

DRAFT

**Minutes of
Langham Parish Council (LPC) meeting
4th October 2023 Langham Community Centre 7:30pm**

Attendees: Cllr Bottwood, Cllr Thorpe, Cllr Brockman, Cllr Armstrong, Cllr Freeman

Present: Minutes – Cllr Thorpe
Cllr Tom Rowe – Ward Councillor
3 Members of the public

23/94 Welcome and apologies for absence

Cllr Bottwood welcomed everyone to the meeting. Apologies were received from the Parish Clerk-Carol Harbach and Cllr Ogawa.

23/95 Declaration of Members interests

If any declarations do arise, they can be made during the meeting.

23/96 Agreement of Minutes of the meeting on 6th September 2023

These minutes were agreed as a true and accurate account of events.
Proposed by Cllr Brockman seconded Cllr Thorpe All agreed.

23/97 Matters arising from the meeting on 6th September 2023

Telecom – update. Cllr Thorpe provided a written press release from Openreach confirming that they were switching off their copper network, not a ubiquitous removal of the landline network as had been suggested.
Letter to Boxted Airfield to be completed
Highways ongoing. Cllr Barber to update.
VAS nothing back from Cllr Barber to date
Agrimix – change of use – nothing back from Cllr Barber yet.
Footpath 47 – Cllr Armstrong will update later.
Car transporter issue at Lodge Lane – nothing back from resident to date
Playground opening – new roundabout is still not repaired. ETA of latest spares provision 26th October. Review again at next meeting.
Rest of items raised from the last meeting are on the agenda as individual items.

23/98 Public Open Forum (Maximum 15 minutes)

Questions may be noted and answered at the next meeting.
No questions raised by residents present during the meeting.

23/99 Visitors Reports (CCC and County Councillors)

Cllr Tom Rowe talked about his involvement in the

Scrutiny Committee for Crime and Disorder. The Scrutiny Group raised concerns of the agencies involved i.e., Essex Police, Hospital, with a broader spectrum of agencies also involved in the field of Crime and Disorder. The elected members of the committee were not convinced with the data provided by the contributing parties vis a vis rural speeding concern. The contributing agencies were asked to provide broader data for consultation.

Cllr Rowe also advised that the Green Waste charge had still not been formally adopted by Colchester City Council.

Cllr Bottwood asked Cllr Rowe if he could make enquiries as to the agreed process for Section 106 funding applications and awards.

Cllr Rowe also communicated what he was doing with his locality budget and that there may be a small amount available for Langham if a submission was made quickly.

Cllr Rowe shared that Cllr Nigel Chapman (Retired) was elected to Alderman status at Colchester City Council in recognition of his contribution and to ensure the wealth of information that Nigel had acquired over his tenure was retained.

Cllr Rowe concluded his update by sharing his concerns and efforts to achieve a greater degree of transparency with Colchester City Council reporting.

23/100

Finance

100.1 matters arising from previous Finance Committee meeting.

To agree to apply for a Langham Parish Council Credit Card.

Proposed Cllr Brockman, Seconded Cllr Armstrong. Agreed unanimously by those Councillors present.

100.2 To agree an amendment to the Finance Regulations to cover the issue of a credit card.

This was agreed to be carried over to the next meeting as a conclusion had not been made at the previous Finance Meeting with the amendment narrative requiring extra work.

100.3 To approve payments in accordance with the 2023/24 budget.

Clerk Salary Sept 23	£904.26
NI Payment	16.04
Contractor Invoice 09/23	120.00
James Todd & Co Payroll invoice 65321	26.40
Langham Community Centre hire invoice SI-5620	135.00
C. Harbach reimbursement for antivirus for laptop	17.49
Karzees Ltd hire for bonfire event	540.00
James Burrage – singer for bonfire night	300.00

JackRabbit Brewing Co 50% deposit for bonfire event beer	696.40
Langham Oaks for Coronation afternoon tea Inv LASI 185	135.00
Langham Oaks for Coronation afternoon tea Inv. LASI 181	350.00
C. Harbach Reimbursement for TENS License for Bonfire	21.00
C. Harbach Reimbursement for flowers to resident	45.00
Colchester City Council bin license to end of fin. Year	
For Recreation Ground bins	696.40
P. Armstrong reimbursement for fireworks tickets	66.57
Agrovista Uk Ltd paint for Football pitch	195.00
	=====
Total	£4,145.66

Balance as at 30/9/23

Current account Sept 23

Community Account 30553093	£ 44,418.01	Income	£ 123,903.18
Savings account 30553085	114.10	Expenditure	£ 93,531.66
Tennis account 50634468	15,036.57		
Bonfire account 40553182	2.53		
	=====		
Total	£ 59,571.21		
Income this month			
Precept	£ 11,985		
Football hires	£ 378		
Car park hire	30		
	=====		
	£12,393		

All payments were agreed as authorised for payment. Proposed by Cllr Armstrong, seconded by Cllr Thorpe.

Payments to be raised by Cllr Bottwood and to be second authorised by Cllr Brockman.

23/101

Planning/Housing

101.1 Planning Applications Decisions Received

101.2 Planning Applications Received

232116 Springfield Farm, Nightingale Hill, Langham Colchester CO4 5PN
Application for prior approval for the conversion of agricultural building to 5 new dwellings. LPC had not commented as the application was withdrawn before the scheduled comment was posted.

232096 1 Hillcrest Cottages, Greyhound Hill, Langham Colchester CO4 5QE
Single storey extension to the rear elevation and widening of the existing porch to the front elevation. No comment made.

23/102

Recreation Ground Committee updates

- Bonfire Night

Cllr Thorpe thanked Cllr Ogawa for all the hard work that she has put in to put the bonfire event in place this year and she was thanked by all the council. Things are coming into place and the bonfire group have been working well to get things in place for the event. Cllr Thorpe said that Cllr Ogawa had recruited a group of willing volunteers but that as with all such events, more were always welcome.

Cllr Armstrong was thanked for his work with the ticket website and setting up the on-line ticketing site. Physical tickets had also been made available to purchase via the village shop.

- Football Club bookings

The use of the recreation ground by three clubs is working quite well. We have had some teething problems whereby the club hiring has not remembered to book the changing rooms and car park. This is being monitored on an ongoing basis.

The Parish Clerk has already communicated that the Recreation Ground will be unavailable for football for the weekend of the 4th/5th November to accommodate the planned fireworks.

- Children's Play area

The repair of the new accessible roundabout is still outstanding. This has been escalated within Kompan with a revised completion date of the 26th of October. Mike Rich is now our accredited Playground Inspector ensuring that the play area is checked weekly.

- Multi-Use Games Area

This project is still very much on the 'back burner'. We cannot make a decision around the MUGA until we know what options exist for the return of cricket to Langham. We cannot make a decision on the MUGA, until the safety fencing height for the cricket is agreed. Discussions are ongoing with England Cricket and additionally with Colchester [regarding the supply of retractable fencing and the need for a planning application. Projects have been put forward for](#) S106 funds to pay for both the cricket expansion and the MUGA.

- Cricket

As above. Currently at a point of impasse in so far as the initial report provided for safety guidance is suggesting that the boundary fence height is 13 metres. Something which is impractical and aesthetically unacceptable.

23/103

SID sign in Wick Road

Cllr Barber is still continuing to engage with Essex Highways regarding the positioning of this sign. The trial dig in Wick Road indicated that the surface base was not acceptable to accommodate the sign. Cllr Barber leading on dialogue with Essex Legal Services. As Cllr Barber was not present at this meeting, subject carried over.

- 23/104** **Shrubbery – Moor Road/Park Lane Gigaclear Installation**
There has been some issue with the license from Highways to get this finalised and planted and the correct application form has now been received.
- 23/105** **S106 Issues**
Cllr Bottwood has a meeting scheduled with Colchester City Councils Head of Planning (Karen Syrett) on the 17th of October 4-5pm. Cllr Armstrong will accompany him and (if available), Cllr Rowe will too.
- In addition to the planned meeting on the broader subject of S106, the reimbursement for the Tennis Club Benches is still outstanding. LPC are additionally seeking to purchase 'roll-away' football goals to replace the fixed ones currently in-situ. The Finance Committee had voted to agree the funding on the understanding that S106 funds would subsequently reimburse LPC for the purchase.
- 23/106** **Oakview boundary with the Recreation Ground**
Dialogue is currently stalled pending the complex discussions around the cricket boundary fencing height.
- 23/107** **Councillor vacancies**
There is still a vacancy on the council. Cllr Bottwood asked Cllr Armstrong to re-issue previous recruitment narrative via the website to seek to fill the vacancy.
- 23/108** **Policies for review**
The following policies are up for review.
Asset Register – Cllr Freeman
Annual Code of Conduct – Cllr Brockman
Discipline and Grievance Procedures – Outstanding
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
Risk Assessment – Cllr Armstrong
Complaints procedure – Action Cllr Bottwood

These have been circulated to all the council and any amendments raised. As there are a small number of Terms of Reference still outstanding the vote to adopt them was postponed until the next meeting.

23/109

Councillor's Reports

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

Cllr Thorpe –Nothing

Cllr Brockman –Nothing

Cllr Armstrong –Cllr Armstrong updated the meeting on the status of Footpath 47. Cllr Barber had arranged for a representative to look at the footpath to determine if there was a planning breach. It was determined that there had been a planning breach therefore LPC was to expect to see a retrospective planning application to address this.

Cllr Bottwood agreed to contact a local resident to canvas their views on the current situation in the area.

Cllr Freeman - Nothing

23/110

Clerk's Report and Correspondence

There is an invitation to attend a fish and chip lunch with Sir Bernard Jenkin for 2 parish councillors on the 13th of October. If you are interested, then please let the clerk know.

Reminder that PC Gary Woolford will be attending the Langham Community Centre coffee morning at the end of October if anyone would like to come along and talk to him, please come and have a "Coffee with the Cops".

The Clerk had received a letter from a resident outlining his concerns as to how LPC are communicating with residents concerning matters relating to planning applications. As the resident in question was present in the meeting, The Chairman took the opportunity to share LPC's position on this ahead of any formal response from the Clerk.

23/111

Training/Events

Cllr Freeman is going to attend an allotment course later in the month. Any other training requirements then please let the clerk know.

23/112

Items for the next agenda

Above

23/113

To confirm dates of next meeting.

Wednesday 1st November 2023 Clerk has sent her apologies.

23/114

Chairmans closure of meeting

Meeting was closed by the Chairman at 20.50

Signed

CLlr Bottwood

Date