



## RAYNE PARISH COUNCIL

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### MINUTES OF THE PARISH COUNCIL MEETING HELD 1 NOVEMBER 2010

**Present:** Cllr Adam Bulkeley Martyn Phillips (Chair)  
Roger Jiggins Chris Doré  
Ian MacNee Trevor Rippingale  
Dean West Mary Gray  
Pat Roberts

**In Attendance:** Philippa Potter (Clerk)  
Sgt John Reynolds - Essex Police  
Jeremy Potter  
3 members of the public

#### 10/95 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Rawlings and Giles. Cllr Doré was welcomed back by the Council.

#### 10/96 CONSIDERATION OF THE MINUTES OF THE MEETING HELD MONDAY 4 OCTOBER 2010

It was Proposed Cllr West, Seconded Cllr Bulkeley and unanimously Resolved to accept the minutes as a true record, subject to the alteration below:

In item 10/85 - Public Forum - the amount quoted in the first paragraph should read, 'ECC are currently trying to save £30M out of a total budget of £120M.' The minutes were signed accordingly.

#### 10/97 DECLARATION OF INTERESTS

- Cllr West declared a personal interest in item 10/103 as chair of Rayne Youth Football Club, currently using Oak Meadow and did not vote on any point in that item accordingly. Cllr West also declared a personal interest in item 101.3 pertaining to the planning result for 21 Leyside, as the neighbour of this property.
- Cllr Jiggins declared a personal interest in items 105.7 as director of the company receiving the cheque and in item 105.18 as the cheque recipient's landlord.
- The Parish Council wished to declare the fact that in respect of item 101.5, they collectively know the owner of Broadfields Farm, as a former Parish Councillor.

#### 10/98 POLICING ISSUES

Sgt John Reynolds attended the meeting as the Community Sergeant for Great Notley and Rayne. He reported that Rayne remains an area with a very low crime level. Some incidents that are occurring across the area at present remain the thefts of catalytic converters and the theft of diesel, which is being siphoned, generally, from agricultural and industrial vehicles.

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Cllr Jiggins asked for details of future levels of police presence in the village, which Sgt Reynolds assured would remain as they are currently. Cllr West reported a spate of anti-social behaviour, including the vandalism of the bollard lights, pumpkins, 'for sale' signs, street signs and other such incidents. Sgt Reynolds encouraged residents to report such incidents to the police, to ensure that statistics reflect the actual situation on the ground, to enable police patrols to be targeted accordingly.

Community Speedwatch is being given priority even through the current budget cuts and Sgt Reynolds confirmed that his current understanding of costs is a charge of approximately £200 pa towards equipment maintenance. If the Parish Council wished to purchase their own speed gun, it would cost approximately £800. The Clerk will email the names of the Speedwatch volunteers to Sgt Reynolds in anticipation of undertaking the initial training. It was reported that the speeding sign on Shalford Road (going towards Duckend Green) is not working at present. The Clerk will report this and ask for it to be repaired.

10/99

### **PUBLIC FORUM**

Three members of the public attended with regard to updating the situation surrounding the large Ash tree on Medley Road. Following the Clerk's contact with ECC Highways, an Arboricultural Officer has been out to look at the tree. His findings will be looked at by ECC and the appropriate action will be taken. The Clerk will chase up ECC for the current situation and will send the update to residents.

Jeremy Potter attended to talk to the Parish Council on the progress being made with the change of use for planning application for Oak Meadow. The Planning Statement draft has been circulated to Councillors and the remaining documents, such as the Transport Assessment, Car Parking Survey and Landscape Statement are being drafted at present. Once the Reptile Survey has been completed, this can be incorporated into the application, as applicable, which can be finalised and once approved, submitted to BDC. Jeremy Potter also advised that it may be necessary to purchase copies of plans (with scales), from BDC, which would cost £25. *\*Trevor Rippingale attended at this point (8.05pm).* Bike rack provision was discussed and Jeremy Potter confirmed that he would clarify the number that would be needed to help mitigate any condition on the planning application for a covered bike shelter to be installed. This will be confirmed to Cllr West to take this forward. The fee for submitting the planning application was confirmed at £167.50.

The Parish Council thanked Jeremy Potter for all his hard work so far and his continued work on the application. Agreement for expenditure to finalise the application will be discussed under item 10/103, below.

10/100

### **ADMINISTRATION**

#### **100.1 Clerk's Report**

The Clerk went through the various items and updated them as necessary. Details of the salt bin pilot being undertaken by ECC were read out and it was agreed to pursue this.

#### **100.2 Action Plan 2010/11**

Cllr Phillips went through the updated Action Plan and highlighted changes and additions from the previous document.

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The updated document was praised by Councillors and it was Proposed Cllr Jiggins, Seconded by Cllr Bulkeley and unanimously Resolved to adopt the 2010/11 Action Plan.

### 100.3 Parish Council Meeting Dates for 2011

The draft meeting dates for 2011 had been previously circulated. The Clerk explained that due to the impending Parish Council elections at the beginning of May 2011, it would be necessary to hold the Annual Parish Assembly before 28 March, to avoid 'purdah'. The Annual Report would also need to be produced at this time. The Annual Parish Council meeting will need to be held within 14 days of the election and as such, it was suggested that this be held on 16 May. It was Proposed Cllr Roberts, Seconded Cllr Doré and unanimously Resolved to proceed with the suggested dates. The Clerk will now confirm the venue bookings and circulate the final dates to Councillors and the public.

### 100.4 Proposal to Change Parish Council Domain Name and Web Hosting

A report had been circulated to Councillors by Cllr Rawlings regarding the change of domain name and web hosting, in order to combat the problems being encountered with spam on the current system. Following discussion, It was Proposed Cllr Bulkeley, Seconded Cllr Jiggins and unanimously Resolved to undertake the recommendations made in the report.

## 10/101 PLANNING

### 101.1 Planning Applications

None

### 101.2 Planning Committee

The following representation was noted by the Council:

- 10/01355/FUL: The Commons, School Road . erection of ancillary garden accommodation and demolition of 2 no existing outbuildings. *The Parish Council had no objections to the application on the condition that the accommodation remains ancillary to the dwelling and cannot be used or sold as a separate dwelling.*

### 101.3 Planning Results

The following results were noted:

The following applications were granted:

- 10/01074/FUL: Century Barn, Shalford Road: Construction of a two berth cartlodge building and garden shed.
- 10/01094/FUL: The Commons, School Road: Construction of entrance gates.
- 10/01143/FUL: Hazelmere Farm, Dunmow Road . Proposed refurbishment of Units 9 and 10.

The following applications were refused:

- 10/01199/FUL: 21 Leyside . Erection of two storey side extension with dormer window loft conversion.
- 10/01222/ADV: Hazelmere Farm, Dunmow Road - Display of a free standing sales signage panel.

The following application was withdrawn:

- 10/01142/FUL: Hazelmere Farm, Dunmow Road . Proposed change of use for caravan storage area.

### 101.4 Publication of BDC Focused Changes to Core Strategy Submission Draft

It was agreed that no comments are required on this document.

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**101.5 Essex Mineral Development Document Preferred Approach (ECC)**

It was Proposed Cllr Jiggins, Seconded Cllr Gray and unanimously Resolved that the preferred site at Broadfields Farm, Rayne, be objected to and a representation to that end will be submitted as soon as the public consultation period begins. It was agreed that local publicity and support from local Parish Councils will be sought.

**10/102 ROADS, TRANSPORT AND PUBLIC SAFETY****102.1 Street Lighting**

It was noted that light 9013 in Duckend Green has been repaired. A further bollard light is now out of action, totalling two broken lights, which seem to have been vandalised. It was reiterated that these lights are not currently being repaired due to the extremely high cost.

**10/103 OAK MEADOW**

Amenity Space Working Party - Feedback was received from the meeting held 13 October 2010. It is noted that Cllr West did not vote on any of the following decisions due to his declaration of personal interest under item 10/97 above.

- Planning Application for Change of Use . the draft application document was discussed and accepted. It was Proposed Cllr Roberts, Seconded Cllr Rippingale and Resolved to spend up to £250, if required, to submit the planning application to BDC, including the BDC fees and purchase of plans.
- It was Proposed Cllr Roberts, Seconded Cllr Bulkeley and agreed that the application be signed as required, following the documents being circulated and approved by email
- Reptile Survey update: The field work has been completed and the report is currently being written up. This will be sent to the Clerk to be incorporated in the planning application.
- Feasibility Study Grant: The costs so far have been collated with their invoices, which totals £1648, leaving £3352 to be allocated. Cllr Phillips has looked into undertaking a landscape survey and has made initial enquiries. Further enquiries will be made into more exact instructions for the work, following discussion with Cllr Doré. It was Proposed Cllr Roberts, Seconded Cllr Rippingale and agreed that Cllr Phillips and Cllr Doré will put together the requirements and discuss these with the current contact to see if this can be delivered.
- Feedback from the Guided Walk: About 50 people attended with some volunteers coming forward offering their services. The Parish Council thanked Cllr and Sylvia Jiggins for their hard work on the day.
- Funding: This is still being looked into. A new initiative by the Big Lottery Fund has been circulated and will be investigated.
- Access to the Flitch Way: this will be progressed as soon as possible. Gate for car park extension: the location has been agreed and will be progressed.
- Risk Assessment: this still needs to be pursued.
- Insurance: A reply from the insurance company has been received confirming that the public liability insurance is in place and the use of the land is at the Parish Council's discretion.
- General issues: A tree by the pavilion is to be felled. The Clerk will check up on progress with the Village Hall Committee.

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**10/104**      **RAYNE'S ENVIRONMENT****104.2**      **Village Hall Matters**

- The Clerk will look into arranging the next liaison meeting with the Village Hall Committee.
- There has been a problem flagged up by a parent using the playground, that the door to the changing rooms was left open, whilst a team were changing. The Clerk will pass this on to the Village Hall Committee.
- The stop cock in the area outside the CIP is leaking. The Clerk will report this to the Village Hall Committee.

**104.3**      **Footpath Map**

David Norton has been officially instructed to undertake the map work to the required specification, as outlined in his quotation. A meeting is being arranged with Mr Norton shortly to finalise the details. The definitive footpath map is being provided by ECC to assist with this. A further update will be given at the next meeting.

**10/105**      **FINANCE**

Amendments to the payments detailed on the agenda for this meeting are as follows:

- 105.17 - this should read £28.87.
- 105.18 - this invoice now includes VAT. The gross figure to be paid is £528.75.

It was Proposed Cllr West, Seconded Cllr Doré and agreed to make the following payments, as amended above:

105.1	£ 365.88	Clerk Salary (Oct 10)
105.2	£ 325.57	Groundsman 1 Salary (Oct 10)
105.3	£ 360.07	Groundsman 2 Salary (Oct 10)
105.4	£ 20.56	Acumen Wages Service (Oct10)
105.5	£ 37.89	A&J Lighting . maintenance (Oct10)
105.6	£ 77.49	A&J Lighting (Repair to bollard light, Phillips Road, 1 Oct)
105.7	£ 124.49	F A Jiggins and Son . Consumables*
105.8	£ 60.00	Rayne Village Hall . CIP Office Hire
105.9	£ 32.50	Rayne Village Hall . CIP Room Hire (ASWP)
105.10	£ 85.38	E-On Electricity Bill (Street Lights)
105.11	£ 48.95	Anglia Sign Casting Company . Memorial Plaque
105.12	£ 358.38	Audit Commission . External Audit Fee
105.13	£ 881.25	EECOS . Preliminary Ecological Assessment . Oak Meadow
105.14	£ 2.61	Ernest Doe & Sons Ltd . Consumables**
105.15	£ 104.58	RBS Software Solutions . Accounts Package Maintenance
105.16	£ 39.99	Groundsman 2 Expenses (Safety Boots)
105.17	£ 28.87	Clerk Expenses (as detailed on invoice)
105.18	£ 528.75	J Metson . Memorial Bench installation
<b>Total:</b>		<b>£3483.21</b>

\*Consumables includes: fuel, tyre repairs

\*\* Consumables includes: paint and paintbrushes

- It was Proposed Cllr Jiggins, Seconded Cllr West and unanimously agreed to pay the £70 fee for Cllr Phillips to attend a Bid Writing training workshop via Voluntary Sector Training. The cheque was signed at the meeting.

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