

ARDLEIGH PARISH COUNCIL



To: Members of Ardleigh Parish Council

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

Monday 14 September 2026 at 7.00pm at Ardleigh Village Hall.

Rachel Edwards – Parish Clerk

Dated 9 September 2026

Rachel Edwards

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

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Meeting ID: 392 597 924 003 039 Passcode: Ji2Et7Kf

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AGENDA

26.112	Chair's Welcome
26.113	Public participation session relating to items on the agenda
	There will be 15 minutes available if required. After this period, the Chair will invite members of the public to leave, should they wish to do so. The Chair will also remind them that at the close of this item they will no longer be permitted to participate without permission from the Chair.
26.114	Apologies for absence
	To receive apologies for absence.
26.115	Declaration and Register of Interests and Dispensations
	To receive declarations of any interests relating to agenda items and/or new dispensations.
26.116	Minutes of meeting held on 13 July 2026
	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 attachment).
26.117	Planning Infrastructure and related issues
	a) To receive a report from the Planning Infrastructure Working Group. b) To consider the Council's response to the final consultation from TDC relating to the Local Plan Review. Submissions must be made by 5pm 19 October 2026. https://www.tendringdc.gov.uk/content/local-plan-review c) To consider the response to the N2T Community Fund consultation. Two webinars were offered and attended by Officers and several Councillors. There is currently no end date for submissions. https://www.nationalgrid.com/electricity-transmission/network-and-infrastructure/infrastructure-projects/norwich-to-tilbury/community-fund#230548828-3648451194 d) To note response from the Environment Agency to the Freedom of Information request made on our behalf by Cllr Fairley (see attachment). e) To note Councillors met with John Pateman-Gee, TDC Head of Planning and Building Control for a Planning Overview meeting on 1 September 2026. Planning resources forwarded following the meeting have been shared with Councillors.

	f) To note Councillors Marshall and Mason attended 5E briefings relating to area access and connectivity. g) To note the Council's response to Tarchon's second non-statutory consultation was submitted in August (see attached).
26.118	Reports and Correspondence
	a) <i>District and County Councillor reports</i> To receive verbal updates from those present. Any written reports received from District and County Councillors are emailed to members. b) <i>Councillors' reports</i> including reports of training or meetings. 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).
26.119	Planning Applications
	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. Applications received during August when the Council do not hold a meeting were forwarded to Councillors. Delegated comments were made as required. To consider recommendations circulated prior to meeting (see attachment). Applications recommended for comment, and therefore possible discussion indicated below. (Those recommended for no comment may also be discussed). Applications recommended for comment: a) 26/01317/VOC Application under Section 73 of the Town and Country Planning Act for Variation of Conditions 2 (Approved Plans and Documents) of application 20/00594/FUL to enable/allow amend the wording of Condition 2 so the approved drawings/documents listed are as hereby submitted with this application. Land adjoining Ipswich Road and Wick Lane, Ardleigh Awaiting advice from planning consultant – comment will be based on their report. Applications recommended for no comment: b) 26/01337/WTPO Works related to Tree Preservation Order (05/00008/TPO) - Norway Maple - Reduce crown by Approx 30% removing up to 3 metres of branch length. Ash Lodge, Mary Warner Road, Ardleigh Tree work already approved by TDC Tree Officer – no comment c) 26/01309/VOC Application under Section 73 of the Town and Country Planning Act for Variation of Condition 2 (Approved Plans) of application 23/00777/FULHH to suit setting out and aesthetic requirements. Appletree Cottage, Hunters Chase, Ardleigh Technical matter to be decided by District Council – no comment d) To receive an update from Cllr Smith on 25/01445/FUL, erection of an asphalt plant on land adjacent to Old Ipswich Road, Ardleigh. (Comments for Council to consider would be needed prior to future TDC Planning Committee)
Other/Appeals	To note or consider any other applications including enforcement issues. a) To note updates on the Flying Trade Group Application 20/00594/FUL. i. Cllr Waters to update Council on action taken including Council's barristers and Planning Direct planning consultants. ii. To consider further action should permission to proceed with the Judicial Review be granted.
26.120	Community Projects, events and assets
	<i>Community Projects and Initiatives</i> To note reports received (Community Speedwatch, Ardleigh Practical Actions for Climate and Environment (APACE), Police reports, Millennium Green, Ardleigh Chronicle – see attachments).
26.121	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 note updates on the potential land purchase on Harwich Road. b) To ratify decision to purchase a new boiler system as urgent need for the Village Hall. All Councillors act as Trustees for the Hall. The decision was unanimous. c) To note report submitted by the Facilities and Maintenance Officer and consider all recommendations on Page 8 of report (see attachment). d) To note Play Area Annual Inspections were completed at the end of July. Reports received and forwarded to Councillors in August (see attachment). e) Councillors to discuss and consider ways forward to ameliorate issues relating to business users parking in the Ardleigh Cross Roads car park and Recreation Ground car park. i. Cllr Talbot to update Councillors following an approach to Tavern House regarding their employees' vehicles. ii. Suggestion from member of the public that these employees should park in Dedham and car share into Ardleigh, use the railways sidings or land opposite the salt dome.
26.122	Parish Council Governance and related items
	All documents available at https://ardleigh.website/formal-documents. (see dates in brackets) a) Cllr Fontaine proposes that the Council consider the resources needed and next steps to develop a Planning and Strategy Emergency Plan to support community resilience (example attached). b) Cllr Smith proposes a Working Group is formed to deal with non-infrastructure planning items, with a separate remit to the existing Planning Infrastructure Working Group. Revised Terms of Reference for both groups would be brought to the October meeting should Council agree.
26.123	Parish Council Finance and Staffing
	a) To confirm the bills for payment for Parish Council including payments made using delegated authority (see attachment). b) To consider report from Responsible Financial Officer (RFO) relating to accounting packages for the Council (see attachment). c) To note LegralAS has been re-appointed as Internal Auditor for 2026-27. d) To note finalisation of External Audit and updates/ comments made (see attachment). e) To note Local Government Association contractual pay award agreed, backdated to 1 April 2026. f) To consider and agree the revised Terms of Reference for the Staffing Committee (see attachment). In confidence. Under the Public Bodies (Admissions to Meetings) Act 1960, the press and public shall be excluded during the discussion of the following agenda item as the Council will be considering information about individual members of staff. g) To consider the recommendations made by the Staffing Committee following their meeting on 7 September 2026 (see confidential attachment).
26.124	Future meetings and meeting closure
	a) To confirm the scheduled next meeting on Monday 12 October 2026, 7.00pm, Ardleigh Village Hall (with remote link) and to flag any key issues for discussion. b) Meeting closes.