



# RAYNE PARISH COUNCIL

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## MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD 4 MAY 2010

**Present:** Cllr Adam Bulkeley Martyn Phillips  
 Harold Giles Pat Roberts  
 Roger Jiggins Keith Rawlings  
 Ian MacNee Diane Shepherd  
 Trevor Rippingale Dean West

**In Attendance:** Philippa Potter (Clerk)  
 Sara Hull of Smith Law Partnership Solicitors  
 District Councillor Mike Banthorpe  
 One member of the public

### 10/18 ELECTION OF CHAIR

It was Proposed Cllr Jiggins, Seconded Cllr West and unanimously Resolved to elect Cllr Phillips as Chair. The Declaration of Acceptance of Office was duly signed and received by the Clerk.

### 18.1 ELECTION OF VICE-CHAIR

It was Proposed Cllr Jiggins, Seconded Cllr Giles and unanimously Resolved to elect Cllr Roberts as Vice Chair.

### 10/19 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Dore.

### 10/20 CONSIDERATION OF THE MINUTES OF THE MEETING HELD ON 6 APRIL 2010

It was Proposed Cllr Roberts, Seconded Cllr Rippingale and unanimously Resolved to sign the minutes as a true record with the following amendment: The Parish Council could not give the football club any guarantee that the present situation regarding the siting of the pitches would continue after the purchase of Oak Meadow and therefore any works the club undertake maintaining or improving the pitches are at their own risk.

### 10/21 DECLARATION OF INTERESTS

- 21.2 - Cllr West declared a personal interest in item 10/32, as Chair of Rayne Youth Football Club, currently leasing Oak Meadow.  
 - Cllr Jiggins declared a personal interest in item 24.2 and 28.8 as director of the company receiving the cheque.  
 - Cllr Phillips, Cllr Roberts and Cllr Rippingale declared that they had each received the gift of a Tshirt from Braintree Athletics Club in return for marshalling at the Braintree 5 run.

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## 21.2 UPDATE OF REGISTER OF INTERESTS FORM

Councillors were asked to either update their form with any changes or sign to confirm that no changes have taken place since the current form was completed and signed. These were returned to the Clerk to administer.

## 10/22 POLICING ISSUES

There were no police representatives at this meeting. They will be attending the Annual Parish Assembly on 24 May. It was reported that the Enforcement Officers were present outside the school on two occasions last week and issued fixed penalty notices in respect of vehicles parked on the double yellow lines. It was requested that a representative from the Traffic Police (Bocking) be invited to the next Parish Council meeting.

## 10/23 PUBLIC FORUM

The Parish Council were asked if they were aware of the problems currently being experienced in the Brunwin Road/Elm Walk area where large numbers of street lights are not working. It appears that EDF are currently repairing a cable, which is ongoing at present. Cllr MacNee will follow up the work and its expected end date with EDF.

The issue of the sewage leaks in Brunwin Road was raised. The Chair explained the history of the Parish Council's efforts to address this problem with Anglian Water and reported that, to date, there has not been a sufficient response to the Parish Council's complaints. The Clerk will now escalate the complaint to the Consumer Council for Water. Cllr Banthorpe will enquire with Environmental Services whether they can take any action on this issue.

The ongoing problems at the sewage plant in Rectory Lane was discussed and the Clerk will contact Anglian Water to find out what the issues are and how long the work will be continuing for.

Cllr Banthorpe reported on the following items:

- The bus service is currently showing an improvement and this will continue to be monitored.
- There have been a couple of serious incident in Smiths Field where children have been throwing stones into gardens. One resident was hit on the head by a stone and a conservatory window was broken. The police attended and took the relevant details.

The Clerk then reported that the BDC Dog Warden had successfully completed a case regarding a dog which attacked another dog in the village. The dog is now subject to a control order and is no longer resident in Rayne.

It was Proposed Cllr Bulkeley, Seconded Cllr Giles and unanimously Resolved to Invite Cllr Banthorpe to remain part of the meeting for the next item - numbered 10/32. This item was moved up the agenda to allow Sarah Hull, solicitor with Smith Law Partnership to speak to the Council regarding the purchase of Oak Meadow.

**It was Proposed Cllr Shepherd, Seconded Cllr Bulkeley, and unanimously Resolved to exclude the public and press for the consideration of the following item (numbered 10/32) for the reasons set out in Part 1, Schedule 12(A) of the Local Government Act 1972.**

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10/32

**OAK MEADOW**

Details of this discussion are in the Clerk's Report to Council but are summarised below:

- To agree the terms of the contract: After full discussion and explanation by the Parish Council's solicitor, it was Proposed Cllr Shepherd Seconded Cllr Giles and unanimously Resolved to approve the amended transfer and agree to the terms of the contract.
- To note the latest arrangements for legal and financial matters: Cllr Phillips will contact Knight Developments regarding the payment of the S106 monies to BDC and then liaise with the Clerk. Once this has been resolved, a date for exchange and the completion timetable will follow.
- Amenity Space Committee: This will be an open public meeting for any resident to attend and put forward their ideas and opinions. Notices will be put up round the village, on the website and be circulated on the email system. Village groups will also be invited.
- Unofficial bike track – this could be a serious problem which doesn't seem to have an easy solution. Attempts will be made to engage with the users of the track to turn it into an official track. Clerk to write up a notice and pass to Cllr Phillips to contact the Parish Council to discuss their requirements.

**It was Proposed Cllr Roberts, Seconded Cllr Shepherd and unanimously Resolved to reopen the meeting to the public and press and return to agenda order.**

10/24

**ADMINISTRATION****24.1 Clerk's Report**

The Clerk went through the items on the report, which were updated and any actions arising will be undertaken.

**24.2 Parish Councillor Committee Membership and Responsibilities**

The current membership and responsibilities were reviewed and changes are as follows:

- Planning Committee: Cllr Giles stood down as Chair Committee after many years and the Parish Council thanked him for all his hard work. *\*Cllr Giles left the meeting at this point at 9.15pm.*
- Cllr Shepherd will be standing down from all responsibilities due to imminent house move.
- Village Hall Committee Representative - Cllr West
- BALC - Cllr Roberts will look into joining the Executive and will report back on her decision.
- ECC Footpaths - Cllr Rawlings to be added.
- Passenger Transport Representatives: Ian Whitside and Christy Bamford
- Amenity Space Committee: add Cllr Phillips and Cllr West to the list.
- Emergency Planning Rep: add Cllr Rawlings and Cllr Rippingale.

All others stay the same.

**24.3 Standing Orders**

Each Councillor received an updated copy of the Standing Orders, which takes into account the recent amendment.

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- 10/25**      **BDC MATTERS**
- 25.1**      **Planning Applications**
- 10/00522/PLD: 7 Station Road – Certificate of lawfulness for proposed development – conversion of existing integral garage to habitable living space. It was Proposed Cllr Jiggins, Seconded Cllr Bulkeley and unanimously Resolved to make no comment on this application.
- 25.2**      **Planning Committee**
- The representation made by the Parish Council on the following application which fell between meetings was noted:
- 10/00423/FUL: The Commons – Erection of entrance gates. It was agreed to make no comment on this application.
  - The date of the next Planning Committee will be held on Monday 17 May 2010, if needed.
- 25.3**      **Planning Results**
- The following application was Granted:
- 10/00056/TPOCON: 5 The Street – Carry out works to trees – reduce height, fell one tree, remove stump and remove 5ft from top of hedge.
- 10/26**      **ROADS, TRANSPORT AND PUBLIC SAFETY**
- 26.1**      **Street Lighting**
- Details of faulty street lights have been reported to ECC for repair. Cllr MacNee has reported all the recent faults to ECC. The faulty bollard light has been repaired again by the maintenance company.
- 10/27**      **RAYNE'S ENVIRONMENT**
- 27.1**      **Village Hall Matters**
- To discuss any issues regarding the village hall and playing field.
  - To take any update on the Parish Council's presence at the Rayne Village Fete on Sunday 6 June 2-5pm. The Groundsmen will take the tractor and new grass cutting equipment for the public to see. The Amenity Space Committee will decide what questions to put to the public regarding the use of Oak Meadow, at their next meeting.
- 10/28**      **FINANCE**
- It was Proposed Cllr MacNee, Seconded Cllr Bulkeley and unanimously Resolved - with the exception of Cllr Jiggins due to his declaration of personal interest - to make the following payments:
- |                                |           |                                                                               |
|--------------------------------|-----------|-------------------------------------------------------------------------------|
| 28.1                           | £ 365.88  | Clerk Salary (Apr10)                                                          |
| 28.2                           | £ 325.57  | Groundsman 1 Salary (Apr10)                                                   |
| 28.3                           | £ 327.17  | Groundsman 2 Salary (Apr10)                                                   |
| 28.4                           | £ 20.56   | Acumen Wages Service (Apr10)                                                  |
| 28.5                           | £ 37.89   | A&J Lighting Solutions – Maintenance                                          |
| 28.6                           | £ 93.88   | A&J Lighting Solutions – Repair                                               |
| 28.7                           | £ 85.38   | Street Lighting Electricity                                                   |
| 28.8                           | £ 390.00  | F A Jiggins & Son – Consumables*                                              |
| 28.9                           | £ 60.00   | Old Schoolroom Hire Jan-Apr 2010                                              |
| 28.10                          | £ 116.08  | Clerk Expenses – Annual Report Costs                                          |
| 28.11                          | £12457.37 | Chelmsford Grass Machinery – New Grass Mower et al                            |
| <b><u>Total: £14279.78</u></b> |           | <i>*Consumables: matting, cement, ballast, shingle, timber, fuel, gas oil</i> |

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28.12 It was noted that the following payments were made between meetings due to time constraints – these were agreed at the April 2010 meeting as detailed in the minutes:

28.11.1:	£450.00	Holmes and Hills – S106 Deed Variation
28.11.2:	£582.37	E W Mowers Ltd – Scag Tiger Cub Service
28.11.3:	£ 58.16	E W Mowers Ltd – Hedgecutter Service

28.13 It was noted that the following monies were received:

£15631.00	BDC 1 <sup>st</sup> Precept Instalment
£ 3975.00	BDC Parish Support Grant
£ 2720.00	BDC Street Scene Payment for 2010/11

#### 10/29 **Parish Council Insurance Renewal**

It was Proposed Cllr Jiggins, Seconded Cllr Shepherd and unanimously Resolved to renew the policy with the following amendments:

- Remove fax/answer machine and photocopier.
- Amalgamate the 9 x litter bins under the same heading and insure for replacement cost.
- Increase the number of dog bins to 6 and insure for replacement cost.
- Mowers: remove Skag Petrol Driven Mower and Skag Push Mower as these are both now out of service.
- For the motor insurance, it was agreed to renew the insurance with the 'old' Skag mower until the new mower is purchased, at which time, the new mower will be insured on the policy.

#### 10/30 **Memorial Benches**

Further quotes will be obtained for the installation of the bench and this will be on the next agenda.

#### 10/31 **Purchase of Litter Bin for Welsh Princess Bus Stop**

It was Proposed Cllr Shepherd, Seconded Cllr MacNee and unanimously Resolved to purchase the 'Metal Guppy' litter bin from Glasdon at the price of £237.28.

#### 10/32 **OAK MEADOW**

*This item was moved earlier in the agenda and minuted above.*

#### 10/33 **CIRCULATION AND CORRESPONDENCE**

Cllr Phillips read out interesting and relevant items.

#### 10/34 **MEETINGS AND TRAINING**

Councillors were reminded of the following meeting:

- 24 May – Annual Parish Assembly, 7.30pm in the OSR

#### 10/35 **DATE OF NEXT MEETING**

The next **Parish Council** meeting will be held on: **Monday 14 June 2010.**

#### 10/36 **CLOSURE**

**The meeting closed at 9.55pm.**

Signed .....

Chairman

Date .....

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