

# ARDLEIGH PARISH COUNCIL



## To: Members of Ardleigh Parish Council

Council Members are summoned to attend the Ardleigh Parish Council meeting on

**Monday 12 May 2025 at 7.30pm at Ardleigh Village Hall.**

Rachel Fletcher – Parish Clerk

Dated 7 May 2025

*Rachel Fletcher*

This meeting is open to the public who are welcome to attend either in person (if there is sufficient space) or online. Councillors attending online are not considered to be officially present so are not permitted to vote.

The meeting will be recorded for the purposes of minute taking.

Microsoft Teams link to join the meeting online

[Click here to join the meeting](#)

Meeting ID: 347 910 888 050 0 Passcode: Zt74zE7X

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## AGENDA

<b>25.057</b>	<b>Election of Chair of Ardleigh Parish Council</b>
<b>25.058</b>	<b>Declaration of Acceptance of Office</b>
	To receive the Chair's signed Declaration of Acceptance of Office
<b>25.059</b>	<b>Election of Vice-Chair of Ardleigh Parish Council</b>
	Council to consider whether the post of Vice-Chair is required for 2025-26 and, if so, to elect to that position.
<b>25.060</b>	<b>Chair's Welcome</b>
<b>25.061</b>	<b>Apologies and reasons for absence</b>
<b>25.062</b>	<b>Public participation session relating to items on the agenda</b>
	There will be 15 minutes available if required. At the close of this item members of the public will no longer be permitted to address the members of the Council.
<b>25.063</b>	<b>Declaration and Register of Interests and Dispensations</b>
	To receive declarations of any interests relating to agenda items and/or new dispensations.
<b>25.064</b>	<b>Minutes of meeting held on 14 April 2025</b>
	Councillors are asked to approve the draft minutes of the previous meetings as a true and accurate record and to note/reconfirm any delegated decisions subsequently made (see attachments).
<b>25.065</b>	<b>Infrastructure and other planning issues</b>
	<b>a) Tendring/Colchester Borders Garden Community (and related issues)</b> To note updates <b>b) Pylons, Substations, Windfarms and related</b> To note updates since the last meeting. <b>c) Call for Heritage Sites</b> Tendring District Council is running a six-month 'Call for Heritage Sites' public consultation. Council to re-consider whether to submit comments following suggestions from resident (attachment).
<b>25.066</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> .
<b>25.067</b>	<b>Reports and Correspondence</b>
	<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. <b>b) Councillors' reports</b> including reports of training or meetings.

	<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).
<b>25.068</b>	<b>Planning Applications</b>
	<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.</p> <p>a) <a href="#">25/00575/FUL</a> Change of use: Pastureland to residential land. Erection of tractor/implement shed, games room building, assoc. driveway. Ashfield, Crown Lane North, Ardleigh CO7 7RB</p> <p>b) <a href="#">25/00609/FULHH</a> Single storey flat roof side extension. Birchwood Bungalow, Harts Lane, Ardleigh CO7 7QH</p> <p>c) <a href="#">25/00619/DISCON</a> Discharge of conditions (<a href="#">21/00185/FUL</a>): Vehicular Turning Facility, External Lighting Details, Ventilation, Air Conditioning, Refrigeration or Mechanical Extractor System Details. Crown Business Centre, Old Ipswich Road, Ardleigh CO7 7QR</p> <p>d) <a href="#">25/00635/LUEX</a> Lawful Development Certificate for Existing Use or Development for siting of up to 35 mobile homes. Land to The North-East of Home Farm Lane and Peake Fruit Ltd</p> <p>e) <a href="#">25/00605/TCA</a> Conservation Area Tree Work: crown reduce 1 Alder. 5 Wheatlands, Station Road, Ardleigh CO7 7RS</p>
<b>Other/Appeals</b>	To note or consider any other applications including enforcement issues.
<b>25.069</b>	<b>Council Roles*</b>
	<p>To appoint Councillors to the following roles of responsibilities including membership of external/liaison groups and to consider whether officers should play an increased role in any of these areas and/or whether any other roles should be allocated:</p> <ul style="list-style-type: none"> <li>• To discuss and confirm arrangements for representing the Council at external meetings and reporting back such as planning inspections relating to energy infrastructure.</li> <li>• Cemetery (and Churchyard) health &amp; safety inspections</li> <li>• Cemetery Management</li> <li>• Councillor to conduct/ check Internal financial controls</li> <li>• Landfill Site/Quarry Liaison</li> <li>• Police Liaison</li> <li>• Participation in the Catch-up Meetings with Cllrs Fairley and Guglielmi</li> <li>• Tendring District Association of Local Councils</li> <li>• Environment/APACE liaison</li> <li>• Other assets (eg Checking signage, street furniture, benches etc)</li> <li>• Footpaths and Public Rights of Way Liaison (consider reinstating this role)</li> <li>• Tree Warden (new- to be considered)</li> </ul>
<b>25.070</b>	<b>Council Working Groups and Committees*</b>
	<p>a) To consider whether the following working groups and committees are needed and if so to confirm membership and Terms of Reference (ToR) (see attachment).</p> <ol style="list-style-type: none"> <li>Staffing Committee - four councillors.</li> <li>Local Events Working party - three councillors.</li> <li>Pylons and related infrastructure working group.</li> <li>To confirm the Neighbourhood Plan groups are no longer required.</li> </ol> <p>b) To discuss whether any other working groups or committees are required. Any proposals and ToR to be brought to a future meeting.</p>
<b>25.071</b>	<b>Community Projects, events and assets</b>
	<b>Community Projects and Initiatives</b> To receive updates on any developments including reports received (eg Litter Pickers, Community Speedwatch (attachment), Ardleigh Practical Actions for Climate and Environment (APACE), Police reports, Millennium Green).
<b>25.072</b>	<b>Amenities and Contracts</b>
	<p>a) <b>Council contracts and contractors</b></p> <p>b) <b>Play and Exercise equipment</b></p> <p>c) <b>Cemetery/churchyard matters</b></p> <p>d) <b>Village Hall matters</b></p>

	<p><b>e) Other Amenities and Open Spaces issues</b></p> <p><b>f) Biodiversity issues and updates</b></p>
<b>25.073</b>	<p><b>Parish Council Governance including items required at Annual Meeting*</b></p> <p>All documents available at <a href="https://ardleigh.website/formal-documents">https://ardleigh.website/formal-documents</a>. (see dates in brackets)  Note there are other policies such as the Code of Conduct which form part of the overall governance documents and policies of the Council.  To review and readopt the following (available as above):</p> <ul style="list-style-type: none"> <li><b>i. Standing Orders</b>  (Review Date May 25 – this version adopted March 24, 24.044, readopted May 2024, 24.082)  Clerks propose to readopt and review again, later in the year.</li> <li><b>ii. Financial Regulations</b>  (Review Date May 25 – adopted February 24, 24.028, readopted May 2024, 24.082)  Clerks propose to readopt and review again, later in the year.</li> <li><b>iii. System of Internal Control</b>  (Review Date May 25 – adopted February 24, 24.028, readopted May 2024, 24.082)</li> <li><b>iv. Asset Register (amendments following S106 funded work and changes to maintenance arrangements for Millennium Green)</b></li> <li><b>v. Scheme of Delegation (including review of arrangements for delegation)</b>  (Review Date May 25 – adopted May 23, 23.079.2, readopted May 2024, 24.082)</li> <li><b>vi. Complaints Policy</b>  (Review Date May 25 – adopted July 24, 24.112a, readopted May 2024, 24.082)</li> <li><b>vii. Vexatious Complaints Policy</b>  (Review Date May 25 – first adopted April 24, 24.063b, readopted May 2024, 24.082)</li> <li><b>viii. GDPR Privacy Statement</b>  (Review Date May 25 – adopted March 24, 24.044, readopted May 2024, 24.082)</li> <li><b>ix. Model Publication Scheme</b>  (Review Date May 25 – first adopted March 24, 24.044, readopted May 2024, 24.082)</li> <li><b>x. Social Media Policy and Guidelines</b>  (Review Date May 25 – adopted April 24, 24.063c, readopted May 2024, 24.082)</li> </ul>
<b>25.074</b>	<p><b>Parish Council Finance including items required at Annual Meeting*</b></p> <ul style="list-style-type: none"> <li><b>a)</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)</li> <li><b>b)</b> To confirm banking arrangements, signatories and administrators for all bank accounts and investments held by Ardleigh Parish Council and its associated Charities. To update mandates if necessary.</li> <li><b>c)</b> To confirm arrangements for insurance cover in respect of all insurable risks, and to confirm agreements in place with third parties for professional services including payroll, IT support and Village Hall bookings, plus contracts in place following tenders (see attachment).</li> <li><b>d)</b> To confirm budget for 2025-26 including updated general and earmarked reserves and confirm arrangements for S137 expenditure in the current year. (see attachment)</li> </ul>
<b>25.075</b>	<p><b>Future meetings and meeting closure*</b></p> <ul style="list-style-type: none"> <li><b>a)</b> To confirm the scheduled next meeting on Monday 9 June 2025, 7.30pm, Ardleigh Village Hall (with remote link). Meeting dates for 2025, from January to May were agreed at the May 2024 meeting (see Minute 24.084), and from June until December were agreed at the January 2025 meeting (see Minute 25.014).  Meeting dates for 2026 up to and including the next annual meeting are proposed as 12 January, 9 February, 9 March, 13 April and 11 May.</li> <li><b>b)</b> Meeting closes.</li> </ul>

(\* see Standing Order 5j for items required at Annual Meeting)