

DRAFT Minutes of Langham Parish Council (PC) Meeting held on
Thursday 10th June 2021 7:30pm

Present: Cllr Bottwood, Cllr Ellis. Cllr Thorpe, Cllr Brockman, Cllr Emms, Cllr Mansel-Thomas, Cllr Armstrong.
Borough Cllr Nigel Chapman
8 members of the public
Clerk Carol Harbach

20/214 Welcome and apologies for absence

Cllr Ellis has informed the Parish Council that he will be retiring after 18 years and will be leaving at the end of August 2021. Cllr Bottwood said he had been an invaluable councillor over the years and had a large amount of knowledge not only about planning, but of the council and village as well.

Cllr Barber had sent his apologies as he is attending a Borough meeting tonight.

21/215 Declaration of Members interests

Any declarations of interest will be brought up and declared as they arise on the agenda.

21/216 Agreement of Minutes of last meeting 19th May 2021

The minutes were proposed by Cllr Emms and seconded by Cllr Mansel-Thomas. Agreed by all.

21/217 Matters arising from the last meeting.

Cllr Barber follow up with CBC regarding The Oaks – This will be covered in Cllr Barber report later.

Verges – A discussion still needs to be had between Cllr Barber and LPC regarding this **Ongoing** Letter to car dealerships – These have been sent out. **Discharged.**

Overgrown hedges in School Road at The Oaks – The Clerk has been in contact with The Oaks and they have scheduled this to be dealt with by their ground work team. When the date has been agreed The Oaks will contact the PC and let them know when it will be completed.

Discharged.

LPC Facebook page – later on agenda.

Training for new councillors – The dates have been obtained by the Clerk and forwarded on to the councillors and one councillors training dates have been confirmed. Clerk to follow up on second alternative date for one of these days of training. **Action Clerk.**

21/218 Public Open Forum (Maximum 15 minutes)

A resident asked if The Oaks is a listed building and would like to try if possible to keep the outside as it is. Cllr Bottwood stated that the PC had already been in discussions regarding this with Cllr Barber and explained its historical significance to him. Cllr Barber is also following this up with CBC.

Another resident asked why the LPC Facebook page was on the agenda when it is already up and running. This was explained that this was a trial to see what responses it produced, and this item will be followed up later on the agenda.

Another resident stated he had an interest in the Traffic Survey later on the agenda and had no further questions.

21/219

Visitors Reports (CBC and County Councillors)

Cllr Chapman informed the council that Colchester Borough Council was now under Conservative control and CBC are currently looking at budget and forming the new cabinet. New proposals are being looked at and once the council has finished its "housekeeping" things will move on.

The councillors have been arranged into their new committees and Cllr Chapman is looking at Scrutiny, Cllr Laws is looking at Heritage and Business. Cllr Chillingworth is on the environmental panel.

Cllr Chapman is still representing Langham, Dedham and Boxted.

Cllr Barber's written report below was summarised and some of it was read out;

My apologies for not being able to attend this evening. I am at a committee meeting.

The Council will have received earlier today my invitation to attend a joint meeting with myself and Nigel, alongside Dedham and Boxted. It may be that we need to invite a representative from the close Tendring area ie Ardleigh Parish Council, but for now I feel it is best to keep succinct. The purpose is to begin discussions with a view of establishing a joint plan to address issues such as road safety, excessive traffic, HGV s etc in a joined up and efficient manner.

In other matters:

1. Birchwood Road

I have spoken to Highways about this after our site visit. Highways did not provide the most constructive response initially but the drains will be cleared. We will then need to co-ordinate in future with CBC and road sweeps, which are not a Highways function.

2. Perry Lane

I am still awaiting the report from the jetting team on this.

3. A12 Severall's Lane Bridge

I was told I would receive an update from Highways England by the end of spring. I would argue that the end of spring has arrived and so I have followed up.

4. Oaks School

ECC's Property Team are seeking to resolve outstanding issues pertaining to the building. They hope to remedy these in the near future. However, until then the property cannot be disposed of.

5. Rural Buses Provision

ECC is currently running a trial using Government funding for additional hopper buses across certain rural areas. I have arranged a briefing to understand more about this and how it is progressing. I will update the Parishes following this.

6. Highways Defects

I am awaiting the report from an inspector into Langham Lane/Severall's Lane to look to get this into the maintenance programme.

7. Road Safety

This fits in with the Highways Plan but once the village survey is done we can also work together on this matter. It also fits in with speed signs that we have briefly discussed. I will be in contact shortly on this to explore with you further once more details are confirmed from Highways on asset costs and implementation. The four sites previously identified (Moor Road, School Road, Wick Road & Birchwood Road) have been approved in principle by Highways, it is simply now how to acquire the VAS that is the focus and the mechanisms of future usage (ie how you would want to rotate it).

There are some other outstanding LHP applications too ahead of this month's LHP meeting. To give some more information on some of the schemes. The proposal to review the size and frequency of signs on Wick Road is funded and has an estimated implementation date of Q3 2021 (which we are now in). The proposal to have kerbs down School Road is funded and has an estimated implementation date of Q4 2021. The footway proposal down Park Lane has

been given the go ahead from a feasibility perspective but the estimated cost is £123,500. If you approve/want me to, I will look to escalate that outside of the LHP due to the costs likely to be prohibitive through that avenue.

8. Community Fund

I have circulated this, which has now opened via email.

9. Youth Strategy Group

I am now chairing Colchester's Youth Strategy Group. If you have any ideas or any groups that may need funding for a project, please let me know.

After the report was read out Cllr Bottwood stated that he would set up a dialogue with Cllr Barber regarding the footway from the A12 towards Wick Road and Park Lane. A resident also asked if CBC were going to consider the new fibre work by Gigaclear which may also cause problems in the future if work is undertaken on a new footway when cable laying/trenching has been carried out in the same location. Cllr Bottwood agreed to also pass this on if the project proceeded. **Action Cllr Bottwood**

21/220 Finance

220.1 Matters arising from the Finance Committee on 7th June 2021.

HMRC VAT payment has now been received and the Finance committee propose to transfer the VAT amount that was paid out for the refurbishment of the Tennis Courts back into the account it came from. The amount proposed to transfer is £200 from the current account 30553093 into the Tennis account 50634468. Vote to transfer £200 into correct account Proposed Cllr Emms Seconded Cllr Ellis All agreed. This amount will be transferred by the council bank signatories.

Cost of hall hire – This was noted that the amount in the budget would now not cover the hire of the hall as it was planned for one meeting a month and there are now a total of 4 meetings a month which would increase the monthly payments from £35 to £140. An increase of £105 a month.

A discussion took place regarding this and the days that are available at the Community Centre as the usual Wednesday night hire has been also given to the Boxted Band which would not make the meetings viable at the same time. Other nights were offered but not guaranteed. Some of the councillors felt that the centre could give the council a bigger discount or not charge for all of the meetings a month. Other venues may be looked at if the community centre cannot guarantee a regular slot for the hire. The finance committee will look at reviewing this budget at the next meeting.

The training costs for councillors will also be looked at the next finance meeting.

220.2 To approve payments in accordance with the 2021/22 Budget.

Expenditure:

It was noted that the payment to Cllr. Emms last month had not yet been reconciled. There was also an underpayment of £1.10 to HMRC for NI Contribution in May for the clerk. (£6.21 instead of £7.31 which went through)

Contractor invoice 5-21	144.00
Clerk Salary due <u>June 30th 2021</u>	810.00
HMRC NI Contributions June 2021	6.21
Mrs. C. Harbach – reimbursement for covid-19 supplies	11.10
HMRC – underpayment from last month May 21	1.10
Topline – Pest control	85.00
BHIB Ltd – Parish Council Insurance for year	895.12
Langham Community Centre Hire – Inv 4721, 4724, 4725 total	105.00

Total £ 2,057.53

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When approved by the Council, these payments will be authorised by Cllr Bottwood and Cllr Ellis.

Proposed Cllr Mansel-Thomas Seconded Cllr Brockman Agreed by all.

21/221 Planning/Housing

221.1 Planning Applications – Observations conveyed under delegated authority since last meeting.

The next Planning meeting is Monday 10th June at 6:30pm at the Community Centre.

Other comments are available on the Colchester Borough Council (CBC) website.

A meeting with CBC was being arranged to discuss the Langham: Infrastructure and the Colchester Local Plan with Karen Syrett but unfortunately she has had a bereavement and is taking some time off. Laura Chase and Simon Cairns are now taking this meeting and the PC are now waiting for a date for the meeting to go ahead.

221.2 Vistry Homes – Sir Bernard Jenkin’s Meeting

There is a meeting arranged with Sir Bernard Jenkin’s for the 18th June including the LPC and three other constituents from Langham who have already been in contact with Sir Bernard’s office. The result of this meeting will be brought back to the Parish Council meeting next month.

21/222 Consider the set up of an Infrastructure Committee

The reasoning behind this committee is that there are a lot of areas that need to be covered by more than one person for example the Ardleigh Interchange issues, road safety, infrastructure, verges and boundary maintenance, and other road/traffic and footpath issues within the village and the workload now requires a committee or working group to work on them. Due to the fact that the PC is still short of a councillor and the fact that Cllr Ellis will be leaving at the end of August this will be put on hold until the council has its full capacity of councillors. **Ongoing**

21/223 Agree the need for an Engagement Plan

The need for an Engagement Plan was discussed, this should enable the PC to improve it’s interface to residents and to be more accessible and reactive to residents concerns. Cllr Bottwood and Cllr Armstrong will work on a draft of this. The council decided this was a good idea and voted to go ahead with this.

Proposed Cllr Ellis seconded Cllr Armstrong. All agreed.

21/224 Agree the set up of a new LPC Facebook page

The first trialling of a LPC facebook page has gone ahead and has received a good reaction from some residents that actively use social media.

Vote to have a LPC facebook page.

Proposed Cllr Ellis seconded Cllr Mansel-Thomas. All agreed.

21/225 Agree the date for issuing the Langham Traffic Survey (Questionnaire)

This had previously been put on hold due to Covid and the PC did not want to put out the survey if traffic volumes were low. It was thought that for the survey to have the most effect it should be at a time when traffic levels were back to a normal state and a good response could be obtained. If the sample size was too small it would be difficult to provide suitable backing evidence to ECC for budget to be allocated for traffic calming projects.

A discussion took place and the council has various options available to help with this such as mobile VAS signs, gateways etc. It was thought that it was a good idea to ask the Police to carry out speed checks in Park Lane and School Road as well as the usual Wick Road area. After a discussion it was agreed that the survey should be sent out in September after the school holidays. Date to be confirmed.

If the villagers would like more speed checks within the village, the more individuals that complain to the Police regarding speeding traffic the more checks the Police are likely to make.

21/226 Clerk's Report and Correspondence

1. There was some fly tipping at the Dedham Road end of Greyhound Hill 27/5/21 which was blocking the road. This was reported to the Zone Warden who organised clearing of this very quickly.
2. A resident contacted the PC regarding the restricted site access when leaving the Community Centre car park. The PC forwarded this to the Community Centre who are now dealing with this.

21/227 Councillor's Reports

No decisions are made or action points allocated in this section

Cllr Ellis – No further report.

Cllr Brockman – Nothing to report.

Cllr Mansel-Thomas – Nothing to report.

Cllr Armstrong – Nothing to report but booked on some courses later in the month.

Cllr Bottwood – Nothing that hasn't already been covered.

21/228 Training/Events

Reports on attended events
Nominations for new events

No training has been attended yet. Cllr Armstrong is booked on some training next month. Three of the councillors are attending a ANOB planning meeting via zoom later this month. Cllr Chapman will forward some other training available on the 13th July to the Clerk to be passed on.

21/229 Items for the next agenda

CIF Funding
Publicity Officer Terms of Reference sign off
Facebook Page update
Village Facilities survey update

21/230 To confirm date and time of next meeting

Date of next meeting: Thursday 8th July 2021 at 7:30pm

Cllr Bottwood thanked everyone for their attendance.

The Council meeting finished at 9:40 pm.

Signed

Cllr Bottwood

Date