

Minutes of Langham Parish Council
Remote Meeting held on
Wednesday 6th January 2021 7:30pm

Present: Cllr Peter Dawson (Chairman), Cllr Martin Bottwood, Cllr Tony Ellis. Cllr Annette Thorpe,
Cllr Sally Brockman, Cllr Tony Emms.
Cllr Nigel Chapman Colchester Borough Council (CBC) Councillor
3 members of the public
Clerk Carol Harbach

20/98 Welcome and apologies for absence

Cllr Dawson welcomed everyone to the remote meeting of the Parish Council (PC) and went on to explain the rules of the meeting. No apologies were received.
Cllr Dawson wanted to thank a few people in the village during lockdown, especially in the shop who went the extra mile for everyone and for getting deliveries out as well.
A big thank you to everyone who is involved with the shop, the management team and volunteers. Also to everyone in village who have been involved in many various ways in these times, such as collecting prescriptions, taking people to the doctors and medical appointments as well as collecting and dropping off shopping etc. One good thing has come out of this pandemic it has brought the village together.

20/99 Declaration of Members Interest

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

20/100 Agree Minutes from the last Parish Council (PC) meeting 4th November 2020 and 30th November 2021

The minutes were proposed by Cllr Thorpe and seconded by Cllr Brockman
Agreed by all.

20/101 Matters arising from last meeting held 4th November 2020

Pre-school plaque unveiling date is on the Recreation Ground agenda for agreement.
Due to covid the plaque will go up and when the council can do so an official opening will take place.
Completed and discharged
New Noticeboard to be finalised on at the meeting on the 14th January. Ongoing
The Approval of the payment list which was agreed and the online payment process was started by Cllr Bottwood and approved by Cllr Dawson.

20/102 Public Open Forum (Maximum 15 minutes) Questions to be noted and answered at the next meeting.

A resident thanked Cllr Bottwood for updating the AGAR report on website and asked when will the rest of the AGAR be published. Cllr Bottwood confirmed that it will be posted on the website the following day.
The residents second question expressed his disappointment at the lack of discussion about the budget at the finance committee meeting the previous night. A question was asked of the RFO whether the budget was available. The RFO answered that it was still in "first draft" form until the Recreation Ground committee had finalised their input. Therefore, it is was not available to the public as yet as it does not have all the information included. It is expected that the draft

budget will be available for comment after the Recreation Ground meeting on 14th January and the should be available for discussion at the planned extraordinary meetings. The budget and precept needs to be agreed to enable submission of the precept request by the 25th January. The details of the extraordinary meetings will be available in the next few days.

20/103 Visitors Reports (CBC and County Councillors)

Cllr Nigel Chapman gave a short report on the bulk of CBC work currently taking place which is looking at the Emerging Local Plan (Part 1) and the report is going to the full council. The results of this report will be out on the 22nd January. The Inspector has had a say on it and alterations have been made and the council will wait to see what is agreed. Part two of this report will follow and the Colchester Borough Council (CBC) budget meeting is on the 24th February. CBC will be looking at how much they are giving to the Parish councils, where savings are going to be made and the costs will increase across the board, but CBC councillors do not have the details yet. There are two or three things going on at the moment and Cllr Chapman thanked the villages for the support given to the residents during recent events and hoped it would be over soon.

CBC Planning issues are being dealt with in less public ways than they used to be and there are worries about democracy concerning this. Cllr Ellis endorsed Cllr Chapman’s thoughts on democracy and its effect on the council. Cllr Chapman left the meeting 7:45pm

20/104 Finance

104.1 Matters arising from the Finance Committee on 23rd November 2020 and 5th January 2021

As the minutes of the previous night’s meeting night’s meeting (5th January) are still currently in draft form they need to be reviewed before comment. These minutes also carry the matters arising from the finance meeting on 23rd November. **Ongoing**

104.2 To approve payments in accordance with the 2020/21 Budget Recommended for approval from the Finance Committee

The Clerk mentioned a late invoice that had come in just before the meeting which was for Langham Community Shop for the Christmas Hampers. The provision of Christmas Hampers was instigated by EALC for people suffering hardship during the pandemic. The council had applied for a grant from EALC for the full amount of the hampers (£1050) but was only successful in obtaining £525 in a grant.

It appears these grants were more popular than first thought. The PC has made up the difference in the amount from the parish reserves and has added the payment to the expenditure list for tonight’s approval.

For December 2020;

Income

EALC Grant for Hampers	£	525.00
Push Energy Boxted Grant for Pre-School Flooring		7,143.58

Total		£ 7,668.58

Expenditure;

Contractor Invoice 12	234.00
Mrs. C. Harbach – Clerk Salary	785.60
HMRC Employers – NI contributions	13.49
Troggy’s Grass Maintenance – annual grass cutting round village	1,180.00
Topline Pest Control – pest control agreement	85.00
Mr. P. Dawson reimbursement for Pre-school flooring sign	88.78
Pinnacle Group – Adhoc Grass cutting of field	216.00

James Todd & Co- payroll costs	72.00
Langham Community Shop Association – Hampers	1,050.00

Total	£ 3,724.87
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Proposed Cllr Bottwood seconded Cllr Ellis. All agreed

These payments will be paid on line. Cllr Bottwood will set up the payments, which will then be authorised by Cllr Ellis. The paperwork will be signed off by Cllr Dawson when it is possible.

20/105 Planning/Housing

105.1 Applications for discussion at meeting.

Williamson Developments Ltd – The PC have had email notification yesterday from Malcolm Inkster of Trinity Planning about a consultation of a new development on the east side of the Recreation Field in School Road. The Council were informed there will be a brochure drop tomorrow. There will be three places to return the survey either at the Langham Community Shop, on a dedicated email address or electronically. The information for these sites will be in the brochure provided by Trinity Planning, the agent for Williamsons Development Ltd. There was going to be an organised event at the Community Centre but due to covid restrictions this could not take place.

Basically it is a short questionnaire, a diagram and a break down of 30 new homes, 16 2/3x bedroom, 12x 4 bedroom, 2x 5 bedroom homes. This is a pre-curer to the planning application. This lines up with CBC plan for 30 homes on the site. The PC hoped to get advanced notice of this but that did not happen. The PC will keep up to date on this.

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

202085 Oaklea, Park Lane, Langham Colchester CO4 5NH Outline application for new two-storey dwelling to the side of Oaklea with associated parking & private amenity space.

The committee noted the objection of the Highways Authority and will make this response to CBC as a general comment.

202488 The Old Milking Parlour, Hill Farm House, Old Mill Road, Langham Colchester CO4 5NX Application to determine if prior approval is required for a proposed change of use from agricultural building to Class D2

It forms part of a cluster of agricultural buildings in a very rural part of Langham, on the border of the AONB. I was unclear as to the ownership of this site and constitution of the Essex Men's Shed Network. Parish Councillors made an informal visit at the time as funding was being sought from the Parish Council by a representative of the North Colchester Men's Shed. Approval for this has now been given by CBC.

Langham cottage planning application in High Street this went to appeal and was turned down by the planning officer.

These are available on Colchester Borough Councils website under planning.

20/106 Clerk Report and Correspondence

106.1 Correspondence

1. The council has received an email from Cllr Anne Brown, the copy of an email sent to a Boxted resident (end November 2020) suggesting the possible use of S106 money from Linden Homes project can be looked at to provide a cycle paths in Boxted.
2. The Chair of Finance committee and RFO have received an email from a resident regarding some financial question he would like answered. This email has been passed on.
3. The Council received an email from a gentlemen introducing himself as a possible candidate for the vacancy that will be coming up for taking over from Cllr Anne Brown Constable Ward at ECC this May.
4. The council has received an email from a resident asking if there is anything the council can do regarding getting a screen erected alongside the A12 for noise reduction
5. The council has received a letter from a resident congratulating the council on its new website and suggested we start recruiting Black, Asian and minority ethnic candidates to work on the parish council.
6. The council has been informed by the Highways department of temporary road closures for resurfacing work on Park Lane from 14th April 2021 for 3 days and Greyhound Hill from 16th April 2021 for 5 days. These dates will be put on the website noticeboard

20/107 Councillor's Reports

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

Cllr Ellis – nothing else to report. Only items on the agenda

Cllr Thorpe nothing to report

Cllr Brockman- The footpath issue at Stratford Weir has been resolved as best as we can.

This is on Stratford St Mary councils agenda for the next meeting as well and the council are happy with the outcome.

Cllr Emms – Raised the Local Council Award scheme and thinks it is something that the council should be considering. The Local Council Award Scheme has been designed to both provide the tools and encouragement to those councils at the beginning of their improvement journeys, as well as promoting and recognising councils that are at the cutting edge of the sector. It is similar to a “kite mark” for local councils and there are three levels of the award, Foundation, Quality and Gold. He felt that to achieve the Foundation Award would not be too onerous for us as we already meet much of the criteria required. He had previously circulated the LCAS guide to council members which shows the criteria required for each Award level. Even if we do not apply for an award this guide will serve as a reference point for what good looks like. Awards are obtained via an online application which is then reviewed by an accreditation panel. There is a fee of £50 + VAT and £50 +VAT per annum for administration. Insurers recognise the award and can may apply a premium discount. The Clerk has established from our insurers that a discount of circa 5% may be achieved which goes some way towards covering the cost of the scheme. There is no urgency for us to apply. Cllr Emms has previously circulated a list of councils who have achieved accreditation, and to what level. The matter is to be discussed further before a decision is made at a future council meeting.

Cllr Dawson – Recreation Ground – Last year the council applied for 220 trees from the Borough Council. CBC are going to deliver these later this week or the weekend and these will be delivered to Cllr Dawson's home address. These will be divided up and then individuals will need to pick their order up, this will be arranged at staggered times.

There was a litter pick which was completed and 10 bags of refuse from the village was collected. One of the volunteers that helped is happy to take this on a regular basis. She will look at what grants are available and then come back to us as to what she can find. There would not be any cost to council.

Residents of the village have been involved in discussion on Langham Locals regarding the new green boxes for the broadband connections that are in Park Lane, Moor Road, and Langham Lane and how big they are. They are this size to cope with the size of the broadband that people in the village wanted. It may be possible to put some trellis around them and Cllr Thorpe has already contacted Gigaclear and asked that question and is waiting to hear back. There are likely to be more of these around the village in the future.

Cllr Bottwood – The Chevrons on Runkins corner have now been installed and this has taken a long time to get but they are now there. A message has arrived from a resident via Cllr Anne Brown regarding blocked drains and gulleys in Perry Lane. Cllr Bottwood was already dealing with a similar request for Birchwood Road and will be added this to the list so that Highways can consider both of these projects at the same time.

Website – new items are being added and Cllr Bottwood asked councillors for support on this. Please can you let the “News Team” know of any potential news items so they can be added as they are heard about. Road closures has now been included on the website, information is currently being provided by Essex County Highways. Cllr Dawson sent a note about One Network for road closures and roadworks, this is the same live feed that Essex County Highways use.

The traffic survey is has been delayed due to the reduced amount of traffic there is on the roads at the moment. It is felt that doing a survey now would limit the interest and we would end up with a low response from residents. A decision still needs to be made on the timing for this. The licence for the free post envelopes (needed for the return of the traffic survey) has been agreed and the survey document is nearly complete. 500 pre-paid envelopes will be ordered some of these can be used for any other identified surveys.

20/108 Easter Caravan events and Elsan waste unit provision.

This is on the Recreation Ground Committee agenda for the meeting on the 14th January 2021. A decision will take place as to whether to go ahead with the Elsan waste disposal unit or shelve this completely.

A meeting with two members of Langham Community Centre has taken place, both parties agreed that the large caravan rally planned for Easter 20/21 cannot take place due to covid and for 21/22 they felt that there is still uncertainty. It was agreed by both parties that it would be fairer to not accept a booking for either event.

20/109 Agree latest circulated GDPR email signature.

This has already been circulated and discussed by the council.

The emails sent by members of the council should have their name, title and contact details on followed by the email signature.

Previous email signature:

The content of this email is confidential and intended for the recipient (s) specified in message only. It is strictly forbidden to share any part of this message with any third party, without a written consent of the sender. If you received this message by mistake, please reply to this message and follow with its deletion, so that we can ensure such a mistake does not occur in the future.

The new proposed email signature for all correspondence is as follows:

Under the General Data Protection Regulations we have a legal duty to protect any information we collect from you or others. The content of this email and any attachments may be privileged or confidential and intended for the exclusive use of the recipient (s) specified in the message only. It is strictly forbidden to share any part of this

message with any third party, without the written consent of the sender. If you have received this message by mistake, please immediately contact the sender and follow with its deletion, so that we can ensure such a mistake does not occur in the future.

Vote to accept the above as the new email signature;

Proposed Cllr Dawson and second Cllr Thorpe

For: 6 Against: 0

All Agreed. Motion carried.

The new signature is to be used within next 7 days by all councillors.

20/110 Possible names for roads in Linden Homes estate.

Cllr Ellis explained the council were contacted by CBC regarding suggestion for street naming in the proposed Linden Homes site.

Names that were thought to be historic and part of the village would be preferable.

The suggestion for the main road into the estate could be Discovery Way for the apple discovered in Langham which is both historic and has local association. Other suggested road names were Worcester/Bramley close.

It appears pupils at the school do not know why they are called the discoveries and hopefully this would help explain this.

Names from WWII aeroplanes which flew from the airfield were also suggested.

After a discussion it was thought that the apple theme or orchard theme would be preferable and this seemed logical and appropriate.

Vote for the "apple" theme to be suggested to CBC for new road names including the word "Discovery "

Proposed by Cllr Ellis Seconded Cllr Thorpe

For: 6 Against: 0 Agreed by all

Motion carried.

This will be sent back by the Clerk to the street naming department at CBC. **Action Clerk**

20/111 Items for next Agenda

Any items for the next agenda are to be sent to the Clerk.

There will also be public committees meetings prior to this next meeting,

20/113 To confirm date and time of next LPC Council meeting

Extraordinary meeting to approve precept for 20/21 21st January 2021 6:30pm

Date of next remote meeting: Wednesday 3rd February 2021 at 7:30pm

Both of these meetings will be via Zoom calls..

The Council meeting finished at 8:20 pm

Signed

Cllr Dawson

Date