



ARDLEIGH PARISH COUNCIL

Minutes of the Meeting of Ardleigh Parish Council held on Monday 14 April 2025 at 7.30pm at Ardleigh Village Hall.

PRESENT: Cllrs Tim Barrott (Chair), James Blyth, Helen Fontaine, Jayne Marshall, Carolyn Mason, Richard Talbot and Emma Thrower. Cllr Carlo Guglielmi, Essex County Council (ECC), was also present.
Officers: Clerk, Rachel Fletcher and Deputy Clerk, Rachel Edwards (Minutes)

ALSO IN 2 members of the public were present in person.

ATTENDANCE:

25.043	Chair's Welcome
	The Chair welcomed everyone to the meeting.
25.044	Apologies and reasons for absence
	Cllrs Waters and Whiteley sent their apologies. Cllr Zoe Fairley, Tendring District Council (TDC) also sent her apologies.
25.045	Public participation session relating to items on the agenda
	None
25.046	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 23.122 for full details).
25.047	Minutes of meeting held on 10 March 2025
	The Minutes of the meeting were approved as a true and accurate record. Delegated decisions were noted/reconfirmed.
25.048	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	<p>a) 25/00450/FULHH Fit air source heat pump. 5 Robert Cameron Mews, Colchester CO4 9AL Council resolved not to object.</p> <p>b) 25/00168/VOC Variation of Condition (24/00413/FUL) for updates to design of dwelling and garage. 2 Goodhall Cottages, Coggeshall Road, Ardleigh CO7 7LR Council resolved not to object.</p> <p>c) 25/00270/FUL Canopy to increase covered retail space. 34 Harwich Road, Lawford CO11 2LS Council resolved not to object.</p> <p>d) 25/00562/COUNOT Prior Approval, Class Q, Town & Country Planning Order. Conversion and extension of an agricultural building. Gods House Farm, Harts Lane, Ardleigh CO7 7QQ Council resolved not to object.</p> <p>e) 25/00551/FULHH Single storey front extension and part single storey, part two storey rear extension. Plains Villa, Plains Farm Close, Ardleigh CO7 7QT Council resolved not to object.</p> <p>f) 25/00488/FULHH First floor extension. Harts Lodge, Harts Lane, Ardleigh CO7 7QH Council resolved not to object.</p> <p>g) 25/00418/FULHH Erection of single-storey ancillary outbuilding to accommodate a semi-outdoor kitchen and dining area. Fairacres, Harts Lane, Ardleigh CO7 7QH Council resolved not to object.</p> <p>h) 25/00400/FULHH Erection of front wall. Somerville, John De Bois Hill, Ardleigh CO7 7PH</p>

	<p>Council resolved to check policies of Ardleigh's Neighbourhood Plan and TDC's Local Plan to see what should be allowed for this area. Delegated comments would be made as applicable.</p> <p>i) 25/00528/TCA Conservation Area: pollard 1 eucalyptus, reduce 1 lime and 1 Willow. 3 Wheatlands, Station Road, Ardleigh CO7 7RS Council resolved not to object.</p> <p>j) 25/00487/WTPO Tree Preservation Order work: remove 3 stems on 1 oak. Chestnut Cottage, Dedham Road, Ardleigh CO7 7LG Council resolved not to object.</p> <p>k) 25/00403/TCA Conservation Area: pollard 2 Norway Maples. 4 Church View, Ardleigh CO7 7TG Council resolved not to object.</p> <p>Received after publication of the agenda:</p> <p>l) 25/00577/FUL Alterations to existing service station to install new jet wash bays and extended parking area. Ardleigh Service Station, Colchester Road, Ardleigh CO7 7PA Council resolved to comment; time restrictions should be placed on jet wash usage to be sympathetic to local neighbours, drainage proposals must be examined in relation to the service station, and its proximity to Ardleigh Reservoir, it must be determined whether neighbouring dwellings' water pressure would be affected by the new jet wash bays.</p>
Other/Appeals	To note or consider any other applications including enforcement issues.
25.049	Other Planning and Infrastructure issues
	<p>a) <i>Tendring/Colchester Borders Garden Community (TCBGC) (and related issues)</i> To note any updates. The TCBGC Joint Committee would meet on 1 May to consider the Inspectors report and modifications recommended plus Stewardship proposals. The agenda and papers would be published imminently.</p> <p>b) <i>Pylons, Substations, Windfarms and related</i> To note updates since the last meeting.</p> <p>i. National Grid – to note Targeted Consultation response submitted. The Chair thanked those who aided responses to be completed, and deadlines met, including members of the public. Suggestion made to copy the latest National Grid submission to North Falls.</p> <p>ii. Tarchon Interconnector– to note non- Statutory Consultation response submitted. Noted.</p> <p>iii. North Falls – to note Councillors have attended the ongoing Issue Specific Hearings. Noted. The Chair thanked those who attending the hearings, and those who listened online. The TDC Planning Officer was excellent. The Council resolved to send him a note of thanks. Noted that site selection would be included in future response to infrastructure consultations.</p> <p>c) <i>Infrastructure Community Funds Allocation</i> Cllr Mason proposed a standalone meeting of Ardleigh Parish Council, or jointly with Little Bromley Parish Council to consider potential Community Funds allocation. Council resolved to hold a strategic planning meeting. Cllr Fairley, the TDC Planning Officer, Little Bromley Parish Council and members of the public may be involved at some point.</p> <p>d) <i>Resilience Documentation</i> To consider a Resilience Point of Contact, and completion of documentation following the Resilience Meeting held by Tendring District Council. The Parish Council were unable to participate in the TDC Resilience Meeting as the request for an online/hybrid meeting was declined. Details would be forwarded to Cllrs Fairley and Guglielmi to pursue. Completion of the documentation would be raised again at a future meeting pending their enquiries with TDC.</p>
25.050	Community Projects, events and assets
	<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). Speedwatch reported increasing numbers of vehicles travelling at speed. Lack of the Ardleigh Advertiser was preventing information reaching some residents. Suggestion made for the Council to advertise for volunteers to start a new magazine. Cllr Thrower would contact the former Editor for an update on the current situation with the Advertiser.</p>

25.051	Highways, Public Rights of Way (PRoW) and related issues
	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 . Cllr Blyth would report signs knocked down at both ends of Wick Lane to Essex Highways.
25.052	Reports and Correspondence
	<p>a) District and County Councillor reports To receive verbal updates from those present. Any written reports received from District and County Councillors were emailed to members.</p> <p>Local Government Review. Concerns were specialised services such as social care and Special Educational Needs provision may not function well under one large authority. Cllr Guglielmi had submitted evidence to TDC for the autumn response to unitary authority proposals. Relationship with town/parish councils would be 're-wired', exact details unknown. Engagement sought with other unitary authorities for advice. The Unitary Mayor would be elected and in place by May 2026, possibly with devolved powers for planning, education and transport.</p> <p>Council resolved to revisit the format of the agenda to bring participation from District and County Councillors towards the start of the meeting.</p> <p>b) Councillors' reports including reports of training or meetings. None</p> <p>c) Clerk's report - To receive a report on key tasks undertaken since the last meeting including delegated decisions and key correspondence (see attachment).</p> <p>Heritage Sites consultation would be added to May agenda for Council input. Damage to Village Hall steps: possibility to post on socials for information and/or check CCTV. Clerk would meet the representative of Volunteer It Yourself about free work offered at the Village Hall.</p>
25.053	Parish Council Finance
	<p>a) To receive draft end of year accounts, financial reports and bank reconciliation to 31 March 2025. (see attachments). These were noted. The year-end position showed total income £127,220, total expenditure £129.984 and an overall deficit of £2,764 (Highlighted previously as a possible position at year end during the 2023/24 budget discussions).</p> <p>b) To confirm the bills for payment for Parish Council and Village Hall including payments made using delegated authority. Agreed.</p> <p>c) To note timetable for internal audit and for the Annual Accountability and Governance Review (AGAR). To receive draft accounting statement and variance report (attached). Noted.</p> <p>The Clerks and Chair would meet with the new Internal Auditor on 8 May. There may be changes to documents/processes following this.</p>
25.054	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>Decisions made by delegated authority and Tender Working Group as below:</p> <p>Floral Displays- planting and watering Award to Great Oaktree Land Services</p> <p>Cemetery & Churchyard and adjacent (including 4dii area around noticeboard/bus stop) Award to Cottage Landscapes</p> <p>Highway Verges and other grassed areas (except 4d ii and 4e- Colchester Road) Award to Great Oaktree Land Services</p> <p>Colchester Road Play Area Award to Superfine Fencing</p> <p>Recreation Ground Award to Great Oaktree Land Services</p> <p>Village Hall Award to Great Oaktree Land Services</p> <p>Street Lighting Award to A&J Lighting</p> <p>Tree Survey Award to JF Tree Specialists</p> <p>b) Play and Exercise equipment – to note report from Deputy Clerk. Noted.</p> <p>Responsibility for Millenium Green (MG) equipment transferred to the Millenium Green Trustees (MGT). They would contact Noah's Oak regarding work promised. Remaining work promised to the Council was for the Galleon fencing. Council resolved to obtain quotes for this. Council noted Annual Inspection costs would increase. Council resolved to agree funding to allow the self-employed handyman to attend an Operational Inspection course.</p>

	<p>c) The Ardleigh Recreation Ground New mandate form to be completed for CCLA investment. Noted.</p> <p>d) Cemetery/churchyard matters – report received and circulated.</p> <p>e) Millennium Green – to consider funding contribution from the Parish Council to the Millennium Green Trust.</p> <p>Trustees had obtained quotes for work needed on the Green; their expectation was to receive Council budgeted amount for 2025/26 of £6500. (£2000 grass cutting/maintenance, £4500 sports/play equipment).</p> <p>Council resolved to award a grant to the Trustees of £6500 for 2025/26. They would invoice the Council for this sum.</p> <p>f) Village Hall matters – to consider offer of work from the Volunteer It Yourself charity. The approach was welcomed. A separate Village Hall Trustee meeting would be convened.</p> <p>g) Other Amenities and Open Spaces issues – none.</p> <p>h) Biodiversity issues and updates – none.</p>
25.055	Parish Council Governance and related items
	<p>a) Policies – To note policy reviews are under way and would be brought to future meetings. Noted.</p>
25.056	Future meetings and meeting closure
	<p>a) To confirm the Annual Parish Council Meeting scheduled on Monday 12 May 2025, 7.30pm, Ardleigh Village Hall (with remote link) and to flag any proposed issues for discussion.</p> <p>b) Meeting closed 9.04pm</p>

Signed by Meeting Chair.....On.....