesting and relevant items.

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10/49

MEETINGS AND TRAINING

Details of any other upcoming meetings or training, or feedback from those attended in the last month.

- BALC Annual Meeting – held 3 June 2010 – feedback to be held over to the next meeting as Cllr Jiggins was not present.
- Braintree District Local Strategic Partnership Annual Assembly – to be held 30 June 2010. It was noted that Cllr Phillips will be attending.

10/50

DATE OF NEXT MEETING

The next **Parish Council** meeting will be held on: **Monday 5 July 2010**. Please send items for the agenda to the Clerk by Thursday 24 June 2010, at the latest.

10/51

CLOSURE

The meeting closed at 9.45pm.

Signed

Chairman

Date

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