

**Minutes of Langham Parish Council (PC) Meeting held on
Wednesday 6th October 2021 7:30pm**

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

20/277 Welcome and apologies for absence

Cllr Bottwood welcomed everyone to the meeting.
Apologies received from Bob Schofield and Cllr Barber who has sent a report in his absence due to attendance at another meeting.

21/278 Declaration of Members interests

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

21/279 Agreement of Minutes of last meeting 1st September 2021

These minutes were agreed as accurate.
The minutes were proposed by Cllr Armstrong and seconded by Cllr Brockman.
Agreed by all.

21/280 Matters arising from the last meeting.

Follow up on residents requests on Whitehouse close.
The Clerk has been in touch with the housing association (NHG Notting Hill Genesis Housing Association – Megan Poultney) after various attempts via telephone and emails the Clerk was informed that they are looking into the questions raised. When an answer has been given it will be passed on at the next meeting. **Ongoing**
Cllr Bottwood to contact Cllr Barber with the survey information for the bus service.
This will be followed up by Cllr Bottwood. **Ongoing**
The Clerks laptop later on the agenda.
Policies and procedures later on agenda.
Bonfire – feasibility study. Agreed for next year **Ongoing**
Allotments – Cllr Bottwood to follow up with CBC and Trinity Planning **Ongoing**
External auditors report later on agenda.
Delivering the Engagement Plan later on the agenda.
Risk Register later on agenda.

21/281 Public Open Forum (Maximum 15 minutes)

A new resident to the village came to the meeting tonight to offer to become a volunteer for community events. The PC thanked him for his offer and his details were taken by the Clerk and will be passed on to Cllr Emms who will contact him regarding volunteering.
Another resident mentioned the state of the road at the bottom of Grove Hill and how dangerous it was becoming as it appeared to be washing away at the sides. The PC advised the resident of the process for reporting carriageway defects using the County Highways online reporting tool and offered to help if the resident was unable to do this

21/282 Visitors Reports (CBC and County Councillors)

Cllr Barber sent a report with a summary which was read out below;
1. LHP Schemes

There are now two drawings – one for Wick Road and one for School Road
The Langham Lane results. I fail to understand the logic that it being a mean average of approximately 40 mph means that 60 mph is an ideal limit and I will continue to challenge this.

2. Flooding

- I continue to push on the clearance of the drains that were added to the 'to do' list by Highways. My understanding is some of these have been done but I would still like further action to be taken down Perry Lane.

- A list of first point of call emergency/non-emergency contact details can be found here: <https://flood.essex.gov.uk/what-to-do-about-flooding/report-a-flood/>

3. Health Facilities

- This is a matter that I have discussed with officers and they are happy to discuss this further with us if you would like to.

4. Violence and Vulnerability Community Safety Grant

- Please see grant that may be of interest for you:

<https://www.essex.pfcc.police.uk/news/violence-and-vulnerability-community-safety-vcvs-grant-now-open/>

5. Anglian Water Pipe

- Although I am supportive of this investment to help reduce leaks etc I think there are a lot more details that need to be resolved, particularly with Highways management, before I am satisfied. Anglian Water should be in contact with you directly but myself and Nigel are in dialogue with them too, as your representatives but also through our positions on the AONB, which Nigel chairs.

6. Old Ipswich Road

- We are slowly getting to a meeting regarding this, now the cabinet member's assistant has got in touch to arrange.

7. Road Closures

- Rectory Road 1st November-19th November (Broadband)

- Langham Lane 24th November-26th November (Repairs)

- Grove Hill 1st November- 19th November (Broadband)

End of report from Cllr Barber

Cllr Chapman stated the new administration at CBC is moving along and it looks like the next years council tax will increase by about £5 a year. This increase would likely be around the same as last year at approx. 2.6%.

The new pipeline being planned from Bury St Edmunds to Colchester will pass through various large areas of farming land and will also impact the ANOB. Anglian Water (AW) had given a presentation that Cllr Chapman attended and he will be forwarding a copy of the meeting Q&A session to the clerk so this information can be circulated. This pipeline will affect three authorities from one end to the other.

Queens Jubilee celebrations – CBC may be looking to donate an oak tree to each parish to mark this event. Further details will be passed on when they are known.

Cllr Bottwood asked Cllr Chapman if he had seen the final results of the government Inspector's evaluation of the CBC emerging Local Plan section 2, the PC had seen the amendments to the wording in several sentences in section SS9 (Langham) but not the final document.

Cllr Chapman had not seen the document but when he does have this he will inform the PC.

Cllr Chapman stated that the plan was likely to be reviewed again soon.

Cllr Chapman then left the meeting.

21/283 Finance

283.1 Matters arising from the Finance Committee on 1st September 2021.

Cllr Brockman is now a bank signatory. Completed and discharged.

Auditors sign off – later on agenda

Clerk laptop amount has been approved by the finance committee. Complete and discharged.

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

Since last LPC meeting

Income

Precept and Grant payment from ECC £ 10,439.00

Expenditure for approval

Langham Community Centre – council meetings £ 63.00

Agrovista UK Ltd – white line marking paint £ 150.00

Bowman & Sons – 2x hedge trimming and ditch clearance in recreation ground. £ 1,699.20

Clerk Salary £ 810.00

HMRC NI payment £ 6.21

Contractor invoice 9-21 £ 126.00

Mr. R. Schofield reimbursement for lock and key £ 25.97

Essex Association of Local Councils – Clerk course £ 30.00

Essex Association of Local Councils – CiLCA course £ 690.00

James Todd & Co – payroll £ 72.00

PKF External Auditors – Auditor fee £ 240.00

Royal Mail Group Ltd – postage on survey envelope £ 0.53

Wicksteed Leisure Ltd – Repairs to play ground equipment £ 2,673.26

Xenace- exchanged hosted email service for 7 months £ 33.10

Essex Association of Local Councils – Clerk course £ 84.00

Essex Association of Local Councils – CiLCA course £ 84.00

Topline Pest control £ 85.00

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£ 6,872.27

The Clerk stated that the total had £963.30 of VAT in it which will be reclaimed and the cost of the courses equalled £740 excl. VAT which 75% of that amount can be claimed back through a bursary.

Current balances held by the council including the LCC Bond money and Tennis sinking fund are;

Current account: £ 38,438.48

Savings account £ 51,142.31

Tennis sinking fund £ 14,931.67

LPCC old bond account £ 0.01

LCC Bond Money £26,000.00

Total as of Sept 30th 2021

£ 130,512.47

These totals included Bond money held by the LPC as custodian trustees of the LCC and the Tennis club sinking fund which have a combined total of £40,931.67. Once removed this leaves a current balance of £89,580.79 available in the accounts.

Proposed Cllr Brockman seconded Cllr Emms. All agreed.

When approved by the Council, these payments will be authorised by Cllr Bottwood and Cllr Mansel-Thomas.

21/284 Planning/Housing

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

Nothing to report to date.

21/285 Co-option of Mr. J. Palmer

The Council co-opted Mr. John Palmer who had applied to become a Parish Councillor. The vacancy had previously been advertised and interviews took place in Feb 2021.

The Election Officer at CBC has been informed and the Borough Council have no problem with the Parish Council filling this vacancy as the criteria needed have been met.

Vote taken to elect Mr John Palmer.

Proposed Cllr Emms Seconded Cllr Bottwood

All agreed.

Cllr Emms stated that Mr. Palmer had already been an excellent volunteer on the last working group and this was seconded by Cllr Bottwood.

Councillor Palmer was then requested to join the council and sign the Declaration of acceptance of office. This paperwork will be forwarded to CBC by the Clerk.

Relevant council paperwork will be forwarded on to Mr. Palmer from the Clerk. **Action Clerk**

21/286 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.

Asset Register – Cllr Emms

Annual Code of Conduct – Cllr Brockman

Discipline and Grievance Procedures – Cllr Bottwood

Terms of reference – Finance – Cllr Bottwood

Terms of reference – Recreation – Cllr Emms

Terms of reference – Staffing – Cllr Bottwood

Terms of reference – Planning – Cllr Bottwood

Risk Assessment – Cllr Emms.

Freedom of Information Act – Cllr Armstrong

Complaints procedure – Cllr Bottwood

These above were discussed by the council and agreed to approve these as circulated, apart from the Terms of reference for the Recreation Ground committee which will be an agenda item for the next meeting. **Action Clerk**

Proposed Cllr Brockman Seconded Cllr Armstrong.

Agreed by all.

Clerk to update the council file with the updated procedures and policies. **Action Clerk**

21/287 Village facilities survey update

Cllr Emms updated the council with the latest conclusions from the volunteers meeting that was held earlier last month.

Councillor's Reports**No decisions are made or action points allocated in this section**

Cllr Armstrong - Nothing to report.

Cllr Brockman – Nothing to report.

Cllr Mansel-Thomas – Nothing to report

Cllr Emms – Quotes are being obtained to trim the Ash tree in the Millennium garden which had been reported as overgrowing into the Birch tree.

Also, the tree at the corner of Park Lane and Wick Road had been reported as growing into the overhead electricity cable. This has been reported by the Clerk to the electricity company and the land owner.

Cllr Bottwood – The Langham Lane Automatic Traffic Count and traffic speed results had been circulated which had resulted in an average of 40mph speed recorded. This will become part of the traffic survey and the PC will continue to focus on this. Cllr Barber has also mentioned in his report that he will be following this up and LPC will make him aware of their dissatisfaction with the survey result.

Wick Road – The traffic signs and markings that have been agreed have now been published and can now be implemented by the Highways department.

The design for improvements to the pavement edging outside the Community Centre on School Road has been completed. This will protect the verges along this part of the road.

We also have circa £300 from Parks and Recreations A106 developer contributions that can be spent. Any suggestions then please let Cllr Bottwood know.

The S106 list of Community Facilities priorities needs to be updated. This will be submitted by Cllr Bottwood having received an input from the Community Council. **Action Cllr Bottwood**

Traffic survey – the paper document is ready to go and the final draft will be circulated to councillors before it goes to publishing. A resident has already offered to help deliver these around the village. Cllr Emms and Cllr Bottwood will work to finalise the online document. A 4 week period will be allowed for villagers to complete and return their responses. **Action Cllr Emms and Cllr Bottwood**

Sir Bernard Jenkin's office involvement with the Vistry Homes project – the situation with Vistry Homes planning condition 21 continues and the Environment Agency have advised Sir Bernard Jenkin's office and the LPC that productive discussions between the developer and Anglian Water are proceeding. They are looking at a phased upgrade at the Langham Water Recycling Centre (WRC) which may also allow a phased build out at the Vistry site. The PC will provide more information via the website when it is known.

Clerk's Report and Correspondence

1) There was a report that the electricity cables in a tree at the corner of Wick Road and Park Lane were growing through the tree. The Clerk contacted UK Power and the land owner regarding this matter. (21.9.21)

2) A resident has contacted the PC to see if something can be done to help the Asylum seekers/Afghan Refugees. The clerk has received notification from CBC that the Government have placed 100 male adult asylum seekers at the Holiday Inn Express off the A12. Although this is near the village it is technically in Dedham. This message from CBC has been put on the PC website.

3) The Clerk from West Bergholt (WB) has contacted the Clerk requesting the email contact details of the person who Cllr Brockman has been in touch with regarding the Jubilee fly past.

The Clerk was also informed that they have a contact for the Apache helicopters if the Parish Council were interested in contacting them.

Clerk to contact West Bergholt Clerk when the information comes from Cllr Brockman. **Action Cllr Brockman and Clerk**

4) The Clerk has been contacted by Dedham Parish Council to help them out temporarily in a clerking role until they can find a new clerk. The Clerk has accepted this position to help them out on a temporary contract.

21/290 Agreement of reviewed finance regulations

These have previously been circulated to all councillors and this has been reviewed by the Finance committee. It was agreed to accept these as circulated with no further amendments as there have been recent updates which were previously agreed by the full council.

Proposed Cllr Bottwood Seconded Cllr Mansel-Thomas. All agreed.

21/291 External Auditors Report

This had been previously circulated to all the councillors and discussed at a finance committee.

The external auditor requested more details of 2 refund payments that had been made from Wave Water and from Spingolds. This was returned to the auditor who then signed off the account and added the following statement;

Information received from the smaller authority indicates £76.79 of refunds have been included as income in Section 2, Box 3. These items should have been netted off from the relevant expenditure rather than shown as income. Box 3 for the current year should therefore read £10,558 and Box 6 should read £25,288. Information received from the smaller authority also indicates £33 of refunds have been included as income in Section 2, Box 3 for the prior year. Box 3 for the prior year should therefore read £27,006 and Box 6 should read £17,726.

“I will also be raising the following ‘other’ matters (qualifications) on your AGAR Part 3, subject to sign off by an engagement lead:”

In the completion of the Annual Internal Audit Report, and their detailed report, the internal auditor has raised some recommendations. The smaller authority must ensure that action is taken to address these recommendations in a timely manner.

The Clerk did contact the external auditor again and queried with them, if these items related to the previous year why hadn't the internal auditor (Jan Stobart) of PKF (the current auditors) picked this information up then as they had both signed these audits off the previous year. There has been no response to date.

The Internal auditors comments have been followed up in an earlier meeting and now have been discharged.

The signed off accounts have been posted.

The Clerk informed the council that the External Auditor for the following three years will be Heelis & Lodge who replace PKF Littlejohn.

21/292 Clerk Laptop quotes

3 quotes for laptops have been circulated by the clerk to the committee. The amount for this has already been agreed by the full council.

These were discussed and it was agreed that the first option on the quotes was to be purchased for the Clerk. The clerk was requested to look online to see if there are any better price options for that model. These were to be circulated to the finance committee.

Action Clerk.

21/293 Risk Register review dates for forth coming year

This was discussed and agreed to be looked at Bi-annually by Cllr Emms and Cllr Armstrong. Any new risks that arise are to be sent to Cllr Emms. All agreed.

21/294 Queens Jubilee Celebrations

Two volunteers have agreed to take the lead in trying to design a suitable community event. They are currently sounding out a range of contacts to try and bring things together into a firm plan for the celebration. Various other villagers have offered to volunteer for this event and their contact details will be passed on to the organisers of the event.

Cllr Brockman stated it would be the beginning of January before the date of the flyover can be confirmed so although things can be organised, the exact dates of our event will need to be decided once the fly past information has been obtained.

The Clerk reminded the council that the 2 hours had been reached for the meeting and the council agreed to carry on and finish the meeting.

21/295 Traffic Survey

Discussed earlier on in the councillors reports.

21/296 New Working Group

This was being looked at to cover many of the areas that are known to be coming up by the council. It was originally thought these could be completed by a "working group" but as these areas are not a "task and finish" group this would not be able to be completed in this way as there are going to be areas that will be ongoing in the future.

This will be reviewed again in the future when new proposals can be considered.

21/297 Website Biographies

In the short term a standard form will be looked at for all councillors to complete so it can be posted on the website. **Action Cllr Bottwood**

21/298 Website Future plans for the The Local Marketing Team (TLMT)

After a discussion by the council it was decided to make this an item for the next agenda as it needed to be discussed in more depth. **Action next agenda**

21/299 Delivering the Community Engagement Plan

The plan was discussed and as it was felt more detail and comments were needed to be sent to Cllr Armstrong by the other councillors, this would be placed as an agenda item for the next meeting. **Action next agenda**

The LLC community coffee mornings start again on the 22nd October 2021 and it was suggested that 2 councillors take a rota on attending these events so residents can come and speak to them of any concerns they may have.

21/300 Training/Events

Reports on attended events

Nominations for new events

Training details will be sent by the Clerk to Cllr Palmer.

Clerk CiLCA training and courses start next week.

21/301 Items for the next agenda

Working Group phase 2

Any other items to be forwarded to the Clerk

21/302 To confirm date and time of next meeting

Date of next meeting: Wednesday 3rd November 2021

Meeting finished at 9:40pm

Signed

Chairman Cllr Bottwood

Date