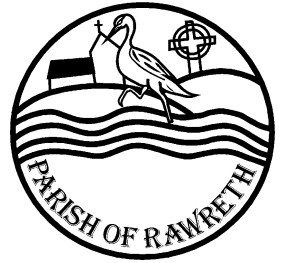


RAWRETH PARISH COUNCIL



MINUTES OF THE ANNUAL MEETING OF RAWRETH PARISH COUNCIL HELD ON 13th May 2026 AT 7.00pm AT BATTLESBRIDGE FREE CHURCH HAWK HILL BATTLESBRIDGE ESSEX SS11 7RE

Present:

Cllr. S Belton
Cllr. Mrs P Jayachandran
Cllr. A Matthews
Cllr. P Mitchell
Cllr. S Jack
Cllr. S Peters

In Attendance: The Clerk and 4 Members of the Public

1. TO ELECT A CHAIRMAN FOR THE ENSUING YEAR Cllr Mitchell proposed and nominated that Cllr Stuart Belton be elected as the Chairman, this was seconded by Cllr Peters and unanimously agreed by all remaining Members, Cllr Belton accepted the position.
2. NEWLY ELECTED CHAIRMAN TO SIGN A DECLARATION OF ACCEPTANCE OF OFFICE. Cllr Stuart Belton signed the Declaration and Acceptance of Office which was witnessed by the Clerk.
3. TO RECEIVE APOLOGIES FOR ABSENCE. Apologies were received and accepted from Cllr Mrs S Wiltshire.
4. ELECTED COUNCILLORS TO SIGN A DECLARATION OF ACCEPTANCE OF OFFICE. All Re-elected Councillors signed a Declaration Of Acceptance Of Office in the presence of the Clerk, it was agreed by all Members that Cllr Mrs Wiltshire could sign her declaration when she attends the next Meeting of the Council if not before.
5. TO APPOINT A VICE CHAIRMAN Cllr Mitchell proposed and nominated that Cllr Jayachandran be appointed as the Vice Chairman, this was seconded by Cllr Peters and unanimously agreed by all remaining Members. Cllr Jayachandran accepted the position.
6. TO RECEIVE DECLARATIONS OF INTEREST. None.
7. TO APPROVE MINUTES OF LAST MEETING. Minutes of the Meeting held on 1st April 2026 were approved by the Members without alteration and accordingly the Chairman signed them as a true copy.
8. MATTERS FOR INFORMATION ONLY. None.
9. MATTERS TO NOTE ONLY (FROM PREVIOUS AGENDAS) THESE MATTERS WILL BE PLACED ON FORTHCOMING AGENDA'S FOR DISCUSSION WHEN RELEVANT UPDATES, INFORMATION AND REPLIES ARE RECEIVED FROM THE REQUIRED SOURCES.
 - a. Members to discuss renew and adopt where necessary Council statements, Policies and Regulations. (Clerk to circulate to Members prior to Meetings) including, Strategic Plan and Community Engagement. Noted.
 - b. Beeches Road/Watery Lane Road Safety Concerns. (All Members, the Clerk and other LGA and Agencies to report) Noted.
 - c. Special Planning Guidance (SPG). (Clerk circulated to Members, Cllr Belton to take the lead on this matter and all Members to report to the Cllr Belton) Noted.
 - d. Council Information Leaflet. (Cllr Belton circulated to Members, all Members to report to Cllr Belton) Noted.
 - e. Updates regarding flooding in the Parish. (Update regarding Rawreth Brook circulated to Members and posted on FB) Noted.
 - f. Essex Police, Parking/Abandoned Vehicles and Road safety issues and concerns in the Parish. Noted.
 - g. Community Events and Engagement. Noted.

10. PUBLIC PARTICIPATION- The following matters around the Parish were mentioned, where necessary the Clerk will investigate.

a. Questions raised by email regarding various matters Wolsey Park (circulated prior to the Meeting) Members discussed the matters raised, the most concerning of which was a perceived rise in crime, the Clerk advised that prior to the meeting she had liaised with the Police who had provided a very detailed breakdown of all reported which she had circulated to Members, the report showed that there was no rise in crime and that in relation to a burglary a suspected had been arrested. The Clerk reiterated that if residents are experiencing crime of any description they must report it to the police.

The Clerk then spoke about the request for increased bus services, Cllr Jayachandran is very aware of the work that has already been done to try and increase bus services, the Clerk advised that the Love your Bus funding is currently closed, but the Clerk would continue to check for any new funding.

The Clerk stated that a couple of points raised by the resident are outside the Parish, in particular the direction of traffic flow in Love Lane and therefore the Parish Council have no remit over these areas and approach would need to be made to Raleigh Town Council.

Members then discussed the suggestion of more community events at Wolsey Park, all Members were in agreement that this would be something really good to get involved with and it was agreed that a working party would be the best way forward, Cllr Belton proposed that a working party be created and offered to be a member of it, this was unanimously agreed and Cllr Jayachandran and Cllr Peters also agreed they would like to be part of the working party, it was suggested that the three members now liaise with the Wolsey Park resident to move this forward. The Clerk advised she can look at grant funding, but more information regarding events, dates, what's planned would be needed and clarification over where on Wolsey the events will be held, land ownership, who will be running the events and insurance liabilities. **Agreed Action: Cllr Belton, Jayachandran and Peters to start dialogue with the Wolsey Park resident to form a working party which would report back to the Council.**

b. Question raised regarding road safety A1245 (circulated prior to the Meeting) Members discussed the road safety concerns raised in an email received prior to the Meeting, in particular the danger for vehicles accessing and exiting businesses on the A1245. The Clerk advised with the residents agreement the email had been forwarded to County Councillor James Newport, the Clerk had requested an acknowledgement of receipt from Cllr Newport, but this has not as yet been received.

11. VILLAGE REPORT- The following matters around the Parish were mentioned, where necessary the Clerk will investigate.

a. Raleigh FC will be holding Tournaments at the Chichester Grounds on the 13th, 20th and 27th of June.

b. Old London Road, the speed sign is missing and the post is damaged. The Clerk confirmed she has reported this.

c. Old London Road, advertising signs for the Chichester, do they have advertising consent?

d. Carpenters Arms, the untaxed vehicles have all been cleared away.

e. Traffic noise and speeding, Chelmsford Road, Beeches Road, Watery Lane is now too frequent to keep reporting to the police, it's every night.

f. Church Road, speeding vehicles, could speed calming bumps be proposed? Could traffic calming measures be investigated, illuminated signs, speed signs on the road surface? It was agreed to bring this matter back to the June Meeting.

g. Livestock water troughs have been stolen from horse's fields.

h. Traffic for the Carpenters Arms boot sale is queuing to get in and causing an obstruction on London Road A129 and Carpenters Arms, traffic is queuing because vehicles are stopped just as you enter the field to pay an entrance fee, this stopping point needs to be moved further into the field.

i. Cherry Hill site on the A1245 has had a lot of static caravans delivered onto the site in the proceeding weeks, there now appear to be a lot more on site than before, what planning consent has been passed?

j. Heron Walk on Wolsey Park has a damaged road sign that is beyond repair and a replacement is needed.

k. Contractors vehicles are still parking on Wolsey Park spine road in the vicinity of the phase 3 development.

12. DISTRICT AND COUNTY COUNCILLORS WRITTEN REPORTS No reports were received from the Ward District Councillors.

13. FINANCE.

a. Online payments approved since the last meeting.

J APinkerton (May) £2100.00. Noted.

J A Pinkerton (May) £1020.00 Noted.

H L Bloomfield reimbursement of BT Broadband (Apr) £56.74 Noted.

Unity Bank Charge (Apr) £7.00 Noted.

Storage (May) £80.00 Noted.

EALC & NALC Affiliation Fees £629.09 Noted.

H L Bloomfield reimbursement of Ink £36.20 Noted.
Battlesbridge Free Church (Apr) £30.00 Noted.
Battlesbridge Free Church (May) £30.00 Noted.
Vision ICT SSL Certificate £60.00 Noted.
H L Bloomfield reimbursement of BT Broadband (May) £56.74
H L Bloomfield reimbursement for refreshments £42.75

b. Members discussed the payment of the Essex County Council Legal Services bill for £988.80 (inc VAT) dated 12th April 2026 relating to legal services in respect of vexatious complaints received by the Council in 2022 and unanimously agreed to pay the same.

c. Council considered the Insurance renewal from Clear Council for the 2026/2027 financial year and noted the premium had increased from £875.58 to £1214.45 due to the increase in Parish population size. Members unanimously agreed the renewal at a cost of £1214.45

d. Members noted that a further Unity Bank Interest Account has now been opened for the Section 106 Allotment contribution monies.

e. Council noted that the Clerk has completed the Pension Regulator Re-Declaration and that the next re-declaration will be due in 2029.

f. Council considered a Grant request received from SCAFT (Supporting Carers and Families Together) a charity that supports 200 carers and their families in the District. Cllr Belton proposed a grant of £1800.00, this was seconded by Cllr Mitchell and unanimously agreed by all other Members.

14. GENERAL CORRESPONDENCE (to note). None.

15. ADOPTION OF POLICIES AND REGULATIONS. Council to discuss, review and adopt where necessary the following policies and regulations.

a. The Vexatious Policy was reviewed and unanimously agreed without alteration.

b. The Public Participation Policy was reviewed and unanimously agreed without alteration.

16. DEVOLUTION, LOCAL GOVERNMENT REORGANISATION AND COMMUNITY GOVERNANCE REVIEW. The Clerk advised there were no updates to report.

17. PROPOSED NEW DEVELOPMENTS AND HOUSING TARGETS. The Clerk advised there were no updates to report.

18. EXISTING PARISH DEVELOPMENT UPDATES. Cllr Belton advised that work on the SEND school is progressing. The Clerk advised there were no other updates to report.

19. TO RECEIVE REPRESENTATIVES WRITTEN REPORTS OF MEETINGS ATTENDED OR MATTERS TO RAISE AT FORTHCOMING MEETINGS INCLUDING RHALC. None.

20. COMMUNITY GARDEN, PARISH OWNED LAND AND MAINTENANCE- The Clerk advised the Maintenance Team have been incredibly busy, there is a long list of scheduled works, that said, if something urgent is identified the schedule is changed accordingly. Currently the team are working at the Community Garden, they have weeded the beds and are now scrapping back the paths, these will then be resurfaced, the Memorial Bench will then be installed, this will not now sit on a concrete pad as there is a more natural way of installing it. The Clerk reminded Members that she had forwarded details of new picnic benches for the garden, there is a hexagonal bench that accommodates wheelchairs, the Clerk reminded Members that there is a budget for new benches. Members discussed the details that have been circulated, they discussed purchasing two benches for siting on each lawn area in the garden, both will have a good view of the garden away from entrances and the road making them safer for families or people exercising their dogs. The Clerk confirmed that that the cost of each bench is £828.00 of which £138.00 is reclaimable VAT Cllr Mitchell proposed that the two benches should be purchased, Cllr Belton seconded the proposal and Members unanimously agreed. **Agreed Action: The Clerk to purchase two new picnic benches.**

The Clerk reminded Members that within the Community garden there is a bed containing rose bushes, some of which were planted in Memory of Christine Payne who served as a Parish Councillor. The Clerk suggested that it

would be fitting for the Council to plant a rose in memory of Lyn Hopkins who was a long standing Member of the Council and past Chairman. **Members unanimously agreed and the Clerk was asked to purchase an appropriately named rose.**

The Clerk advised Members that as the Section 106 monies have now been received a meeting needs to be scheduled to meet with the National Allotment Society, Cllr Belton and Cllr Jayachandran said they would like to attend along with the Clerk. **Agreed Action: Clerk to contact the National Allotment Society local representative to arrange a meeting.**

Members discussed purchasing Parish Council Maintenance Vehicle. The Clerk reminded Members that details of a suitable vehicle had been circulated to prior to the meeting, the vehicle would need to be capable of towing, off road use, carrying equipment such as road signs, cones, and would enhance the services of the Parish Council who are now carrying out more maintenance work on a weekly basis and this would increase with the completion of the Allotment site. The Clerk reminded Members that at the April Meeting Members had agreed a budget of around £20,000 which would be taken from the Section 106 funds. The Clerk advised that the vehicle that had been found was a 2018 Ford Ranger 2.2 diesel truck (timing chain), fitted with a tow bar, full service history, MOT until January 2027, new wheels and tyres (with a full spare set) and that the truck had been inspected by an independent mechanic who had looked at all the mechanical aspects and run a diagnostic check, with the only finding being the truck would need a set of front brake pads, the Clerk advised that the price of the truck is £16500.00, the Clerk advised that the insurance would be dependent on the named drivers but would be in region of £1300.00, the Clerk advised that the maintenance team along with Members should be named drivers. The annual tax is £360.00. The Clerk advised that the truck should have an illuminated flashing light for use on the highway and site around £30.00 cost for a magnetic one, hard wired dash cam cost around £150.00 and will need to be sign written around £300.00 for side and rear signs. Cllr Belton proposed purchasing the vehicle that has been found and detailed to the Council, Cllr Jayachandran seconded the proposal, and Members unanimously agreed. **Agreed Action: Clerk to purchase the maintenance truck, arrange insurance, tax, signs, illuminated light, dash cam, front brake pads.**

21. COMMUNITY ENGAGEMENT AND EVENTS. See Agenda Item 10.

22. TRAINING- The Clerk confirmed a list of training courses had been circulated to Members prior to the meeting. The Clerk asked Members if they would like her to explore the option of having a trainer visit and deliver a training session in house for all Councillors, this would cover the role of a Councillor, Standing Orders, Code of Conduct etc Members unanimously agreed this is something they would like the Clerk to explore given that some have not undertaken training as yet and others would like the benefit from refresher training. **Action Agreed: The Clerk to make enquiries for in house training.**

23. REINSTATEMENT OF FOOTPATHS/BRIDLE WAYS IN THE PARISH. Cllr Matthews advised that the signs for the Coastal Path have now been erected. The Clerk advised that Essex County Council had sent for consideration, a P3 Agreement for 2026-2027 to maintain the PROW's in the Parish again. Members unanimously agreed they would like to enter into a P3 Agreement for 2026-2027. **Action Agreed: The Clerk to complete and return the necessary P3 documentation to Essex County Council.**

24. PLANNING MATTERS- The Clerk advised there were no planning applications received prior to the Meeting which had not already been circulated to be dealt with under Delegated Power.

25. BLUE PLAQUE HERITAGE SCHEME- The Clerk advised that she was still awaiting costings for plaques and it was agreed this matter would be brought back to the June Meeting.

26. ITEMS FOR NEXT AGENDA. Including if necessary matters noted in item 9. Blue Plaque, Special Planning Guidance Policy, Community Engagement and Events. Beeches Road/Watery Lane, Church Road and A1245 Road Safety Concerns.

27. DATE & VENUE OF NEXT MEETING- Members agreed the date and time of Wednesday 3rd June 2026 7.30pm, at Battlesbridge Free Church Hawk Hill Battlesbridge SS11 7RE. Cllr Belton, Cllr Mitchell and Cllr Jack gave their apologies ahead of the June Meeting.

The Meeting closed at 20.31 pm

Signed Chairman: