

# LANGFORD & ULTING PARISH COUNCIL

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

MINUTES OF A MEETING OF LANGFORD & ULTING PARISH COUNCIL HELD ON  
WEDNESDAY 20<sup>th</sup> MAY 2026 AT 7:30PM AT ST.GILES CHURCH, LANGFORD.

Those Present:

Chair: Cllr. Allen  
Councillors: Cllr. Clemo, Cllr. Ashby  
Officers: Mrs. Theresa Trotzer Wilson  
District Councillors: 0  
Public present: 0

## AGENDA

### 26/17. ELECTION OF CHAIRMAN

Cllr. Allen was nominated and unanimously elected as Chair for Year 2026-27.

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

Cllr. Allen signed the Acceptance of Office form.

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

Although absent from the meeting, Cllr Magness had confirmed his wish to stand for office. He was nominated, seconded, and unanimously elected as Vice-Chairman for the 2026/27 municipal year.

### 26/20. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr. Lester Magness, Cllr Kathy Palmer, and District Councillors Simon Morgan and Mark Durham.

### 26/21. DECLARATIONS OF INTEREST

- a) No declarations were declared.
- b) All Members present confirmed they have no further amendments to their Declarations of Interest since the last review.
- c) It was noted that absent Members must confirm any updates to the Clerk.

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

The minutes of 21<sup>st</sup> April 2026 meeting, copies of which had been previously circulated to Members, were taken as read, were agreed and signed by the Chair.

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

No District Councillors present. Introductions from new County Councillor Stuart Clarke have not yet taken place although he was sent an invite to the meeting.

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

No public present.

### 26/25. CLERK'S REPORT

- a) Bat Surveys – Update to be received under appropriate agenda item below.
- b) Waterlife Recovery Trust – Email received from Waterlife Recovery Trust stating that there was a mink sighting near Ulting Lane. Question was raised if anyone in the area who has a body of water on their land would be willing to host a mink raft. There is a stream near Ulting Lane where it might be accessible via a footpath.
- c) Essex & Suffolk Water – Work on the improvement project at the River Blackwater intake in Langford is due to start on 1 June 2026 and will continue through to September 2027. You may notice additional vehicle movements or minor noise taking place. There will be no interruption to water supply at any stage during the project. A postcard should have been sent to customers living in close proximity to

the working area. Further information can be found here - [communityhub.eswater.co.uk/river-blackwater](http://communityhub.eswater.co.uk/river-blackwater)

- d) Internal Audit – was completed with Neil Spooner.

#### 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.
- d) Maldon District Council – Launch of public survey on the future of Maldon Museum and the potential development of an Arts and Culture Centre at Promenade Park. Current early cost estimates for an Arts and Culture Centre are in the region of £2 million to £3 million dependent on detailed requirements. No decision has been made, and the Council is keen to hear a broad range of views before any recommendations are submitted to councillors and are finalised.
- e) Love Essex Fund – Support for local organisations, groups and schools with projects that help reduce household waste. Upcoming funding round will offer micro-grants up to £500. Applications are open from Monday 1 June and close Sunday 28 June.
- e) EALC – Chair & Councillor Coffee Networking Morning on Thursday 21 May from 10am – 12.30pm at 42B High Street, Great Dunmow, CM6 1AH.

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

- a) Planning applications received:

**26/00333/LBC** - Langford Hall Witham Road Langford Maldon

Internal alterations to first floor bedroom and bathroom accommodation to form revised master bathroom suite including new bath, shower enclosure, vanity units, fitted joinery and associated minor internal works.

*No Comments*

**26/00300/LBC** – The Old Vicarage, Crouchmans Farm Road, Ulting, Maldon

Removal of the existing conservatory and construction of a new orangery.

*No Comments*

**26/00302/HOUSE** – The Old Vicarage, Crouchmans Farm Road, Ulting, Maldon

Removal of the existing conservatory and construction of a new orangery.

*No Comments*

**26/00337/WTPO** – Chesterton, Maldon Road, Langford, Maldon

T1 on TPO 6/24 – Conifer – Fell

*No Comments*

- 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) It was resolved to establish a Personnel Committee and to accept the terms of reference.
- b) It was resolved to appoint Cllrs. Allen, Magness and Clemo as members to the Personnel Committee.

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

- a) It was resolved to appoint the following councillors as representatives to the following:

- Langford Planning representatives  
(2) Cllr Ashby and Cllr Magness
- Ulting Planning representatives (2)  
Cllr Clemo and Cllr Palmer
- Emergency Planning Officer Cllr Ashby
- Newsletter Cllr Allen
- Footpath Representative Cllr Ashby

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

- a) It was resolved to accept the NALC Standing Orders 2026. *No changes (NC)*
- b) It was resolved to accept the NALC Financial Regulations 2026. *NC*
- c) It was resolved to accept the Code of Conduct from Maldon District Council. *NC*
- d) The following policies were reviewed and it was resolved to accept them as such:
  - 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**

Membership to the Essex Association of Local Councils was discussed and it was resolved to renew for the year 2026/27 at £129.48.

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

An update on the Ash Tree in Ulting Churchyard and bat surveys due to be carried out was received. The first bat survey took place on the evening of the 18<sup>th</sup> May after a few delayed starts due to the colder weather. Two further surveys are due in June as outlined in the decision notice to monolith the Ash Tree.

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

- a) The Clerk read out the Certificate of Exemption for 2025/26. It was resolved that the Council qualifies for an exempt audit for the financial year 2025/26 and approves the completion and submission of the Certificate of Exemption.
- b) It was resolved that the Internal Auditor's Report for 2025/26 was received and approved. No recommendations were made.
- c) Section 1 of AGAR – The Clerk/RFO read out each individual statement and they were agreed on unanimously. It was resolved for the Chairman and Clerk to sign the 2025/26 Annual Governance Statement.

- d) Section 2 of AGAR – The Responsible Financial Officer (RFO) completed and signed Section 2 of the AGAR before the meeting. It was resolved to approve the Accounting Statements for 2025/26, and the Chairman subsequently signed Section 2.
- e) The explanation of variances for 2025/26 were noted.
- f) The Notice of the Period for the Exercise of Public Rights were noted as 3 June to 14 July 2026.

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

It was resolved 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 recognised professional qualification (CiLCA) and therefore adopts the General Power of Competence.

**26/35. CONSENT FORMS**

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

**26/36. FINANCE**

- a) The payment of £5,063.19 to South Hanningfield Tree Surgeons was ratified. 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) The list of variable Direct Debits for the 2026/27 financial year was reviewed and it was resolved 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) The following payments were authorised: -

<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) The following direct debit payments were confirmed: -

<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	£59.14	£2.96	£62.10	Streetlight Power
<b>TOTAL</b>	<b>£101.38</b>	<b>£6.63</b>	<b>£108.01</b>	

- e) Bank Reconciliation – It was resolved to appoint Cllr. Clemo to confirm they have undertaken internal control to verify the bank reconciliation produced by the clerk for month of April 2026. Cllr Clemo completed the review and signed the bank reconciliation.

- f) Bank Signatories – The bank signatories were reviewed and confirmed to be Cllr Clemo, Ashby, Allen, Palmer, and Magness. It was confirmed that banking arrangements for 2026-27 would remain with Barclays however the clerk raised that a review may be required to move towards internet banking with Unity Trust.
- g) Asset Register 2026/27 – The asset register for 2026/27 was reviewed and agreed.
- h) It was noted that the parish precept has been received as of 27/04/2026.
- i) It was noted that 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)**

Clerks Appraisal is due to take place on the 16 June at 7pm in St. Giles church before the Parish Council meeting at 7.30pm in Langford and Ulting Village Hall.

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

The next meeting is due to be held on Tuesday 16 June 2026 at 7.30pm in Langford and Ulting Village Hall.

**Meeting Closed 20:51**

Signed:

(Chairman)      Date: