

DRAFT Minutes of Langham Parish Council (PC) Meeting held on
Wednesday 5th January 2022 7:30pm

Presentation prior to the Parish Council Meeting

There were two visitors from Essex Cricket – Mr. Graham Pryke and Mr. Mohammed Ismail who were interested in reinstating Cricket at Langham Recreation Ground.

They had met with Cllr Bottwood previously and looked at the recreation ground and had reviewed the space available for a cricket square on the field (via google) which appeared to be possible, if the council wanted to go ahead with this. Samples of the ground has also been analysed and found suitable.

Mr. Pryke gave some background details of the club and various safety considerations that would be taken into account regarding the tennis courts and play area. There is a specialist contractor who would be able to give a report on ball striking distances who they currently use and this would help with the areas for the fences.

Mr. Ismail who runs one of the teams explained that they are trying to find a home ground as they currently rent grounds to play cricket on. The club is very much community minded and would be keen to start a local team at the ground. If there were not enough members to make a team, they would bring in other players to make up a full team to play against. The current club has various ages and genders that play and has increased its numbers by 30 over the last year. The concept could be to have teams of different age groups and to look at a membership that could include existing residents that may have an interest and to involve the village schools and additional residents that may arrive in the village through housing expansion. The club would like to play at weekends and train on a Wednesday evening.

Mr. Pryke has the expertise to look at preparing the ground into the square and would like another meeting to continue the dialogue and answer any questions that the council may have. If this is something that the council is willing to go ahead with it would enable both sides to ask and answer questions on finances and impact on the village.

Mr. Pryke and Mr. Ismail were thanked by Cllr Bottwood for attending and will contact them shortly. Both Mr. Pryke and Mr. Ismail left the meeting at this point.

Parish Council Meeting

Present: Cllr Bottwood, Cllr Brockman, Cllr Emms, Cllr Mansel-Thomas, Cllr Armstrong.
Cllr Palmer.
Colchester Borough Council (CBC) Cllr Barber
2 members of the public
Clerk Carol Harbach

20/326 Welcome and apologies for absence

Cllr Bottwood welcomed everyone to the meeting.
Apologies received from Cllr Chapman as he was attending another meeting tonight.

21/327 Declaration of Members interests

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

21/328 Agreement of Minutes of last meeting 6th December 2021

These were agreed as a true and accurate copy.
Proposed Cllr Brockman seconded Cllr Palmer all agreed.

21/329 Matters arising from the last meeting.

The hedge at The Oaks - this will be answered during the Clerks correspondence discharged.
Future plans of the website – later on agenda.
Website biographies – Cllr Bottwood is still waiting for some to come back to him.
Genesis Housing later on agenda under Clerks correspondence. Discharged

21/330 Public Open Forum (Maximum 15 minutes)

A resident had a question about the village sign and when it was going to be put back up. Cllr Brockman is looking into this and will be chasing this again as she stated they were waiting for certain bolts to arrive so it can be put back up. **Action Cllr Brockman**

21/331 Visitors Reports (CBC and County Councillors)

Cllr Barber stated that he was sending any correspondence that he may have to the clerk who then circulates this to the councillor. He reminded the council he was always available for questions that they may have. Cllr Bottwood asked if he could set up a meeting with Cllr Barber to discuss the results of the traffic survey and also where to go for money to meet some of these projects. Cllr Barber stated that he had been working with 3 other parishes who were working together to obtain a VAS sign and he now had more understanding of the licensing that is needed before one is purchased and can give more details on the process. Cllr Bottwood will contact Cllr Barber to arrange this. Cllr Barber also stated that Sevrall's Lane will be resurfaced in April and this will be shut for a few days to enable this to happen. This would not be patched but taken back to the original surface and reinstated. There has been no further update on the traffic lights at Sevrall's bridge but when there is he will let the council know. Cllr Barber then left the meeting.

Cllr Chapman had sent through some notes below;

- *Pam Donnelly, currently a CBC Director Customer & Relationships, has been appointed as CBC's new Chief Executive from 1st April 2022*
- *"I am keeping up to date with the Anglian Water WRC issue through CBC's Planning Dept. It looks likely that we will have an embargo on further development within the area that the WRC serves, which must be the first we have had in Colchester, until the situation is remedied in 4 or so years' time".*
- *"The Council is currently in the last stages of setting the Budget for 2022-3, I don't see too much changing to be honest. It is all about consolidation following the challenges of Covid".*

21/332 Finance

332.1 Matters arising from the Finance Committee on 6th December 2021

No matters arising.

332.2 To approve payments in accordance with the 2021/22 Budget for December and January 2022.

Both of the expenditure and Income was read out by the Clerk for both months.

For December 2021

| | |
|--|---------|
| Royal British Legion Remembrance Sunday Poppy Wreath Donation (Cheque) | £34.00 |
| Langham Community Centre Room Hire for Parish council meeting – Invoice Nos: 4881,4883,4884,4893 4/12/21, 6/12/21, 8/12/21, 17/12/21 | £148.00 |
| Luxsigns Ltd- Re-silver pedestal at USAAF Monument Park Lane | £250.00 |
| Schofield Removals Storage of LPC past paperwork at Foxash | £82.80 |
| Mrs. C. Harbach Clerk Salary Dec 21 | £810.00 |
| HMRC Employer NI Contribution Nov 2021 | £6.21 |
| Mr. M. Rich Invoice 11-21 Contractor for works around village | £288.00 |
| Mr. M. Rich Invoice 11-21 Hammerite paint for memorial | £14.99 |
| James Todd & Co Payroll | £24.00 |
| Wave Water - Water stand pipe at Recreation Ground | £18.04 |
| Essex Association of Local Councils – EALC Law & Procedures Clerk CiLCA Course | £108.00 |
| Essex Association of Local Councils – EALC Code of conduct course CiLCA course | £84.00 |
| C. Harbach Reimbursement, Clerk new laptop including anti virus & extended warranty | £499.99 |
| C. Harbach Reimbursement for Office Professional for windows lifetime license | £71.99 |
| Xenace Exchange Hosted email for Langham Parish Councils 7 addresses | |

| | |
|---|------------------------|
| annual charge | £165.48 |
| R. J. Schofield Reimbursement for Slabs/sand/cement for Pub corner noticeboard site | £186.30 |
| R. J. Schofield Reimbursement for stake for "Unknown Tommy" on Recreation Ground | £15.00 |
| Fred Smith Christmas Trees Christmas Tree for Pub Corner | £60.00 |
| C. Harbach Reimbursement for refreshments for drop in session at LCC 4/12/21 | £10.71 |
| C. Harbach Mileage and parking claim for CiLCA course at Gt Dunmow 24/11/21 | £29.60 |
| S. Dawson Reimbursement for Community Garden repairs to fence and plants | £172.69 |
| | ===== |
| | Total £3,045,80 |
| <u>Income</u> | |
| Craft Fair November | £ 30.00 |
| Vespa Scooter event | £ 219.80 |
| | ----- |
| | £ 214.80 |

January 2022 Expenditure

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|--|-----------|
| <u>Expenditure</u> | |
| Langham Community Centre | £ 35.00 |
| Clerk Salary – January 22 | 810.00 |
| HMRC – NI Contributions | 6.21 |
| Contractor – works around village | 150.00 |
| Mr. T. Emms – flowers for village tubs | 19.96 |
| Mr. T. Emms – Artificial turf for Xmas tree | 22.00 |
| Mr. T. Emms – New tubs for Pub corner | 95.50 |
| Community Heartbeat Trust – telephone system for defibrillator | 120.00 |
| Royal Mail Group Ltd Traffic Survey | 38.02 |
| Agrovista Amenity – paint for field | 195.00 |
| Topline – pest control | 85.00 |
| James Todd & Co – payroll | 24.00 |
| Troggys Grass Maintenance Annual grass cutting of verges | 900.00 |
| J & EP Brewer Ltd – repair of container | 180.00 |
| | ===== |
| Total | £2,662.72 |

These payments were proposed to agreed by full council by Cllr Armstrong and seconded by Cllr Palmer. All agreed.

332.3 To approve budget and precept for 2022

These documents had been circulated to all of the councillors prior to the meeting. After the Finance meeting had taken place there were a few amendments which were the removal of a double entry, the reduction of a couple of budgets and an addition of an income for the Bonfire/Fireworks night. These were discussed and any questions were answered.

The finance committee had made a recommendation to have an amendment put in to the finance regulations to vary several of the procedures to allow for one-off events such as the Jubilee and Bonfire/Fireworks night to be managed without the delay that may be introduced by the existing sign off procedures. This would relax the need for 3 supplier quotations for amounts over £250 and for payments to be made (within budget) without the recommendation of the finance committee and the approval from full council prior to payment. It was agreed that Councillor Brockman would represent the Jubilee Committee and start the online payment process by obtaining a reference number from the Clerk, who would

track and manage the expenditure budget. Councillor Mansel-Thomas agreed to be the second signatory. All expenditure would be reported back to the full council in the usual way at the next meeting. This would enable the event to be managed more effectively.

The precept was discussed and the percentage increase for 2022/23 was recommended by the Finance Committee to be 2.6%, which was in line with CBC Council Tax increases..

This budget will spend nearly all the reserves of the council but will result in some main projects being produced for the village.

The amount of money that is likely to be spent in the rest of this year was also looked at and taken into account within the figures put forward for budget approval.

The financial regulation recommendation, budget and precept figures were then proposed for agreement as discussed.

These were both proposed by Cllr Brockman and seconded by Cllr Palmer and agreed by all. Clerk to send the precept figures to CBC before the deadline.

21/333 Planning/Housing

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

213256 – Lodge House and, The Cartlodge, Lodge Lane, Langham Colchester CO4 5NE. Installation of roof mounted Solar Panels on two existing office buildings (non-domestic). No objection

213146 – Keepers Cottage, School Road, Langham Colchester CO4 5PB. Listed building application for conversion of existing barn to annex. Demolition of existing garage. Construction of new garage. No objection. Listed building issues to be left to CBC planning officers.

213145 – Keepers Cottage, School Road, Langham Colchester CO4 5PB. Conversion of existing barn to annex. Demolition of existing garage. Construction of new garage. No objection.

213130 – Park Lane Business Centre, expansion of Office Park and erection of 3 class E units with associated parking. No objection

212851 – Listed Building, barn North West of, Little Hall, Dedham Road, Langham Colchester CO4 5PS. 1. Lobby Window arrangement altered. 2. Additional doorway added off drawing room. 3. Doorway from extended Lobby into existing property extended in width. 4. Doorway from Proposed Landing into existing landing extended in width. 5. Existing 2nd floor store room into ensuite. 6. To change roof specification from copper to lead. No objection. Listed building issues to left to CBC planning officers. .

212967 – Land at, Lodge Park, Lodge Lane, Langham Colchester CO4 5NE Application for approval of reserved matters following outline approval 192151 (relating to appearance, landscaping, layout and scale) for the erection of 2,998 sq.m. (GIA) of office floorspace to be located within two buildings with associated car parking. No objections.

212634 – Oak Bury, Ipswich Road, Langham Colchester. CO4 5NQ. Application for Replacement Dwelling; new entrance gates and parking. (REVISED DRAWINGS). Was noted as already approved conditionally.

21/334 Vistry Homes Update

The meeting that was due to be held between Sir Bernard Jenkin, the PC and Anglian Water (AW) did not happen as one of the AW representatives had contracted covid and Grant Tuffs, the regional engagement manager, also had a bad cold so the meeting was cancelled. Cllr Bottwood will be contacting Sir Bernard Jenkin office shortly to see if this meeting can be rearranged. The initial questions that the PC wanted to ask were sent to AW and the replies received back were disappointing. These will be published on the website shortly. There has been a dialogue between the Environment Agency (EA) and AW and they have made a recommendation to CBC planning to re-commence the site build out to cover 50% of the

total housing numbers for the site (23 properties). The impact of this will then be reviewed before the other 23 dwellings are built. This has not yet been formally agreed by CBC but is likely to happen soon.

21/335 Clerk's Report and Correspondence

The Clerk had been in touch with the Oaks again regarding the hedge that needs cutting back. . The manager has passed this on to the site manager to pass on to the governors to get the approval to get the work completed.

The Clerk has also been in contact with the Genesis Housing group regarding Whitehouse Close and still has not had both questions that were raised answered. The clerk is waiting to hear back from them with the other answer.

No other correspondence has been received this month.

21/336 Queens Jubilee Celebrations - update

This had been discussed earlier during the budget and the next Jubilee working group meeting is tomorrow (6th January 2022)

The PC's contribution to the budget for this event had been set at £3000.

21/337 Village Facilities/Amenities Survey update

There has been no more progress on the play area as the "Drop In" meeting for residents to see the possible planned equipment was only attended by 8 people.

This is going to be run again on the 22nd January 2022 to see if more residents would like to come and see the proposals. This will be advertised and there has also been contact with the primary school to promote the event. If there is no further input from the residents then the Recreation Ground committee will make a decision on the equipment purchased.

21/338 Traffic Survey Update

The results have been produced by Cllr Armstrong and an action plan will be put together to move this forward. Cllr Armstrong and Cllr Bottwood will work with Cllr Barber to review the requirements to see what budgets are available and what projects can be supported.

A neighbourhood/community speed watch was mentioned and had run in the past but as this is run by volunteers' people are no longer interested in volunteering for this.

The results of the survey will be published and a more detailed look at the survey for particular roads will take place. The number of houses in each road will be provided by the Clerk to Cllr Armstrong. Action Clerk

Cllr Bottwood mentioned that further work on the survey evaluation would be undertaken by himself and Cllr Armstrong. There were no other volunteers to engage in this activity.

21/339 Website status

This has been quite stable over the last few weeks.

Cllr Bottwood visited another company (KAT Marketing) which are a similar sized operation to The Local Marketing Team (TLMT).Cllr Bottwood thought their operation was more professional than TLMT but their operational costs were 10 times higher.

After a discussion it was thought that the PC can look for another provider but the original requirement of the PC was that this should and not be done "in house" and should be outsourced. It was important that the website could continue to function if members of the PC changed.

Cllr Armstrong said he would like to circulate some options for the future operation and control of the website. This can then be included on the agenda for consideration at the next meeting of the PC. Action Cllr Armstrong

21/240

Councillor’s Reports

No decisions are made or action points allocated in this section

Cllr Palmer – Has spoken to a Cllr at Boxted who would like to open discussions with the PC regarding making the Hundred Lane more accessible Cllr Palmer will see about getting a meeting arranged.

Cllr Mansel-Thomas – still looking into allotments and will contact CBC again.

Cllr Armstrong – nothing else to report

Cllr Bottwood – nothing else to report

Cllr Brockman – will be attending the meeting tomorrow for the Jubilee committee

Cllr Emms – Reported that the Carol service went well and the community enjoyed coming together and people would like to have the same event again next year.

Cllr Bottwood asked the councillors about their thoughts on the Cricket discussions. They were all positive assuming that any safety issues were addressed. The PC will develop the discussions with Essex Cricket.

21/341

Training Events

Reports on attended events

Nominations for new events

Clerk to resend the training calendar to everyone again and if there are any requests to contact the clerk so she can book them on the courses.

21/342

Items for the next agenda

As above

Jubilee

Website

Agree amendment to Financial Regulation for one-off events.

Future council meeting dates

21/343

To confirm date and time of next meetings

Next meeting Wednesday 2nd February 2022 7:30pm

Meeting finished at 9:50pm

Signed

Chairman Cllr Bottwood

Date