

**Minutes of Langham Parish Council (PC) Annual Parish Meeting held on  
Wednesday 19th May 2021 7:30pm**

**Present:** Cllr Bottwood, Cllr Ellis. Cllr Thorpe, Cllr Brockman, Cllr Emms, Cllr Mansel-Thomas, Cllr Armstrong.  
Borough Cllr Laws, Borough Cllr Barber  
2 members of the public  
Clerk Carol Harbach

**20/191 Explanation of how the meeting will run**

Cllr Bottwood welcomed everyone to the Langham Parish Council Annual Meeting and then explained the rules of the meeting.

**20/192 Election of Chairman (sign declaration of Office)**

Cllr Bottwood asked if there was anyone willing to stand as Chairman for the Council. No one wished to stand and Cllr Bottwood offered to stand as Chairman. This was proposed by Cllr Brockman and Seconded by Cllr Ellis. Agreed by all.

Cllr Bottwood signed a Declaration of Acceptance of Office form and was elected the new Chairman. Cllr Bottwood thanked everyone for coming to the first face-to-face meeting for a while.

**20/193 Welcome and apologies for absence**

Cllr Chapman had sent his apologies as he is unable to attend this meeting tonight.

**21/204 Visitors Reports (CBC and County Councillors)**

Cllr Laws – Thanked the council for inviting them to the meeting and he looked forward to working with the council in the future.

Cllr Laws explained that he had grown up in Bergholt and had taken over from Cllr Arnold and was part of the three councillors that oversee the Rural North area along with Cllr Chapman. Cllr Chapman was still the councils first person to contact on issues but if needed, all three councillors were there. Cllr Laws was particularly interested in Heritage.

Cllr Barber had completed a walk round with Cllr Bottwood and Cllr Ellis earlier this evening and had looked at the issues that were important to the village, including road safety and flooding and Cllr Barber will be looking at helping to get these addressed by working with fellow councillors to get results. Cllr Barber stated he was open to comments and feedback on issues that residents may have. Cllr Barber had been in contact with the Parish Council prior to this meeting and was going to follow up on a portable VAS, talk to ECC regarding the old Oaks School site and was going to send a copy of Aldham PCs copy of a traffic survey for the council to look at.

Cllr Barber would be part of the ECC Highways Panel and had previously worked with Cllr Brown. The Panel has not yet voted on a new Chair. This panel will then allow things to be fed to the local MP's and will try to make them more of a part of things in this area.

At the moment members of the public do not attend these meetings but it may become possible in the future, it is dependant on what the cabinet members wish to do.

At this point Cllr Barber and Cllr Laws left the meeting

**20/194 Declaration of Members Interest**

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

**20/195 Election of Vice Chairman (sign declaration of Office)**

Cllr Bottwood asked if there was anyone willing to stand as Vice Chairman for the Council. Cllr Ellis offered to stand as Vice Chairman. This was proposed by Cllr Bottwood and Seconded by Cllr Emms. Agreed by all.

Cllr Ellis agreed to this position on the caviate that he would stay until the new PC had “bedded” down but did not want to stay on long term. Cllr Ellis signed a Declaration of Acceptance of Office form and was elected the new Vice Chairman.

**20/196 Signing of Councillors’ Declaration of Office**

The new councillors were given a Declaration of Acceptance of Office form which they duly signed and returned to the Clerk.

The new Langham Parish Council was now elected.

Cllr Bottwood officially welcomed the new councillors to the council.

**20/197 Publicity Officer  
(Interfacing with Social Media, getting the council’s message out to the village).**

Cllr Bottwood explained that this would be a new role within the council and would cover the increasing communication areas of social media and interfacing with the village. An explanation of the role was given to the council and terms of reference/Role Description would also be produced for this role.

This new position was agreed by all the council.

Cllr Bottwood proposed Cllr Armstrong to take on this position for the council which was seconded by Cllr Emms and agreed by all.

Cllr Armstrong accepted the position.

**20/198 Agreement to new Infrastructure Committee**

This new committee was explained by Cllr Bottwood and this committee would also oversee the Road and footpaths, and cover the infrastructure issues within the village. The committee would also include a resident who will be a new committee member. These issues were getting bigger for the village and were too much for one person to cover and now need a committee to work on them.

This committee would look at continued increase of traffic volumes in the village, speeding traffic and erratic driving behaviour, Local Highway Panel projects, Verges and ditches, footpaths and the limitations of online reporting to County Highways which cause the PC problems.

A discussion took place regarding whether this committee was going to be a formal committee or whether it should be managed on a project basis. It was then decided by the council to put this on the next agenda so it can be discussed again in more detail.

This committee was proposed to be;

Cllr Bottwood (Chair) - Roads

Cllr Emms

Cllr Armstrong – footpaths

A.N. Other resident– committee member

**Action: Agenda item for next meeting.**

## 20/199 Committee Structures

The proposed committee structures are as follows and had been discussed by the councillors prior to the meeting.

Finance committee	Recreation Ground committee
Cllr Ellis – Chair	Cllr Emms – Chair
Cllr Mansel-Thomas	Cllr Ellis
Cllr Brockman	Cllr Brockman
	Bob Schofield – member of the public
Planning committees	Staffing committee
Cllr Ellis – Chair	Cllr Bottwood – Chair
Cllr Mansel-Thomas	Cllr Ellis
Cllr Bottwood	Cllr Brockman
Chris Graves – member of the public	

There were also new individual roles  
Cllr Brockman – Transport  
Cllr Ellis – PC Correspondent  
Cllr Armstrong – Publicity Officer

These committees were proposed Cllr Bottwood seconded Cllr Ellis Agreed by all.

Cllr Bottwood explained that the Finance & Recreation Ground Committees are advisory Committees and the Planning Committee is the only one with executive powers as they respond to CBC on planning requests on behalf of the full Council.

## 20/200 Agree Parish Council Representative for Langham Community Centre (LCC) Trustees and LCC Finance Committee

### LCC Trustees Representative

The representative for this committee from the Parish Council was discussed and Cllr Bottwood was nominated. Cllr Emms was asked if he was happy for Bob Schofield to represent the Recreation Ground Committee. Cllr Emms agreed with this and Bob Schofield was happy to be the representative.

### LCC Finance Committee Representative

Cllr Bottwood was nominated for this role.

Both of these roles were proposed by Cllr Armstrong and seconded by Cllr Bottwood. Agreed by all.

## 21/201 Agree Minutes of previous meetings

201.1 Agree minutes of meeting 21<sup>st</sup> April 2021 and the last Annual Parish Council Meeting 26<sup>th</sup> April 2019. In the Annual Parish Council meeting -an agenda amendment was made here as the date should be the 3<sup>rd</sup> June 2020. As this was a regular council meeting it was not necessary to agree these as they were agreed at the July council meeting. It was then agreed to delete this line. Proposed Cllr Bottwood seconded by Cllr Armstrong. Agreed by all.

202.2 Agree minutes of Parish council meeting 3rd June 2020.

These were previously circulated and proposed by Cllr Ellis and seconded by Cllr Bottwood. Agreed by all.

## **21/202 Matters arising from the last meeting.**

7<sup>th</sup> April 2021 meeting -

Recreation Ground completion of works by contractors – this has been started and is now a working document. Discharged

Cllr Ellis The Oaks – The disposal of The Oaks building was previously discussed with Cllr Brown and is now being looked at by LPC and Cllr Barber from a heritage view. Cllr Barber will be following this up with CBC – still ongoing. **Action item: The Oaks to be on the next agenda**

Cllr Brockman footpaths – Footpath Reference Number: 2696696 **Issue:** ploughing or cropping on prowl Location footpath 17 Langham. Work completed discharged.

Cllr Emms – working group later on agenda.

Cllr Bottwood– verges – Cllr Bottwood met with Bob Schofield and looked at the verges and ditches in Greyhound Hill. There are historical issues with this site and this is still on going as there will be a discussion with Cllr Barber and LPC regarding these.

Bird nesting in hedge at Vistry homes –

This is covered by the Wildlife and Countryside Act of 1981, but the site is not being developed at the moment.

Paperwork to new councillor – completed and discharged.

Williamsons Development Ltd – later on agenda

Vistry site – later on agenda.

Website – later under councillors reports.

Local Council Awards – will be ongoing in the coming months until completed. **Ongoing**

Cllr Emms – letter to dealership – This is still at draft stage and will be a general letter which will be sent to all the dealerships requesting that they may wish to consider that the Lanes around the village are not necessarily the most suitable for the road testing of cars. **Ongoing**

## **21/203 Public Open Forum (Maximum 15 minutes)**

A resident raised his concern on the road markings that have just been completed in School Road. It appears the hedge at The Oaks has become very overgrown and now covers the ditch and is overhanging the Highway in that area of School Road. Due to this it appears the Highway Team has taken the hedge as the side of the road and moved the middle white line markings over which in fact reduces the road width and some cars are having to stop, as the road is now not wide enough for two cars to pass.

The PC stated they would look at this and follow it up **Action PC**

Another resident was disappointed at the lack of support and attendance at tonight's meeting.

The resident felt the villagers did not see the PC as somewhere they can go to be heard and get results. He felt that social media was the way to move forward for the PC to get a better connection with the village.

The PC agreed with the resident stating that they are trying to rectify this and hopefully with the new role of publicity officer it could help to address this issue. It was explained that the PC have rules and regulations that need to be followed which can make it difficult to provide immediate responses on social media sites.

Cllr Bottwood asked the resident if he could consider an agenda item on “engagement” that could be discussed at the next PC meeting.

The difference between the Annual Parish Meeting (or Annual Assembly) and the Annual Parish Council Meeting (or AGM) was explained as the former is a meeting of the electorate facilitated by the PC and the latter is a PC meeting with the main aim of electing the chairman and establishing committee members for the forthcoming year.

The surveys that the PC have sent out have had some encouraging results back with the residents ideas for the village. It was noted that most of the responses are still coming in via the paper hard copy provided rather than the online options provided.

The PC welcomed any ideas that the resident may wish to suggest on rectifying this.

The resident also suggested that the website also had a traffic measurement count on it so it can be seen how many people visited the this website.

## 21/205 Finance

### 205.1 Matters arising from the Finance Committee on 6<sup>th</sup> April 2021

Contractors invoices for annual maintenance /football pitch maintenance- A new contractors worksheet has been produced which is a working document so will be ongoing.

This was sent at the time of proposed approval of invoices and will happen monthly so the committee can see what work has been completed in the future. Discharged.

### 205.2 To approve payments in accordance with the 2021/22 Budget

#### Income to date for May 2021

HMRC VAT Refund	£3,209.69
Langham Lodgers	£ 54.00
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Total Income to date	£3,263.69
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#### Expenditure

Contractors invoice 4-21 April	£333.00
Clerk Salary for April 2021	£821.43
Mrs. C. Harbach – flowers for S. Dawson	£ 35.00
HMRC – NI contributions	£ 6.21
Cllr Emms – planters for Pond Corner	£ 93.90
Royal Mail – end of postage for surveys	£ 1.06
Agrovista UK Ltd – White lining paint for pitch	£150.00
Wave Water Bill – water on recreation field	£ 12.23
Springold Design & Print Ltd – surveys	£234.00
Essex Playing Field Association Competition	£ 10.00
Clerk Salary – for May 2021 – due 30 <sup>th</sup> May	£810.00
HMRC – NI Contributions	£ 6.21

Total

£ 2,513.64

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These invoices had been looked at by Cllr Bottwood and Cllr Ellis and some questions were asked and answered. Cllr Emms had signed off the Contractors invoice ready for payment as Chair of the Recreation Ground Committee. As at this time there were only two members of the committee it was not quorate so these need to be signed off by the whole committee tonight. The income and expenditure were read out by the Clerk. Proposed by Cllr Bottwood seconded by Cllr Emms agreed by all.

These payments will be made by Cllr Bottwood and Cllr Ellis online.  
Cllr Mansel-Thomas is currently being approved to go on to the bank mandate as another signatory for the account.

## **21/206 Planning/Housing**

### **206.1 Applications for discussion at meeting.**

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

### **206.2 Planning Applications – Observations conveyed under delegated authority since last meeting.**

211064 Lodge Park, Lodge Lane, Langham Colchester CO4 5NE. Proposed Installation of Enclosure Containing Water Storage Tanks and Booster Pumps.

The Planning committee had considered this application which was for a pumping unit at the Lodge Lane Local Economic Area. Councillor Bottwood noted that the introduction of this would likely be of benefit to residents in the area to help regulate the existing water pressure. No objections

210949 Land south of, School Road, Langham Colchester. Application to remove condition 21 of planning permission 191830

210948 Land south of, School Road, Langham Colchester. Application to vary condition 21 of planning permission 191830

The following comments relate to both the above applications which are now cross referenced to application 191830 on the CBC planning website.

It was mentioned that CBC do not allow public consultation on the discharge or clearance of planning conditions. Consultation is allowed on removal or variation of conditions which is applicable to planning applications 21048 & 21049.

It was noted that application 21048 was also the subject of a legal challenge by Vistry Homes' Solicitors.

It was agreed that Objection comments to both applications, reiterating previous PC comments, would be sent to CBC. This response would be copied to Sir Bernard Jenkin MP for follow up.

210900 Land South of School Road Langham Colchester. Erection of electricity substation.

It was agreed that an Objection comment would be sent to CBC, citing the absence of this building from original application 191830; obtrusive location; flawed application 191830 which omitted the electricity supply to the new site.

### **206.3 Update on Vistry Homes Project**

This has been covered above under 206.2. Also the planning committee has established a contact with Vistry Homes Ltd, to liaise on operational matters arising during the construction phase.

There has been communication with Sir Bernard Jenkins MP assistants regarding the sewerage issues in Langham that will be magnified by this development.

The date for a discussion with Bernard Jenkins MP still needs to be finalised. When the date is known the format and attendees will be finalised. It will probably involve the PC and residents that have contacted Sir Bernard's office separately, plus Sir Bernard.

### **206.4 Update on Williamson Developments Ltd. Project**

The results of the survey undertaken by the PC which was sent to residents requesting comments on the draft site plan have been published and are on the website.

Cllr Bottwood did have a conversation with Malcolm Inkster regarding results of the survey. 85% of the responses indicated that residents did not support this development.

The plans states there is a "natural wooded area" which butts up to the Community Centre car park. The PC have tried to start a dialogue about alternative uses for this area but requirements will be driven by the Langham Facilities Survey that is progressing at the moment.

### **21/207 Update on Langham Facilities Survey**

Cllr Emms stated that the group have met all the deadlines that were set by the working group. All areas of access for the survey were covered. It was part of the newsletter, had QR codes for people to access on line, was available on the website and via a link on Langham Locals. A paper copy was also posted to all residents. There have been 22 responses via the paper version in the last two days, and 11 online. It will also be put on the website and Langham Locals that the date has been extended for people to complete the survey to the 7<sup>th</sup> June 2021.

### **21/208 Clerk's Report and Correspondence**

1. The Clerk received a phone call from a resident regarding Pond corner. There have been a lot of dog owners just letting the dogs run around this area. The owners have been clearing up after the dogs but the resident would like another sign from CBC to be put up in the area explaining that dog fouling is an offence. The Clerk has obtained a dog sign from CBC and this has now been put up in the area of Pond corner.
2. The Clerk received a phone call from a resident regarding the noise from the green box that is on the corner of Park Lane and Moor Road. The clerk suggested that if the equipment was noisy or appeared defective to contact the owner of the equipment and report it to them to see if it needed repairing.
3. A letter of thanks was sent from Mrs. Dawson for the flowers that she had received from the Council.

4. A resident has sent in a letter regarding a quote and suggestions for new refurbishment works at The Shepherd corner. This has been passed on to the Recreation Ground committee for them to consider.
5. An email has been received by Charlotte Parker Manager from the Community Shop requesting permission from the council that that they can purchase a bench seat to go around the cherry tree at the far end of the car park near the tennis courts, in remembrance of resident John Smith who died recently. The shop are willing to pay for the bench, its upkeep and any future maintenance or repair it may need. A further email has since been received to see if a stone bench can be placed around the tree. This will now be discussed by the Recreation Ground committee.

## **21/209 Councillor's Reports**

No decisions are made or action points allocated in this section.

Cllr Ellis – Disappointed the Pub had not yet reopened for the village.

Cllr Brockman – Footpath 17 – the landowner has now completed works at this site and the ProW is now accessible.

Footpath discussed from last time – footpath 29 – the resident did not want to follow this up any further and did not want any responses from the village. Discharged.

Cllr Emms – Thanked Cllr Ellis, Mrs. Ellis and Cllr Brockman for helping out at Pond Corner and tidying up the area. There are also quotes being obtained to refurbish the village sign at this site.

Cllr Mansel-Thomas- No report at this time.

Cllr Armstrong – No report at this time.

Cllr Bottwood – Website – there has been poor progress made and appears the PC need to make the website suppliers aware of things that need to be added to the contract. They have stated that all websites are backed up daily at 12 am and all backups are held for 1 month. If the server, for whatever reason, goes down they will get all websites back at worst to a point as it was 24hr prior to going down and it will take around 3-4 hours to do this. The server is now also backed up in a separate data centre.

## **21/210 Agreement to Langham PC Standing Orders**

These Standing Orders have been circulated to all the council before tonight's meeting. Proposed Cllr Emms Seconded Cllr Ellis All agreed.

## **21/211 Training/Events**

Reports on attended events  
None currently attended.

Nominations for new events

There is a training course from the AONB Planning officer on the 13<sup>th</sup> July which Cllr Ellis, Cllr Bottwood and Cllr Mansel-Thomas will attend.

There are also training days for new councillors held by EALC Clerk to forward this information to the new councillors. **Action Clerk**



The Clerk would like to attend a training session regarding the CiLCA course for clerk on the 27<sup>th</sup> May 2021 which she would like to attend.

**21/212 Items for the next agenda**

Ant items are to be given to the Clerk

**21/213 To confirm date and time of next meeting**

Date of next meeting:

Thursday 10<sup>th</sup> June 2021 at 7:30pm at the Community Centre and  
Wednesday 7<sup>th</sup> July 2021 at 7:30pm at the Community Centre

Cllr Bottwood thanked everyone for their attendance.

The Council meeting finished at 8:40 pm.

Signed .....

Cllr Bottwood

Date .....