

**Draft Minutes of
Langham Parish Council (LPC) Meeting
5th October 2022 7:30pm**

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

Attendees: Cllr Barber Essex County Councillor
Carol Harbach – Clerk
6 Members of the public

22/503 Welcome and apologies for absence

Cllr Bottwood welcomed everyone to the meeting.
Apologies were received from Cllr Thorpe and Ward Cllr Nigel Chapman who submitted a report.

22/504 Declaration of Members interests

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

22/505 Agreement of Minutes of the meeting on 7th September 2022

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

22/506 Matters arising from the meeting on 7th September 2022

Sewerage network diagram – Anglian Water (AW) have been contacted and chased and the PC are still waiting for these documents.
Turnpike close – footway was due to be reported on the website but this has already been completed. The landowner will also be contacted to see if this overgrown vegetation can be cut back. Clerk to see if they can find the landowner and request the vegetation to be cut back.
The rest of the matters arising are already on the agenda.
Footpath 26 – later on agenda

22/507 Public Open Forum (Maximum 15 minutes)

A resident asked about the “welcome packs” for new residents.
This has been completed in the past this will be discussed later on the agenda.

A resident asked what the councils views are on the container park planning application at Lodge Lane that has now been passed. The resident has some questions regarding opening times and lights. It was objected to at the time by the Parish Council and the Planning committee will investigate this again and consider the planning conditions applied. If there is anything, the planning committee will pick this up with the planning officer.

Visitors Reports (CBC and County Councillors)

Cllr Barber – VAS situation was mentioned and there have some licenses that have been given out. Some of the other parishes are having the same problems as this PC. LPC mentioned that identifying underground utilities, that may cause an issue with the site location, has now been passed to the PC under the new license agreement. Cllr Barber suggested the PC contact Eight Ash Green Parish Council regarding how we can find a supplier who will check the underground utilities.

Cllr Barber confirmed that funding from his locality budget was still available to LPC for the portable VAS/SID project.

The bus service complaints were mentioned again. If residents have no access to a computer, then they can write to County Hall to Cllr Barber and he will add it to the complaints he has.

The Tendring Garden Community (TGC) – This is one the agenda for the three-parish meeting (Ardleigh/Langham/Dedham). There was a concern expressed by the PC that information flow from the representatives of the main TGC committee was not being cascaded down to the Essex parishes that could be most affected by this scheme. Neither the Essex Constable Ward representative nor the Colchester North Ward representatives sit on this committee. Cllr Barber stated that this will require monitoring as he does not get anything directly but he agreed to update the PC as and when he has any information.

This will have a dramatic impact on the traffic in the area, the link road is likely to be a problem and this could cause the project to go over budget and the time frame is likely to increase.

The PC made an observation that the Colchester Local Highways Panel (LHP) schemes list on their website is out of date. Cllr Barber stated that some projects are still coming through, they met a couple of weeks ago and a small budget has come through to allocate
Various projects are being costed and when the budgets are agreed they can be allocated. The LHPs set priorities for Essex Highway schemes.

The damaged bridge over the A12 was discussed and Cllr Barber stated that this is a National Highways problem and the road above the A12 is a Local Highways issue. The option study will be published by Christmas, then it will be looked at again.

The report from Cllr Chapman was read out by the Clerk and this stated:

Colchester Borough Council is settling into having a new Chief Executive, Pam Donnelly, a new Leader, David King, and coping with the Cost-of-Living Crisis and thus pressure on the Council's finances. The senior officer structure is being reviewed but assurances have been given that there need not be a reduction in all those 'at the coalface'. The Strategic Plan is also being reviewed. The increased working across all

Partners to assist individuals to access aid in all aspects of their lives will continue to be a major feature of the Council's activity.

I still have concerns about the funding received from the government's Levelling Up Fund and how much the investment will directly impact the rural areas, especially around regeneration in the Town/City Centre. A wide-ranging plan has also been put forward for agreement to the UK Shared Prosperity Fund from which £1.3m has been allocated. For example, this aims to further support people through the cost-of-living crisis, provide advice to jobseekers and to businesses and encourage volunteering in our communities.

It has just been announced that there is a further £500k allocated to Colchester from the Rural England Fund for local community projects and aid to local businesses. This will be discussed with Parish Councils shortly.

22/509

Finance

509.1 Matters arising from Finance meetings on 7th September 22 and 5th October 22

The following matters arose.

The new play area Tender evaluations

The quotes and an evaluation of the three suppliers have been looked at including the costings. A recommendation of a supplier had been suggested. This was reviewed earlier tonight at the Finance Committee meeting and some recommendations to the Recreation Ground Committee (RGC) were made. These were removing a bench and to consider not having the footpath through the area.

The sign off for the whole amount for the play area is £103,800 + VAT that is broken down by a grant of £50k and LPC will be looking for funding from S106 contributions and reserves of the council.. The RGC will be asked to look at the recommendations to reduce the cost.

The PC are hopeful that the S106 will start to move during December when first occupancy of the Linden Homes site happens. It was agreed that the full amount of the quote (£103,800 + VAT) would be recommended for sign off with a review of the above recommendations in case the S106 contributions were delayed.

Proposed to accept the above for the new play area equipment

Proposed Cllr Palmer second Cllr Ogawa all agreed.

Funding for bonfire night there was a request to allocate another £1,500 to have the funding increased for this event.

Proposed Cllr Armstrong Seconded Cllr Freeman All agreed budget now increased from £8000 to £9,500.

509.2 Enovert grant 10% payment

The Finance Committee proposed to make the 10% payment - £5,000 so that the grant to fund the new play equipment can be released.

Proposed Cllr Armstrong seconded Cllr Palmer All agreed

509.3 Increase in limit before quotes are obtained

This has been put forward as quotes for things are so expensive now. It has been proposed to increase this from £250 to £750.

Proposed Cllr Palmer seconded Cllr Ogawa All agreed.

Clerk to alter finance regulations and recirculate.

509.4 Increase in budget for legal expenses

Ongoing

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

| | |
|---|----------|
| Clerk Salary for Sept 22 | 833.65 |
| HMRC NI Contribution | 13.31 |
| Village Contractor 09/22 | 144.00 |
| Reimbursement B. Schofield lock and keys | 56.23 |
| James Todd & Co payroll | 24.00 |
| C. Harbach reimbursement for mileage | 54.28 |
| C. Harbach reimbursement for Refreshments | |
| For plaque unveiling | 17.35 |
| Langham Community Centre Hall hire | 150.00 |
| Wicksteed Leisure Ltd – playground inspection | 144.00 |
| Paul Sargeant Creative banners for Fireworks | 639.00 |
| Dynamic Fireworks final payment | 3,600.00 |
| CALC Subscription | 35.00 |
| Croft Casting Ltd – plaque | 366.00 |
| | ===== |
| Total | 6,076.82 |
| | ===== |

Income

| | |
|--------------------------------------|-----------|
| Colchester Borough Council – precept | 10,698.50 |
| Car Park hires – private hire | 60.00 |
| | ----- |
| Total | 10,758.50 |

Proposed by Cllr Brockman seconded Cllr Armstrong

All Agreed.

22/510

Planning/Housing

510.1 Planning Applications Decisions Received

213145 Keepers Cottage, School Road, Langham, Colchester, CO4 5PB

Conversion of existing barn to annex. Demolition of existing garage

Agreed with conditions

221945 Langham Cottage, 9 High Street, Langham, Essex, CO4 5NT

Demolition of existing conservatory. Replaced with open plan kitchen.

Agreed with conditions

Tendring Application 20/00594/FUL Proposed Surya Food Distribution Centre

Ardleigh Interchange. Approved by Tendring District Council Planning

committee. Voted through 4/3 1 abstention.

510.2 Planning Applications Received

222164 Wybourne, Greyhound Hill, Langham Essex CO4 5QF

Conversion of detached double garage into annex.

No resident objection. No comment from LPC

222063 Church Farm, Dedham Road, Langham Essex CO4 5PS

Application for removal or variation of condition 2 following grant of planning permission. (202778)

No comment from LPC

222134 Pollyfield, Chapel Road, Langham Essex CO4 5NY

Application for a Lawful Development Certificate for proposed conversion of an existing garage to form a new bedroom suite. New external windows/doors on all ground floor elevations. New first floor windows (Velux) to front elevation and French doors. This will be overseen by CBC planning. No comment from LPC

222237 Constable Cottage (Formerly Church Farm), Dedham Road, Langham Essex CO4 5PS

Application for approval of details reserved by condition 4 (202778)No comment from LPC

222309 1 Adelphi Cottage, Moor Road, Langham Colchester CO4 5NR

Replacement Doors & Windows & Associated Works

Listed building so CBC will look at this as it is outside the scope of LPC. N

Comment from LPC

222330 Land rear of, Langham Cottage, 9 High Street, Langham Essex CO4 5NT

Application for approval of details reserved by condition 8 (220559)

No comment from LPC

222383 land west of, Turnpike Close, Langham Colchester

Outline application for the erection of two infill self-build bespoke designed dwellings (all matters reserved). There have been applications on this site before. This will be looked at by planning committee.

22/510.3 Vistry Homes

Update - building is continuing, 5 properties are expected to be available by December.

22/511 Recreation Ground Committee updates

Mainly discussing play area which will be discussed later on the agenda. Shielding of the Gigaclear cabinet at the junction of Park Lane and Moor Road – Cllr Thorpe will be talking to the resident.

22/512 Welcome/Information packs for new residents

There was a communication received by the council to provide a welcome pack to new residents. This has been produced before and the PC stated that they would be happy to help with any updating of the information. The Community shop has in the past provided the welcome pack and have a volunteer who visits the residents personally. The pack needs updating and

has previously included a Boxted and Langham directory which is thought to be very useful. However, this directory is no longer published. The PC will have a look at the pack provided and go back to the shop with comments. Some ideas on the content and the style of the pack were discussed. The PC were also asked if they would consider funding this project. The PC agreed to look at the pack provided and go back to the shop with comments. A resident stated that the original pack was started by the Parish Council in 2001 and the first directory was published in 2005. It was also agreed that this is completed quickly. Cllr Ogawa will look at the pack and provide some comments for the PC to review. Action: Cllr Ogawa

22/513

Policies for review

The following policies were all reviewed by the individual councillors and circulated for any comments. There were no amendments to the policies from anyone.

Asset Register – Cllr Freeman
Annual Code of Conduct – Cllr Brockman
Discipline and Grievance Procedures – Cllr Bottwood
Terms of reference – Finance – Cllr Armstrong
Terms of reference – Recreation – Cllr Thorpe
Terms of reference – Staffing – Cllr Bottwood
Terms of reference – Planning – Cllr Thorpe
Freedom of Information Act – Cllr Ogawa
Standing Orders – Cllr Bottwood
Financial Regulations – Cllr Brockman
These were proposed to be agreed by the council
Proposed Cllr Bottwood seconded Cllr Brockman All agreed.

Risk Assessment – Cllr Armstrong will review this and bring it to the council at next month meeting for agreement. Action Cllr Armstrong
Complaints procedure – Action Cllr Bottwood for next month.
Clerk to reissue with new dates on them and circulate to full council.

22/514

Commemorative Plaques update

This is being put up in the next few days in readiness for the unveiling by Vice Lord Lieutenant Roy Clare this Friday at 6:30pm at the Community Centre. Information regarding Edith Pechey's many achievements have been published in the newsletter.. A short summary of this was conveyed at the meeting. The request for a commemorative plaque was brought forward by the Heritage Committee and the unveiling is on Edith Pechey's birthday on Friday 7th October.

The Basque plaque is still being considered by the PC who are waiting for permission to site in on the Old Oaks building can be obtained..

22/515 Children's play area update

This has been looked at over the last year after the village survey, it will have a large centre piece and some more new equipment. It is hoped to start the build out work in January 2023.

22/516 Bonfire Night event update

This is coming together and Cllr Palmer thanked Fisher Jones Greenwood, LJ Rose Accountancy, Palmer and Partners, Birchwood Farm Shop, Langham Hall and Colchester Mortgages who are sponsoring the event. This sponsorship has raised £4000 so far. There are sum up machines being used on the night and the aim is to take minimal cash payments..

There will be a bonfire and more information will be made available. The Scouts have once again agreed to help with this event . The tickets are available online or in the shop and the PC are hoping to sell these well before the event.

The advertising boards will be in place soon and leaflets I are being distributed.. This will include Turnpike Road, Lodge Lane and the industrial park.

22/517 S106 update

This has been spoken about before and funding is starting to come through from the projects identified on the Unilateral Undertaking lists issued by CBC monthly. For larger projects of 10 or more homes S106 contracts are agreed and developer contributions can be paid on first occupancy of the site.

22/518 Update on the next meeting with Anglian Water & Sir Bernard Jenkin

The PC have had two offers of the 18th November or Friday 25th November from Sir Bernard Jenkin's office and are still waiting to hear back from Anglian Water (AW). Hopefully this meeting will take place next month.

22/519 Councillor's Reports

No decisions are made or action points allocated in this section
Cllr Armstrong –

Footpath 47 was reported and a site visit has been promised.

Footpath 29 Cllr Armstrong talked to the ramblers and they put in objections.

The officer who has advised the landowner that the footpath should be cleared so people do not fall in the pond that is located there. The PC are expecting to be informed when this plan will be reviewed..

Footpath 26- safety issue. The PC would like a barrier or style but this has been rejected.

Footpath 19 – it is a farmer's field that is not kept clear by the farmer and this footpath needs to be protected. This will be reported to CBC by the PC
Cllr Palmer – nothing further to report

Cllr Brockman – nothing to report

Cllr Freeman – nothing to report

Cllr Ogawa – nothing to report

Cllr Bottwood – Cllr Bottwood has spoken to Cllr Barber about installing the VAS sign but there are a number of issues that still need to be resolved by the PC.

In particular the presence of underground utilities needs to be checked before anything is put in place so that any potential damage is not caused but to date LPC has not found an organisations to carry out this check.

The traffic speed cables are in place around the village which has been triggered by the 3-parish Traffic working group, Dedham, Langham and Boxted. Cllr Barber requested this activity as the first stage of a speed reduction plan instigated by the group.

22/520 Clerk’s Report and Correspondence

The Clerk has had various complaints regarding the new bus supplier which Cllr Barber has answered tonight.

The Clerk has had a request from the Boxted Museum to use the USAAF monument later in the year to celebrate their 80th Anniversary. This was agreed by the council but the bricks at the monument need cleaning with a pressure hose. This will be forwarded to the Recreation Ground committee for discussion.

There has been a request from the first responders for some funds for some more equipment so they can increase the teams, this will be taken to the finance committee.

22/521 Training/Events

Nominations for new events

A Planning course is being attended by Cllr Freeman and Cllr Thorpe next week.

Training for councillors is taking place Oct 27th and 1st Nov at LCC..

22/522 Items for the next agenda

Please let the Clerk have any items to be added and as above.

22/523 To confirm date and time of next meeting

Date of next LPC meeting: Wednesday 2nd November 2022 7:30pm

Chairman closed the meeting 9:08pm

Signed

Cllr Bottwood

Date