



**RAYLEIGH TOWN COUNCIL**  
**The Pavilion, King George V Playing Field, Bull Lane,**  
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**Minutes of a meeting of the Town Council.**  
**Held on Monday 9<sup>th</sup> January 2023 at 7.45pm at**  
**The Pavilion, King George V Playing Field, Bull Lane, Rayleigh, SS6 8JD.**

**1/23 Those present and apologies for absence.**

**Chair.** D Mercer.

**Councillors** S Belton, E Brewer, C Callis, E Callis, R Dowell, R Dray, J Jacobs, R Lambourne, J Lumley, R Milne, J Newport, C Pavelin, B Smart, C Stanley.

**Resolved.** The council accepts apologies for absence from Councillors D Belton, J Burton, S Page, C Roe, J Sawford, D Sperring, J Waight, I Ward. Proposed Cllr Mercer and carried unanimously.

**2/23 Declaration of members' interests.**

Cllrs Newport and Lumley declared interests as District and County Councillors. Cllrs C Callis, R Lambourne, R Milne, C Pavelin C Stanley declared interest as District Councillors.

**3/23 Public forum**

There were no members of the public present.

**4/23 To appoint Elaine Ketley as Clerk to Rayleigh Town Council.**

The Locum Clerk's appointment as Proper and Responsible Financial Officer ends in January. Following the appointment of a permanent Clerk, the council declares that she has the authority to act on behalf of the council as proper officer and responsible financial officer. Following a brief discussion on the interpretation of the Personnel Committee's terms of reference, it was agreed to make the appointment and welcome Elaine Ketley as the new Clerk to the Council.

**Resolved.** The Council appoints Elaine Ketley as Clerk, Proper Officer, and Responsible Financial Officer to the Council. Proposed Cllr Mercer seconded Cllr Lumley and carried unanimously.

**5/23 County and District Councillors' updates.**

Cllr Lumley reported that the County Council budget information has just been published and will follow later. Cllr Newport has submitted the maximum number of potholes within his repair allocation and may be able to secure additional repairs. Councillors are reminded that street light faults should be reported through the ['report a fault'](#) website.

Cllr Newport was the only County Councillor to call-in the decision to end funding for the ECC Highway Rangers as he was concerned that there has been no consultation with the District Councils about their uptake and usage. The challenge will be considered by the County Scrutiny Committee. The potential for Rochford District Council to cover the funding was considered at an earlier Town Council meeting but will not be a sustainable solution, and residents and councillors are urged to consider how important this service is.

**6/23 To receive an update on police matters from Whaeed Khan**

Waheed Khan was unable to attend.

**7/23 Correspondence.**

None this month.

**8/23 Consultations.**

None this month.

**9/23 Minutes of Town Council meetings.**

**Resolved.** The Council approves the minutes of the Town Council meeting that was held on 12<sup>th</sup> December 2022 as a true record. Proposed Cllr Mercer and carried unanimously.

**Resolved.** The Council ratifies the planning minutes for 5<sup>th</sup> September, 3<sup>rd</sup> October and 7<sup>th</sup> November 2022. Proposed Cllr Mercer and carried unanimously.

**10/23 Finance.**

- a. The council received a list of all payments up to the end of December 2022.
- b. The council received a list of budgetary information on all accounts.

**Resolved.** The Council notes the budgetary information and confirms the account balance of £11,597.14 in Unity Trust Bank. Proposed Cllr Mercer and carried unanimously.

The NatWest Liquidity and current accounts will be published when received.

**11/23 Approve terms of reference for the Dementia friendly working group.**

It was noted that Cllr Page, Smart, Ward and Brewer have agreed to participate in the group.

**Resolved.** The council approves the terms of reference for the dementia friendly working group. Proposed Cllr Mercer and carried unanimously.

**12/23 20's plenty & safer streets**

To consider introduction 20's plenty and safer streets programme. It was agreed that this item will be deferred until the next meeting where it can be discussed with County Councillor Lee Scott as this has an implication

**Resolved.** The item will be deferred to the February Meeting proposed Cllr Lumley seconded Cllr Newport and carried unanimously.

**13/23 To approve revised terms of reference.**

The Council considered the proposed amendment to require ratification of minutes at full council to be a backward step. Committee minutes will be agreed by the next meeting of that Committee and will be received as read by the next council.

**Resolved.** The council retains 1.6 of the terms of reference. Proposed Cllr Newport seconded Cllr Milne and carried with one against.

**14/23 Chairman's Engagements**

16th December 2022 St Andrews church Rochford Civic carol concert.

17th December 2022 Essex concert orchestra 'Musical Jokes'.

23th December 2022 Essex Youth Orchestra 'a Christmas hamper'

29th December 2022 Presented prizes for best dressed charity, commercial and public house.

9<sup>th</sup> January 2023 Attended the re-opening of the Celestial church of Christ and met Pastor Solomon Adejumo.

**15/23 Neighbourhood plan – dates for neighbourhood plan**

The Essex Association of Local Councils' trainer was not available to secure a date for training. While waiting for these dates, the Locum Clerk was asked to arrange a briefing from a member of a Neighbourhood Planning team that had already submitted a successful plan.

**16/23 First aid training course in house.**

The Clerk reported that courses are available for £495 - £675 for up to twelve people. Staff would be trained, and members may also be able to participate.

**17/23 Annual Town Meeting**

It was agreed that the meeting would be held on Thursday 27<sup>th</sup> April 2023 at Sweyne Park School. It was recommended that publicity is through posters as well as electronic methods. The Annual Awards Nomination form has been sent out to schools and organisations and included on the Town Council's Facebook page and website. The deadline for nominations is Friday 4<sup>th</sup> March 2023

**18/23 Items for later agendas**

Cllr Scott - February meeting, Neighbourhood planning training, Climate emergency survey, Grant committee, Dementia Friendly Towns.

**Meeting Closed 8.52pm**

Chairman

Chairman Signature .....Date .....