

DRAFT Minutes of Langham Parish Council (PC) Meeting held on
Wednesday 1st September 2021 7:30pm

Present: Cllr Bottwood, Cllr Brockman, Cllr Emms, Cllr Mansel-Thomas, Cllr Armstrong.
CBC Cllr Barber
3 members of the public
Clerk Carol Harbach

20/252 Welcome and apologies for absence

Cllr Bottwood welcomed everyone to the meeting.
Cllr Chapman sent his apologies.

21/253 Declaration of Members interests

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

21/254 Agreement of Minutes of last meeting 8th July 2021

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

21/255 Matters arising from the last meeting.

Updated finance regulations have been circulated regarding the increased limit before quotes are required. Discharged.

Statement to Standing Orders has been circulated. Completed and discharged.

GDPR included in Risk Assessment. Completed and discharged.

ICO later on agenda.

External auditor report later on agenda.

Bonfire feasibility report later on agenda.

Preschool request. Completed and discharged.

21/256 Public Open Forum (Maximum 15 minutes)

A resident has been in touch with the PC previously regarding one of the houses at Whitehouse Close which has been empty now for over a year. The resident requested that the PC look into this further and recently there have been residents moved from Lawford into one of the houses contrary to the applicable covenants for these properties. **Action Clerk**
Another resident thanked the PC for the time and advice they had offered over a recent incident they were involved with the village.

21/257 Visitors Reports (CBC and County Councillors)

Cllr Barber reported that the Boxted Road near the new development of Chesterwell was due to be closed for road works. The diversion was to be over the bridge at Severalls Lane which currently has traffic lights on it. Cllr Barber is liaising with Action England and the Highways department to try and re route this through the entrance at the Jobserve Community Stadium off the Boxted Road side to bring it out on to the Severalls industrial estate area to relieve the pressure. Cllr Barber is currently waiting for the officers to get back to him. When he has more information he will let the PC know.

CBC Local Plan Update – there is no news at the moment on the progress of the part 2 evaluation by the government inspector and the Leader of CBC has not received any information. When something is known Cllr Barber will let the PC know.

Cllr Barber and the PC are currently working together on Highways problems locally, Cllr Barber will keep the PC aware of what the Highways department are currently working on,

he was asked by the PC if he could resend the Aldham Traffic Survey again as the PC had not received it yet, he confirmed he would send this on.

Cllr Barber was still in discussions with the highways department to get the current road closures sent to him in the form which shows location, time of closure and for how long, as previously sent. The Highways and Cllr Barber are still working on this to get the right format sent so it can be passed on to the PC.

Local bus services are currently being looked at by CBC and any information that he can be given regarding this would be useful. Cllr Emms stated that there was a lot of information on this which was gathered from the residents from the last village facilities survey which he will pass on to him. Cllr Barber thanked Cllr. Emms as he felt this would be very useful. Cllr Bottwood will gather this information and send it to Cllr Barber. **Action Cllr Bottwood.**

The PC had contacted a resident who was looking at the potholes, and road damage around the village and asked if they would also like to work with the PC on this as part of the team that reported back to Cllr Barber but the resident declined this offer.

The traffic survey will hopefully be out to residents later this month and the findings of this will also be passed on Cllr Barber.

Cllr Barber left the meeting at 8pm

21/258 Finance

258.1 Matters arising from the Finance Committee on 15th July and 1st September 2021.

The Tennis club meeting is still an ongoing item.
Bank signatory is on this agenda. Discharged.

The committee had just met and discussed that the Clerk should have a PC laptop to complete the PC work on. It was suggested that the PC buy a small laptop up to a value of £500 and this laptop could then be moved on to another Clerk if the Clerk moved on.
Some of the councillors suggested that all data should be stored on a “cloud” so it is automatically backed up if anything happened to the laptop.
The councillors agreed that a PC laptop should be purchased and requested the Clerk to obtain quotes and make this an agenda item for the next meeting. **Action Clerk**

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

Since last LPC meeting 8th July

Income

Jo Bartholemew Keep fit on field	£60.00
Craft Fair at Community Centre	£30.00
Jo Bartholemew Keep fit on field	£15.00
Christopher Jones Bouncy castle field hire	£15.00

	£ 120.00

Expenditure;

Langham Community Centre invoice 4768	35.00
Langham Community Centre Invoice 4766 – for Sept	35.00
EALC Training cost for Cllr Armstrong.	216.00
Contractor Inv 7-21 Padlock	4.50
Employer NI Contribution	6.21
Anglian Water Bill for water on field	14.45
Local Council Awards Scheme fee	60.00
Contractor invoice 7-21	222.00

Clerk Salary Aug	810.00

Total	£ 1403.16
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Expenditure for approval at this meeting	
Langham Community Centre	35.00
Tony Emms reimbursement for new white line marker	243.94
Tony Emms reimbursement for new signs at recreation field	21.54
Clerk Salary due 30th September	810.00
HMRC NI contributions	6.21
Martin Bottwood reimbursement for printing of envelopes for survey	78.00
M. Rich contractor invoice 8-21	270.00
M. Rich Invoice 8-21 consumables for beacon refurbishment	16.30

Total	£1,480.99

When approved by the Council, these payments will be authorised by Cllr Bottwood and Cllr Cllr Mansel-Thomas. Cllr Bottwood reimbursement will wait until the signatory authorisation has been confirmed by the bank.

Proposed Cllr Brockman Seconded Cllr Armstrong. Agreed by all.

21/259 Planning/Housing

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

212049 Wenlocks, Grove Hill - Single story rear extension; front porch; garage conversion; detached double conversion. No objection.

210832 Applebys – discharge of condition 3 and 7 of planning permission 201123.

Cllr Brockman declared an interest in this item and apologised for not doing so sooner as she was unaware that this had been approved until now.

21/260 Co-option of Mr. J. Palmer and Mrs. L. Hayward on to Langham Parish Council.

As Mr. Palmer is not available to attend the meeting tonight this item will be adjourned until next month when both candidates will be available to be co-opted and the relevant paperwork/committees can be discussed. **Action Clerk agenda item.**

21/261 Policies and procedures due for renewal.

The procedures and policies were reviewed by the named councillors and distributed to the other members of the council with any amendments or alterations if needed.

As some of these were still awaiting comments it was decided that these would be an agenda item for the following month to allow time for councillors to receive any further comments before being agreed. Also the Risk Register needs to be looked at on a regular basis and will be added to next months agenda for discussion. **Action Clerk on next months agenda.**

The code of conduct will be sent around again by Cllr Brockman for further comment and discussed next month. **Action Cllr Brockman**

21/262 Village facilities survey update

Cllr Emms reported that the group is now at the analysing stage and the top 10 issues were being looked at.

There will be some follow up actions

- Cllr Emms will fully inform the PC at a separate meeting

- Volunteers who offered their services will be contacted by the group via email and letter
- This will be advertised on the Parish Council website, Facebook and Langham Locals as to when the meeting is and what is involved.
- The group will start to communicate with the village regarding the results of the survey and an update will be published in the newsletter next month.
- Dates that have been agreed so far
13th September inform PC of survey
15th September deadline for newsletter information
23rd September meeting for volunteers
- After the volunteers meeting it is hoped to identify a group of people to support the PC and the working group in future events and to gain their ideas.
- Inform the rest of the village

21/263

Councillor's Reports

No decisions are made or action points allocated in this section

Cllr Armstrong - has attended a two day training course for councillors.

Cllr Brockman nothing to report

Cllr Emms – the hedges at the field have been cut today and the ditch will be cleared next week.

Cllr Mansel-Thomas nothing to report

Cllr Bottwood – Meeting with Cllr Barber tomorrow to discuss various issues around the village including the footway project in Park Lane off the A12.

21/264

Clerk's Report and Correspondence

- 1) The Oaks school informed the clerk that the hedge on School Road was trimmed at the beginning of the summer holidays in July.
- 2) Residents complained about the rubbish that had not been collected at the recreation ground play area, after some conversations with the zone warden these were then emptied as usual.
- 3) A resident emailed the council to say that they did not want the Vistry Home development to go ahead. They were contacted to say that this had been approved by CBC in December last year and the resident was directed to the responses that the parish council had sent to CBC on the website.
- 4) There was fly tipping in Greyhound Hill again on 26th August of black bags which was reported to the Zone Wardens who dealt with this. Two other cases of fly tipping have also been reported on 31st August 2021. 1 in Greyhound Hill which was a blue gas canister and a toilet cistern and header tank up near the Church in the hedge, these have also been reported to the zone warden to be collected.
- 5) The Parish Council has also been contacted by residents about parking on the verges and dangerously parked cars on the junctions around the village. This will be picked up in the traffic survey which will be coming out to residents shortly.
- 6) A Resident also had a couple of concerns regarding the trees at the millennium garden. These concerns have been passed on to the Recreation Ground committee who will be looking in to this further.

21/265

Register with the ICO for Data Protection

This is on the agenda from the last meeting as an item to be discussed regarding a recommendation of the internal auditor. The auditor suggested the council register with them for data protection. The criteria were reviewed on the ICO website by two separate councillors and as we do not have any CCTV cameras it did state that this was not required. The council agreed to follow the data protection guidelines but not take out the registration.

21/266 External Auditors Report

The Clerk read out the report from the external auditor
The external auditor requested 2 questions to be answered.

1) Section 2: since the total reserves figure (Box 7) is more than twice the annual precept value (Box 2), a breakdown of reserves is required.

2) Section 2, Box 3, 4 and 6: please provide an explanation (both narrative and numerical) for each of the significant variances. The explanations provided do not provide a numerical breakdown of differences between the years so we cannot account for the variance.

These questions were not unexpected and the finance committee replied with an explanation of the reserves and a break down of the statement of accounts for both the 19/20 and 20/21 years. Which was then accepted.

The recommendation from the auditor then came back as a “no need to respond to the email” and stated this was to being sent to the engagement lead to be signed off.

A typo was noted on the form in section 2 box 2 of the AGAR for which should have read £19,193 and not £19,198.

It was also recommended that the council follows the recommendations made by the internal auditor.

The final sign off has not yet been received from the auditors.

21/267 Bonfire feasibility update

This had been undertaken by three councillors and was agreed not to be feasible this year as the firework companies are booked up, but the PC are working on booking things for next year. This needs to be booked as soon as possible as next year Nov. 5th is a Saturday. Cllr Mansel-Thomas is following this up.

21/268 Allotments

Trinity Planning will be approached to see whether there is any possibility of incorporating the provision of allotments on the site plan for the Williamsons Developments project in School Road. This should also include discussions on other projects identified by the village facilities survey. CBC should also be approached to see if land for allotments can be sought to see if they can find some land for allotments in the village. **Action Cllr Bottwood**

21/269 Queens Jubilee Celebrations

The PC and the shop are keen to organise events for this weekend for the Queens Jubilee celebrations. The Clerk is to talk to the shop and pass on the contact details of Cllr Brockman so they can discuss this further and work on ideas for this weekend.
Cllr Brockman has been working in the background organising the fly past to come over the village during that weekend.

21/270 Traffic Survey

The manual version is currently being worked on and a date will be set soon for the launch of the survey. The questions need to be looked at carefully before it is printed.

21/271 New Working Group

A new working group is being looked at to cover such things as the traffic survey. This group would also look at highway issues such as potholes, verges, footpaths, the rat run issue and the progress of the Ardleigh Interchange. The PC has a question logged with the EALC legal team to see if this group could work as not all the issues would be a “task and finish” exercise. When we have had the answer it will be reported at the next meeting. **Action Clerk agenda item**

21/272 Website Biographies

Once the new councillors have been co-opted on to the council and the council is at full compliment, it will produce a framework for the biographies which will then go on to the website.

21/273 Delivering the Community Engagement Plan

Cllr Armstrong had produced a report for discussion of delivering the community engagement plan. This was discussed by the council but as it had not received comments back from all the councillors it will be on the agenda for the next meeting. The Clerk will reissue this report for councillors to look at.

All comments are to go back to the Clerk ready for the next meeting. **Action Clerk agenda item.**

21/274 Training/Events

Reports on attended events
Nominations for new events – Cilca Clerk Course

The clerk has the opportunity to get on to this years CiLCA course which is a recognised qualification for clerks to have. This course was explained by the clerk including the costs involved. It is possible to obtain 75% of the fees back through a bursary and including the other 6 courses that she would need to attend to obtain the qualification. The council discussed this course and agreed to pay the costs involved which after the bursary would be around £327. This amount would also be put to the finance committee to increase the budget for training at the next meeting. **Action Clerk**

21/275 Items for the next agenda

Items as above and any other items to be given to the Clerk.

21/276 To confirm date and time of next meeting

Date of next meeting: Wednesday 6th October 2021

Meeting finished at 9:45pm

Signed

Chairman Cllr Bottwood

Date