

ARDLEIGH PARISH COUNCIL



Minutes of the Meeting of Ardleigh Parish Council held on Monday 13 April 2026 at 7.00pm at Ardleigh Village Hall

PRESENT: Cllrs Tim Barrott, Helen Fontaine, Jayne Marshall, Carolyn Mason, Sharon Smith, Richard Talbot, Jonathan Waters, Martin Whiteley (arrived 7.23pm) and Chris Whitfield. Cllr Zoe Fairley, Tendring District Council (TDC) and Cllr Carlo Guglielmi, Essex County Council (ECC) were also present.
Officer: Deputy Clerk, Rachel Edwards, (minutes).

ALSO IN 3 members of the public were present in person and 2 online.

ATTENDANCE:

| | |
|---------------|--|
| 26.052 | * Chair's Welcome |
| | The Chair welcomed everyone to the meeting. |
| 26.053 | * Public participation session relating to items on the agenda |
| | Items covered were: <ul style="list-style-type: none"> • Ardleigh Chronicle – see Minute 26.061b. • Memorial plaque for Dr Guiver. The plaque was missing from near the memorial tree planted on protected green space owned by the Council. Council agreed the plaque could be replaced. • Car meets along Old Ipswich Road – see Minute 26.059aii. |
| 26.054 | * Starring of items and approval of unstarred items without discussion |
| | 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. <p>a) To identify any changes the Council wished to make to the items currently starred/ unstarred. Cllr Mason proposed to star 26.060a for discussion, Cllr Talbot proposed to star 26.063e for discussion. Council agreed.</p> <p>b) To resolve to approve unstarred items including recommendations contained within reports. Council resolved to approve the unstarred items as detailed below.</p> |
| 26.055 | * Apologies for absence |
| | None. |
| 26.056 | * Declaration and Register of Interests and Dispensations |
| | It was noted that previously agreed dispensations remained in place. |
| 26.057 | Minutes of Extraordinary meeting held on 20 March 2026 |
| | The Minutes of the meeting were approved as a true and accurate record. Delegated decisions were noted/reconfirmed. Document approved: 26.057 Minutes Meeting 4 (Extraordinary) – 20 March 2026 |
| 26.058 | * Planning Infrastructure and related issues |
| | <p>a) To receive a report from the Planning Infrastructure Working Group including representation at forthcoming Issue Specific Hearings and consider any recommendations.</p> <p>Cllr Whitfield updated the Council. Next Norwich to Tilbury National Grid (N2T) hearings would be in week commencing 27 April 2026. Council's barrister, Simon Bell, would attend in person as would Cllrs Marshall, Mason and Whitfield. Others would attend online. Cllr Mason would speak as a member of the public.</p> <p>Simon Bell had been appointed to attend the hearings, and payment agreed as a delegated decision. Council resolved to confirm this decision. Cllr Whitfield made the proposal, Cllr Mason seconded, all agreed.</p> <p>Ardleigh Parish Council and Little Bromley Parish Council's Response to the N2T Examining Authority's First Written Questions would be shared on socials/website.</p> <p>b) To consider Cllr Mason's proposal to seek a meeting with Anglian Water in relation to the Ardleigh to Great Horkelesley pipeline project commencing Spring 2027 (see attachment). Councillors agreed a meeting was needed. Clerks would action.</p> |

| | |
|--------|--|
| | <p>c) To consider response to consultation seeking a Scoping Opinion on the Environmental Statement that would accompany the future application by the Tarchon Interconnector Project. https://national-infrastructure-consenting.planninginspectorate.gov.uk/projects/EN0210009/documents</p> <p>An overview of the Tarchon Interconnector Project’s plans; good clear documentation and information. Little Bromley’s response to non-statutory consultation could be used as basis for PIWG response for Ardleigh Parish Council. Tarchon due to submit formal plans in January 2028. Thanks given to a PIWG member for her input on this response.</p> <p>d) To note publication of Planning Application for Tendring Colchester Borders Garden Community ahead of consultation. See idox.tendringdc.gov.uk/online-applications using reference 26/00424/TCBGC. Noted.</p> <p>e) To note the Council response to the Tendring District Local Plan was submitted on 26 March 2026. Noted.</p> <p>f) Mineral planning applications ESS/14/26/TEN and ESS/13/26/TEN discussed. PIWG would monitor, currently scoping application. Council would respond stating concerns due to cumulative effect on Ardleigh. Clerks to action, response would be sent to Tom McCarthy at ECC, Cllr Guglielmi would assist.</p> <p>Cllr Whiteley arrived 7.23pm</p> <p>Attachments: 26.058b A2G letter to Parish Council 31.03.2026, 26.058d Planning application 26/00424/TCBGC.</p> |
| 26.059 | Reports and Correspondence |
| | <p>a) District and County Councillor reports To receive written reports from these Councillors and/or * to note items raised in public participation which were District or County matters.</p> <p>Cllr Fairley reminded Councillors she could not speak at any of the pylon/wind farm hearings due to a conflict of interest but would attend and support local Council views. She would be meeting the TDC Planning Officer on Friday 17 April 2026.</p> <p>Cllr Fairley attended the City & Country Public Exhibition Event in Great Bromley on 10 April 2026 for the speculative, Enablement Proposal for 90/ 200 houses. Profit to help St Osyth Priory.</p> <p>Environment Agency response following SRC statements about odours from the Slough Lane site would be forwarded by Clerks. Owners of the site had offered a site visit; Cllr Fairley would co-ordinate with interested Councillors to arrange.</p> <p>Cllr Guglielmi noted ECC would not now contest the result of the Local Government Review.</p> <p>i. * To note report of dangerous parking on Aveline Road and junction with Colchester Road.</p> <p>Cllrs Barrott and Talbot would meet with Cllr Guglielmi and TDC’s North Essex Parking Partnership’s representative and a resident on 14 April 2026 on site.</p> <p>ii. * To note/ discuss issues relating to car meets at Old Ipswich Road.</p> <p>Members of the public wanted to stop the car meets along Old Ipswich Road. Cllrs Smith and Waters had already involved Cllr Guglielmi, written to the letting agent, Fenn Wright Estate Agents, and spoken to the police and the landlord of the building where the cars were parking. Complaints of anti-social behaviour, noise, reckless driving. Video evidence and photos had been sent to the police. The landlord was taking measures to prevent access onto his property.</p> <p>Cllr Guglielmi had also contacted Essex police who had elevated the complaint to be dealt with by two Police Inspectors.</p> <p>iii. To note clearance work along Colchester Road pavement supported by Cllr Guglielmi had been completed. Noted.</p> <p>Thanks were expressed to Cllr Guglielmi for his help in getting this work done.</p> <p>The Chairman noted that this was the last meeting that Cllr Guglielmi would be attending as our County Councillor and expressed very sincere thanks for everything that he had done to support Ardleigh for many years. There was a round of applause for Cllr Guglielmi's support for the parish.</p> <p>b) Councillors’ reports including reports of training or meetings. Note training booked.</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>Points raised by the Deputy Clerk:</p> <ul style="list-style-type: none"> i. Bleed kit cabinets – Proposal to purchase waterproof, unlocked cabinets with access tag, £100 each. Council resolved to agree. ii. Annual Inspection of Play Areas – Proposal to include Millennium Green with the Council’s Annual Inspections. Council resolved to agree. iii. Playquip – the Deputy Clerk would be disputing issues with the refurbishment of one of the Colchester Road springers. Proposed to agree payment of latest invoice but not complete payment until satisfactory outcome. Council agreed. iv. Village Fun Day – Council agreed to fund the Village Hall hire charge on the Fun Day during public questions at the Extraordinary Meeting on 20 March 2026. Council resolved to ratify decision. v. Workload – Councillors requested to be mindful of workload at this time <p>Documents approved: 26.059c Confidential Clerks’ and Staffing Report April 2026 (March hours) Attachments: 26.059a ECC Report April 2026, 26.059a Avaline Road – dangerous parking at junction update 310326 redacted, 26.059a TDC Report April 2026</p> |
| 26.060 | Planning Applications |
| | <p>To note the applications published/ received/ validated and/or decided since the last meeting. To consider comments on new applications and appeals, including any received after the publication of the agenda. To consider recommendations circulated prior to meeting/ items to be individually starred.</p> <p>a) * 26/00332/FULHH One and a half storey side extension to existing chalet bungalow, including new first floor veranda and balcony to rear elevation, dormers windows and new driveway access to Crown Lane North. Vine Cottage, Crown Lane North, Ardleigh CO7 7RB Application discussed, Council would object referring to access and removal of hedgerow. Council resolved to object.</p> <p>b) 26/00392/FULHH Side and rear extension. 12 Coggeshall Road, Ardleigh CO7 7LP Suggested no comment. Council agreed. <i>All TCA applications for trees in a conservation area:</i></p> <ul style="list-style-type: none"> i. * 26/00431/TCA Remove 6 yews, replace with 0.75m high yew hedge. Retain 5 yews, reduce height by 0.5m; trim sides back. Suggested Council discuss but approved by TDC Planning Department prior to the meeting. ii. 26/00472/TCA Cedar, remove dead branches, cut back low branches. Holly, sever ivy, remove deadwood, reduce canopy, tidy. Yew & holly, crown lift to 2 m, cut back branches from sweet chestnut to churchyard boundary. London plane, remove dead tree. St Marys Church, The Street, Ardleigh CO7 7LD Suggested no comment. Council agreed. (Application on behalf of the Parish Council) <p>c) 26/00473/TCA Sycamore, fell tree, leaving a high stump. Yew, remove deadwood. Ardleigh Cemetery, Harwich Road, Ardleigh CO7 7LA Suggested no comment. Council agreed. (Application on behalf of the Parish Council)</p> <p>d) 26/00475/TCA Robinia - Crown lift to 3.5 m, remove 1 low limb. Yew, rowan & laurel, remove dead rowan with ivy. Robinia, remove deadwood, remove thorny epicormic growth at base. Ash, remove deadwood & branches rubbing on robinia. Ash, remove deadwood, sever ivy at base. Oak, remove deadwood over recreation ground. Ash, fell tree, leave stump. Dead cherry, fell tree. Ardleigh Village Hall, Station Road, Ardleigh CO7 7RS Suggested no comment. Council agreed. (Application on behalf of the Parish Council)</p> <p>e) * 26/00329/NOTIF Electricity Substation (Part 15 Class B(a), Town & Country Planning (General Permitted Development) (England) Order 2015) Wick Road & Old Ipswich Road, Ardleigh CO7 7QL (This application was also on the agenda for the March 2026 meeting) Discussed as may be linked to Flying Trade application 20/00594/FUL. Suggested no comment. Council agreed.</p> <p>f) * 26/00379/NMA Non material amendment to planning permission 20/00594/FUL involving the introduction of Condition 34 to permit early implementation of the approved site access</p> |

| | |
|----------------------|---|
| | <p>works (limited to the first 30 metres), ahead of discharging other pre commencement conditions. Land adjoining Ipswich Road and Wick Lane, Ardleigh CO7 7QL</p> <p>Suggested Council discuss. See Minute 26.060 Other/ appeals a.</p> <p>g) 26/00508/NMA Non Material Amendment to 23/00261/FULHH - Replacing garage door with patio doors to use the room as a dance studio. White House, Jubilee Lane, Ardleigh CO7 7RY</p> <p>Suggested no comment. Council agreed.</p> <p>h) * 26/00366/OUT Outline Planning (all matters reserved) - Development of 9 dwellings, associated access, parking, private amenity. Land at Turnpike Close, Ardleigh CO7 7QW</p> <p>Application discussed, objection based on non-compliance with Ardleigh's Neighbourhood Plan or TDC's Local Plan.</p> <p>Suggested strong objection. Council agreed.</p> <p>i) 26/00511/VOC Application under Section 73 of the Town and Country Planning Act for Variation of Condition 2 (Approved Plan) of application 21/00672/FUL. Minor alteration to garage for first floor storage area. Newbridge Farm, Fox Street, Ardleigh CO7 7PN</p> <p>Suggested no comment. Council agreed.</p> <p>j) 26/00450/DISCON Discharge of Conditions,25/01368/FUL. 4 Maintenance Access, 14 Boundary Treatment/Lighting, 15 Noise Monitoring. Martells Quarry, Slough Lane, Ardleigh CO7 7RU</p> <p>Suggested no comment. Council agreed.</p> <p>k) 26/00470/DISCON Discharge of conditions 25/01057/VOC. 9 External Lighting Scheme & 26/00471/DISCON 12 Archaeological Evaluation Results. Land South West of Crockleford Grange Bromley Road, Ardleigh CO7 7SE</p> <p>Suggested no comment. Council agreed.</p> <p>Council resolved to agree with the suggested planning comments for applications b to k, but not with suggested comment for a.</p> <p>Documents approved: Suggested planning comments April 2026 meeting, 26.060f Draft letter to TDC Planning re Flying Trade Group, 26.060 Other/ appeals a) Flying Trade Group Confidential Briefing Note</p> |
| Other/Appeals | <p>To note or consider any other applications including enforcement issues.</p> <p>a) * To note updates on the Flying Trade Group Application 20/00594/FUL, and to confirm the delegated decision to consult the Council's barrister, Simon Bell, and planning consultants for advice. See also planning item g above. Council resolved to ratify the decision.</p> <p>Council discussed draft letter to be sent to TDC Planning Department relating to 26/00379/NMA from Simon Bell. Council resolved to confirm with barrister to send the letter.</p> <p>Council discussed separate letter to be sent to TDC Planning Department regarding removal of hedgerow. Cllr Waters would draft in conjunction with Simon Bell and circulate.</p> <p>b) Council to note speculative planning application close to Bromley Cross pub (within Great Bromley). Resident had asked us to consider commenting. Public consultation was held on 10 April at Great Bromley Village Hall. Noted.</p> |
| 26.061 | Community Projects, events and assets |
| | <p>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, Ardleigh Chronicle - see attachments).</p> <p>a) * To consider a Parish Council stall at the Village Fun Day on 27 June and seek volunteers to run and staff it.</p> <p>After discussion Council agreed not to have a stall at the Fun Day.</p> <p>b) The member of the public present thanked the Council for their support of the Ardleigh Chronicle. The Council was covering the cost of the printing; more funding might be needed in the future. Good cross section of editorials and content from Village groups. Cllr Fontaine thanked for organising delivery. Chronicle would remain bi-monthly due to time needed for overall production.</p> |
| 26.062 | Parish Council Finance and Staffing |

- a) To receive draft accounts to 31 March 2026 and first draft of Annual Governance Documents (see attachments). Noted.
- b) To confirm the bills for payment for Parish Council and Village Hall including payments made using delegated authority (see attachment).

| | |
|---|------------|
| Nigel Bruce | £250.00 |
| Essex Association of Local Councils | £201.60 |
| Jill Hamblin | £169.50 |
| Rachel Edwards (Deputy Clerk) | £32.83 |
| Cottage Landscapes | £543.84 |
| Cloudy IT | £2,644.43 |
| Cornerstone Barristers | £450.00 |
| Cornerstone Barristers | £4,200.00 |
| Ellisons | £756.00 |
| Superfine Fencing (Weindling) | £270.49 |
| Rachel Edwards (Deputy Clerk) | £50.36 |
| DAC Contracting | £10,536.00 |
| N power | £116.78 |
| Ardleigh Village Hall | £70.00 |
| Great Oaktree Land Services | £373.00 |
| Adobe Rachel Fletcher (Clerk Expenses) | £19.97 |
| Playquip Leisure | £135.00 |
| Superfine Fencing (Weindling) | £92.99 |
| Cottage Landscapes | £543.84 |
| Clerk Expenses | £12.15 |
| Bleed kit cabinets | £240.00 |
| Planning Direct | TBC |
| Cottage Landscapes | £543.84 |
| Essex Association of Local Councils | £720.96 |
| Salaries x4 incl Nat. Insurance excl pensions | c. £4,500 |

- c) To note the Facilities and Maintenance Officer vacancy had been posted on the Council website, socials and the Essex Association of Local Councils' website. * Shortlisting and interview panel members to be confirmed.

Cllrs Barrott and Talbot would shortlist the applicants and form the interview panel in conjunction with the Clerk.

Documents approved: 26.062a Accounts and Finance and Draft Governance Report to 31 March 2026, 26.062b List of payments for April 2026 meeting

26.063

Amenities and Contracts

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)

- a) * To receive an update from Cllrs Talbot and Whiteley in relation to parking at the Village Hall/ Recreation Ground following their visit to local businesses (carried forward from March 26). To consider recent correspondence in relation to parking by a local resident.

Councillors had spoken to business owner; staff asked not to park at Village Hall in future and were now parking in the car park at the crossroads.

Council discussed resident's request to regularly park on the Recreation Ground car park. Proposal from Cllr Marshall not to agree carried by majority. Council **resolved** to decline request. Clerks would contact resident to advise.

Suggestion to check signage wording regarding overnight parking. Clerks would action.

| | |
|---------------|--|
| | <p>b) * To consider the latest communication in relation to the land purchase at Harwich Road, discuss the site visit and consider next steps including establishment of a working group (see attachments).</p> <p>Cllr Smith had spoken to resident using the land; he was growing flowers, fruit and vegetables some of which he sold. He also had a shipping container on the site.</p> <p>Council's solicitor had advised only to purchase with vacant possession. Council discussed outcomes of purchase without vacant possession; majority view was to follow solicitor's advice. Two Councillors would discuss this with vendor, no availability to speak to them as arranged by Clerks. Clerks would revisit suggested dates with vendor.</p> <p>c) To note the Parochial Church Council planning application relating to the churchyard yews was shared on Council socials for resident's information/action. (see planning above). Noted.</p> <p>d) To note the new defibrillator was fitted in the phone box, had been registered with the Circuit and shared on Council socials. Cabinets for the bleed kits were being researched. Noted.</p> <p>e) * To note Village Hall Trustees meeting would be held on 22 April 2026. Noted.</p> <p>Cllr Talbot stated preference for in-person meetings rather than online as felt more effective.</p> <p>f) To note Waltons Tree Services had been instructed to action tree works following the recent tree survey. Noted.</p> <p>g) To note repairs to the Village Hall car park had been completed; funded by the Parish Council. Noted.</p> <p>h) To note new litter/ dog waste bins purchased using S106 funds had been installed. Noted.</p> <p>Attachments: 26.063 APC Checklist for Cemetery 8 April 2026, 26.063a Village Hall parking availability redacted, 26.063b Purchase of land on Harwich Road redacted.</p> |
| 26.064 | Parish Council Governance and related items |
| | <p>All documents available at https://ardleigh.website/formal-documents. (see dates in brackets)</p> <p>a) * To identify councillors to review Councillor responsibilities and working groups and to bring proposals to the Annual Parish Council Meeting.</p> <p>List of responsibilities would be circulated by Clerks.</p> |
| 26.065 | Future meetings and meeting closure |
| | <p>a) To confirm the scheduled next meeting on Monday 11 May 2026, 7.00pm, Ardleigh Village Hall (with remote link) and to flag any key issues for discussion. This would be the Annual Parish Council Meeting.</p> <p>b) Meeting closed 8.30pm</p> |

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