

ARDLEIGH PARISH COUNCIL



Minutes of the Meeting of Ardleigh Parish Council held on Monday 14 October 2024 at 7.30pm at Ardleigh Village Hall.

PRESENT: Cllrs Tim Barrott (Chair), Helen Fontaine, Jayne Marshall, Carolyn Mason, Richard Talbot, Jonathan Waters and Martin Whiteley. Cllr Zoe Fairley (Tendring District Council) and Cllr Carlo Guglielmi (Essex County Council) were also present.

Officers: Deputy Clerk, Rachel Edwards (Minutes)

ALSO IN No members of the public were present.

ATTENDANCE:

24.128	Chair's Welcome
	The Chair welcomed everyone to the meeting.
24.129	Apologies and reasons for absence
	Apologies were received from Cllrs Blyth and Thrower.
24.130	Public participation session relating to items on the agenda
	No members of the public were present.
24.131	Declaration and Register of Interests and Dispensations
	Interests were declared by Cllrs Fontaine and Talbot as Trustees of the Millennium Green Trust. It was noted that dispensations remained in place (See Minute number 23.122 for full details).
24.132	Minutes of meeting held on 9 September 2024
	The Minutes of the meeting were approved as a true and accurate record. Delegated decisions were noted/reconfirmed.
24.133	Planning
	Applications published, received, validated and/or decided since the last meeting were noted. Comments on new applications and appeals were agreed as outlined below. It was noted that, where appropriate, reference would be made to the Neighbourhood Plan policies/Village Design Statement when commenting on planning applications. See https://www.tendringdc.gov.uk/planning/planning-applications for current applications. It was noted that weekly lists provided by Tendring District Council (TDC) were sent to Councillors.
Applications	Information Only: 24/01396/FULHH Garage conversion and single storey front extension to create a new double garage. Oakholm, Colchester Road, Ardleigh CO7 7NS a) 24/01310/DETAIL Outline Planning Permission 21/01785/OUT - Appearance, Layout and Scale for 3 detached dwellings, parking and access. Hill Farm, Bromley Road, Ardleigh CO7 7SE Council resolved not to comment. b) 24/01402/FUL Change of use of land to tourism and leisure for the erection of one holiday lodge and associated infrastructure. Yaffle, Crown Lane North, Ardleigh CO7 7RA Council resolved to comment that the proposed holiday lodge should not be used for current or future conversion to residential or dwelling purposes. c) 24/01408/FUL Erection of a single self-build unit (in lieu of Prior Approval, Class Q, of a single dwelling subject of application 24/00478/COUNOT. 31 Harwich Road, Lawford CO11 2LS Council resolved to object on the grounds that standard planning conditions which would ordinarily apply had been overridden by following the Class Q application process. d) 24/01451/TCA Trim trees at back of property. New Hall, Station Road, Ardleigh Council resolved not to comment.
Other/ Appeals	To note or consider any other applications including enforcement issues. a) <i>Flying Trade Group Planning permission food storage and distribution facility</i>

	<p>Following the conclusion of the Judicial Review the Parish Council's barrister had emailed Tendring District Council's Planning Department regarding the conditions attached to the original planning permission.</p> <p>The Parish Council resolved that Cllr Waters would contact their barrister to clarify his response to the reply received from Tendring District Council. Cllr Fairley would forward other information from Tendring District Council as applicable. The Clerks would monitor the District Council's planning portal. The Parish Council noted the District Council stated that comments on revisions to planning conditions would be needed within 14 days.</p>
24.134	<p>Other Planning and Infrastructure issues</p> <p>a) <i>Tendring/Colchester Borders Garden Community (and related issues)</i> To note updates since the last meeting.</p> <p>Cllrs Fairley and Guglielmi attended a briefing on 14 October. Under discussion: possibility of new parishes, inclusion of Crockleford Heath, timescales involved for first occupants, Essex Highways and Water Authorities' adoption of roads and sewage. A governance review may come. Stakeholder comments were being collated. Cllr Mason would contact Wivenhoe and Elmstead Parish Councils for details.</p> <ul style="list-style-type: none"> i. Comments are yet to be submitted to the further consultation on proposed modifications from the Planning Inspector- deadline 21 October https://talk.tcbgardencommunity.co.uk/modifications-consultation. <p>Councillors and the Clerks would prepare a comment.</p> <ul style="list-style-type: none"> ii. A meeting with specialist consultants relating to community stewardship and engagement models (including governance) for the Garden Community has been arranged for 21 October 2024. <p>Councillors would prepare some questions in advance of this meeting.</p> <p>b) <i>Neighbourhood Plan (and related issues)</i> To note the result of the Referendum on the 12 September was in favour of adoption. 86.5% of voters were in favour of adopting its plan, while 13.5% voted against adopting it. The turnout was 13%.</p> <p>The Ardleigh Neighbourhood Plan was going before Tendring District Council's Cabinet Meeting on 21 October 2024 for ratification.</p> <p>c) <i>Pylons, Substations, Windfarms and related</i></p> <ul style="list-style-type: none"> i. A meeting with Five Estuaries was held on 7 October 2024. <p>Three Five Estuaries (FE) representatives attended with representatives from Ardleigh, Little Bromley, Little Bentley and Great Bromley Parish Councils. FE were unable to answer most questions and would need to reconvene another meeting. The Parish Councils' representatives requested a working group be set up with FE, North Falls and National Grid to consider the cumulative effects of their projects.</p> <p>Cllrs Fairley and Guglielmi had met with Tarchon who were in initial planning stages. Cllr Fairley would meet with the lead agent for local landowners who would be asked for updates.</p> <ul style="list-style-type: none"> ii. Deadline to register as interested party with Planning Inspectorate for North Falls offshore windfarm is 18 October https://national-infrastructure-consenting.planninginspectorate.gov.uk/projects/EN010119 <p>Cllr Fairley would send information to the Deputy Clerk to liaise with Cllr Whiteley on the response.</p>
24.135	<p>Community Projects and initiatives</p> <p>a) <i>Community Projects and Initiatives</i> To receive updates on any developments including reports received (eg Litter Pickers, Community Speedwatch, Ardleigh Practical Actions for Climate and Environment (APACE), Police reports) See attachments.</p> <ul style="list-style-type: none"> i. Speedwatch. It was proving very helpful to have an additional volunteer. Sessions could only be run when conditions allowed ie. light/weather. ii. APACE. A quarry visit was arranged with Sir Bernard Jenkin in attendance. They viewed the extraction site; the new reservoir will be a water store for Ardleigh Reservoir, connected by pipes. Plans for a circular footpath around reservoirs with car park were discussed, the path must be accessible/user-friendly. Cllr Guglielmi would follow up with Essex County

	<p>Council planning department. The Parish Council would like to be represented on the Ardleigh Reservoir Committee. Sir Bernard would put this forward.</p> <p>Meeting to be arranged with him. His assistant would contact the Clerks.</p>														
24.136	Highways, Public Rights of Way (PRoW) and related issues														
	<p>a) Parking Matters. To note any updates since last meeting.</p> <ul style="list-style-type: none"> i. Pre-school had reported that continuous parking along Station Road caused lack of visibility making access to the Village Hall dangerous. Photos would be sent to Cllr Guglielmi who would pursue this with Essex Highways. Cllrs Whiteley and Blyth would speak to Tavern House and report to Council in November. Tendring District Council would be contacted to discuss whether other sites for parking could be found and to request lining in the existing Village Car Park. ii. Re-surfacing and re-lining work would be done in The Street following recent drain clearance. The Clerks would advise on social media. iii. Fly-tipping down Wick Lane would be reported, and report numbers forwarded to Cllr Fairley. iv. Lorries continued to use Oak Tree Corner to turn round. <p>b) Note that updates on highways, public rights of way and related issues usually take place outside the meeting and should be reported direct www.essexhighways.org/tell-us. Note repairs of The Street underway and due to be completed by end October.</p>														
24.137	Reports and Correspondence														
	<p>a) <i>District and County Councillor reports</i> To receive verbal updates from those present. Any written reports received from District and County Councillors are emailed to members.</p> <p>Cllr Fairley: As discussed plus the Total Roofing Planning Application has been called in front of the Tendring District Council Planning Committee.</p> <p>Cllr Guglielmi: As discussed plus Council to note secondary school applications close 31 October.</p> <p>The Chair thanked the District and County Councillors for all the work they do.</p> <p>b) <i>Councillors' reports</i> including reports of training or meetings attended.</p> <p>Cllr Marshall attended the Tendring District Association of Local Council's meeting. Vastly increased mandatory building targets had been received from the new Labour Government. The Tendring District Local Plan would be reviewed. Essex County Council were opposed to the new targets. Cllr Guglielmi suggested it would be useful for Gary Guiver from Tendring District Council's Planning Department to give a talk to local Councils. The Clerks would organise.</p> <p>c) <i>Clerks' report</i> To receive a report on key tasks undertaken since the last meeting including delegated decisions and key correspondence (see attachment).</p> <p>The Clerks received documents from solicitors relating to the potential sale of land adjacent to the cemetery (See Minute no 24.139g for full details). Council to note recommendation of a new internal auditor, background information contained in report (See Minute no 24.138c for details). The Village Hall has several outstanding items to consider. The Clerks suggest a stand-alone meeting (See Minute no 24.139f for details).</p>														
24.138	Parish Council Finance and staffing														
	<p>a) To receive quarterly financial reports to end September 2024.</p> <p>On behalf of the Clerk, the Deputy Clerk advised on increased Recreation Ground spend, Village Hall spend and Professional Fees spend. The Chair advised on Burial and Memorial Fees income.</p> <p>b) To confirm the bills for payment for Parish Council and Village Hall including payments made using delegated authority.</p> <table border="1"> <tr> <td>Playquip</td><td>£450.00</td></tr> <tr> <td>Bland Landscapes</td><td>£404.40</td></tr> <tr> <td>Fenland Leisure Services (online playgrounds)</td><td>£810.00</td></tr> <tr> <td>Jill Hamblin</td><td>£83.05</td></tr> <tr> <td>Martin Game</td><td>£320.00</td></tr> <tr> <td>Tendring District Council</td><td>£4,706.00</td></tr> <tr> <td>Rachel Edwards (Deputy Clerk Expenses)</td><td>£27.36</td></tr> </table>	Playquip	£450.00	Bland Landscapes	£404.40	Fenland Leisure Services (online playgrounds)	£810.00	Jill Hamblin	£83.05	Martin Game	£320.00	Tendring District Council	£4,706.00	Rachel Edwards (Deputy Clerk Expenses)	£27.36
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	CloudyIT	£165.36
	Superfine Fencing (Weindling)	£126.05
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	EALC	£156.00
	Ardleigh Village Hall	£15.00
	European Administration Ltd T/A the Barristers Group	£1,350.00
	Rachel Fletcher (Clerk expenses)	£4.05
	Little Green Self Storage	£499.68
	Bland Landscapes	£288.00
	Tim Barrott	£100.00
	npower	£275.18
	<p>c) To confirm the appointment of Helen Symmons of Legra Internal Audit Service as the internal auditor for the Parish Council for the financial year 2024/25.</p> <p>Council resolved to appoint Helen Symmons as the internal auditor for 2024/25. The Clerks would contact her to advise.</p> <p>d) To receive an update on staffing matters *.</p> <p>For family reasons, the Clerk would focus on Council finances, whilst the Deputy Clerk took a greater role managing Council administration and process including acting as Proper Officer in the absence of the Clerk. The Council considered this in detail and resolved to agree to this temporary arrangement.</p>	
24.139	Amenities and Contracts	
	<p>To receive updates and take decisions on Parish Council amenities and contracts including:</p> <p>a) Council contracts and contractors</p> <p>Further quotes required following the tree survey. Cllr Talbot would assist the Clerks.</p> <p>b) Play and Exercise equipment</p> <p>i. To note progress since last meeting (see attachment).</p> <p>Deputy Clerk noted the time required and faults found had dropped since new systems had been implemented. She continued to research a suitable inspection course for the Council's self-employed handyman. Cllr Blyth attended a course at the EALC, Cllr Talbot would attend a future course. Noah's Oak confirmed work would be done as promised, the tennis net height line would be added to the Rebound Wall and the Sandpit Gates would be fitted in October.</p> <p>ii. To consider the proposal from the Deputy Clerk to make an S106 funding application for new Springer Equipment for the Colchester Road Play Area (see attachment).</p> <p>Council considered this proposal and resolved to make the application. Deputy Clerk would action.</p> <p>c) The Ardleigh Recreation Ground. An additional hut had been sourced and erected by the Cricket Club. This was mainly funded by a grant from the Parish Council. A gate would be built to allow further storage. Grass previously left behind fencing had been moved.</p> <p>d) Cemetery/churchyard matters Cllrs Marshall and Mason would send their inspection report to Councillors. Wildlife Conservation signage would be erected.</p> <p>e) Millennium Green To consider and gain agreement for key suggestions to update the Memorandum of Understanding with the Millennium Green Trust (see attached).</p> <p>Cllrs Fontaine and Talbot left the meeting as they had declared themselves as Trustees of the Millennium Green Trust (See Minute no 24.131).</p> <p>Councillors considered the key suggestions made during a recent informal discussion. Councillors resolved to confirm all the suggestions made previously with one small amendment. The Clerks would arrange a meeting with the Millenium Green Trustees to propose these updates to the Memorandum of Understanding.</p> <p>Cllrs Fontaine and Talbot re-joined the meeting.</p> <p>f) Village Hall matters A separate meeting would be arranged to discuss outstanding matters. Clerks would organise a meeting.</p>	

	<p>g) Other Amenities and Open Spaces issues* To consider documents received and correspondence relating to the purchase of land adjacent to Ardleigh Cemetery and to agree next steps including instruction of solicitors as required (see attached).</p> <p>Cllr Waters advised the Clerks on matters/questions to progress this. The Clerks would action. Cllr Barrott would contact Cllr Guglielmi for updates regarding the purchase/transfer of Glebe Corner from Essex Highways.</p> <p>h) Biodiversity issues and updates None</p>
24.140	Future meetings and meeting closure
	<p>a) To confirm the scheduled next meeting on Monday 11 November 2024, 7.30pm, Ardleigh Village Hall (with remote link) and to flag any proposed changes to the format or key issues for discussion.</p> <p>b) Meeting closed 9.20pm</p>

** Items in confidence. Under the Public Bodies (Admissions to Meetings) Act 1960, the press and public may be excluded during all or part of the discussion of this agenda item as the Council will be considering legal and contractual issues. Council to consider whether members of the public should be excluded.*