

MINUTES OF A MEETING OF LANGFORD & ULTING PARISH COUNCIL HELD ON
TUESDAY 25th MARCH 2025 AT 7:30PM AT LANGFORD & ULTING VILLAGE HALL

Those Present:

Chair: Cllr Irene Allen

Councillors: Cllr Jenny Clemo, Cllr Lester Magness, Cllr Colin Ashby

District Councillor: Cllr Simon Morgan

Officers: T Wilson

Public present: 2

25/33. Apologies for absence

Cllr Katherine Palmer sent her apologies.

25/34. Minutes of the previous meeting

The minutes of the 25th February 2025 meeting, copies of which had been previously circulated to Members, were taken as read, agreed and signed by the Chairman.

25/35. Declarations of Interest

None declared.

25/36. County and District Councillor's reports

Cllr Morgan gave a report on the following:

- Report received on devolution paper with Essex County Council (ECC). Last October invitation to county councils for who wants to apply – ECC applied. Council elections this year will be postponed. Current County and District Councillors will serve until May 2028 but will be replaced by shadow elections for Unitary Authority. Looking to create 5 unitary authorities – each with a population of 500,000. Likely to end up with 3 unitary authorities – boundaries are undecided. Parish and Town councils may have a review of boundaries.

The Chairman informed those present of a drainage issue that a resident had written in about. The email was forwarded on to District Councillor Simon Morgan.

Cllr Morgan also reported that there are plans to repaint the yellow lines at Hoe Mill Lock.

25/37. Public Question Time (limited to 15 minutes if required).

No questions asked.

25/38. Matters for information from previous meetings

The new Clerk informed councillors that a handover was completed with Cllr Clemo on 4th March. Since then, HMRC Basic Tools has been updated with a new employee and the new tax year changed over. Additionally, the card details for the council phone were changed from Cllr Clemo's to the Clerks. Currently working through updating the correspondence address and due to sign the new mandate with Barclays to allow the Clerk access to the accounts (25/41f).

The previous temporary clerk, Cllr Clemo informed councillors that the trees from the Woodland Tree Trust are due to be planted. Cllr Ashby has tree guards available that can be used. Plan to plant the trees after the little pick on Saturday.

An update was given on Village Sign. Currently waiting on a post to put up a village sign.

The letter proposed to send to the District Council about the Ash Tree in Ulting near the Churchyard was read out by Cllr Clemo as there were some additions/amendments. It was agreed to send this to the District Council with a copy going to the Church Warden.

25/39. Planning Matters

a) Planning applications received:

25/00173/FUL PP-13698609 – Erection of 3 storey, 66 bed care home (Class C2 use) with associated landscaping, car parking and access. Land at Broad Street Green Road and Langford Road and Maypole Road, Great Totham, Essex **No Comments**

25/00190/TCA - G1 Mixed Maple & Fir Group, GD2 Mixed Ash, D1 Hawthorn & T1 Willow – Fell. Melita Witham Road, Langford, Maldon **No Comments**

25/00192/PADOT PP-13714806 – Prior approval for the change of use of agricultural buildings to flexible commercial use Outbuildings Stock Hall Farm Hatfield Road, Ulting.

Comments: Several policies within the Neighbourhood Plan are directly relevant to this application

Policy 5 – Supporting and Encouraging Small Business: The Parish Council supports the reuse of existing buildings for small businesses, provided that the development is of high-quality design, accessible, and does not negatively impact nearby residential properties.

Policy 7 – Farm and Other Rural Buildings: The reuse of farm buildings for commercial purposes is permitted where it does not harm the landscape, has an acceptable impact on the road network, and does not adversely affect agricultural activities or residential amenities.

Policy 1 – Protecting and Enhancing Biodiversity: The development must not negatively impact local biodiversity and should provide a net gain where possible.

Policy 3 – Design and Character: The proposal should respect the rural character of the area, using materials in keeping with the surroundings.

Policy 8 – Community Facilities and Services: The proposal should not cause traffic congestion and should include appropriate access and parking arrangements.

Hours of Work – Restrictions may be imposed on operating hours to minimise disruption to nearby properties.

Lighting – No obtrusive lighting should be used to preserve the rural character and prevent light pollution.

25/00083/VARM – Variation of condition 15 (Surface Water Drainage Scheme) on approved planning permission 22/00840/FULM (Erection of building for Sui Generis purposes, together with car parking, servicing areas and landscaping) Maldon Sat 2, Oval Park, Hatfield Road, Langford.

Objection and Comments: Impact on Surrounding Area – The scheme does not fully consider the surrounding residential area which is already subject to flooding from numerous sources. While parking areas are permeable, the large expanse of roof and the roadways are not, raising concerns about the effectiveness of the proposed drainage scheme.

Discharge Rate – Strong support for ECC's position that the discharge rate should be restricted to the 1 in 1-year greenfield rate or 1l/s (whichever is higher) to prevent increased flood risk within the parish and downstream areas, in line with Langford & Ulting's Neighbourhood Plan Policy 1.

Climate Change Allowance – The correct allowance should be 45% as per ECC guidance. The applicant must provide evidence that storage and modelling calculations meet this requirement to ensure adequate flood mitigation.

Flood Storage Capacity – Further clarification is required to confirm the drainage scheme can handle all storm events up to a 1 in 100-year event plus 45% climate change allowance. Without this assurance, the Parish Council cannot support the variation.

b) Planning decisions received were noted:

24/05213/DET – CONDITIONS DISCHARGED - Compliance with conditions notification 22/00840/FULM (Erection of building for Sui Generis purposes, together with car parking, servicing areas and landscaping) Condition 3 – Photographs or samples of all materials. Condition 8 – Full details of construction of acoustic barrier. Maldon Sat 2 Oval Park, Hatfield Road, Langford.

24/05189/DET – CONDITIONS DISCHARGED – Compliance with conditions notification 24/00275/HOUSE (Addition of new porch and alterations to fenestration of the dwellinghouse and detached garage.) Condition 4 – Sample of Weatherboarding. The Croft, Maldon Road, Langford.

25/40. Correspondence

- a) Maldon DC – VE Day 80th Anniversary on 8th May
- b) Maldon DC – 10th March was National Day of Reflection for COVID-19 pandemic. Judas Tree was planted in the Secret Garden area as a memorial all those lost and reminder of the impact.
- c) EALC – Greater Essex Devolution Consultation Event – 31st March 2025 from 6:00pm to 8:00pm at MAB221 Anglia Ruskin University. Please confirm your attendance via the [Eventbrite link](#). However, walk-ins on the day are also welcome.
- d) EALC – Section 137 expenditure limit for Parish and Town councils announced for 2025/26. The new limit is £11.10 per elector.
- e) Maldon DC Bulletin – Fitness Seminar – March 27th 7pm to 8:30pm in Maldon Library. Free to attend. Aim at men due to funding guidelines. [Fitness Seminar in Conversation with the Fitness Industry Leaders | Essex Libraries](#)
- f) Maldon DC Planning – Help identifying existing locations of brownfield sites within the parish, what their current use is, what previous use was. Will then assess sites for inclusion in the Brownfield Land Register, which is a list of brownfield sites that are suitable for residential development.
- g) EALC – Interim Local Government Reorganisation Plan for Essex submitted. NALC have updated their resourced for the devolution and local government reorganisation.
- h) Utility Aid – Partnership with NALC who can provide a National Tender, purchasing multiple contracts with the same end date allowing to group in with other organisations, benefiting from better buying power through group energy purchasing. Also provide energy audit and invoice validation – work to see what you should be paying and if you are being charged too much or have been previously. If so, they help recoup the money back on your behalf from energy suppliers.
- i) PKF Little John – 2024/25 AGAR external auditor email received with 2024/25 forms now available. Exemption form to be submitted by 30 June 2025.
- j) MALDON DC – Paws on the Doors scheme - a new website has been launched called Paws on the Doors (www.animal-licensing.uk). Paws on the Doors will enable pet lovers to make informed decisions when selecting kennels, pet boarding and a whole host of other pet services.

25/41. Finance

- a) The following payments were authorised:-

	Net	VAT	Gross	
Chelmsford Diocesan Board of Finance	£185.00		£185.00	Spring Newsletter
Maldon District Council	£131.25	£26.25	£157.50	Grass Cutting Q4
Theresa Trotzer Wilson	£332.15		£332.15	Staff Wages

- b) The following direct debit payments were confirmed:-

	Net	VAT	Gross	
A&J Lighting Solutions Ltd	£17.12	£3.42	£20.54	Streetlight maintenance March
SSE	£76.26	£7.59	£83.85	Streetlight electricity 01.12.24 -28.02.25

- c) Bank Reconciliation – Cllr Magness undertook the internal control to verify the bank reconciliation produced by the clerk for month of February 2025 and signed it as such.

- d) It was **resolved** to update the contact details and address for correspondence and bank statements to reflect the Clerk's new address. Cllr Clemo and Cllr signed the letter of authority.

- e) It was **resolved** to authorise the Responsible Financial Officer (RFO) to transfer money between the two bank accounts. Cllr Magness and the Cllr Allen signed the Simple Servicing Authority form.

f) The Bank Mandate form giving access to the Bank Accounts to the Parish Clerk/Responsible Financial Officer was signed by Cllr Clemo and the Chairman, Cllr Allen.

g) It was noted that the VAT refund of £1330.41 was submitted by the previous clerk has been received into the Barclays Bank Account.

25/42. Ulting Churchyard Tree Work

a) The quotes received for a Ground Level Tree Assessment to determine the suitability of the tree to support roosting bats were discussed. It was **resolved** to proceed with the Greenwood Environmental quote for £485 + VAT.

ACTION: Clerk

25/43. Keep Britain Tidy

It was noted that the annual parish litter pick is due to be held on the 29th March.

25/44. Streetlights

It was noted that the contract with SSE up until 31 July has been confirmed.

25/45. Financial Regulations 2024

It was **resolved** to adopt the updated National Association of Local Councils (NALC) Financial Regulations 2024. It was noted that the Financial Regulations were recently updated by NALC on 5 March 2025. The updated regulations were to points 5.4, 5.7 and 5.11.

25/46. Statement of Internal Control

The statement of internal control was accepted and the Chairman and Responsible Financial Officer signed it as such.

25/47. Appointment of Internal Auditor

It was **resolved** to appointment of Mr N Spooner as Internal Auditor for 2025/26.

25/48. Items from the councillors (NEXT AGENDA ITEMS ONLY)

B1019 Road Closure on main road

Emergency Planning – Flooding

25/49. Confidential Session

a) It was **resolved** that under the Public Bodies (Admission to Meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972), the public and accredited representatives of newspapers be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972.

b) It was **resolved** to formally adopt Theresa Trotzer Wilson to the role of Clerk and Responsible Financial Officer (RFO).

c) It was **resolved** to change the contact details and address for Langford & Ulting Parish Council to correspond with the Clerk's address.

25/50. Date of next meeting

The next meeting will be held on Tuesday 22nd April 2025 after the Langford Annual Parish Meeting which commences at 7:30pm.

The meeting closed at 21:11

Signed:

(Chairman)

Date: