



## RAYNE PARISH COUNCIL

### MINUTES OF THE MEETING HELD 2 March 2009

<b>Present:</b>	Cllr: Adam Bulkeley Roger Jiggins Harold Giles Diane Shepherd	Pat Roberts Martyn Phillips (Chair) Keith Rawlings
<b>In Attendance:</b>	Philippa Potter (Clerk) Cllr Michael Banthorpe Two members of the public	PC Brooksbank Andy Potter, Dog Warden, BDC

**08/162 APOLOGIES FOR ABSENCE**  
Apologies were received and accepted from Cllrs Doré, MacNee and West.

**08/163 CONSIDERATION OF THE MINUTES OF THE MEETING HELD ON 2 FEBRUARY 2008.**  
It was Proposed Cllr Rawlings, Seconded Cllr Bulkeley and unanimously Resolved to accept the Minutes as a true record and they were signed accordingly.

**08/164 DECLARATION OF INTERESTS**  
There were no declarations of interest.

**08/165 POLICING ISSUES**  
PC Brooksbank attended to give a report on recent police activity in the parish. The restructuring of the PCSOs was outlined, with Rayne now being served by PCSO Aaron Tansley and the Great Notley PCSO Lorrie Hennessey. PCSO Tansley is a full time officer, which will increase the amount of patrol time for the village.

He reported that the Police attended a disturbance outside the Village Hall following a party there at the end of February, which was dispersed and took information regarding the gatherings of youths at the end of Rectory Lane once again, leaving litter and a general mess. It was stated that PSCO Tansley would be asked to put this on his patrols. PC Brooksbank was thanked for his attendance at the meeting.

**08/166 PUBLIC FORUM**  
Andy Potter, Dog Warden, BDC

- Andy Potter had attended the meeting to discuss general issues with the Council and to explain that it is not certain whether BDC will continue to provide dog waste bags to parishes free of charge, due to budget constraints.

**Calor Essex Village of the Year 2006**  
**Calor Village of the Year National ICT Winner 2007**

*Parish Office:*

*Community Information Point, rear of Rayne Village Hall, Gore Road, Rayne*  
*Open: Monday & Thursday 9:30 am – 12:00 noon*



- The Parish Council informally agreed that in this event, they would look into whether they could continue this service to Rayne by contributing to the cost. The Council thanked Andy Potter for his attendance.

District Cllr Mike Banthorpe

- Cllr Banthorpe reported to the Council that the issue of horse manure falling down onto Rayne Road from the field above, is being followed up by BDC.
- Hance Lane – the issue of replacing the bollards on the grass verge to stop parking is being dealt with at BDC. Cllr Banthorpe will follow up.
- Cllr Banthorpe will follow up on the dog waste bag issue discussed above. The Council thanked Cllr Banthorpe for his attendance at the meeting.

Pre-School Representative

The representative attended the meeting to discuss the impact of the Shalford Road closure on parents attending Rayne Pre-School, who are based at The Old Schoolroom. They have been promised a letter to send out to parents, by ECC, but have not as yet received it. They have been assured that there will be pedestrian access to the pre-school when the road is closed. Pre-school are actively communicating with parents on this issue and are continuously discouraging parking along Shalford Road and along The Maltings. The Village Hall Committee and The Swan pub have given permission for parents/carers to park in their car parks, to enable them to walk down to the Schoolroom.

**It was Proposed Cllr Giles, Seconded Cllr Bulkeley and unanimously Resolved to bring items 169.2 – Swan Junction Works and item 170.3 – Flooding, forward on the agenda:**

**08/169.2 Swan Junction Works**

Cllr Phillips outlined the background to the current works by ECC at the Swan Junction, to install new traffic lights and pedestrian crossings, along with a pavement along Shalford Road. The Parish Council has had meetings with ECC regarding the design of the new junction, but the final plans were not seen by the Chairman until the day prior to the start of the works. Various aspects of the design and layout were discussed and it was Proposed Cllr Giles, Seconded Cllr Jiggins and unanimously Resolved that the Clerk will write to ECC Highways on the following points:

- Concern by lack of dialogue over the final plans
- Concerns over the actual design not being compatible with village usage.
- Council are unhappy with the design and extent of the railings
- Concern about the overall management of the project.

**08/170.3 Flooding**

A letter has been received by the Parish Council from Brooks Newmark MP, who states that he has written to the relevant government minister regarding action that needs to be taken to curb the flooding problems in his constituency.

It was Proposed Cllr Jiggins, Seconded Cllr Bulkeley and unanimously Resolved to adjourn the meeting and open the Public Forum for comments. It was then Proposed Cllr Jiggins, Seconded Cllr Bulkeley and unanimously Resolved to close the Public Forum to continue with the agenda item.

**Calor Essex Village of the Year 2006**  
**Calor Village of the Year National ICT Winner 2007**

*Parish Office:*

*Community Information Point, rear of Rayne Village Hall, Gore Road, Rayne*  
*Open: Monday & Thursday 9:30 am – 12:00 noon*



Following further discussion, it was Proposed Cllr Rawlings, Seconded Cllr Bulkeley and unanimously Resolved that the Clerk will write to ECC with the following issues:

- Queenborough Lane: The ditch needs to be cleared and the pipework replaced. The willow trees are also exacerbating the problems.
- Dunmow Road, by the roundabout: The defective pipe needs to be repaired.
- New Road/School Road corner: A soakaway needs to be installed to remedy the flooding here.
- School Road, outside Fargos: There is a pipe problem here also.
- Original water courses need to be maintained.

The letter will be copied to Brooks Newmark MP, Cllr Roger Walters and Cllr Banthorpe.

***The meeting then reverted back to agenda order:***

08/167

## **ADMINISTRATION**

### **167.1 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:

- The response to the ECC Minerals and Waste consultation needs to be completed and returned by 12 March 2009. Cllrs Doré and Bulkeley to assist.
- Broadband hosting: Further to the decision at the last Precept meeting, it was Proposed Cllr Jiggins, Seconded Cllr Bulkeley and unanimously Resolved that Cllr Rawlings will progress the changeover of broadband provider and web host before the current ones expire this month. The final decision will be brought to the next meeting for ratification.

### **167.2 Freedom of Information Policy – Charging Structure**

The following charging structure was discussed:

- Access to information via the Parish Council website, courtesy of the Village Computer in the CIP is free of charge.
- Any documents provided will be charged at 50p per A4 sheet for current documents, up to three years old.
- Any person requesting documents over three years old will be provided with a quote for the Clerk's time in searching, locating and providing the documents, charged at £30 per hour, plus postage and packing. In this instance, prepayment will be required.

It was Proposed Cllr Bulkeley, Seconded Cllr Jiggins and unanimously Resolved to adopt this charging structure. The Clerk will draw this up and post on the website.

### **167.3 Parish Councillor Vacancy**

Further to the expiration of the statutory notice to request an election, the Parish Council will be advertising the casual vacancy on the parish noticeboards, via Rayne in Focus, the website and village email alert system. An application form will be provided by the Clerk, with a deadline date of 23 April 2009.

08/168

## **BDC MATTERS**

### **168.1 Planning Applications**

- 09/00081/FUL: Cottage Acre, Fairy Hall Lane – Erection of granny annexe and garage. It was Proposed Cllr Bulkeley, Seconded Cllr Jiggins and unanimously agreed to ask for a condition to be placed to ensure that the annexe remains ancillary to the dwelling and does not become a separate property.

## **Calor Essex Village of the Year 2006**

## **Calor Village of the Year National ICT Winner 2007**

*Parish Office:*

*Community Information Point, rear of Rayne Village Hall, Gore Road, Rayne*

*Open: Monday & Thursday 9:30 am – 12:00 noon*



- 09/00207/FUL & 09/00208/LBC: Tudor Cottage, 27 The Street – Erection of detached garage and store. It was Proposed Cllr Roberts, Seconded Cllr Shepherd and unanimously Resolved to SUPPORT this application.

### 168.2 Rayne Parish Council Planning Committee

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

### 168.3 Planning Results

None

## 08/169 ROADS AND PUBLIC SAFETY

### 169.1 Street Lighting

Faulty lights reported: New Road, outside 57 Shalford Road

### 169.2 Swan Junction Works

*This item was taken at the beginning of the meeting, above.*

### 169.3 Highway and Footway Repairs

This item was deferred until the April agenda.

### 169.4 Public Maintainable Highway – Licences

The correspondence from ECC regarding the items requiring licences on the public highway, e.g. hanging baskets, was noted by the Parish Council.

## 08/170 RAYNE'S ENVIRONMENT

### 170.1 Village Hall Matters

- The Parish Council noted receipt of copies of the Public Liability insurance held by the football clubs. A copy of the insurance from the Cricket Club is still outstanding.
- Discussion regarding whether to proceed with replacing the skate park spine ramp was deferred until the April agenda.
- CIP outer door key: It was agreed that a further top lock key will be issued to a named person on the Table Tennis Club. Clerk to confirm this to the Village Hall Committee.

### 170.2 Winter Salting

Cllr Roberts requested that the Parish Council write to NALC for their advice on the Parish Council's responsibilities, laws, rights and powers with regard to winter salting and gritting, including levels of training required for operatives. This was agreed and the Clerk will carry this out.

### 170.3 Flooding

*This item was taken at the beginning of the meeting, above.*

### 170.4 BDC Dog Waste Bag Supplies

This issue was discussed with the BDC Dog Warden, during the public forum.

### 170.5 Village of the Year Competition

It was agreed to enter the Best Kept Churchyard competition this year. Cllrs Phillips, Jiggins and Rawlings will coordinate this.

## Calor Essex Village of the Year 2006 Calor Village of the Year National ICT Winner 2007

*Parish Office:*

*Community Information Point, rear of Rayne Village Hall, Gore Road, Rayne  
Open: Monday & Thursday 9:30 am – 12:00 noon*



08/171

**FINANCE**

It was Proposed Cllr Bulkeley Seconded Cllr Shepherd and unanimously Resolved to make the following payments:

171.1	£355.18	Clerk's Salary
171.2	£320.24	Assistant Groundsman 1 – Salary
171.3	£320.24	Assistant Groundsman 2 – Salary
171.4	£408.90	Litter Picking – Feb08-Feb09
171.5	£ 18.98	Acumen – Wages Service (Feb)
171.6	£ 37.09	A&J Lighting Solutions – Maintenance (Feb)
171.7	£ 91.37	A&J Lighting Solutions – Repair
171.8	£ 73.54	A&J Lighting Solutions – Repair
171.9	£ 55.00	Village Hall – CIP/Office Hire (Feb)
171.10	£ 49.00	Village Hall – Holiday Toilets (Feb)
171.11	£ 30.00	Village Hall Hiring Fee (Annual Assembly)
171.12	£150.00	Village Hall Hiring Deposit (Annual Assembly)
171.13	£ 45.57	Memorial Plaque –Gage
171.14	£ 59.26	Ernest Doe – Consumables
171.15	£483.00	Audit Commission – External Audit Fee

**171.16 Accounts 2007.08**

The Clerk confirmed that Parish Councillors had received a copy of the 07/08 Accounts in the Precept Information Pack in November 2008.

**171.17 Parish Office Printer**

Cllr Rawlings put forward options for replacing the office printer. It was Proposed Cllr Bulkeley, Seconded Cllr Shepherd and unanimously agreed to authorise expenditure up to £100 for this equipment. Cllr Rawlings will progress.

08/172

**MEETINGS / SEMINARS / CONSULTATIONS****172.1 Circulation Folder**

Cllr Martyn Phillips went through interesting and relevant items. A copy of the BDC Emergency Plan for each Councillor will be requested by the Clerk and distributed with the next agenda.

**172.2 Health Issues**

Nothing to report at this meeting.

**172.3 Meetings and Training**

- The Clerk advised the Council of training which is available on the Power of Well Being, via EALC. The Clerk will arrange this.
- Cllr Bulkeley reported back on the RCCE Celebrating Success meeting at which he spoke about the Rayne Village Design Statement. Cllr Roberts also attended.

08/173

**DATE OF NEXT MEETING**

The next Parish Council meeting will be held on: **Monday, 6 April 2009**, at 7.30pm in the Old Schoolroom, Shalford Road. Items for the agenda to the Clerk by Thursday 19 March at the latest.

08/174

**CLOSURE**

There being no other business, the meeting closed at 9.40pm.

Signed: ..... Chairman

**Calor Essex Village of the Year 2006**  
**Calor Village of the Year National ICT Winner 2007**

*Parish Office:*

*Community Information Point, rear of Rayne Village Hall, Gore Road, Rayne*  
*Open: Monday & Thursday 9:30 am – 12:00 noon*

