

# RAYNE PARISH COUNCIL

## MINUTES OF THE MEETING HELD ON MONDAY, 10<sup>th</sup> MAY 2004

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

**Also in Attendance:** Mrs Melanie Whiteside (Clerk)  
PC Natasha Keaney & PC Paul Norman – Essex Police  
11 members of the public.

### **PUBLIC FORUM**

Adjournment to allow members of the public to raise issues of mutual interest or to question Councillors.

### **Police Issues**

The following issues were discussed:

Mobile Police Unit – There were nine visitors to the unit when it attended the village on 9<sup>th</sup> April to discuss nuisance youths, parking at the school and a theft. The mobile police camera is now on board to record speeds of motorists.

Motorbikes on the Flitchway – No reports since the last meeting. The Police now have the power to seize vehicles from constant offenders.

Parking on the Zig-Zag lines at the Post Office – A draft letter has been agreed, currently with HQ, this will then be issued to those reported as parking on the zig-zags.

Annual Parish Assembly – Sgt Grafton of Bocking Police Unit will also be in attendance.

Parking at the School.

### **Planning Application – Bakers Field**

The architect gave a brief report on the background to the application. BDC have verbally stated the proposals are acceptable.

Mrs Upton (25 The Maltings) expressed her objections to this application on a number of points.

### **Planning Application – 35 Medley Road**

Mr Eldred gave a brief report on the background to the application.

### **Dog Fouling**

Mrs Upton asked whether there is any enforcement action that can be taken against residents who allow their dogs to foul the pavement.

Members replied the Dog Warden is aware of the problems and is able to prosecute offenders.

Clerk to check how frequently the bins are emptied by BDC.

**04/13**

### **ELECTION OF CHAIRMAN**

It was Proposed Cllr Roger Jiggins, Seconded Cllr Kate Kukiewicz and unanimously agreed to re-elect Cllr Martyn Phillips as Chairman.

### 13.1 Election of Vice-Chairman

It was Proposed Cllr Ian MacNee, Seconded Cllr Kate Kukiewicz and unanimously agreed to re-elect Cllr Roger Jiggins as Vice-Chairman.

### 04/14 APOLOGIES FOR ABSENCE

Apologies received from Cllr Tony Meadows.

### 04/15 CONSIDERATION OF THE MINUTES OF THE MEETING HELD ON MONDAY 5<sup>th</sup> APRIL 2004

The minutes, having been previously circulated, were agreed as a true record of the meeting.

Proposed: Cllr John Wootton. Seconded: Cllr Roger Jiggins.

### 03/16 REGISTER OF INTERESTS

To amend/update Register of Interests forms.

It was agreed to update these form at the June meeting.

### 04/17 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.

The following interests were declared:

Cllr Martyn Phillips – Item 25.5 – River Network - as the owner of an affected property.

Cllr Martyn Phillips, Cllr Roger Jiggins and Cllr Pat Roberts – Item 26.11 – Village Computer - as members of the Steering Group.

Cllr Kate Kukiewicz – Item 09.7 – Planning application 04/00586/FUL – as the owner of a neighbouring property.

### 03/18 ELECTION OF COMMITTEE MEMBERS

	<u>Committee.</u>	<u>2004/2005 Representative</u>
18.1	Planning Sub Committee	Cllrs Giles (Chair), Phillips, Wootton & Shepherd
18.2	Personnel Committee	Cllrs Phillips, Jiggins, Kukiewicz & Roberts

### 03/19 ELECTION OF MEMBERS TO VARIOUS BODIES

	<u>Committee.</u>	<u>2004/2005 Representative</u>
19.1	Village Hall Committee	Cllr Dawson
19.2	EALC Voting members	Cllrs MacNee, Kukiewicz & Phillips
19.3	BALC	Cllrs Meadows, Roberts and Phillips
19.4	Traffic Management	Cllr MacNee
19.5	Flitch Way Liaison Group	Cllrs Meadows, Shepherd and Jiggins
19.6	ECC Footpaths	Cllrs Wootton, Giles, Roberts and Shepherd
19.7	Rayne Village Society	Cllr Kukiewicz
19.8	Web Site Working Party	Cllrs Phillips, Jiggins and Roberts
19.9	Rayne Primary School	Cllr Kukiewicz – until year 2006
19.10	Road Steward Team	Cllr Roberts, Giles and MacNee
19.11	Village Tree Warden	Cllr Jiggins
19.12	Health Authority Rep	Cllr MacNee
19.13	Ramp Project	Cllr MacNee
19.14	Groundsman responsibility	Cllr Jiggins
19.15	Cluster co-ordinator	Cllr Roberts
19.16	Responsible Financial Officer	The Clerk - Mrs Whiteside
19.17	RFO Auditor	Cllr Roberts
19.18	Parish Passenger Rep.	Cllrs Meadows and Kukiewicz

### 03/20 INSPECTION OF DOCUMENTS

To agree cover on attached insurance renewal is adequate.  
Clerk to obtain a quotation for adding the War Memorial and fencing.

**04/21 COUNCILLOR RESIGNATION**

Co-option to take place at the next meeting – two applications have been received.

**04/22 MATTERS ARISING NOT LISTED ON THIS AGENDA**

**22.1 Water Tank – Fritch Way**

Clerk to report this has been moved further along the track.

**22.2 Foundry Site**

Issue to be discussed at the next meeting.

**04/23 BDC MATTERS**

**23.1 Planning Applications**

It was agreed to Support the following applications:

**04/00541/FUL** – 35 Medley Road – Erection of rear conservatory.

**04/00608/FUL** – Cottage Acre, Fairy Hall Lane – Erection of barn incorporating garage and stables.

**04/00586/FUL** – Bakers Field, Off Phillips Road – Erection of five four bedroom detached houses and one five bedroom detached house together with garages and access driveway. (Cllrs Kukiewicz and Roberts abstained). Clerk to respond to letter of objection from Mrs Upton.

It was agreed No Comment be made on the following application:

**04/00614/LBC** – Lavender Cottage, Gore Lane – Internal Alterations.

**23.2 Planning Results**

The following applications have been REFUSED:

03/02523/tpo – Rear of 1 Symmons Close – Fell 1 field maple.

**04/24 ROADS AND PUBLIC SAFETY**

**24.1 Street Lighting**

Clerk to report lamp outside 22 The Maltings.

**24.2 Policing Issues**

Clerk to write to PC Keaney expressing the Council's appreciation of her attendance and honesty and copy to Sgt Midwinter.

**04/25 RAYNE'S ENVIRONMENT**

**25.1 Skate Ramp**

The two benches and signage to be delivered shortly. No further ramp equipment can be installed due to Health & Safety – this leaves an amount of grant money still to be allocated and the purchase of additional play equipment was discussed.

An Extraordinary Meeting to be held Tuesday, 18<sup>th</sup> May to discuss allocating the shortfall of £1900 for the purchase of this equipment.

**25.2 Street Cleaning**

To discuss employing a further litter picker for the village.

It was Proposed Cllr Harold Giles, Seconded Cllr Diane Shepherd and unanimously Resolved to allocate further hours (max 10/month) to the Assistant Groundsman for additional litter picking.

### **25.3 Best Kept Village Competition**

Brief notes of previous years comments issued.

Budget of £180 for the repair of both playground gates to be discussed at the Extraordinary Meeting.

### **25.4 Flitchway**

Following criticism over the current condition of the Flitchway, Clerk to write to the Ranger.

### **25.5 Proposed Additions to the Main River Network**

It was agreed No Comment is required on this consultation.

**04/26**

### **FINANCE**

26.1	£223.25	BDC - Hire of Refuse Vehicle (Mar)
26.2	£34.00	All Saints - OSR Hire (Jan-Mar)
26.3	£282.82	Mr Peake - Groundsman (Jan-Mar)
26.4	£50.00	Mr Peake - Petrol
26.5	£733.09	Allianz-Cornhill - Insurance Renewal
26.6	£187.28	Allianz-Cornhill - Motor Policy Renewal (Mower)
26.7	£240.88	MSS Alarms - Annual Maintenance Renewal
26.8	£93.10	BDC - Recharge of Election Costs (May 2003)
26.9	£110.50	Mrs Whiteside - Reimburse photocopying Annual Report

It was Proposed Cllr Ian MacNee, Seconded Cllr Roger Jiggins and unanimously agreed to make the above payments with the exception of 26.8. Clerk to request further clarification from BDC on this charge.

### **26.10 Village Hall**

Two quotations received. It was Proposed Cllr Harold Giles, Seconded Cllr Ian MacNee and unanimously Resolved to accept the quotation by P.J.Fairhurst. Clerk to inform contractors and Mr Stevenson.

#### Committee

Clerk to inform the Committee of the following:

Liaison Meeting to be arranged for further discussions.

Certificate of Asbestos Audit is required.

Regular report of maintenance required/undertaken together with finances required.

Village Hall to settle the fee for Mr Stevenson.

Reserve funds of £3000 to be held and to notify the Parish Council if the finances are to fall below this figure - Proposed Cllr Roger Jiggins, Seconded Cllr Diane Shepherd and unanimously agreed.

### **26.11 Purchase of Village Computer**

To authorise release of funds following receipt of £1300 grant.

It was Proposed Cllr Diane Shepherd, Seconded Cllr Kate Kukiewicz and unanimously agreed to the authorisation of release of funds.

### **26.12 Replacement Litter Bins**

BDC have offered to install two additional bins - cost of one to be met by the Parish Council (£110).

Members agreed not to accept this offer but request that BDC supply bins to the same capacity as the one removed.

**04/27**

### **MEETINGS / SEMINARS / CONSULTATIONS**

#### **27.1 Circulation Folder**

Cllr Martyn Phillips informed members of interesting/relevant items.

**27.2 Annual Parish Assembly**

Arrangements have been finalised for the meeting.

**27.3 Flight Paths - Meeting held 5<sup>th</sup> April**

For Information - Notes of meeting with Cllr Harley issued.

**27.4 EALC Course**

Financial Risk Management & Internal Audit - 25<sup>th</sup> May - £39

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

**27.5 BALC Annual General Meeting**

Thursday, 13<sup>th</sup> May, 7:30pm at Causeway House - Noted.

**04/28 DATE OF NEXT MEETING**

The next meeting will be held on **Monday, 7<sup>th</sup> June 2004.**

**04/29 CLOSURE**

The meeting closed at 10:00 p.m.

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

**CHAIR OF THE COUNCIL**

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