

# LANGFORD & ULTING PARISH COUNCIL

Clerk to the Council – Theresa Trotzer Wilson  
13 Cross Road, Witham, Essex, CM8 2NA

Councillors are hereby summoned to attend the Annual Parish Council meeting which will be held in:

**St. Giles Church, Langford, CM9 4SS**

**on Wednesday 20<sup>th</sup> May 2026**

**after the Ulting Annual Parish Meeting commencing at 7:30PM.**

Signed: *T T Wilson*

11th May 2026

## AGENDA

### 26/17. ELECTION OF CHAIRMAN

To elect a Chair for Year 2026-27

### 26/18. DECLARATION OF ACCEPTANCE OF OFFICE BY CHAIR.

To receive signed Acceptance of Office from the Chair.

### 26/19. ELECTION OF VICE CHAIRMAN.

To elect a Vice Chair for Year 2026-27.

### 26/20. APOLOGIES FOR ABSENCE

Members are reminded that s85 of the Local Government Act 1972, states that apologies for absence must be received prior to the meeting.

### 26/21. DECLARATIONS OF INTEREST

- a) To receive any Declarations of Interest by Councillors.  
*A councillor with a personal interest in a matter must consider whether it is a Disclosable Pecuniary, Other Registerable or Non-Registerable Interest, and declare it accordingly. Councillors are reminded that, unless they have been granted a dispensation, if they have a disclosable pecuniary interest in any matter they may not participate in any discussion of or vote on the matter.*
- b) To confirm all Members present have no further amendments to their Declarations of Interest since the last review.
- c) To note that absent Members must confirm any updates to the Clerk.

### 26/22. MINUTES OF THE PREVIOUS MEETING

To approve as a correct record the minutes of 21<sup>st</sup> April 2026.

### 26/23. COUNTY AND DISTRICT COUNCILLOR'S REPORTS

To receive reports.

### 26/24. PUBLIC QUESTION TIME (limited to 15 minutes if required).

### 26/25. CLERK'S REPORT

To receive report from clerk.

### 26/26. CORRESPONDENCE

- a) Farleigh Hospice's Open Gardens 2026 – Beaulieu and Channels Saturday 23/05, Springfield Sunday 07/06, Danbury and Little Baddow Sunday 14/06, Little Waltham and Classic Car Show Sunday 14/06, South Woodham Ferrers Sunday 05/07.
- b) EALC – Member enquiries drop-in sessions, Wednesdays 9.30-10.30 via zoom.  
Speak to head of member enquiries Michelle Harper.

- c) Maldon District Council – Splash Park has been delayed opening due to technical issues identified during preparation and testing phase of commissioning which relate to the water pressure required for safe operation of the equipment.

#### 26/27. **PLANNING MATTERS**

a) Planning applications received:

None

b) Planning decisions received:

**26/00091/LBC** - Elms Barn Maldon Road Ulting Maldon Essex CM9 6QF

Change an existing fixed window to an opening window with no change in size and to re-tile one section of roof.

**APPROVED**

**26/00092/HOUSE** – Elms Barn Maldon Road Ulting Maldon Essex CM9 6QF

Erection of Greenhouse

**APPROVED**

c) For Information:

**26/05067/DET** - Southern Plot, Oval Park, Langford.

Compliance with conditions notification 25/00868/VARM (Variation of conditions 2 (Plans), 13 (Parking), 24 (Cycle Parking) & 25 (Disabled Parking) and the removal of conditions 21 (Highway Works), 22 Passenger Transport Services) & 23 (Traffic Regulation Order) on approved planning permission 22/00858/FULM (Erection of building for Sui Generis purposes, together with new estate road, car parking, service areas and landscaping.) and replace with a new condition to provide a free staff shuttle bus service.) Condition 15 - Surface water drainage scheme

#### 26/28. **APPOINTMENT OF MEMBERS TO COMMITTEES**

- a) To resolve to establish a Personnel Committee and accept the terms of reference. *No Changes to ToR.*

- b) To appoint members to the Personnel Committee.

#### 26/29. **APPOINTMENT OF REPRESENTATIVES**

- a) To resolve to appoint the representatives to the following:

- Langford Planning representatives (2)
- Ulting Planning representatives (2)
- Emergency Planning Officer
- Newsletter
- Footpath Representative
- Personnel Committee
- Village Correspondent

#### 26/30. **POLICIES TO ADOPT/REVIEW**

- a) To accept the NALC Standing Orders 2026. *No changes (NC)*

- b) To accept the NALC Financial Regulations 2026. *NC*

- c) To accept the Code of Conduct from Maldon District Council. *NC*

- d) To review the following policies:

- NALC Data Protection – *NC*
- NALC Grievance - *NC*
- NALC Equality and Diversity - *NC*
- NALC Lone Working - *NC*
- ICO Publication Scheme - *NC*
- Document Retention and Disposal - *NC*
- Complaints - *NC*
- Training and Development - *NC*

#### 26/31. **MEMBERSHIPS AND SUBSCRIPTIONS**

To discuss membership to the Essex Association of Local Councils and consider the invoice for £129.48.

**26/32. ULTING CHURCHYARD ASH TREE**

To receive an update on the Ash Tree in Ulting Churchyard and bat surveys due to be carried out.

**26/33. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN FOR 2025-26**

- a) To consider and approve the Certificate of Exemption for 2025/26.
- b) To receive and approve the Annual Internal Auditor's Report for 2025/26.
- c) To consider, approve, and sign the Annual Governance Statement (Section 1) for 2025/26.
- d) To consider, approve, and sign the Accounting Statements (Section 2) for 2025/26.
- e) To note the explanation of variances for 2025/26.
- f) To note the Notice of the Period for the Exercise of Public Rights.

**26/34. GENERAL POWER OF COMPETENCE**

To resolve that the Council is an eligible council, having met the conditions of (a) the number of members elected at the last ordinary election is equal to or exceeds two-thirds of the total number of members; and (b) the Clerk holds a recognized professional qualification (CiLCA).

**26/35. CONSENT FORMS**

- a) To confirm that Members present are content to receive Summons, Agenda, and all other communications electronically and sign the consent form.
- b) To confirm that any Member not present will be able to sign the consent form outside of this meeting.

**26/36. FINANCE**

- a) To ratify the payment of £5,063.19 to South Hanningfield Tree Surgeons. Note: The invoice was received on 22nd April 2026 for works at St. Giles Churchyard (previously authorised under minute 25/197). To ensure prompt payment between meetings, the Clerk exercised delegated authority to arrange the signing of the cheque by two signatories.
- b) To review the list of variable Direct Debits for the 2026/27 financial year and to authorise their continued use in accordance with Financial Regulation 6.7.

<b>Service Provider</b>	<b>Purpose</b>	<b>Frequency</b>
Information Commissioner (ICO)	Data Protection Registration Fee	Annual
HMRC	PAYE & National Insurance Contributions	Quarterly
A&J Lighting	Streetlight Maintenance	Monthly
SSE	Streetlight Power	Monthly

- c) Authorisation of payments to: -

<b>Payee</b>	<b>Net</b>	<b>VAT</b>	<b>Gross</b>	<b>Description</b>
Theresa Trotzer Wilson	£425.94	1.00	£426.94	Staff Wages
EALC	£129.48	-	£129.48	EALC and NALC Affiliation Fee 2026-27
Neil Spooner	£75.00	-	£75.00	Internal Auditor Report
<b>TOTAL</b>	<b>£630.42</b>	<b>£1.00</b>	<b>£631.42</b>	

- d) Confirmation of direct debit payments to: -

<b>Payee</b>	<b>Net</b>	<b>VAT</b>	<b>Gross</b>	<b>Description</b>
A&J Lighting Solutions Ltd	£17.12	£3.42	£20.54	Streetlight Maintenance
SSE Energy Supply*	£tbc	£	£tbc	Streetlight Power

<b>TOTAL</b>	<b>£101.38</b>	<b>£6.63</b>	<b>£108.01</b>	
--------------	----------------	--------------	----------------	--

*\*Invoice not yet received but anticipated.*

- e) Bank Reconciliation – To appoint a councillor to confirm they have undertaken internal control to verify the bank reconciliation produced by the clerk for month of April 2026.
- f) Bank Signatories – To review the bank signatories and confirm the banking arrangements for 2026-27.
- g) Asset Register 2026/27 – To agree the asset register for 2026/27.
- h) To note the parish precept has been received as of 27/04/2026.
- i) To note the Section 137 figure for the 2026/27 financial year is £11.60 per elector, up from £11.10 in 2025/26.

**26/37. ITEMS FROM THE COUNCILLORS (NEXT AGENDA ITEMS ONLY)**

**26/38. DATE OF THE NEXT MEETING**

**Close Meeting**