

ARDLEIGH PARISH COUNCIL



Minutes of the Meeting of Ardleigh Parish Council held on Monday 10 November 2025 at 7.30pm at Ardleigh Village Hall

PRESENT: Cllrs Tim Barrott, Helen Fontaine, Jayne Marshall, Carolyn Mason, Richard Talbot and Martin Whiteley. Cllr Zoe Fairley, Tendring District Council (TDC) was also present.

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

ALSO IN 5 members of the public were present.

ATTENDANCE:

25.134	* Chair's Welcome and starring of items. Unstarred items after this point will be presented for collective approval with one motion and a single vote, without separate discussion.
	Chair welcomed everyone to the meeting and thanked those who participated in producing and distributing the flyers for the public meeting on 21 November 2025, as well as those who attended the Remembrance Day service. Shortened agenda would aid meeting length; the Clerk explained unstarred items would be approved collectively. At the start of the meeting, individual Councillors could request unstarred items become starred, these items would then become open for Council discussion. Chair re-iterated the regulations regarding public participation.
25.135	* Apologies and reasons for absence
	Apologies were received from Cllr Waters and Whitfield. Apologies were also received from Cllr Carlo Guglielmi, Essex County Council (ECC).
25.136	* Public participation session relating to items on the agenda
	Items covered were: <ul style="list-style-type: none"> Ardleigh magazine production. Two members of the public would be prepared to produce a new village magazine with production starting in January 2026. They had sourced a printing company with availability and would be contacting potential advertisers, contributors and distributors. Grant funding required to offset initial costs. Advised to send a formal proposal to the Clerk or complete a grant funding application. The Council thanked them. Distribution of leaflets in Lodge Lane and Old Ipswich Road, Langham. Two members of the public expressed disappointment at not receiving Ardleigh public meeting promotional leaflets in this area. They would be willing to distribute them (and the new magazine), in this area. Details given to the Clerk to facilitate this. A member of the public was observing the meeting having applied for co-option onto the Council.
25.137	* Declaration and Register of Interests and Dispensations
	It was noted that previously agreed dispensations remained in place.
25.138	* Items to be approved without discussion
	The council was asked to approve the items not starred for discussion including any recommendations contained within reports. Council resolved to approve the unstarred items as detailed below.
25.139	Minutes of meeting held on 13 October 2025
	The Minutes of the meeting were approved as a true and accurate record. Delegated decisions were noted/reconfirmed. Cllr Mason requested it be noted the cost of crowd funding should be approximately £650 not £600 in minute 25.125. Document approved: 25.139 Minutes Meeting 9 – 13 October 2025
25.140	* Planning Infrastructure and related issues
	To receive a report from the Planning Infrastructure Working Group (PIWG) and consider any recommendations. (included update on public meeting, crowd funder, barrister visit).

	<p>Cllr Mason updated the Council on behalf of the PIWG. Plans for public meeting 21 November 2025 at 7.30pm were going well, representatives from the PIWG, TDC, ECC and the Essex Suffolk Norfolk Pylon Group would speak as well as Sir Bernard Jenkin, MP. Crowd funder already halfway to £25,000 target for costs of the barrister appointed to represent Ardleigh. Drone footage would be used to produce a short video for the crowd funder page and the public meeting.</p> <p>1500 flyers printed for the meeting, delivered to Ardleigh residents and given to Little Bromley and Great Bromley Parish Councils to deliver to their residents. Remaining leaflets distributed to community/public buildings.</p> <p>PIWG meeting planned in week commencing 10 November 2025 to cover attendance limits for meeting, possible livestreaming, details of submission to National Grid Direct Consent Order consultation, inclusion of Ardleigh Neighbourhood Plan comments, production of aide for residents about registration/comments. Proposed that Little Bromley Parish Council representatives would be invited to PIWG meetings. Council resolved to accept this proposal. Council appointed barrister visiting Ardleigh on 21 November 2025. Suggested he look around area rather than attend meeting if time limited. He would meet with members of the PIWG. Clerk waiting for response.</p> <p>Question raised about crowd funder if £25,000 target not met. Campaign would need to be re-invigorated, or the barrister would only be instructed as determined by funds raised.</p> <p>Point raised that tangible impact on residents must be shared, ie, loss of house value, which might encourage donations. Residents would be encouraged to register as individuals to log their separate concerns/harms to create maximum impact with the examiners.</p>
25.141	<p>* Council priorities and culture</p> <p>a) To receive report and recommendations from recent discussion on Council Culture (see attachment) Noted.</p> <p>b) To consider current council priorities and identify actions (see attachment).</p> <p>The Council had numerous projects, all of which were important. Steer was needed from Councillors to identify what they consider the highest priorities. The immediate priority and biggest issue facing the Parish was the National Grid and related infrastructure projects. It was noted that Councillors may have greater ability to assist Officers following the public meetings and once National Grid DCO submission was made,.</p> <p>After consideration, other priorities were identified as follows:</p> <ol style="list-style-type: none"> 1. Promote Councillor vacancies to achieve more capacity for work needed. 2. Advertising for another long-term hirer in the Village Hall, a meeting would be needed. 3. Allotment land purchase – this could require more capacity to respond. 4. Amenities including play equipment and cemetery and churchyard checks – must be kept up to date to maintain health and safety. 5. Staffing – options to be examined before budget preparation. Staffing Committee would meet to discuss. Councillors could potentially undertake more tasks or committee and working groups used to greater effect. 6. Planning – comments only needed on certain applications- where the Council opposed the application, reduce number of comments needed where possible. 7. Communications – the proposed Village magazine would remove much of the need to undertake production of a newsletter. 8. Finance. Agreed to request minimal or no interim audit. Budget and precept setting process – discussion paper normally given at December meeting. Agreed budget would be discussed at January meeting, and budget agreed at the same meeting. Cllr Whiteley would work with the Clerk to prepare the budget. 9. Governance. Councillors were confident of the Officers abilities to manage Council Governance. They were willing to accept the Council may not meet Assertion 10 at audit and agreed to direct the time of the Officers towards other priorities.
25.142	<p>* Co-option to the Council</p>
	To consider applications for co-option.

	The member of the public in attendance who was interested in co-option would meet with the Chair, Vice-Chair and Clerk before the next meeting.
25.143	Reports and Correspondence
	<p>a) <i>District and County Councillor reports</i> To receive written reports from District and County Councillors and/or * to note items raised in public participation which are District or County matters.</p> <p>Cllr Fairley gave an update: liaising with Chair of PIWG regarding public meeting on 21 November 2025, met with TDC Planning Officer re NG DCO response, 27 November 2025 is deadline to register and comment, Essex Quality Review panel looking at NG building designs. TDC launched Tendring4Growth, Draft Housing Strategy and an online newsletter. She will investigate Oversight and Community Committee as the Parish Council omitted from their work originally. Busy with casework/enforcement list. Would pursue Martell's Quarry odour complaints. Clerk would send information. Asphalt plant application called in to the Planning Committee for 20 January 2026.</p> <p>b) <i>Councillors' reports</i> including reports of training or meetings. Note training booked. Noted.</p> <p>c) <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). Noted.</p> <p>Documents approved: 25.143a ECC Report November 2025, 25.143c Clerks' Report November 2025, 25.143c Confidential appendix to Clerks' Report November 2025 (October hours)</p>
25.144	Planning Applications
	<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 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 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 individually starred.</p> <p>a) * 25/01257/FUL Erection of 8 dwellings. Pole House Nurseries, Harwich Road, Lawford CO11 2LS</p> <p>Council resolved to agree with the suggested planning comments circulated, but to also note two of the dwellings were for rural workers, for which there is an Ardleigh Neighbourhood Plan policy.</p> <p>b) 25/01551/FULHH Swimming pool, pool house and covered outdoor kitchen to rear garden. 2 Goodhall Cottages, Coggeshall Road, Ardleigh CO7 7LR</p> <p>c) 25/01568/FULHH Two storey side extension to form additional living space. Newbridge Farm, Fox Street, Ardleigh CO7 7PN</p> <p>d) 25/01475/LUEX Lawful Development Certificate for existing Use or Development for storage/workshop outbuilding. Workshop, The Landbase, Frating Road, Ardleigh CO7 7SU</p> <p>e) 25/01521/LUEX Lawful Development Certificate for Existing Use or Development for a residential dwelling. George Hall, Slough Lane, Ardleigh CO7 7RU</p> <p>f) 25/01613/TELLIC Installation of Fixed Line Broadband Apparatus. O/S 11 Colchester Road, Ardleigh CO7 7NS</p> <p>Received after publication of the agenda:</p> <p>g) 25/01640/FULHH Proposed single storey rear extension and minor alterations. Wheelwrights, Colchester Road, Ardleigh CO7 7NP</p> <p>Council resolved no comment on the application received after publication of the agenda.</p> <p>Council resolved to agree with the suggested planning comments circulated for applications 25.144 b to f.</p> <p>Document approved: Suggested planning comments – November 2025</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 None.</p> <p>b) * To note updates on SRC application for Asphalt plant including instruction of Planning Direct to assist with Council's comments. Noted.</p>

	Additional comments: B2 planning category should be challenged for an asphalt plant, qualitative odour survey insufficient for this situation – quantitative survey must be done. Cumulative issues/harms in the area. Encroaches on the plans for the country park/ public open space.																																		
25.145	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- see attachments). Attachments: 25.145 Community Speedwatch Results Aug-Sep 25																																		
25.146	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). Documents approved: 25.146 APC Checklist for Cemetery 3.11.25, 25.146 Play Area and S106 Report																																		
25.147	Parish Council Governance and related items																																		
	All documents available at https://ardleigh.website/formal-documents (see dates in brackets) No items for consideration at this meeting.																																		
25.148	Parish Council Finance																																		
	<p>a) The following bills for payment were approved for Parish Council and Village Hall including payments made using delegated authority.</p> <table border="1"> <tr><td>Roadware</td><td>£1645.02</td></tr> <tr><td>EALC</td><td>£480.00</td></tr> <tr><td>Cloudy Group</td><td>£31.94</td></tr> <tr><td>Deputy Clerk expenses</td><td>£56.48</td></tr> <tr><td>Cicero Communications Ltd</td><td>£1,650.00</td></tr> <tr><td>Ardleigh Village Hall</td><td>£25.00</td></tr> <tr><td>Great Oaktree Land Services</td><td>£1,920.00</td></tr> <tr><td>Geosphere Ltd</td><td>£117.60</td></tr> <tr><td>Adobe Rachel Fletcher (Clerk expenses)</td><td>£19.97</td></tr> <tr><td>Superfine Fencing</td><td>£185.50</td></tr> <tr><td>Lawford Parish Council</td><td>£45.00</td></tr> <tr><td>Aegis Security systems</td><td>£229.20</td></tr> <tr><td>Cottage Landscapes</td><td>£528.00</td></tr> <tr><td>Clerk expenses</td><td>£13.50</td></tr> <tr><td>BT</td><td>£1.00</td></tr> <tr><td>N power</td><td>£129.00</td></tr> <tr><td>Salaries x 3 incl National Insurance exc pension</td><td>£4320.38</td></tr> </table> <p>It was noted that the Community Halls in Partnership listed last month was paid from Village Hall account not Parish Council.</p> <p>Council discussed the purchase of the phone box. Agreed it would be mentioned on social media and the proposed village magazine to finalise suggestions for usage.</p> <p>Documents approved: 25.148 November payments for approval</p>	Roadware	£1645.02	EALC	£480.00	Cloudy Group	£31.94	Deputy Clerk expenses	£56.48	Cicero Communications Ltd	£1,650.00	Ardleigh Village Hall	£25.00	Great Oaktree Land Services	£1,920.00	Geosphere Ltd	£117.60	Adobe Rachel Fletcher (Clerk expenses)	£19.97	Superfine Fencing	£185.50	Lawford Parish Council	£45.00	Aegis Security systems	£229.20	Cottage Landscapes	£528.00	Clerk expenses	£13.50	BT	£1.00	N power	£129.00	Salaries x 3 incl National Insurance exc pension	£4320.38
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25.149	Future meetings and meeting closure																																		
	<p>a) To confirm the scheduled next meeting on Monday 8 December 2025, 7.30pm, Ardleigh Village Hall (with remote link) and to flag key issues for discussion.</p> <p>b) Meeting closed 8.26pm</p>																																		

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