

**Minutes of Langham Parish Council Meeting
Held on Tuesday 31st January 2017
At Langham Village Hall**

Attendance	Cllr. B Palmer - Chairman Cllr. Hosmer Cllr. Lee-Ovington Cllr. Manning Cllr. G Palmer C. Cllr. Hemsley Helen Duckering - clerk	
Apologies	Cllr. Duncan Cllr. Kirk Cllr. Higgins Cllr. Wright	
Item	Prior to the meeting commencing, PC Appleton advised that in January there has been one burglary and 3 shed break ins in Langham. On-going parking problems are also being dealt with.	Actions
1	The meeting opened at 7.30pm	
2	Declarations of Interest and Dispensations None	
3	Minutes of last meeting held on 29th November 2016 These were agreed and signed by the Chairman. Proposed Cllr. Lee-Ovington Seconded Cllr. Manning .	
4	<p>Matters Arising</p> <p>Actions from the previous meeting</p> <ul style="list-style-type: none"> • The clerk confirmed having contacted all local funeral directors regarding the disposal of excess soil from graves. It was agreed that Mr Ovington will in future accommodate the excess soil on his land. The clerk will liaise between Mr Ovington and the gravedigger to arrange. • It was agreed not to proceed with requesting the relocation of the speed sign on the A606 due to the lack of supporting evidence for this. • C.Cllr Hemsley has been able to provide signs for the churchyard and these are being erected. • The clerk confirmed that she has spoken with the school governor responsible for communication and followed this up with a letter to the school. • A PSMA licence has been arranged. <p>Neighbourhood Plan (NP)</p> <p>Cllr. Lee-Ovington gave a short report on the progress of the NP. The NP has been approved by RCC and will now go to referendum on 2nd March 2017. Further compliant advertising of this will be completed.</p> <ul style="list-style-type: none"> • The steering group will prioritize the proposals from the LNP for the PC by the next LPC meeting. The proposal list will be included in all future LPC agenda to enable monitoring and review of progress. 	

	<p>If required, proposals will include a Project Plan against which monitoring can be completed.</p> <ul style="list-style-type: none"> • Work has begun by a small team, under the guidance of Tim Maskell, to investigate ways to ensure that regular attention is paid to maintaining bio-diversity in Munday's Close. • A proposal in the LNP calls for consideration of applying for protected 'Important Open Space' status for Munday's Close, Penman's Field and the verge to the north of Manor Lane. Penman's Field, at the owner's request, will not be pursued. There will be opportunity to seek protection for the two other sites when RCC formally consult on IOS in Langham. C.Cllr. Hemsley agreed to confirm the date of this consultation to ensure work is done in a timely manner. • C.Cllr Hemsley agreed to investigate and report back on the impact of the potential extension of the burial ground on the status of IOS. <p>Village Hall Cllr. G Palmer attended the last village hall meeting. Cllrs B. Palmer, G Palmer and Manning will attend the village hall AGM on 7th February.</p> <p>Church Clock Cllr. Manning confirmed that the clock is ready to be erected and a new contractor to complete this is currently being arranged.</p>	<p>PLO</p> <p>OH</p> <p>OH</p>
5	<p>Correspondence</p> <ul style="list-style-type: none"> • An invitation for Parish Councillors to attend a local plan briefing by RCC on 15th February. Cllr. Lee-Ovington and Cllr. G. Palmer will attend. • A letter to the Chairman regarding the gypsies currently sited on Ashwell Road. <p>Clerks report</p> <ul style="list-style-type: none"> • Delays are being experienced in RCC repairing and replacing some street lighting. C.Cllr Hemsley agreed to look in to this. • Playdale are completing quarterly checks on the playing field. They were thanked for this. 	<p>OH</p>
6	<p>Finance</p> <p>Current Position The clerk circulated the current financial summary. Appendix 1, 2 & 3 attached, and these were approved. RH proposed TM seconded</p> <p>Accounts for Payment None</p> <p>Burial Ground – revision of fees It was agreed to increase the fees for the burial ground with immediate effect. Appendix 4 attached. TM proposed PLO seconded</p>	

7	<p>Langham Parish Emergency Plan</p> <p>Cllr. B Palmer has produced a draft emergency plan and this was agreed in principle. A request for details of any first aiders in Langham will be placed in the Langham News. It was agreed that the emergency plan would be reviewed annually in January. It was agreed that Cllr. B Palmer will submit a completed plan with a proposal for its acceptance at the next meeting.</p>	BP
8	<p>Replacement of swing seats</p> <p>It was agreed that the quotation from Playscape to replace the swing seats be accepted.</p> <p>PLO proposed RH seconded All in favour</p>	
9	<p>Planning</p> <p>Planning updates were circulated. Appendix 5 attached.</p> <p>It was proposed that there should always be a Parish Councillor who is a member of the LNP Steering group looking at planning applications.</p> <p>PLO proposed GP seconded All in favour</p>	
10	<p>Playing field inspection</p> <p>February - RH March – TM</p> <p>AOB</p> <ul style="list-style-type: none"> The conifer on Bridge Street is obstructing driver's view and causing a hazard. The clerk agreed to contact the new property owners to advise them that there is planning permission in place to remove the tree and request that action is taken. 	HD
11	<p>Date and time of the next meeting 28th March 2017 7.30pm</p>	
12	<p>Meeting closed at 9.25pm</p>	

Summary of Action Points			
Number	Description of Action	Responsible	Due Date
1	LNP Steering group to prioritize list of proposals.	PLO	28 th March
2	OH to advise RCC IOS consultation date.	OH	ASAP
3	OH to report on burial ground IOS status.	OH	ASAP
4	OH to advise on RCC street lighting repair/replacement	OH	ASAP
5	BP to complete emergency plan and forward to clerk to circulation.	BP	21 st March
6	Clerk to contact Bridge Street conifer owners regarding removal.	HD	ASAP

Langham Parish Council
 Finances April 2016 - March 2017
 The financial year is divided into six two-month periods.

CURRENT PERIOD:		6		
INCOME		2016-17	Year to date:	
	Precept:	20,000.00	20,000.00	20,000.00
	Grass Cutting:	2,000.00	2,000.00	1,836.38
	Street Lights:	2,400.00	2,400.00	2,011.00
	Burial Ground:	1,000.00	1,000.00	704.00
	Sundries:	600.00	400.00	844.13
	Interest:			
	VAT:			2,219.04
	RCC Section 106 grant			1,599.12
	TOTAL:	26,000.00	26,000.00	29,213.67
EXPENSES:				
	Clerk's Salary:	3,850.00	2,566.67	4,105.92
	Clerk's Expenses:	500.00	333.33	296.99
	Street Lights - electricity:	1,600.00	1,066.67	1,942.38
	Street Lights - capital:	2,000.00	1,333.33	223.15
	Grounds & Open Space:	6,500.00	4,333.33	7,783.68
	Insurance:	1,050.00	700.00	1,020.81
	Cllr expenses:	300.00	200.00	34.74
	Grants:	1,750.00	1,166.67	1,000.00
	Audit:	300.00	200.00	250.00
	Subscriptions:	500.00	333.33	313.75
	Hall rental:	200.00	133.33	113.00
	Chairmans Fund:	100.00	66.67	159.41
	Contingency:	500.00	333.33	
	Waste Collection:	900.00	600.00	
	Village Hall:	1,500.00	1,000.00	7,837.29
	Neighbourhood Plan Expenses	300.00	200.00	775.42
	Burial ground:	1,100.00	733.33	362.43
	VAT:			2170.81
	Playarea			1,144.85
	TOTAL:	22,950.00	15,300.00	29,534.63
OVERALL SURPLUS/DEFICIT:		3,050.00	10,700.00	-320.96
Current a/c: at 1 Apr 2016:		23,619.66		
Adjustments:				
2013/14 opening balance:		23,619.66	23,619.66	
Income to date:		29,213.67		
Expenditure to date:		29,534.63		
Surplus/deficit to date:			-320.96	
Bank balance at period end:			<u>23,298.70</u>	

Balance as per Bank Statement 15th December 2016			£26,091.99
	Cheque Number	Unpresented	Presented
Expenditure			
15-Nov	Langham Village Hall	100156	113.00
15-Nov	Langham Village Hall	100157	36.00
20-Nov	Helen Duckering - clerks salary & expenses	IB35	579.97
30-Nov	Mow & Sow	IB36	200.00
			<u>928.97</u>
Receipts			
			<u>0.00</u>
Balance as per account			£26,091.99
Plus unpresented credits			
Less unpresented cheques			
Balance as per calc			<u>£26,091.99</u>

Balance as per Bank Statement 15th January 2017

£23,568.62

	Cheque Number	Unpresented	Presented
Expenditure			
16-Dec	Pat Lee - NP		89.50
16-Dec	Pat Lee - NP		100.00
20-Dec	Helen Duckering - clerks salary & expenses		470.47
07-Jan	Pat Lee - NP	269.92	
08-Jan	Playdale		1294.16
09-Jan	E-on		584.90
		<u>269.92</u>	<u>2539.03</u>

Receipts

10-Jan- 17	Western Power - wayleave		15.66
			<u>15.66</u>

Balance as per
account

£23,568.62

plus unpresented
credits

Less unpresented cheques

£269.92

Balance as per calc

£23,298.70

Burial Grounds Fees 2017/2018

Burial charge in single depth grave	£246.00
Burial charge in double depth grave	£300.00
When 2nd internment takes place	Admin charge plus the difference between initial fees paid and present fee for burial in double depth grave.
Burial in reserved grave	Admin charge plus the difference between initial reservation fee paid and present fee for burial.
Burial of a child up to 1 year old	No Charge
Burial of a child up to 5 years old	£ 60.00
Burial of a child up to 14 years old	£ 120.00
Cremated remains in designated area assuming double plot	£ 83.00
Cremated remains in an existing grave	£ 57.00
Reservation of a grave space	£230.00
Reservation of a cremation plot	£ 50.00
<u>Headstones</u>	
On grave space	£ 73.00
Tablet on cremation plot	£ 40.00
Second inscription on headstones	£ 17.00
Previous Langham residents who have moved away fees to be	DOUBLED
Non-Langham Residents fees to be	TRIPLED
<u>Administration Charges</u>	£50.00

2016/1146/FUL 30 Burley Road

Proposed change of use from Wine Merchants (A1) to residential (C3) and associated external works.

There is no objection to the change of use from (A1) to (A2) to provide a residential unit. The change in fenestration to the west elevation is acceptable. This part of the structure was originally stabling and the present openings may not correspond with the original stable doors. It is probable that some openings to the elevation were closed when the building was last altered. The proposed garden plan and designated parking area will provide suitable amenity space for the proposed dwelling. The retention of both the well and existing trees is to be commended. **Recommend Approval 16th December 2016**

2016/1105/FUL Serendene, 16 Cold Overton Road Extension and alterations to existing dormer bungalow

The information provided with this application is full and well presented. A Design and Access Statement has been provided, however, it describes Langham as a hamlet and has moved us into Leicestershire. Did ADBS visit the area or consult a map? Serendene, 16 Cold Overton Road is situated to the rear of two other dwellings and is not easily viewed by the public. The proposed changes to this bungalow will ensure it is better suited to modern living as well as improving energy efficiency. The introduction of pitched roofs on all parts of the bungalow and the proposed changes to the dormer windows will enhance the appearance of this dwelling. It would be preferable for the doors and windows to be constructed of wood (see Village Design Statement, Guideline 29) but as some existing windows are uPVC, it may be acceptable to use this material. The footprint of the redesigned property has increased by a small but acceptable amount. The proposed garage is acceptable but it is recommended that the Local Planning Authority should first approve both the type and colour of bricks and tiles to be used in the construction. **Recommend Approval 14th December 2016**

2016/1188/CAT Mayes Cottage, 43A Manor Lane

1 No. Yew reduce in height and spread by up to 1.5m in order to reduce encroachment over the garden.

The top of this tree, which appears to be in good health, can just about be glimpsed from Well Street. From Westons Lane more of the tree can be seen but as this lane is used mainly by residents of the lane it has limited amenity value. The proposed tree works are appropriate and as Yew has the ability to grow from old wood the tree will soon regain the characteristics of the species. The above tree is not recommended for protection by means of a Tree Preservation Order. **Recommend Approval 16th December 2016**

2016/1149/LBA 30 Burley Road

Proposed change of use from Wine Merchants (A1) to residential (C3) and associated external works.

This Grade II listed building, which was formerly stables and barn to Langham Cottage, is situated in a prominent position within the Conservation Area (Article 4/2). It is regrettable that a retail unit will be lost, but as shopping habits change, it is accepted that a change of use to residential is the preferred outcome. The proposed changes, which are required in order to convert this building into a domestic dwelling suitable for modern living, are sympathetic to the building and to the surrounding area. The former stable block will have some changes to fenestration, but the existing window openings may not correspond with the original stable door openings as changes were made when the building was converted to Rutland Vintners. The barn will retain its appearance as an agricultural building. There is limited amenity space but the design for this, which includes a designated parking area, is acceptable. The retention of the well and existing trees is to be commended and additionally, the trees will provide some privacy for future occupants.

Recommend Approval 16th December 2016

2016/1214/CAT 3 Ashwell Road

1 No. Gleditsia Tree – reduce and reshape by 2.5 metres to suitable growth points.

The above tree, which appears healthy, occupies a prominent position within the front garden of 3 Ashwell Road. The proposed works are appropriate for the tree and will ensure that it continues to contribute to the street scene whilst allowing more light to reach the dwelling.

Recommend Approval 4th January 2017.

2016/1217/FUL 52 Burley Road

Two-storey extension to existing residential dwelling.

52 Burley Road is situated within the Conservation Area (Article 4/2) and adjacent to 50 Burley Road and The Grange, 46 Burley Road, both Grade II Listed. In addition, the curtilage of the above dwelling is designated an 'Important Open Space'. The proposed extension would increase the size of the property by a considerable amount and will allow the existing home to meet modern family needs. It is essential that the delineation of this 'Important Open Space' be superimposed on the site layout to ensure that the extension does not encroach on the 'Important Open Space'. The existing building, constructed around the late 1960s, is of a simple, utilitarian design. The proposed extension will form a more attractive dwelling, but will encroach upon an 'Important Green Space'. However, as the property is tucked into one corner of the land, this may be acceptable. It would be preferable if doors and windows are constructed in wood, as recommended in the Village Design Statement, but uPVC has been used on the original house and a matching of materials may be possible. The extension could have wooden joinery, particularly as it will be readily viewed by the public, and it is recommended that advice on this matter be sought from the Conservation Officer. **Recommend Approval subject to proposed extension not encroaching on the 'Important Open Space'.**

2016/1237/FUL 13 Cold Overton Road

Variation in Condition 2 (change painted softwood windows and doors to superior uPVC) in relation to approved application 2016/0667/FUL – Two-storey extension/conversion.

13 Cold Overton Road is a modest but attractive semi-detached stone cottage, occupying a prominent position within the Article 4/2 Conservation Area. The original application included the use of timber windows and doors and this was approved. It is appreciated that uPVC can look like wood. If the suggested uPVC retains the look and character of the cottage and village, as well encouraging the conservation of energy, this may be appropriate.

The use of uPVC windows and doors will change the character of this cottage as well as being intrusive. This will have a detrimental effect on the cottage, the street scene and the immediate and wider Conservation Area. The timber joinery, as originally planned, would be appropriate treatment for this dwelling. Please refer to Village Design Statement Guideline No. 29/Neighbourhood Plan.

Recommend Refusal 16th January 2017