



**The Langford Parish Council Meeting
7.00pm 21st January 2021
The meeting was held remotely by Zoom**

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Draft Minutes

**Present Councillors: Mr Richard Kemp, Chairman, Mr Mark Harris, Vice Chairman
Mr Ian Burton, Mr Andrew Clemons, Mr Ian Corrigan
Mrs Ann Tyldesley – Clerk, Mrs Caroline Parsons**

- 1. Apologies received:** Cllr Pete Handley, O.C.C.
- 2. Declarations of Interest :** None
- 3. The minutes** of the November Langford Parish Council meeting had been previously circulated and were agreed by all. Cllr R K proposed acceptance, Cllr I C seconded.
The Chairman duly signed the minutes as correct.
- 4. Matters arising** from previous meetings, not on this agenda: None
- 5. Planning updates from the Parish including:**

5.1 The Old Post Office

No objections were raised

5.2 The Bell Inn:

LPC is supportive of this application for a freestanding wooden pergola over the small outside terrace.

5.2 The Band Hall

A discussion took place concerning this application and the following concerns were raised:

- An additional third parking space encroaching onto agricultural land
- Safety issues concerning the Filkins Road entrance and proposed dropped kerb

LPC supported an application, from the previous owners of the Band Hall, to create two gravelled parking spaces adjacent to the front of the building. This application was supported in an effort to reduce the number of vehicle parked on roads within the village.

Although LPC's position is neutral concerning the proposed third parking space, it recognises that there are planning issues that need to be considered by both WODC and OCC Highways respectively.

1. The paddock is designated for agricultural use only and therefore WODC to determine whether a third, additional parking space is consistent with this or appropriate because the Band Hall and its paddock lie within the village conservation area.
2. Filkins Road, the main road into and out of the village, passes by the front of the Band Hall and its parking spaces. At this point the road is very narrow. Traffic can be heavy at certain times of the day including heavy farm vehicles and school traffic.

LPC will defer to OCC Highways to determining whether adding a further parking space presents significant additional safety issues.

LPC notes that an additional parking space will require an extension of the drop kerb which fronts the existing parking spaces.

LPC has no objection to replacing the existing timber fence with a stone wall.

**Signed.....
Richard Kemp, Chairman**

5.4 Update concerning the Housing Needs Survey

Cllr R K reported that LPC's main contact had recently left WODC. It was agreed that Cllr R K will continue with communications in the spring, once LPC has made contact with the replacement/manager.

5.5 Update concerning plot Lot 11b

Cllr I B reported that funds had been approved and there is a one year time limit to take them up.

Cllr R K reported that he continued to be in touch with the new owners of Lot 11b, and that a meeting will be arranged once revisions to Covid regulations make this possible.

The owners have agreed that LPC may continue to use the land, for village events, for the foreseeable future.

5.6 Update on the progress of the Community Emergency Plan

There has been no further progress concerning the Emergency Plan.

6 Highways and environment

6.1 Playground update

The playground has re-opened following recent repairs to some of the equipment.

It will require continual monitoring for safety and insurance purposes.

Cllr R K will try to find a local resident willing to make the required regular equipment checks

6.2 Village Maintenance

Annual Litter Pick

It was agreed that the annual litter pick will take place on the weekend of March 6th/7th and be promoted through Google groups, Facebook and the website.

Arrangements are to be made with WODC to book equipment and collection of rubbish.

Brush Cutter

Mrs R Range kindly donated a brush cutter to LPC. Cllr R K has had it serviced and it will be used to keep stones by the school and village gates free of grass.

The clerk will include this item in the asset register.

Flexible posts

Cllr M H reported that these have been erected, at the school, to discourage parking on the verges opposite.

6.3 Discussion on how to move forward on riparian responsibilities

Cllr I B is in the process of writing a second letter to Riparian owners. LPC thanked Cllrs A L and I B for their time consuming work in identifying the land owners - Cllr I B reported that four areas are in need of resolution on ownership.

LPC has identified two key areas for flood control improvements – Broadwell Road bridge, and the corner on the Filkins Road.

With reference to the Broadwell Brook – works will require permission from WODC if it classed as a brook however, if classed as a river then permission from the Environment Agency will need to be sought.

Signed.....

Richard Kemp, Chairman

7 Business Items

7.1 Financial report, settling of accounts and changing of banking mandates

The clerk reported:

- Treasurer's account : £5379
- Business Account : £8252
- An amount of £2000 has been transferred to the Business Account from the Treasurers Account to help towards future renewal of equipment and on-going maintenance.
- Notification of LPC 2021-2022 precept requirement has been sent to WODC.

7.2 Councillor vacancy

Cllr I C tendered his resignation at the meeting. The clerk agreed to notify WODC as this will create a Casual vacancy for a new councillor to join LPC.

WODC will supply a poster for the notice board advertising the position. All applications are to be made direct to WODC. If less than 10 electors apply the vacancy can be filled by co-option.

7.2 Introduction of new Clerk

Cllr R K reported that Ann will be leaving LPC at the end of February and Cllr R K introduced Mrs Caroline Parsons as her replacement. Caroline will start her new role on the 1st March.

On behalf of LPC Cllr R K thanked both Cllr I C and Ann for their work with LPC. He also recognised Ann's long service and thanked her warmly for her dedicated work on behalf of LPC.

7.3 Discussion concerning adoption of revised Standing orders

The Clerk reported that a copy of the revised 2020 updated Standing Orders had been circulated to all. She explained these are the written rules of all local councils and are essential to regulate the proceedings of meetings. These have been updated by NALC, to include guidance on remote meetings. A change in the law now allows meetings to take place remotely which previously were not allowed. She explained that all headings in bold are legal and statutory requirements and recommended that LPC adopt them without changing these or their meaning.

Standing orders not in bold are designed to help councils operate effectively. However, as they do not contain statutory requirements they may be adopted or amended to suit LPC's needs.

Cllr R K suggested that this item was to be carried forward for discussion at the next LPC meeting,

7.4 Management and audibility of LPC's correspondence and the existing use of personal email accounts

Cllr I B suggested that all Cllrs should use the LPC's email addresses which are already set up and not personal emails. It was his opinion that the use of LPC email addresses was professional and adds weight to correspondence. Cllr IB proposed acceptance of this and following a discussion it was agreed in principle. Cllr M H seconded.

7.45 Discussion concerning Langford Parish Councils storage arrangements

Cllr R K reported that all LPC gardening equipment, e.g. lawn mowers, brush cutters etc. are currently stored at Rectory Farm which has now been sold. Arrangements need to be made for safe storage of equipment. It was agreed to use google groups to see if anyone has spare capacity to store these items,

8. Agreement of the next meeting date of Langford Parish Council: March 18th 2021

There being no further business to discuss the meeting concluded at 8.49pm

Signed.....Richard Kemp, Chairman