

**Draft Minutes of
Langham Parish Council (LPC) Meeting
2nd November 2022 7:30pm**

Present: Cllr Bottwood, Cllr Thorpe, Cllr Brockman, Cllr Armstrong, Cllr Palmer, Cllr Freeman, Cllr Ogawa.

Attendees:

Cllr Chapman Colchester Borough Council (CBC) Councillor
Clerk Carol Harbach
1 Member of the public

22/524 Welcome and apologies for absence

Cllr Bottwood welcomed everyone to the meeting.
No apologies were received.

22/525 Declaration of Members interests

None arose. It was agreed that any declarations of interest would be declared as they arise on the agenda.

22/526 Agreement of Minutes of the meeting on 5th October 2022

These were agreed as a true and accurate account. Proposed Cllr Freeman seconded Cllr Armstrong All agreed.

22/527 Matters arising from the meeting on 5th October 2022

Sewerage network diagram – Angian Water (AW) are still being chased and the LPC have been told today it will be available for the meeting with AW next week. This will be looked at in more detail when it has been received.
Turnpike Close – Overhanging hedges. The Clerk has identified the land owner and a meeting will be arranged to discuss this area with them. The LPC will meet owner on site to discuss this land issue with regard to the vegetation overgrowth.

Container Park in Lodge Lane – there was a concern about the opening hours for customer access. CBC had agreed the extended access times for customers who are not able to gain access during the day.

Lighting at this site - all external lights need to be approved by the LEA.

SID sign provision – The PC are trying to find an organisation that can check underground utilities in Wick Road.

Cllr Barber suggested the PC contact Eight Ash Green PC who have been through this procedure.

Tendring Garden Community meeting – Cllr Barber will send us information as he gets this. There are still concerns about the Ardleigh Interchange and new development in the area which will radically increase traffic. Cllr Chapman will send the clerk the email address to contact so LPC can be added to the distribution list for the Tendring Garden Community information.

It was suggested by the PC that the next agenda for the three-way Dedham/Ardleigh/Langham meeting should include an item on terms of

reference for the committee. It was also agreed that the group should be asked to include input from Cllr Barber and Cllr Chapman on the agenda.

Finance regulations completed and discharged.

Cleaning of USAAF Monument walls – It was agreed that this would be added to the agenda for the next Recreation Ground committee meeting.

22/528 Public Open Forum (Maximum 15 minutes)
Nothing to say at the moment

22/529 Visitors Reports (Colchester Borough Council - CBC and County Councillors)
Cllr Chapman stated there were lots of changes at the new City council (Colchester City Council – CCC) and the new financial circumstances are being looked at. There is a big re-organisation at the top-level taking place and the lower-level councillors will be allocated more responsibility. There is a new alliance working with the health authority to work as a holistic group with enabling officers in charge. Cllr Chapman believed that Ella Humphries is the contact who will be working in rural areas and in villages. Cllr Bottwood stated that Langham have in the region of 800 residents that have to go to Ardleigh surgery for GP support. Cllr Chapman continued by stating that discussions including the Care Quality Commission (CQC) have been taking place to see if they can get various services in one place, such as a main clinic area and possible outreach services for the surrounding areas/villages. Cllr Chapman will be talking to Ella Humphries to see if there is a way forward to do this jointly with CBC/CCC and CQC with both sides contributing to the finances for this. There may be other initiatives to come out from Colchester as they are now a city.

22/530 Finance

530.1 Matters arising from Finance meetings on 2nd November 22
It was proposed to have a Christmas Tree again this year and it is approx. £250 to provide another tree this year.
Proposed Cllr Freeman seconded Cllr Palmer.

530.2 To approve payments in accordance with the 2022/23 budget

Clerk Salary for Oct 22	£833.65
HMRC NI Contributions	13.71
James Todd & Co – payroll	24.00
Rural Community Council Essex (RCCE) Subscription	72.00
C. Harbach – reimbursement for mastic for plaque	9.99

C. Harbach reimbursement for Land Registry	6.00
J. Palmer – reimbursement for Glowsticks	
Bonfire event	308.72
J. Palmer – reimbursement for sum-up	
Machines bonfire event	299.90
J. Palmer– reimbursement for Radio phones	
For bonfire event	57.60
Langham Community Centre –	
Various hires for meetings/training and	
Bonfire event	686.00
Elizabeth Ellis plants around village	26.09
Enovert Management Ltd – 10%	
To release grant for play area	5,000.00
EALC – Budget & Precept Course Clerk	84.00
EALC – Councillor basic training	
x 2 councillors	432.00
EALC – Councillor training – planning	
X 2 councillors	168.00
P. Dawson – reimbursement for	
New pads for defibrillator	132.00
Royal British Legion – wreaths x3	60.00
Wave Water – standpipe charge	14.60
Adler Business Systems Ltd – stationery	22.20
Norton check	13.99

Total	£8,264.45

As at 31/10/22 current account

Income	£23,898.59
Expenditure	20,694.26

Balances

30553093	22,455.18	
30553085	51,164.49	
50634468	14,938.14	
40553182	1,627.95	Bonfire income to date

Total	£90,185.76
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Proposed Cllr Thorpe seconded Cllr Ogawa all agreed.

The reimbursement payment to Cllr Palmer for the Bookers purchases is likely to be over £1,000 as this is a sale and return item the exact amount is yet to be finalised. The finance committee agreed that they would approve the payment for this next month as there is not a meeting planned for December and this can be paid under deferred authority. Agreed Cllr Armstrong seconded Cllr Brockman. All agreed.

530.3 Finance Regulations update regarding the provision of a PC credit card to be used for events only.

Agreement by council to go ahead with this. Details to be looked into and brought back to the next meeting.

Proposed Cllr Freeman seconded Cllr Palmer all agreed.

22/531

Planning/Housing

531.1 Planning Applications Decisions Received

221962 Church Farm, Dedham Road – vary condition in earlier consent as to materials.

Withdrawn

221835 Bumblebee Cottage, Moor Road – increase height of chimney stack
Approved conditional a separate one for the listed building see below

221981 Bramley House, Wick Road – 2 storey extension

Approved conditional

221970 – Thaubels, Wick Road – electric sliding gate

Approved conditional

531.2 Planning Applications Received

222383 Turnpike Close – 2 dwellings Outline application for the erection of two infill self-build bespoke designed dwellings (all matters reserved).

Outside Settlement boundary but no objections.

220466 Alefounders' House – New loft conversion to create attic bedroom and bathroom. Extension to existing annex building. Front boundary wall. (Amended Description)

Various dates and further applications made. The PC have Objected to this again as issued raised by Essex Highways

222566 & 222567 – Bumblebee Cottage, Moor Road, Langham Essex CO4 5NP. One listed building consent.

Extend the height of the existing chimney stack

No objection and an insurance observation

531.3 S106 Funding

General update some of the Unilateral Undertakings funding streams are starting to be released for the shop and the lighting in the community centre.

No update for the Vistry site S106 Contract funding as yet and this will be checked with CBC.

22/532

Recreation Ground Committee update

Bonfire Night

Cllr Palmer updated on the event and everything had gone well:

872 tickets sold, 588 adults 284 children, plus the shop at 75 tickets. A

new list is being prepared. Looking at selling around 950 at the moment without sales on the night.

- Cllr Palmer will speak to The Oaks to see if they can use the car park as an over flow car park. There may be up to 1200 on the night.
- The police will be contacted for bollards for no road parking on the night by Cllr Palmer.
- An action plan for the event was described by Cllr Palmer: –
 Volunteers meeting 9:00am on morning of event, food trucks arriving midday, 1pm the bonfire build will be concluded and a meeting on site at 4pm. 4:40pm to get people in place, gates open at 5pm, fire at 6pm with music. A painting competition has been held in the primary school, Bob Schofield will judge the competition and the winner of this will push the plunger to start the fireworks display.
 Fire will be started being built Thursday. 7:35pm announcement of winner of competition, 7:45pm for the fireworks. Then more music and the bar would be continued . Cllr Palmer thanked all the committee for all their help with what has been achieved. Litter pickers are booked for Sunday and have received an offer from Colchester Bin Hire (CBH) for 6 bins free of charge. Also, the PAT testing has been free from AP Electrics. Jackrabbit brewery will be here with cask beer and 2 volunteers.
 There is £4000 expected in sponsorship and approx. £4,400 for ticket sales. . Cllr Thorpe thanked Cllr Palmer and his team for all the work that has been completed to date.
- Children’s Play area
 This went to a public contract site and additional quotes were received. The preferred quote was revised and after the bench and path were taken out the figure came to £88,052.5 , there may still be a little bit of movement in this. The delivery amount is still being discussed and the PC want to draw down the Enover grant in January. A pro forma invoice will need to be produced to release the grant, the PC would expect another supplier discount for this payment as it will be in advance.
 The supplier is now requesting a letter of intent (LOI) to order based on the agreed statement of requirements. Cllr Thorpe will meet with Bob Schofield on site as he was away at the time of the last meeting when the supplier and the quote was agreed. Following the meeting, which should help to ensure that no items have been missed, we should be able to issue the LOI and the supplier will order the equipment.
 The Recreation Ground Committee are aiming for this to be completed by the 14th Nov meeting. It was checked and there is still an opportunity to reinstate the path if funds allow and the supplier will let us know the last available date for this to be added. There will be a schedule given to the PC so that they can track progress of the project.. There was still some clarification required on the delivery and unloading charges plus identifying the site for storage of the play area equipment. The container and the pavilion were highlighted as possible storage areas for some of the equipment. The supplier has agreed to look at this and the detailed planning will be followed up by Cllr Thorpe. This will be discussed at the next Recreation Ground meeting.

- Multi-Use sports court

We have a couple of quotes in and this project will need to be registered on the public contracts site before the contract is awarded. An image will be put on the website of what this is likely to look like.

Early estimates are showing that the costs are coming in around £100k at the moment. There are 3 quotes at the moment and there are likely to be more coming along when this project is registered on the public contract site.

These quotes do not include low level floodlighting costs but an amount has been included for this is the £100k estimate.

The full statement of requirements will need to be agreed and the existing quotes will need to be refreshed. No money has been received from the S106 contract fund at the moment and this is not likely to happen until January. It is also unclear whether all the funding will be released on first occupancy of the Vistry Homes site.

- Gigaclear cabinet Moor Road/Park Lane

The PC are waiting for Andrew Lipski of Gigaclear to come back to them. The resident has agreed he is happy to maintain the plants in this area. There have been a few meetings and Gigaclear will provide the plants up to £250 in value if they can have a small sign in return, to recognise their contribution. The PC may have to get these planted themselves but are waiting for this to be confirmed. Gigaclear are speaking to highways for their permission to plant at this location..

Vistry site - provision for high-speed broadband. Vistry will be asked directly what provider they are looking at for broadband cover.

22/533

Welcome/Information packs for new residents

- **Cllr Ogawa update**

Cllr Ogawa had looked through the pack that was provided and thought that it needed to be modernised. It was proposed to provide a small booklet with a few pages which could include pictures, existing flyers and an update of the directory. It was thought that the directory was the most useful item in the pack. Cllr Ogawa agreed to look at this in more detail as there may be some other useful information that is missing. Cllr Ogawa was keen to get the shop involved and it would be helpful if they were willing to regularly review the directory for future updates. Cllr Ogawa would arrange for updates to be published and the shop would be asked to continue to distribute the document to new residents.

Once the directory is updated it may well be put in the newsletter in the future.

Cllr Ogawa will take this forward with a rough draft for the shop to review and then move it forward.

22/534

Policies for review

Risk Assessment - Cllr Armstrong

This has been reviewed by Cllr Armstrong and has been circulated to all the councillors. There had been no further amendments to this. Proposed for adoption by Cllr Bottwood seconded Cllr Thorpe all agreed.

Complaints procedure - Cllr Bottwood

This has been reviewed by Cllr Bottwood and has been circulated to all the councillors. There have been no further amendments to this.

Proposed for adoption by Cllr Armstrong seconded Cllr Freeman all agreed.

22/535

Anglian Water meeting update

A meeting has been arranged later this month and scheduled for 18th Nov at 10am in the Community Centre.

A draft agenda has gone out to Anglian Water (AW) to agree. One action for the PC is to survey the village of past flooding and sewerage overflows and there has been various replies to this already.

There will be a screen and projector provided to enable a power point presentation on the day.

Councillors will be requested to attend if possible.

22/536

Website Review

This is now working well on the new platform and the website will now be reviewed including an update on the content.

22/537

Christmas tree at the Shepherd & Dog Corner

It was agreed to have another Christmas Tree in the village again this year.

A councillor will go and pick out a tree at the suppliers.

The tree will cost £250 this was agreed by all.

22/538

Councillor's Reports

No decisions are made or action points allocated in this section

Cllr Palmer – nothing else to report

Cllr Freeman – No further report

Cllr Armstrong - No further report

Cllr Bottwood followed up on the SID sites to explain more about the

underground utilities . He also explained that we were offered posts for the SID sign from another council, but this is not likely to be needed.

Cllr Thorpe - no report

Cllr Ogawa - no report

22/539

Clerk's Report and Correspondence

Christmas Tree for the village – this was discussed earlier

The Clerk has received a request from the first responders requesting a donation to go towards new equipment to have another team to work in the area. This had been taken to the finance committee and agreed in principle.

More information will be required before committing to this but this was also agreed in principle by the main council.

22/540

Training/Events

- Feedback from Planning Training – Cllrs Thorpe & Freeman
The councilors reported that they thought it was useful and interesting and had a lot of information to work with and follow up on. Email addresses were swapped between councillors attending the course

- Nominations for new events
Allotment course will be looked at in the future.

- Councillor or committee members recruitment for the future- review
Looking into the future for further recruiting are we happy in how councillor recruitment was completed in the past and currently keep a list of people who were not successful the first time round to look at again in the future if appropriate.

22/541

Items for the next agenda

Any items to be given to the Clerk

22/542

To confirm date and time of next meeting

Date of next LPC meeting: Wednesday 11th January 2023 7:30pm.

The Chairman closed the meeting at 9:15pm

Signed

Cllr Bottwood

Date