

**Minutes of Langham Parish Council (PC) Meeting held on**  
**Thursday 8<sup>th</sup> July 2021 7:30pm**

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

**20/231 Welcome and apologies for absence**

Cllr Bottwood welcomed everyone to the meeting.  
Cllr Chapman and Cllr Barber sent their apologies.

As this was going to be Cllr Ellis last LPC meeting Cllr Bottwood thanked him for all the work he had completed on behalf of the PC and put in as a volunteer in many roles in the village including the village shop. Cllr Bottwood also wanted to thank him personally as they have worked together for the past 17 years and for his knowledge especially on the planning and finance committees.

**21/232 Declaration of Members interests**

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

**21/233 Agreement of Minutes of last meeting 10<sup>th</sup> June 2021**

The minutes were proposed by Cllr Armstrong and seconded by Cllr Ellis.  
Agreed by all.

**21/234 Matters arising from the last meeting.**

Footway on Park Lane will come under Cllr reports.  
Finance review will be taken to the next meeting of the finance committee along with training costs.  
Engagement Plan now completed and later on agenda.

**21/235 Public Open Forum (Maximum 15 minutes)**

No questions were asked by the public.

**21/236 Visitors Reports (CBC and County Councillors)**

A report was sent in from Cllr Barber in his absence. It arrived just prior to the meeting and there was insufficient time to include it. It is therefore attached as an appendix to these minutes.

**21/237 Finance**

**237.1** Matters arising from the Finance Committee on 5<sup>th</sup> July 2021.  
This did not take place as the meeting was not quorate and the invoices have been circulated to all councillors to approve at this meeting. Thanks was given to LCC for withdrawing the original invoice that was produced for the hire of the Club room when the meeting was cancelled.

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

Cllr Ellis declared an interest in one of these payments to be made.  
Cllr Mansel-Thomas will be the second signatory on this item.

The refund payment of £200 from the main account to the tennis club account has been transferred as agreed at the last meeting.

Expenditure:

Contractor invoice 6-21	156.00
Contractor reimbursement for paint for benches	20.00
Clerk Salary due <u>July 31st 2021</u>	810.00
HMRC NI Contributions July 2021	6.21
Adler Business Systems Ltd – stationery	33.48
Langham Community Centre Hire – Inv. 4741, 4745,4746, 4764 total	118.00
Royal Mail Group Ltd – postal charge for survey	32.74
CALC – subscription fee	35.00
Heelis & Lodge internal Auditor	195.00
James Todd & Co Payroll	72.00
Mrs. E. Ellis – plants for tubs around village	67.98
Rural Community Council of Essex RCCE subscription	72.60
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Total	£ 1,619.01
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When approved by the Council, these payments will be authorised by Cllr Bottwood and Cllr Ellis/Cllr Mansel-Thomas.

Proposed Cllr Mansel-Thomas Seconded Cllr Ellis. Agreed by all.

**237.3** Internal Auditors report and recommendations.

The Clerk had distributed this report to all councillors prior to the meeting.

The internal audit was completed and returned to the council on the 29<sup>th</sup> June 2021 with the following recommendations;

1) To update Standing Orders to incorporate reference to the Public Contracts Regulations 2015.

The following statement had been circulated to all councillors prior to the meeting was discussed and agreed to be added to the Standing Orders.

f. Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 (“the Regulations”) which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations.

Proposed Cllr Ellis seconded Cllr Armstrong. Agreed by all.

This statement will be added to the Standing Orders and then recirculated to all the council. **Action Clerk to add this statement and recirculate.**

2) To include reference to GDPR in the Council’s Risk Assessment

This was agreed by the council. Proposed Cllr Armstrong seconded Cllr Bottwood.

Agreed by all. **Action Clerk to also add this and recirculate.**

3) Register with the ICO for Data Protection (cost approx £35)

This item was discussed and agreed to leave this for now and to put this item on the next agenda. **Action Clerk to add to next agenda.**

4) It is a requirement to review the Internal Auditors Report when received and minute the actions that the council is to take. **Actions to be completed by Clerk**

This action has been completed at today’s meeting.

5) It is a requirement to review the External Auditors Report when received and minute the actions that the council is to take. **There is no External Auditors reports available for comment at the moment.**

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

211310 – Mantons, Park Lane, Langham Colchester CO4 5NJ Replace weatherboard like for like; change the colour of the boards from black to cream; install sheeps wool insulation beneath weatherboard.

As this is a listed building, this application will be closely scrutinised. From the Parish councils point of view, we see no difficulties. No objections. This has been added to the CBC website.

Other comments are available on the Colchester Borough Council (CBC) website.

### **238.2 Vistry Homes – Sir Bernard Jenkin Meeting**

The Parish Council and some of the residents had a meeting with Sir Bernard Jenkin on 30<sup>th</sup> June 2021. The problems with network capacity and the lack of investment in the Langham Water Recycle Centre (WRC) were discussed and Sir Bernard Jenkin will write to Anglia Water (AW) concerning the problems and also ask AW to meet with the PC and residents regarding this issue. The point was made that AW are not taking this matter seriously. The PC felt that this meeting went well overall and if Sir Bernard Jenkin does receive a proper response to the concerns he has raised on behalf of the village then that would be beneficial to all. The PC will contact his parliamentary assistant to follow up on this issue. **Action planning committee.**

### **238.3 CBC Planning team meeting**

The PC met with senior representatives of the CBC planning team to discuss the current position with the Inspector's examination of Emerging Local Plan (ELP) and the discharge/removal/amendment of planning conditions relating to the Vistry Homes project.

#### **i) Update on the Inspector's examination of the Emerging Local Plan (ELP)**

- Part 1 was adopted 1<sup>st</sup> February 2021.
- Part2 (which relates to the (rural villages)

Examination was carried out during last 2 weeks of April 2021.

A change list was sent back to the inspector incorporating Inspector's modifications. Sustainability Appraisals are carried out on areas that are modified – this is likely to take at least a month. The Sustainability Appraisal involves consultants looking at the plan. Following this, 6 weeks consultation expected around September '21.

#### **ii) Vistry Homes – discharge/removal/amendment of Planning Conditions**

This was a fruitful discussion and the PC were comfortable with the outcome of the debate. No information can be shared at this time as the meeting with the developer should happen before any decisions are made public.

#### **iii) Electricity Sub-station for Vistry Homes site (separate planning application)**

CBC stated that it is not unusual to have a separate application for this. They agreed it could be better hidden on site but it is a brick building and has been given the ok by Environmental Health. Reasons for refusal do not stack up and it is likely to be approved.

#### **iv) Building in Langham in excess of the ELP allocation**

LPC made the point that Vistry site has 6 additional dwellings, plus a sub station and there were further planning applications for 3 detached houses and 4 bungalows in School Road. This takes

us to 20% over ELP allocation. Also, there is no clear idea about the usage of the Old Oaks School building. All of this will play into issues with infrastructure requirements being inadequate. CBC made the point that the numbers in the ELP are seen as minimum build numbers and building within the village envelope is in addition to ELP figures. It was also mentioned that the ELP will likely not have a long shelf life (maybe 5 years) and there will be a review immediately after it has been signed off.

v) **Old Oaks School Site**

Discussion moved to the Old Oaks School and it was agreed that it would be beneficial to have some kind of joint agreement before it is sold by ECC. It was agreed that a site brief could be prepared similar to the County Hospital site. CBC agreed to speak with ECC regarding this matter.

**21/239**

**CIF Funding**

Cllr Barber had forwarded CIF funding that is available for councils to apply for over the next two years. A total amount of £700,000 (£350,000 per year). Applications for this year grant are due to be in before 14<sup>th</sup> August 2021. Grants for this can be applied for up to £10,000 maximum and there are also smaller grants available. This was discussed in length by the councillors.

The Clerk informed the council of the bank balances to date and reminded them that there was another precept payment due in September. The Clerk reminded the council that the external audit report had not been received to date, and over the past two years both auditors have stated that the reserves that the council held were too high. Ideally the reserves should be no more than twice the precept which would be currently approx. £40,000.

The Recreation Ground committee are looking to completely revamp the play area and put in new equipment including replacing and extending the fencing surrounding this area. Unfortunately, due to covid last year the plans had to be put on hold until now. The Clerk stated that even if the agreement went ahead with this now it would still take time to agree the equipment, obtain quotes, agree the proposal with the full council and get this money spent within the financial year, especially when the council do not meet in August and December.

Further discussions continued and it was suggested to spend what was available on proposed equipment when agreed and to apply for the CIF funding next year so there was more time to obtain quotes on particular items.

Vote to apply for CIF Funding next year and not this year.

For 5 No 0 Abstain 1

Motion carried to wait until next year.

**21/240**

**Bonfire**

Within the village survey that took place there were a lot of residents that would like to see the bonfire night event back in the village. After a discussion it was felt that it may be too late to complete this year but it was agreed that a feasibility study would be undertaken and the results would be discussed at the next meeting. **Action Cllr Emms, Cllr Thomas-Mansel and Cllr Armstrong.**

**21/241**

**Agree alteration to Finance Regulations**

The suggested alteration to these finance regulations has been circulated to all councillors. This was to be ratified by the Finance committee at the next meeting.

Agree to increase the amount to £250 before 3 quotes are needed for works or purchases was voted on.

Proposed Cllr Emms seconded Cllr Mansell-Thomas. All agreed.

The alterations will be made and an updated version will be circulated to councillors and put on the website. **Action Finance committee and Clerk**

**21/242 Agree the Engagement Plan – sign off.**

This Engagement Plan has been forwarded to all councillors prior to this meeting.

The Engagement Plan was then voted on

Proposed Cllr Emms seconded Cllr Ellis. All agreed.

These will be available on the website.

**21/243 LPC Facebook page update**

Cllr Armstrong reported that the LPC Facebook page now had tracking facilities and the number of visits to the website was now available.

The report of this activity has been sent round to all councillors and the latest visits have been 34 on the website and 485 on Facebook this had 160 engagements from people who have commented on the page. This is now trailing off and there have now been 39 facebook followers and this does have a link on this to the LPC website. Cllr Armstrong was asked how many people visited the Langham Locals and how many had been tracked but that information was not available.

**21/244 Agree the terms of reference for the Publicity Officer**

This had been previously circulated and no amendments were suggested but this may be a working document and may change as things progress. Proposed Cllr Ellis seconded Cllr Emms. All agreed.

**21/245 Policies and Procedures due for renewal in September.**

The following policies and procedures are due for renewal at the September meeting, 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 – Clerk to forward new update from NALC to Cllr Brockman

Discipline and Grievance Procedures – Cllr Bottwood

Terms of reference – Finance – Cllr Ellis

Terms of reference – Recreation – Cllr Emms

Terms of reference – Staffing – Cllr Bottwood

Terms of reference – Planning – Cllr Ellis

Risk Assessment – Cllr Emms.

Freedom of Information Act – Cllr Armstrong

Complaints procedure – Cllr Bottwood

**21/246 Village facilities survey update**

Cllr Emms updated the councillors with the results so far in the village facilities survey, with some interesting responses.

There had been 173 individual responses. 132 responses on paper from 83 returns and 41 online responses. Out of these 45.6% were over 65, 33.3% were 50-65, 19.3% 30-50 and 1.8% under 30.

Cllr Emms went through some of the results at the meeting. The detailed results will be evaluated and published.

**21/247**

**Clerk's Report and Correspondence**

1. A resident asked when the grass around the village was due to be cut again. The contractor who completes this for the council had some trouble with the machinery he owns and is now playing catch-up to complete outstanding works and this should be rectified shortly. This has now been completed.
2. A resident contacted the PC regarding the trees around St. Margarets Cross area, these were inspected by the PC and this has been forwarded to the Highways department for them to come and inspect.
3. The Pre-school have contacted the PC to request use of the field outside the pre-school next Friday for 2 hours as part of their end of term event where they are hoping to have a police car visit for the children to explore. The PC agreed with this.  
**Action Clerk to contact the pre-school to inform them of this.**

**21/248**

**Councillor's Reports**

No decisions are made or action points allocated in this section

Cllr Ellis – No report

Cllr Brockman – No report

Cllr Mansel-Thomas – No report

Cllr Armstrong – Has completed day one of EALC Councillor training and has day two to follow. He has also been on an AONB forum meeting where there are serious moves to move the AONB area boundaries which would include parts of Langham

Cllr Bottwood – Cllr Bottwood – Has been reviewing the footway requirement in Park Lane and had discussions with Cllr Barber. It appears it is not likely that the money will be available for this and had a copy of a feasibility study which was completed in 2019 by CBC if anyone would like to look at this. There may be another way to get funding for this other than through the Local Highways Panel and this will be discussed with Cllr Barber. There was a problem with a PC website outage and the site was down for a day but it is now back up and running.

**21/249**

**Training/Events**

Reports on attended events

Nominations for new events

Cllr Armstrong had completed the first day of Councillor training. See above.

**21/250**

**Items for the next agenda**

External Auditor report

Bonfire feasibility study update

Recreation Ground equipment update

Allotments

Village Working Group update

**21/251**

**To confirm date and time of next meeting**

Date of next meeting: Wednesday 1<sup>st</sup> September 2021 at 7:30pm

Cllr Bottwood thanked everyone for their attendance.

The Council meeting finished at 9:40 pm.

Signed .....

Cllr Bottwood

Date .....

## Appendix

Report received from Councillor Lewis Barber that did not arrive in time to be included in the meeting.

Please accept my apologies for this evening. I update as follows:

### 1. Perry Lane

*I am still awaiting the report from the jetting team on this, as was the case last month. I am not happy with the timescale and I have followed up for a response.*

### 2. Safety Survey

*This forms part of the work I am doing at ECC and I would be grateful for any input and sharing.*

<https://survey.euro.confirmit.com/wix/0/p288717880200.aspx?ebrm=00000010&fbclid=IwAR3oil9XT-Kr4zuiRjQQ5dQsOKqAk1melr1cWTmqwDhorR6f2p6SgDFubI>

### 3. A12 Severalls Lane Bridge

*This is the latest update I have received from Highways England:*

*As you refer to in your email we were expecting to have the results from the March investigations during May. Regrettably, due to complications, we have not yet received all of the technical reports from these investigations that will allow us to progress the assessment to establish if it is safe to remove the current restrictions. We expect this information to be provided over the coming weeks following which the assessment will take place and if this indicates that it is safe to remove the restrictions we expect this to take place in autumn this year.*

*In parallel to this work we are progressing with the development of the scheme that will repair the damaged elements of the bridge. We are currently assessing options for this and would expect to move to the preliminary design stage in autumn this year with detailed design planned for 2022 and provisional plan for construction in later 2022/23*

### 4. Rural Buses Provision

*Following on from last month, ECC has launched a new 'bus back better' strategy. I'd welcome any feedback you may have on the local bus service and I have spoken with the Cabinet member on this. It will assist with us tackling pricing, timetabling and reliability issues with rural bus services.*

### 5. Old Ipswich Road

*This is clearly going to be a major issue and I have asked CBC-ECC to do a joint meeting on how to tackle this. I have also asked ECC's strategic highways officer for North Essex for their thoughts on how we can address. However, I have yet to receive a response (they are on leave).*



## 6. Improved Northern Gateway Cycle/Pedestrian Access

*This may be of interest to you- ECC has agreed in principle to this as it seems to be a glaring omission from CBC's Northern Gateway project. However, we need to identify funding for the option study- we are working on this and I envisage a split between CBC/ECC.*

## 7. Highways Plan ie road safety

*Linked to Old Ipswich Road- We held our first meeting with other Parishes recently. Taking on board feedback it may be prudent to look at us splitting up the grouping further so that we have Dedham/Langham/Tendring. However, I will take direction from how the Parishes wish to proceed, including any discussions you may have this eve. Highway officers are supportive of our approach and I just need political support now. There is an opportunity for me to raise this at Full Council next week.*

## 8. Park Lane Pavements

*In response to queries on this, we need to bring together Highways England and Essex Capital Team together to discuss this with us. I have asked our democratic services team to arrange some dates to put together and once I have them I will share to see availability for you and Nigel to attend.*

## 9. Langham Lane

*I asked Highways to consider repairs around Langham Lane and Severalls Lane. Currently, they do not view this as a priority for repair but they will reconsider in September. I am not particularly happy about this and will be following up to see if I can get some repairs done.*

## 10. Speeding

*I will take your lead following the survey and integrating it into the work we are doing on the Highways Plan.*

If there is anything else, please let me know. I am in and out of calls from now to tonight but I will pick up emails if I have forgotten anything or you would like clarity on any points.

-----end of report-----