

**Minutes of Langham Parish Council Meeting
Held on Tuesday 24th July 2018
At Langham Village Hall**

Attendance	<p>Cllr. B Palmer – Chairman Cllr. Duncan Cllr. Higgins Cllr. Hosmer Cllr. Ovington Cllr. G Palmer Cllr. Sweeney Cllr. Wright C.Cllr. Hemsley Helen Duckering – clerk</p> <p>3 members of the public</p>	
Apologies		
Item	<p>Prior to the meeting Sarah Neale spoke regarding recurring problems experienced when encountering professional dog walkers on the bridle path, when dogs are uncontrolled and/or off the lead. She highlighted several dangerous 'near miss' incidents.</p> <p>Mike Frisby spoke regarding the history of the Langham website from its inception, and how it has developed over the years. He highlighted the usage and technical requirements and explained the requirements of a safely functioning website. He was thanked for his insight and support over many years.</p>	Actions
	The meeting opened at 8pm	
1	<p>Declarations of Interest and Dispensations</p> <p>None</p>	
2	<p>Minutes of last meeting held on 26th June 2018</p> <p>These were agreed and signed by the Chairman.</p> <p>Proposed Cllr. Hosmer Seconded Cllr. Higgins</p>	
3	<p>Matters Arising</p> <p>Actions from the previous meeting</p> <ol style="list-style-type: none"> 1. Dog walking code – see 7 below 2. Completed. 3. Completed, thanks expressed to Cllr. And Mr Ovington, and confirmation is awaited from ward member for Whissendine that all action required completed satisfactorily. 4. Completed. 	

	<p>5. Cllr. Ovington will report back on CIL once further information available.</p> <p>6. Parish Council web presence – see 9 below</p> <p>7. Local Green Spaces – report to be presented at September meeting.</p> <p>8. Village footpath improvements – to be presented January 2019.</p> <p>9. Burley Road verge – now cut.</p> <p>10. Verge outside 48 Well Street – cement mixer now removed. Some bags remain and Cllr. Ovington agreed to speak with owners again, asking that they be removed.</p> <p>11. Village Hall parking – all bordering properties have received a letter explaining that the use of the parking space should be unrestricted at all times, and that the land is the property of RCC Highways. A map of the area is awaited from RCC and will be forwarded in due course to the properties.</p> <p>12. Playing field – see 13 below.</p>	<p>PO/GP</p> <p>BP</p> <p>PO</p> <p>HD</p>
4	<p>Clerk's Report</p> <ul style="list-style-type: none"> RCC have confirmed that during the hot weather their grass cutting contractors have been authorised to start work from 6.30am. Residential areas will be avoided at this time. The memorial bench for the Martyn family has been delivered and awaits installation. 	
5	<p>Correspondence</p> <ul style="list-style-type: none"> Further confirmation of consecration of additional land at burial ground received from Peterborough Diocese. Relevant legal documents and maps have been provided to the Diocesan solicitors. It was requested that the Team Vicar for Langham be engaged to oversee the service. Clerk to contact Church Warden to ascertain who may be able to do this as position for Langham currently vacant. 	HD
6	<p>Councillor resignation/co-option</p> <p>It was confirmed that Cllr. Terry Manning has resigned from the Parish Council. The resignation and subsequent vacancy is being advertised by RCC as required.</p> <p>Thanks were expressed to Cllr. Manning for his service to the village and Parish Council. The Chairman agreed to write a letter of thanks to Cllr. Manning.</p> <p>It was agreed that councillors would make enquiries to seek potential candidates for co-option should an election not be required.</p>	<p>BP</p> <p>ALL</p>

7	<p>Dog walking</p> <p>Further to Sarah Neale's presentation to the Parish Council and the continuing work by Cllr. G Palmer it was agreed that:</p> <ol style="list-style-type: none"> 1. Cllr. Duncan would make contact with his neighbour, a professional dog walker, to ask that more care be taken in order to avoid a serious accident. Proposed Cllr. Hosmer, Seconded Cllr. Higgins. All in favour. 2. The 'RESPECT' dog walking code, as drafted by Cllr. G Palmer, be placed in the next Langham News. 3. Chairman to place notice in next Langham News advising residents making use of professional dog walking services to ensure they are properly insured and walking their dogs in a responsible manner. 4. Dog walking code posters to be displayed on noticeboards and lampposts. Additional copies will be available to distribute at the Langham Street Market in August. 5. Cllr. G Palmer to continue to liaise with Dog Warden to ascertain if reported incidents have been dealt with by contact with dog walking companies. 	<p>PD</p> <p>GP</p> <p>BP</p> <p>GP</p> <p>GP</p>
8	<p>Summary of Langham Parish Council Projects and Priorities for 2018/19</p> <p>It was proposed that the summary, Appendix 1 attached, be accepted.</p> <p>Proposed Cllr. Duncan Seconded Cllr. Sweeney All in favour</p>	
9	<p>Improvements to Langham Parish Council web presence.</p> <p>It was agreed that a working group be formed to examine the feasibility of improving and developing Langham Parish Council's web presence, and ensuring its sustainability.</p> <p>Cllr. Duncan will lead on this project, assisted by Cllr Sweeney.</p>	

10	<p>Actions from report from Munday's Close Working Group</p> <p>Cllr. B Palmer advised that a planning application detailing tree works to 22 trees over a 5-year period has been completed for submission to RCC. It was agreed to submit the application although permission for work beyond 3 years might not be forthcoming under a single application.</p> <p>External contractors were required to lay the hedge to the eastern boundary and clear the western section beyond the wildflower meadow. It was agreed in principle, and subject to cost, that the Parish Council would fund the proposed work requiring external contractors and issue the invitations to tender.</p> <p>Proposed Cllr Higgins Seconded Cllr Ovington All in favour</p>	BP
11	<p>Finance</p> <p>Current Position The clerk circulated the current financial summary. Appendix 2,3 & 4 attached, and these were approved.</p> <p>Proposed Cllr. Duncan Seconded Cllr. G Palmer</p> <p>Accounts for Payment None</p>	
12	<p>Planning</p> <p>Planning updates were circulated. Appendix 5 attached.</p> <p>Cllr. Ovington advised of a recent application to replace wooden windows with UPVC frames. The Planning Committee recommended refusal of the application as the property sits within the Conservation Area. Further information is now available as to the look and make of the suggested replacement frames. It was agreed that Cllr. Ovington would contact the applicant and suggest that they re-apply for permission, with the additional details, in order that the application can be reconsidered with all the available information.</p>	PO
13	<p>Playing Field Inspections</p> <p>Excessive amounts of rubbish are being collected from the playing field. Cllr. Hosmer confirmed that PC Appleton and the PCSO have agreed to make visits to the site to ensure that the area is used with respect in the evenings. Cllr. B Palmer also agreed to visit the area and ask the individuals using the area to ensure they clean up.</p>	BP

14	<p>AOB</p> <ul style="list-style-type: none"> • Cllr. Wright reported that the next delivery of the Langham News would be the last by the deliverers. Replacement deliverers are being sought. • Cllr. G Palmer reported that the gate to the playing field had been left open for 3 days. Cllr Hosmer agreed to speak to the grass-cutting contractor to ensure that the area is locked. <p>The meeting closed at 9.15pm</p>	RH
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Summary of Action Points			
Number	Description of Action	Responsible	Due Date
1	Cllr. Ovington and Cllr. G Palmer to report on Local Green Spaces	PO/GP	25/09/18
2	Cllr. Ovington to contact residents of 48 Well Street to remove bags from grass verge.	PO	ASAP
3	Map of parking area outside village hall to be forwarded to adjacent homeowners and village hall trustees.	HD	ASAP
4	Clerk to contact Church Warden regarding service of consecration at burial ground.	HD	ASAP
5	Chairman to write letter of thanks to Cllr. Manning	BP	ASAP
6	Parish Councillors to make enquiries regarding possible candidates for co-option	ALL	ASAP
7	Cllr. Duncan to make contact with dog walker to request action to improve safety and prevent accident.	PD	ASAP
8	Cllr. G Palmer to finalise RESPECT code and place in Langham News	GP	ASAP
9	Cllr. B Palmer to write in Langham News regarding professional dog walkers insurance and responsibility.	BP	ASAP
10	Dog walking code posters to be displayed and distributed at Langham Street Market.	GP	ASAP
11	Cllr. G Palmer to continue to liaise with dog warden regarding dog walking safety issues.	GP	ASAP
12	Cllr. B Palmer to submit Munday's Close tree work planning application to RCC	BP	ASAP
13	Cllr. Ovington to contact homeowners seeking planning permission for replacement windows to suggest further application with all relevant information.	PO	ASAP
14	Cllr. B Palmer to visit playing field and ask that users clear up rubbish	BP	ASAP
15	Cllr. Hosmer to speak to grass cutting contractor regarding locking the play area.	RH	ASAP

8 July 2018

Report for Langham Parish Council

Summary – Discussion on LPC Projects and Priorities for 2018/19 held 26 June 2018

Matters raised, and decisions made were as follow:

1. Seek solutions to traffic congestion on Burley Rd - delay till after traffic calming and pedestrian safety measures on Melton Rd have been achieved.
2. Maintenance / upkeep of footpaths including Loudall Lane – general maintenance rather than project.
3. Protect Green Spaces – agreed project to investigate protecting Baptist Church land and grass area at Bridge Street / Church Street Junction.
4. Publish Regular Parish Activities – agreed to take forward as follow up to Website improvements.
5. Search for extra burial land – agreed was an on-going activity.
6. Update LPC web presence to facility easy access / amendments, LPC control, archiving etc to meet new and increasing legislative demands and provide platform for additional information about the village, ie activities and access for village groups – agreed to take forward as a project.
7. Employ odd job man for village – agreed no need, LPC to contract local skills when needed.
8. Improve environmental quality of Burley Rd to Bridge St footpath to create village attractive village amenity.

Summary Projects to take forward:

1. Seek upgrade / specification for dedicated LPC web presence – Project Lead Cllr Duncan to report July 2018. (To include publication of Local Activities as a follow-on subset to web presence.)
2. Explore feasibility of establishing protected green spaces for Baptist Church land and grass at junction of Bridge Street and Church Street – Project Leads Cllr Ovington and G Palmer to report Sep 2018.
3. To investigate the feasibility upgrading the Burley Rd to Church St footpath to provide a quality environmental and amenity feature through the centre of the village.

B Palmer

8/7/18

APPENDIX 2

Balance as per Bank Statement 15th June 2018

£53,803.33

		Payment No.	Unpresented	Presented
Expenditure				
23/05/18	H Duckering - clerks salary & expenses	IB8/18		726.83
23/05/18	HMRC	IB9/18		95.79
05/06/18	F Tylecote - internal audit	IB10/18		50.00
11/06/18	Mow & Sow	IB11/18		1146.00
15/06/18	H Duckering - clerks salary & expenses	IB12/18		645.00
15/06/18	HMRC	IB13/18		50.60
			<u></u>	<u>2714.22</u>

Receipts

Balance as per account
 Plus, unpresented credits
 Less unpresented cheques
 Balance as per calc.

£53,803.33

£53,803.33

Unapproved

APPENDIX 3

Balance as per Bank Statement 15th July 2018		£51,267.96	
		Un	
	Payment No.	presented	Presented
Expenditure			
03/07/18	CHT - defibrillator pads	IB14/18	£87.60
09/07/18	Mow & Sow	IB15/18	£1,200.00
15/07/18	H Duckering - Martyn memorial bench	IB18/18	£341.99
15/07/18	H Duckering - clerks salary & expenses	IB16/18	£814.22
15/07/18	HMRC	IB17/18	£91.56
			<u>£2,535.37</u>
Receipts			
Balance as per account		£51,267.96	
Plus un presented credits			
Less un presented cheques			
Balance as per calc.		<u>£51,267.96</u>	

Unapproved

APPENDIX 4

Langham Parish Council
 Finances April 2018- March 2019
 The financial year is divided into six two-month periods.

		CURRENT PERIOD: 2	
INCOME		2018-19	Year to date:
	Precept:	22,000.00	22,000.00
	Grass Cutting:		2,089.51
	Street Lights:		
	Burial Ground:	1,000.00	173.00
	Sundries:		300.00
	Interest:		
	VAT:		292.42
	TOTAL:	24,000.00	24,854.93
EXPENSES:			
	Clerk's Salary:	7,000.00	2,835.92
	Clerk's Expenses:	600.00	278.77
	Street Lights - electricity:	900.00	
	Grounds & Open Space:	7,500.00	2,755.00
	Insurance:	1,100.00	
	Cllr expenses:	300.00	
	Projects	2,000.00	
	Audit:	300.00	50.00
	Subscriptions:	500.00	341.56
	Hall rental:	350.00	
	Chairmans Fund:	100.00	
	Contingency:	500.00	73.00
	Waste Collection:	850.00	195.00
	Village Hall:		
	Neighbourhood Plan Expenses		
	Burial ground:	1,000.00	38.45
	VAT:		661.60
	NI contributions:		23.91
	Playarea	1,000.00	284.99
TOTAL:			7,538.20
OVERALL SURPLUS/DEFICIT:		24,000.00	17,316.73

Current a/c: at 1 Apr 2018:	33,951.23	
Adjustments:		
2017/18 opening balance:	33,951.23	
Income to date:	24,854.93	
Expenditure to date:	7,538.20	
Surplus/deficit to date:		17,316.73
Bank balance at period end:		<u>51,267.96</u>

2018/0436/FUL Beech House, Manor Lane

Proposed garage extension, single storey rear extension, larger windows to first floor landing & replacement front door and garage door.

Beech House is a modern detached dwelling built within the last few years. It is situated in a prominent position on Manor Lane within the Conservation Area (Article 4/2).

Garage extension – No reason has been given for needing such extensive garaging which will result in a large building in a prominent position close to the road. However it is accepted that this would be preferable to on street or on verge parking. The replacement garage doors are acceptable.

Recommend Approval

Larger window to first floor landing – A larger window is acceptable but the style should match existing windows. The larger window, without glazing bars, depicted on the plans is out of keeping with the rest of the dwelling. LNP Policy D3e.

Recommend Refusal ^[L1]_[SEP] **Front door** – A replacement front door is acceptable but ideally this should be constructed of wood, which is a sustainable material with good thermal qualities. LNP Policy D3e.

Recommend Refusal ^[L1]_[SEP] **Rear single storey extension** – The extension will not be visible from the road. Brickwork should match existing.

Recommend Approval Langham Parish Council 3rd July 2018

2018/0487/FUL 17 Well Street

Install replacement windows

17 Well Street is an older red brick property situated in a prominent position within the Conservation Area (Article 4/2). The proposal is for replacement UPVC windows and doors.

The proposed windows and doors, by reason of their material and appearance, would not replicate the traditional appearance and finish of timber windows. In addition, timber is a sustainable material with excellent thermal properties. UPVC windows would have a detrimental effect on the above property and on the character and appearance of the Conservation Area.

A similar application for replacement UPVC windows to the adjacent property, 19 Well Street, was refused in 2015. Application Number 2015/0762/FUL. Langham Neighbourhood Plan states that replacement windows and doors in the Conservation Area should be in keeping with Policy D3e.

Recommend Refusal Langham Parish Council 4th July 2018

2018/0656/PTA 25 Ruddle Way

Reduce branch of 1 No. Sycamore tree near neighbour's roof by 3m, remove rubbing branch over shed and the lowest small diameter branches over lawn.

This mature tree was one of several trees growing in the grounds of Harewood House, which was demolished prior to the development of the former Ruddles Brewery site. The tree can be seen between 25 and 27 Ruddle Way and provides some amenity value to this high-density development. It appears that one branch is rubbing against the shed belonging to the adjacent property. The proposed tree works are acceptable and the tree is not in danger.

Recommend Approval Langham Parish Council 16th July 2018

2018/0654/CAT Islington Lodge, Cold Overton Road

Reduce height of 1 No. Lime tree (T1) by approx. 4m and reduce lateral branches to balance shape and raise crown to 2.5m. Reduce height of 1 No. Silver Birch tree (T2) by approx. 4m and reduce lateral branches to balance shape by 2m. and reduce height of 1 No. Himalayan Birch (T3) by approx. 2.5m and reduce lateral branches to balance shape by 1.5m.

These fairly mature trees are situated in a prominent position within the Conservation Area. They are easily seen by the public and have considerable amenity value. The trees appear to be in good health and no reason is given for the proposed tree works.

Lime tree – This tree is set back from the road within the garden of Islington Lodge. The proposal is to reduce height by 4m, which does appear excessive as well as the reduction of lateral branches and a crown lift. However, it is difficult to make a case for protection by means of a Tree Preservation Order (TPO). The tree works will stimulate further growth in the future, perhaps leading to a more attractive specimen. **Recommend Approval**

Silver Birch – It is proposed that the height is reduced by 4m as well as reducing lateral branches. Again, this does appear excessive but the tree is not worthy of protection by means of a TPO. **Recommend Approval**

Himalayan Birch – This tree is growing a little way from a building but there was no evidence that it was causing problems although this could change in the future. Fortunately, the proposed works for this tree are not as drastic as the other trees. It is not a candidate for a TPO.

Recommend Approval

It is recommended that tree works to both birch trees should be carried out in late summer/early autumn in order to avoid excessive bleeding of sap, which can weaken the tree.

Langham Parish Council 16th July 2018

2018/0675/CAT Langham House Stable Yard, 18 Church Street

Fell 1 No. Sycamore Tree

The above tree is growing some considerable way back from Church Street and is not easily viewed from the road. It is a mature specimen but has little amenity value. It is regrettable that such a large tree is to be felled but it appears that it is causing excessive shading. It is not worthy of protection by a Tree Preservation Order.

Recommend approval 22nd July 2018 11 SEP **Langham Parish Council**

Unapproved