

# ARDLEIGH PARISH COUNCIL



## Minutes of the Meeting of Ardleigh Parish Council held on Monday 8 December 2025 at 7.30pm at Ardleigh Village Hall

**PRESENT:** Cllrs Tim Barrott, Helen Fontaine, Jayne Marshall, Carolyn Mason, Richard Talbot, Jonathan Waters and Chris Whitfield. Following a Co-option during the meeting, Cllr Sharon Smith joined the Council.

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

**ALSO IN** 3 members of the public were present.

### ATTENDANCE:

<b>25.150</b>	<b>* Chair's Welcome.</b>
	Chair welcomed everyone to the meeting.
<b>25.151</b>	<b>* Starring of items and approval of unstarred items without discussion</b>
	Unstarred items after this point would be presented for collective approval with one motion and a single vote, without separate discussion. Starred items would be discussed. a) To identify any changes the Council wished to make to the items currently starred/ unstarred. Council agreed to star 25.158 Planning Applications Others/Appeals for discussion. b) To resolve to approve unstarred items including recommendations contained within reports. Council <b>resolved</b> to approve the unstarred items as detailed below.
<b>25.152</b>	<b>* Apologies and Declaration and Register of Interests and Dispensations</b>
	Apologies were received from Cllr Martin Whiteley. Apologies were also received from Cllr Zoe Fairley, Tendring District Council (TDC), and Cllr Carlo Guglielmi, Essex County Council (ECC). It was noted that previously agreed dispensations remained in place.
<b>25.153</b>	<b>* Public participation session relating to items on the agenda</b>
	Items covered were: <ul style="list-style-type: none"> <li>The grant requested by the Millennium Green Trust (MGT) for set-up costs of a new village magazine. (see Minute no. 25.160c for full details).</li> <li>Planning application 25.158b. Member of the public in attendance to hear the Council's comments.</li> <li>General interest in areas of discussion from a former resident who had recently moved back into the area.</li> </ul>
<b>25.154</b>	<b>Minutes of meeting held on 10 November 2025</b>
	The Minutes of the meeting were <b>approved</b> as a true and accurate record. Delegated decisions were noted/reconfirmed. Document approved: 25.154 Minutes Meeting 10 – 10 November 2025
<b>25.155</b>	<b>* Co-option to the Council</b>
	Candidate in attendance who put themselves forward for co-option after the November Parish Council meeting. Several Councillors had met the candidate for formal and informal discussions. Candidate proposed by Cllr Marshall and seconded by Cllr Talbot. All Councillors agreed with the co-option. The new Councillor, Cllr Smith, signed an official Declaration of Acceptance and joined the other Councillors. Other forms would be sent for completion by the Clerk.
<b>25.156</b>	<b>* Planning Infrastructure and related issues</b>
	To receive a report from the Planning Infrastructure Working Group and consider any recommendations. (includes updates on recent public meeting, crowd funder, PIWG meetings) Cllr Whitfield updated the Council on behalf of the PIWG. <ul style="list-style-type: none"> <li>There had been a few meetings since the last Council meeting on 10 November 2025, notes had been distributed. The public meeting on 21 November 2025 had been a success with good feedback. Technical issues would need to be addressed if another meeting was held.</li> <li>Fundraising. Only 9 donations made following the meeting with 158 people in attendance. A few more were received recently. To date approximately £22,000 in the Parish Council Legal</li> </ul>

	<p>Fund from around 55 donors. £3,000 short of initial target suggested after discussion with the Council's barrister.</p> <ul style="list-style-type: none"> <li>• Further fundraising ideas include focussing on businesses with a specific post/email campaign, and potentially another meeting in the Village Hall exclusively aimed at business. A member of the public with marketing experience attended the PIWG meeting on 1 December 2025. He suggested targeted fundraising ideas and would give further assistance.</li> <li>• An article had been submitted for publication in the new village magazine for January 2026.</li> <li>• Norwich to Tilbury Planning Inspectorate submission made on 27 November 2025- thanks to all involved.</li> <li>• PIWG would hold another meeting on 15 December 2025.</li> </ul>
<b>25.157</b>	<b>Reports and Correspondence</b>
	<p>a) <b>District &amp; County Councillor reports</b> To receive written reports from these Councillors and/or * to note items raised in public participation which are District or County matters. None.</p> <p>b) <b>Councillors' reports</b> including reports of training or meetings. Note training booked.</p> <p>c) <b>Clerk's report</b> - To receive a report on key tasks undertaken since the last meeting including delegated decisions and key correspondence (see attachment).</p> <p>Documents approved: 25.157a ECC Report December 2025, 25.157c Clerks' Report December 2025, 25.157c Confidential appendix to Clerks' Report December 2025 (November hours)</p>
<b>25.158</b>	<b>Planning Applications</b>
	<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.</p> <p>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. Applications published/ received/ validated and/or decided since the last meeting were noted in a separate paper.</p> <p>To consider recommendations circulated prior to meeting/ items to be individually starred.</p> <p>a) <a href="#">25/01699/FULHH</a> Proposed front extension and new brickwork boundary wall and gates. Falconers View, Harwich Road, Ardleigh CO7 7FJ</p> <p>Council <b>resolved</b> to agree with the suggested planning comments for the above application.</p> <p>b) <a href="#">25/01672/FULHH</a> Single storey extensions. Stable House, Waterhouse Lane, Ardleigh CO7 7NE</p> <p>c) Discharge of conditions: 21/02164/FUL. <a href="#">25/01730/DISCON</a>, Condition 11, Construction Environmental Management Plan for Biodiversity and <a href="#">25/01731/DISCON</a>, Condition 12, Written Scheme of Investigation. Land south-west of Crockleford Grange, Bromley Road, Ardleigh CO7 7SE</p> <p>Council <b>resolved</b> to agree no comment for the above applications.</p> <p>Document approved: 25.158 Suggested planning comments – 8 December 2025.</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>. None.</p> <p>b) To note updates on SRC application for Asphalt plant including the Parish Council objection document from Planning Direct lodged with Tendring District Council. Noted.</p> <p>c) Cllrs Mason and Talbot attended an SRC site visit on 6 December 2025. Only six people in total. The Asphalt plant application and resulting objections were mentioned. The members of the public had requested the Council establish intentions for this site, particularly in view of the planned change of location for the car park which could result in greater land availability for further development. The Clerks would contact Cllr Gugliemi (ECC) to request clarification and would also consult Cllr Fairley (TDC).</p> <p>d) The Council had been contacted by TDC's Planning Policy Manager offering a meeting to update Councillors on the proposed TDC Preferred Options Draft Local Plan. Council <b>resolved</b> to accept the offer of a meeting; Clerks would arrange with TDC.</p>
<b>25.159</b>	<b>Community Projects, events and assets</b>

**Community Projects and Initiatives** To receive updates on any developments including reports received (eg Community Speedwatch, Ardleigh Practical Actions for Climate and Environment (APACE), Police reports, Millennium Green- see attachments).  
Attachments: 25.159 Community Speedwatch Report November 2025.

**25.160**

**Parish Council Finance and Staffing**

a) The following bills for payment were approved for Parish Council and Village Hall including payments made using delegated authority.

Spectrum Screen	£135.00
Skycam	£472.79
Deputy Clerk expenses	£37.88
Adobe Rachel Fletcher (Clerk expenses)	£19.97
EALC	£36.00
A&J lighting	£664.80
Planning Direct (Cicero Communications Ltd)	£1,650.00
Superfine Fencing	£174.00
N Power	£142.39
Playquip	£5,235.60
Clerk expenses	£12.15
RCCE	£156.00
Cloudy Group	£31.94
Ardleigh Village Hall	£95.00
Salaries x 3 incl National Insurance & pension	c.£5300

b) \* To consider making a specific contribution from the Council to the Parish Council Legal fund. Council considered whether the £500 donation to the ESNP campaign which was returned to help fund Ardleigh Parish Council's (APC) campaign should be allocated to the Parish Council Legal fund. Agreed there should be a specific donation from APC as there had been from Lawford Parish Council. Suggested amount of £3000. The APC donation could fund additional videos/advertising as needed. The Clerk would confirm budget stream to support this funding in January 2026.

c) \* To consider and approve a grant/ contribution to the Millennium Green Trust for the set-up costs of a new village magazine.  
From public participation: MGT had requested a grant of £3000 from the Council to cover set-up costs for a new village magazine with the first edition in January. The process had proved more difficult and time-consuming than expected, particularly in terms of obtaining advertising; they have some editorial content. The grant was needed from the Council to ensure the magazine could go into production.

The Council were in favour of the project and prepared to support it. Suggested that printing costs could be covered directly by the Council for a limited period. A grant application must have additional information as required from all applicants, particularly relating to financial transparency. Initial two months costs were £1680. After consideration, the Council **resolved** to give funding to cover this. The MGT reserved the option to apply for further contributions if needed and may charge the Council for future pages taken in the magazine.

d) \* To receive update from Staffing Committee members on staffing matters including options for inclusion in 2026-7 budget.

Document circulated by the Clerk; overview was too much work for existing Clerks, with not enough time available and additional resource needed. Suggested two new roles: Facilities Officer and Responsible Financial Officer.

Council **resolved** to agree in principle with decisions to be made during budget discussions at the January meeting.

e) \* To consider budget issues for 2026-27- note full proposed budget will be considered and set at January 2026 meeting

	<p>Cllr Whiteley was assisting with budget preparation. The budget discussion and approval would be at the January meeting. Clerk would consider contract costs, MGT budget request and legal costs as preparation.</p> <p>Councillors suggested Village Hall spend/income must be considered. Advert for a Pre-school day time licensee would be placed shortly following further review from Community Halls in Partnership who manage the bookings. Council subsidies for the Village Hall would be included as a budget line.</p> <p>Document approved: 25.160a Payments for approval.</p> <p>Attachments: 25.160c Ardleigh PC grant funding application, 25.160d Staffing Recommendation</p>
<b>25.161</b>	<b>Amenities and Contracts</b>
	<p>a) To receive reports and updates and agree actions on matters relating to Parish Council amenities including Council contracts and contractors, Play and Exercise equipment, Cemetery and churchyard matters, Village Hall matters, Other Amenities and Open Spaces issues, Biodiversity issues and updates (see attachments)</p> <p>b) * To note confidential correspondence received regarding the potential purchase of land at Glebe Corner. To update on progress with the Harwich Road land acquisition- to note correspondence received from solicitor in relation to contact with vendors. To agree next steps. (see confidential attachment)</p> <p>Last Council decision was to seek vacant possession before purchase; vendor not prepared to meet that request. Potential for sale to fall through if Council demands vacant possession. S106 funding had been secured from TDC based on open green space accessible by all residents. Land could remain as allotments for the time-being if agreeable to TDC.</p> <p>The Council wished to prevent legal bills from rising through continued solicitor involvement with vendors, and they also wanted to ensure the Council purchase the land. Councillors would arrange a site visit to assess boundaries and what was already on the land.</p> <p>Council <b>resolved</b> to proceed on condition that the landlord gave notice to the occupiers before completion, new contracts could be renegotiated with the Council after purchase.</p> <p>c) To note Village Hall and Recreation Ground accounts had been reviewed by the Independent Examiner noting everything was correct on the prepared Accounting Statements. To note meeting of Parish Council as sole trustee to the Village Hall took place on 19 November 2025.</p> <p>d) To note Deputy Clerk's Play Area and S106 report including the recommendation for the repair/refurbishment of the Colchester Road Play Area springer equipment.</p> <p>Documents approved: 25.161 APC Checklist for Cemetery 1/12/25, 25.161c Play Area report December 2025, 25.161c Colchester Road Springer quote 18/11/25</p> <p>Attachments: 25.161b Land adjoining Harwich Road, Ardleigh</p>
<b>25.162</b>	<b>Parish Council Governance and related items</b>
	<p>All documents available at <a href="https://ardleigh.website/formal-documents">https://ardleigh.website/formal-documents</a>. (see dates in brackets)</p> <p>No items for consideration at this meeting.</p>
<b>25.163</b>	<b>Future meetings and meeting closure</b>
	<p>a) To confirm the scheduled next meeting on Monday 12 January 2026, 7.00pm, Ardleigh Village Hall (with remote link) and to flag issues for the agenda.</p> <p>b) To consider and agree further meeting dates in 2026. Dates previously agreed for 2026 were 12 January, 9 February, 9 March, 13 April and 11 May. Dates proposed for remaining months were 8 June, 13 July, 14 September, 12 October, 9 November and 14 December.</p> <p>c) * To consider whether an earlier start time than 7.30pm should be set for future meetings. Council <b>resolved</b> to amend the start time of future meetings to 7pm starting in January 2026.</p> <p>d) Meeting closed 20.29pm.</p>

Signed by Meeting Chair.....Date.....