

# ARDLEIGH PARISH COUNCIL



## Minutes of the Meeting of Ardleigh Parish Council held on

**Monday 9 June 2025 at 7.30pm at Ardleigh Village Hall.**

**PRESENT:** Cllrs Tim Barrott, Helen Fontaine, Jayne Marshall, Richard Talbot, Jonathan Waters and Martin Whiteley. Cllr Carlo Guglielmi, Essex County Council (ECC) was also present.

Officers: Clerk, Rachel Fletcher online and Deputy Clerk, Rachel Edwards (Minutes) in person.

**ALSO IN** Three members of the public were present in person.

**ATTENDANCE:**

<b>25.076</b>	<b>Chair's Welcome</b>
	The Chair welcomed everyone to the meeting.
<b>25.077</b>	<b>Apologies and reasons for absence</b>
	Apologies received from Cllrs Blyth, Mason and Thrower. Cllr Zoe Fairley, Tendring District Council (TDC), also sent apologies.
<b>25.078</b>	<b>Public participation session relating to items on the agenda</b>
	The members of the public present came to discuss the letter one of them sent to the Council requesting they investigate the possibility of having a skatepark in the village. (see Minute 25.086bi for full details).
<b>25.079</b>	<b>Declaration and Register of Interests and Dispensations</b>
	It was noted that dispensations remained in place (See Minute 23.122 for full details).
<b>25.080</b>	<b>Minutes of meeting held on 12 May 2025</b>
	The Minutes of the meeting were <b>approved</b> as a true and accurate record. Delegated decisions were noted/reconfirmed.
<b>25.081</b>	<b>Infrastructure and other planning issues</b>
	<p><b>a) Tendring/Colchester Borders Garden Community (and related issues)</b> To note updates. TDC approved the Development Plan Document on 20 May 2025. Colchester City Council were meeting on the evening of the Parish Council meeting to consider approving the Document. Potentially it would depend on funding being announced by Central Government for the necessary highway infrastructure.</p> <p><b>b) Pylons, Substations, Windfarms and related</b> To note updates since the last meeting.</p> <ul style="list-style-type: none"> <li>i. Invite received 9 June 2025 for two representatives to attend a North Falls/Five Estuaries meeting about substation design on 24 June 2025. Cllr Whiteley would attend; another attendee would be sought.</li> <li>ii. Cllrs Fairley and Guglielmi met with the TDC Planning Policy Officer to formulate a paper determining the impact on business. They would meet with the Tendring Economic Growth team to discuss this on 26 June 2025. Main aim was to understand compensation available and how that would be managed. The paper was also submitted to Cllr Scott at TDC.</li> <li>iii. The TDC Planning Policy Officer had suggested a meeting with Essex County Council, TDC, Ardleigh and Little Bromley Parish Council between 1 and 10 July 2025. The Clerks would contact Councillors to set this up.</li> <li>iv. The East Anglia Pylon campaign continued to accumulate and prepare data to raise public awareness, as well as orchestrate funding campaigns to enable continued legal action.</li> </ul> <p><b>c) Call for Heritage Sites</b> – to note the Clerk made a submission to Tendring District Council (TDC). The Council <b>noted</b> thanks to a member of the public for their help with this.</p>
<b>25.082</b>	<b>Highways, Public Rights of Way (PRoW) and related issues</b>
	Note that updates on highways, public rights of way and related issues usually take place outside the meeting and should be reported direct <a href="http://www.essexhighways.org/tell-us">www.essexhighways.org/tell-us</a> .

	<p>Another accident reported at the Dead Lane/Wick Lane crossroads. Three white bollards in situ confuse drivers. Previous Essex Highways safety audit increased signage but failed to determine further issues with the junction; it should not need a Stop Sign due to its classification. Cllr Marshall would provide Cllr Guglielmi with contact details to assess additional accident details from a local business.</p>
<b>25.083</b>	<p><b>Reports and Correspondence</b></p> <p><b>a) District and County Councillor reports</b> To receive verbal updates from those present. Any written reports received from District and County Councillors are emailed to members. Cllr Guglielmi would send a report from his meetings in respect of compensation for businesses (see Minute no. 25.081bii for full details). Cllr Guglielmi had received contact from ECC Cllr Mark Platt, the Deputy Cabinet Member for Highways, Infrastructure and Sustainable Transport regarding the 10-year plan of ECC Highways to safeguard the land at Glebe Corner for future use. He will request information about the future of this land in view of the proposed new Unitary Council incorporating ECC.</p> <p><b>b) Councillors' reports</b> including reports of training or meetings. The Deputy Clerk reported that Cllr Blyth had approval from a local business to use their salt spreader in the village. Cllr Blyth had previously reported he would be covered by his own insurance to use this. (see Minute no 25.039 for full details). The Council <b>agreed</b> that the Clerks/Cllr Blyth could request salt under the Salt Bag scheme from ECC to be stored and controlled by Cllr Blyth.</p> <p><b>c) Clerk's report</b> - To receive a report on key tasks undertaken since the last meeting including delegated decisions and key correspondence (see attachment). A member of the public had reported motorbikes speeding; Community Speedwatch had no knowledge of that. Solicitors for the vendor of the land offered to the Council had contacted the Clerks (see Minute 25.086e for full details). An invitation was received to meet the new Tendring District Commander of Essex Police. Cllrs requested the Clerks contact him to request he visit Ardleigh. Shore Engineering had reported cars regularly parking in the Recreation Ground car park which were not related to them. Letters could be left on cars regularly noted. A member of the public requested the Council consider obtaining Tree Preservation Orders on trees along Little Bromley Road as protection from potential pylons etc. This would be referred to the new Planning Infrastructure Working Group. (see Minute 25.089a for full details).</p>
<b>25.084</b>	<p><b>Planning Applications</b></p> <p>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 <a href="https://www.tendringdc.gov.uk/planning/planning-applications">https://www.tendringdc.gov.uk/planning/planning-applications</a> for current applications. It was noted that weekly lists provided by Tendring District Council (TDC) were sent to Councillors.</p> <p><b>a) <a href="#">25/00711/EIASCO</a></b> EIA Scoping Opinion for erection and operation of asphalt plant, ancillary facilities, together with use of existing access road. Land adjacent to Old Ipswich Road, North of Crown Quarry, Ardleigh CO7 7QL Council <b>resolved</b> to object. This area is overdeveloped and industrialised, this plant places an unwarranted risk to the environment and nearby Ardleigh reservoir and the proposed Country Park, on the same site, is not listed on the Planning Statement.</p> <p><b>b) <a href="#">25/00737/FUL</a></b> Construction and operation of a micro energy storage project. Verge at Waste Transfer Station, Ardleigh CO7 7SL Council <b>resolved</b> not to object.</p> <p><b>c) <a href="#">25/00643/FULHH</a></b> Erection of a 10.96m x 7.00m two-bedroom ancillary log cabin. Oaklands, Turnpike Close, Ardleigh Council <b>resolved</b> to object. Contrary to Ardleigh's Neighbourhood Plan and outside of the village Settlement Development Boundary.</p> <p><b>d) <a href="#">25/00687/LBC</a> / <a href="#">25/00689/FULHH</a></b> Listed Building Consent/Householder Application. Reglazing 18 sash windows/1 door with vacuum glazing. Install 13 solar panels to rear extension roof.</p>

	<p>Replace wooden gate with automated wooden gate. Mill House, Station Road, Ardleigh CO7 7RS</p> <p>Council <b>resolved</b> not to object.</p> <p>e) <a href="#">25/00710/VOC</a> Variation of Condition (18/01555/FUL) to allow for erection of single storey garden room. Glenryck, Dead Lane, Ardleigh CO7 7QD</p> <p>Council <b>resolved</b> not to object.</p> <p>f) <a href="#">25/00751/WTPO</a> Tree Work (16/00016/TPO) 3 oaks to rear of property; reduce lower over hanging branches by approx 4m/ remove dead wood. Oak Lodge, Spring Valley Lane, Ardleigh CO7 7SD</p> <p>Council <b>resolved</b> not to object.</p> <p><b><i>Received after the publication of the Agenda:</i></b></p> <p>g) <a href="#">25/0799/NMA</a> Non Material Amendment to 24/00214/FUL - reduction of approved shop floorspace by six metres. Prettyfields Vineyard Ltd, Dead Lane, Ardleigh</p> <p>Council <b>resolved</b> not to object.</p> <p>h) <a href="#">24/01310/DETAIL</a> Re: Outline Planning Permission 21/01785/OUT, allowed on appeal – details of appearance, layout and scale for 3 detached dwellings, parking and access. Hill Farm, Bromley Road, Ardleigh CO7 7SE</p> <p>Council <b>resolved</b> not to object.</p>
<b>Other/Appeals</b>	<p>To note or consider any other applications including enforcement issues.</p> <p>a) To note updates on the Flying Trade Group Application <a href="#">20/00594/FUL</a> – no updates.</p>
<b>25.085</b>	<b>Community Projects, events/ and assets</b>
	<p><b><i>Community Projects and Initiatives</i></b> To receive updates on any developments including reports received (eg Community Speedwatch (attachment), Ardleigh Practical Actions for Climate and Environment (APACE), Police reports, Millennium Green).</p> <p>a) Cllr Thrower to update on the Ardleigh Advertiser having spoken to the Editor. (Cllr Thrower was unable to attend the meeting, this would carry forward to a future meeting).</p> <p>b) Community Speedwatch report received for May and distributed to Cllrs.</p> <p>c) Electric Vehicle charging sites in Essex. This was raised as part of the Village Hall meeting on 3 June 2025.</p>
<b>25.086</b>	<b>Amenities and Contracts</b>
	<p>a) <b>Council contracts and contractors</b> – no updates. Front of the Village Hall looked unkempt and contractor would be resolving this.</p> <p>b) <b>Play and Exercise equipment</b> – to note report from the Deputy Clerk (see attachment). Section 106 (S106) monies agreed by TDC for springer equipment at the Colchester Road play area. These were being progressed, as were the new litter bins funded by S106 monies.</p> <p>i. To consider a request from a member of the public to investigate the possibility of having a skatepark in the village (see attachment).</p> <p>The members of the public gave a short presentation detailing how a skatepark would facilitate younger people being able to socialise with friends after school, using scooters, bicycles and skateboards. A ramp or two would be ideal; a dedicated flat area approximately the size of a tennis court would suffice. It could be fenced with additional basketball hoops provided to increase usage and flexibility. It was felt the facilities were good for young children in the village, but not for older children; skateboarders can range from aged 8 to 80+ years old. The perception was that both the Recreation Ground and the Millennium Green had large areas of green space which could easily accommodate a skatepark/dedicated flat area.</p> <p>Councillors advised the Millennium Green was now under the control of the Millennium Green Trust, their AGM was the day following the Council meeting if the members of the public were able to attend. The Clerks would forward the letter received by the Council onto the Trustees for their consideration. The Millennium Green had a skatepark in the past so may consider re-installing a replacement. The Recreation Ground was problematic due to the Cricket Club usage. The Clerks requested the members of the public send pictures to the Council to demonstrate what would be required, if it could be facilitated/budgeted for.</p>

	<p>Councillors considered the request. A skatepark could be sited where the rebound wall was currently although the wall was well used. Needs of older demographics should be met; covenants on Recreation Ground must be examined before taking the idea further. Cllr Barrott would provide the Clerks with the original governing documents. Open green space was frequently used for cricket, picnics and general leisure activities with occasional overflow parking for events. A smaller park could be provided incorporating hoops/safety surfacing/fencing. Clerks would make initial enquiries after sight of the governing documents.</p> <p><b>c) Cemetery/churchyard matters</b> - none</p> <p><b>d) Village Hall matters</b> – to note Village Hall Trustee meeting held on 3 June 2025. May checklist attached.</p> <p>Legal status of the Parish Council as Trustees was discussed again. Cllr Talbot advised the Village Hall Committee wrote to the Charity Commission when the decision was made to transfer control of the Hall to the Parish Council. Cllr Talbot was Chair of the Hall Committee at that time. Documentation needed as proof as the Charity Commission do not have records of any correspondence. Cllr Talbot requested dates the original Village Hall Committee meeting would have been held to be sent again to allow him to check his records.</p> <p><b>e) Other Amenities and Open Spaces issues</b> – to consider correspondence from the vendor’s solicitor for the land offered for sale to the Council.</p> <p>Councillors considered the solicitor’s correspondence and <b>resolved</b> they do not wish the Council to have shared ownership with one of the vendors. The Clerks would respond to the solicitors to decline.</p> <p><b>f) Biodiversity issues and updates</b> – none</p>
<b>25.087</b>	<b>Audit and Annual Governance and Accountability Return (AGAR)</b>
	<p><b>a)</b> To receive and note the Annual Internal Audit Report of Accounts to 31 March 2025 including Local Government Act 1972 Section 137 spend (see attachment).</p> <p>Council <b>resolved</b> that the Audit Report findings would be considered in detail by Cllrs Barrott, Waters and Whiteley. Recommendations would be examined and brought back to a future meeting for full Council discussion.</p> <p><b><i>Annual Governance and Accountability Return (AGAR) documents for the period 1 April 2024 to 31 March 2025 to be considered (see attachments):</i></b></p> <p><b>b)</b> To consider and agree the effectiveness of the System of Internal Control.</p> <p>Council <b>resolved</b> to agree the effectiveness of the System of Internal Control and that measures in place meet the needs of the Council.</p> <p><b>c)</b> To consider and approve by resolution the Annual Governance Statement (Section 1).</p> <p>Council <b>resolved</b> to approve the Annual Governance Statement (Section 1).</p> <p><b>d)</b> To consider and approve by resolution the Accounting Statements (Section 2) which have been certified by the Responsible Financial Officer.</p> <p>Council <b>resolved</b> to approve the Accounting Statements (Section 2).</p> <p><b>e)</b> To arrange for the Accounting Statements to be signed and dated by all required parties.</p> <p>Council arranged for the Accounting Statements to be signed and dated as required.</p> <p><b>f)</b> To decide the dates for the exercise of Public Rights of Inspection - (proposed Thursday 12 June – Wednesday 23 July 2025). To note the requirement to publish a notice of the Public Right of Inspection at least one working day before the period of inspection on the Council website along with the ‘Council Accounts: A Summary of Your Rights’. (see attachment).</p> <p>Council <b>noted</b> the requirement to publish the Public Right of Inspection notice and <b>agreed</b> the dates for the exercise of Public Rights of Inspection as 12 June 2025 to 23 July 2025 inclusive.</p> <p><b>g)</b> To consider obtaining quotes for alternative internal auditors for 2025-26 before a decision is made to reappoint Legra Internal Audit Systems.</p> <p>Council <b>agreed</b> to defer the decision to reappoint Legra Internal Audit Systems or obtain alternate quotes until the Audit Report findings have been considered in details.</p>
<b>25.088</b>	<b>Parish Council Finance</b>

	<p><b>a)</b> To receive financial reports to 31 May 2025. No report submitted as not due until end June 2025.</p> <p><b>b)</b> To confirm the bills for payment for Parish Council and Village Hall including payments made using delegated authority and to confirm subscriptions and direct debits currently in place. (see attachment)</p> <p>Council <b>resolved</b> to confirm payments as follows:</p> <table> <tr> <td>Clear Insurance Management Limited</td><td>£1,184.40</td></tr> <tr> <td>Jill Hamblin</td><td>£181.81</td></tr> <tr> <td>Cottage landscapes</td><td>£528.00</td></tr> <tr> <td>Adobe - Clerk Expenses</td><td>£19.97</td></tr> <tr> <td>Deputy Clerk Expenses</td><td>£31.32</td></tr> <tr> <td>Clerk Expenses</td><td>£47.59</td></tr> <tr> <td>Tim Barrott – Chair Expenses</td><td>£100.00</td></tr> <tr> <td>Superfine Fencing</td><td>£234.00</td></tr> <tr> <td>Cottage Landscapes</td><td>£561.60</td></tr> <tr> <td>Cottage Landscapes</td><td>£528.00</td></tr> <tr> <td>Great Oaktree Land Services</td><td>£1,956.00</td></tr> <tr> <td>Jill Hamblin</td><td>£294.53</td></tr> <tr> <td>Village hall hire</td><td>£147.50</td></tr> <tr> <td>Legra Internal Audit Systems</td><td>£180.00</td></tr> </table>	Clear Insurance Management Limited	£1,184.40	Jill Hamblin	£181.81	Cottage landscapes	£528.00	Adobe - Clerk Expenses	£19.97	Deputy Clerk Expenses	£31.32	Clerk Expenses	£47.59	Tim Barrott – Chair Expenses	£100.00	Superfine Fencing	£234.00	Cottage Landscapes	£561.60	Cottage Landscapes	£528.00	Great Oaktree Land Services	£1,956.00	Jill Hamblin	£294.53	Village hall hire	£147.50	Legra Internal Audit Systems	£180.00
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<b>25.089</b>	<b>Parish Council Governance and related items</b>																												
	<p><b>a)</b> To consider and agree the Terms of Reference (ToR) for the Planning Infrastructure Committee as discussed at the Council's May 2025 meeting.</p> <p>The Clerk recommended the Council should have a working group as opposed to the original recommendation to have a committee. Further research indicated this would be far more bureaucratic and would place a greater administrative burden on committee members and Officers. A working group would allow more flexibility for those involved. The group would still choose a Chair/Vice-Chair/Secretary as required and report back to full Council.</p> <p>Membership initially suggested was Cllrs Barrott, Marshall, Mason and Whiteley together with three members of the public who had previously been involved with infrastructure planning. Membership would be confirmed, and ToR would be agreed, at the next Council meeting.</p> <p>Council <b>resolved</b> to establish a Planning Infrastructure Working Group, not a Committee.</p>																												
<b>25.090</b>	<b>Future meetings and meeting closure</b>																												
	<p><b>a)</b> To confirm the scheduled next meeting on Monday 14 July 2025, 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>b)</b> Meeting closed 9.06pm</p>																												

Signed by Meeting Chair.....on.....