

ARDLEIGH PARISH COUNCIL



To: Members of Ardleigh Parish Council

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

Monday 11 May 2026 at 7.00pm at Ardleigh Village Hall.

Rachel Fletcher – Parish Clerk

Dated 6 May 2026

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. Note that the agenda includes some confidential, contractual and/or legal matters. In accordance with the Standing Orders and the Public Bodies (Admissions to Meetings) Act 1960 the Council may vote to exclude members of the public and press during discussion of such items.

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: 393 429 835 078 628

Passcode: Ss7uA6LW

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AGENDA

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| 26.066 | * Election of Chair of Ardleigh Parish Council |
| 26.067 | * Declaration of Acceptance of Office |
| | To receive the Chair's signed Declaration of Acceptance of Office |
| 26.068 | * Election of Vice-Chair of Ardleigh Parish Council |
| | Council to consider whether the post of Vice-Chair is required for 2026-27 and, if so, to elect to that position. |
| 26.069 | * Chair's Welcome |
| 26.070 | * Public participation session relating to items on the agenda |
| | 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. |
| 26.071 | * Starring of items and approval of unstarred items without discussion |
| | Unstarred items after this point will be presented for collective approval with one motion and a single vote, without separate discussion. Starred items will be discussed. a) To identify any changes the Council wishes to make to the items currently starred/ unstarred. b) To resolve to approve unstarred items including recommendations contained within reports. |
| 26.072 | * Apologies for absence |
| | To receive apologies for absence. |
| 26.073 | * Declaration and Register of Interests and Dispensations |
| | To receive declarations of any interests relating to agenda items and/or new dispensations. |
| 26.074 | Minutes of meeting held on 13 April 2026 |
| | Councillors are asked to approve the draft minutes of the previous meeting as a true and accurate record and to note/reconfirm any delegated decisions subsequently made (see attachments). |
| 26.075 | * Planning Infrastructure and related issues |
| | a) To receive a report from the Planning Infrastructure Working Group including representation at Issue Specific Hearings and consider any recommendations. b) To consider response to Planning Application for Tendring Colchester Borders Garden Community. See idox.tendringdc.gov.uk/online-applications using reference 26/00424/TCBGC. |

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| | c) To note the meeting with Anglian Water in relation to the Ardleigh to Great Horkesley pipeline project commencing Spring 2027 is being arranged by Clerks. |
| 26.076 | Reports and Correspondence |
| | <p>a) To note our newly elected County Councillor following the Local Elections on 7 May 2026.</p> <p>b) <i>District and County Councillor reports</i> To receive written reports from these Councillors and/or * to note items raised in public participation which are District or County matters.</p> <p>i. * To receive follow-up from the site meeting at Aveline Road and junction with Colchester Road. Cllrs Barrott and Talbot met with former ECC Cllr Guglielmi, TDC's North Essex Parking Partnership's representative and a resident on 14 April 2026.</p> <p>c) * <i>Councillors' reports</i> including reports of training or meetings. Note training booked. To note liaison by Councillors Waters and Smith with owners of Systematic site following car meets and any further action required (See attachment).</p> <p>d) * <i>Clerk's report</i> - To receive a report on key tasks undertaken since the last meeting including delegated decisions and key correspondence (see attachment).</p> |
| 26.077 | 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) 26/00633/FUL Construction of B8 storage and distribution warehouse and garages, ancillary office and welfare space, and associated facilities, access, parking and landscaping. Evolve Business Parke Phase 2 Land off Old Ipswich Road Old Ipswich Road Ardleigh CO7 7WX</p> <p>b) 26/00637/FUL Retrospective use of land as part of a service station and provision InPost Box and associated works. Ardleigh Service Station, Colchester Road, Ardleigh CO7 7PA</p> <p>c) 26/00654/FULHH Single storey front and side extensions, garage conversion, and replacement windows. 33 Mary Warner Road, Ardleigh CO7 7RP</p> <p>d) 26/00660/FULHH Detached garage. Park Corner Cottage Bromley Road Ardleigh CO7 7SJ</p> <p>e) * 26/00674/NMA Non material amendment to amend wording in Condition 14 and 26/00677/DISCON Discharge of condition 17 (Wheel washing facilities) for 20/00594/FUL - Land adjoining Ipswich Road and Wick Lane Ardleigh Essex CO7 7QL</p> <p>f) 26/00442/VOC Application under Town & Country Planning Act for Variation of Conditions 4 (Approved Plans) and 8 (Vehicular Visibility Splays) for 21/01785/OUT (Allowed on appeal under APP/P1560/W/22/3311866). Hill Farm, Bromley Road, Ardleigh CO7 7SE</p> <p>g) 26/00581/DISCON Discharge of condition application for 23/01033/DETAIL - 13 (Surface Water - Surface Water Drainage Scheme), 14 (Surface Water - Risk of offsite Flooding) and 15 (Maintenance Arrangement) and 26/00582/DISCON Discharge of condition application for 19/01939/OUT - 7 (Foul Water Strategy), 8 (Surface Water Drainage Scheme), 9 (Risk of offsite Flooding) and 10 (Maintenance Plan). Crown Quarry, Old Ipswich Road, Ardleigh CO7 7QR</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 including correspondence with TDC by Councillor Waters and whether further legal advice is required. See also planning application e above.</p> <p>b) * To consider response needed at the TDC Planning Committee meeting in June 2026 to application 25/01445/FUL, Erection of Asphalt Plant, called in to Committee by Cllr Fairley at Council request.</p> |
| 26.078 | Council Roles* |
| | <p>* To appoint Councillors to the following roles including membership of external/liasion groups and/or whether any other roles should be allocated taking account of discussion at recent strategy/ priorities meeting. Roles to be added to website:</p> <ul style="list-style-type: none"> • Cemetery (and Churchyard) health & safety inspections and liaison • Cemetery Management • Councillor to conduct/ check Internal Financial Controls • Landfill Site/Quarry Liaison (periodic meetings with ECC, SRC) • Ardleigh Reservoir Liaison |

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| | <ul style="list-style-type: none"> • Police Liaison • Highways Liaison • Participation in Catch-up Meetings with District and Essex County Councillors • Tendring District Association of Local Councils • Environment/APACE liaison • Play Equipment checks (part of rota) • Other assets (eg Checking signage, street furniture, benches etc) • Footpaths and Public Rights of Way Liaison (consider reinstating this role) |
| 26.079 | Council Working Groups and Committees* |
| | <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> <ul style="list-style-type: none"> i. Staffing Committee – minimum of three councillors. ii. Local Events Working party - three councillors. iii. Pylons and related infrastructure working group. iv. To consider whether a working group is needed for the land purchase on Harwich Road and day to day oversight of the space. <p>To discuss whether any other working groups or committees are required- eg Planning matters between meetings, Village Hall executive group. Any proposals and ToR to be brought to a future meeting.</p> |
| 26.080 | Community Projects, events and assets |
| | 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). |
| 26.081 | Parish Council Finance and Staffing including items required at Annual Meeting* |
| | <ul style="list-style-type: none"> a) 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 and any additions required. (see attachment) 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. c) 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). d) To confirm requirements for internal audit meeting taking place on 13 May 2026. e) To note resignation of the Clerk and agree next steps including any transition arrangements. f) To agree appointment of Facilities and Maintenance Officer following interviews on 6 May 2026. |
| 26.082 | Amenities and Contracts |
| | <p>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> <ul style="list-style-type: none"> a) * To consider the latest communication in relation to the land purchase and consider next steps including establishment of a working group (see attachments). b) To note Village Hall meeting was held on 22 April 2026. c) To note Waltons Tree Services had actioned tree works from 6 to 8 May 2026. |
| 26.083 | Parish Council Governance/ related items including items required at Annual Meeting* |
| | <p>All documents available at https://ardleigh.website/formal-documents. (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"> i. Standing Orders (Review Date May 26 – adopted March 26, 26.041a) |

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| | <ul style="list-style-type: none"> ii. Financial Regulations (Review Date May 26 – adopted October 25, 25.131a) iii. System of Internal Control (Review Date May 26 – adopted February 24, 24.028, readopted May 2025, 25.073) iv. Asset Register -last amended February 2026 26.027b to be reviewed once Facilities and Maintenance Officer is in post v. Scheme of Delegation (including review of arrangements for delegation) (Review Date May 26 – adopted May 23, 23.079.2, readopted May 2025, 25.073) vi. Complaints Policy (Review Date May 26 – adopted July 24, 24.112a, readopted May 2025, 25.073) vii. Vexatious Complaints Policy (Review Date May 26 – adopted April 24, 24.063b, readopted May 2025, 25.073) viii. GDPR Privacy Statement (Review Date May 26 – adopted March 24, 24.044, readopted May 2025, 25.073) ix. Model Publication Scheme (Review Date May 26 – adopted March 24, 24.044, readopted May 2025, 25.073) x. Social Media Policy and Guidelines (Review Date May 26 – adopted April 24, 24.063c, readopted May 2025, 25.073) |
| 26.084 | Future meetings and meeting closure* |
| | <ul style="list-style-type: none"> a) To confirm the scheduled next meeting on Monday 8 June 2026, 7.00pm, Ardleigh Village Hall (with remote link). Meeting dates for 2026, from January to May were agreed at the May 2025 meeting (see Minute 25.075), and from June until December were agreed at the December 2025 meeting (see Minute 25.163). Meeting dates for 2027 up to and including the next annual meeting are proposed as 11 January, 8 February, 8 March, 12 April and 10 May. b) Meeting closes. |

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