ARDLEIGH PARISH COUNCIL

Minutes of the Meeting of Ardleigh Parish Council held on Monday 12 October 2026 at 7.00pm at Ardleigh Village Hall.

PRESENT: Cllrs Tim Barrott, Helen Fontaine, Jayne Marshall, Carolyn Mason, Sharon Smith, Richard Talbot, and Martin Whiteley. Cllr Craig Watts joined those present after co-option. Cllr Zoe Fairley, Tendring District Council (TDC) was also present.

Officer: Clerk, Rachel Edwards.

ALSO IN ATTENDANCE: Two members of the public.

26.125	**Chair's Welcome**
	The Chair welcomed everyone to the meeting.
26.126	**Public participation session relating to items on the agenda**
	Items raised were: ○ Ardleigh Chronicle – see Minute 26.134 for details. ○ Millennium Green – see Minute 26.134 for details.
26.127	**Apologies for absence**
	Cllr Waters sent apologies. Cllr Pat Murray, Essex County Council (ECC), also sent apologies.
26.128	**Co-option to the Council**
	Candidate in attendance who put themselves forward for co-option after the September Parish Council meeting. Two Councillors had met the candidate for formal and informal discussions. Candidate proposed by Cllr Marshall and seconded by Cllr Mason. All Councillors agreed with the co-option. Cllr Watts left the public seating area and joined the other Parish Councillors. The Clerk had given the Declaration of Acceptance and other necessary forms to Cllr Watts. He would sign these and pass to the Clerk.
26.129	**Declaration and Register of Interests and Dispensations**
	It was noted that previously agreed dispensations remained in place.
26.130	**Minutes of meeting held on 14 September 2026**
	The Minutes of the meeting were approved as a true and accurate record. Delegated decisions were noted/reconfirmed.
26.131	**Planning Infrastructure and related issues**
	a) To receive a report from the Planning Infrastructure Working Group. To include: **i.** Proposal from Cllr Mason relating to potential Community Benefit from Infrastructure Projects. **ii.** Proposal from Cllr Mason to lead the response to the N2T Community Fund consultation. Submission end date 31 December 2026. https://www.nationalgrid.com/electricity-transmission/network-and-infrastructure/infrastructure-projects/norwich-to-tilbury/community-fund#230548828-3648451194 Cllr Mason updated the Council. Essex Suffolk Norfolk Pylons Group (ESNP) had advised they were preparing in case the decision on the Norwich to Tilbury Examination was made earlier than expected. National Grid (NG) might submit enabling planning applications before the decision was made. PIWG would seek advice from the Council's barrister should this happen. Community must be consulted to allow feedback to the Community Funding consultation. Feedback could also be used to review Neighbourhood Plan (commencement potentially 2027). PIWG would meet 19 October to plan a public consultation, most likely a survey. Aim to publicise this in Ardleigh Chronicle (deadline 13 November 2026). PIWG would lead the consultation and through this respond to the Community Fund consultation. The Millennium Green Trust might be interested in linking a consultation relating to new equipment to the Council survey.

	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 Cllrs Mason and Whiteley had prepared responses to the Colchester Local Plan and Tendring District Council Local Plan consultations. Cllr Whiteley would share with Councillors for feedback before submission. Thanks given for their input.
26.132	**Reports and Correspondence**
	a) ***District and County Councillor reports*** To receive verbal updates from those present. Any written reports received from District and County Councillors were emailed to members. Cllr Fairley had submitted a written report (see attachment). Also working with Councillors in respect of asphalt plant planning comments, UK Power Networks enquiry, TDC environmental policies. Had met with Ardleigh Surgery representatives relating to their capacity in view of the TDC Local Plan. Demand for services had been mentioned in APC Local Plan response. Suggested useful for PC to meet with them. Cllr Smith had spoken to the surgery in the summer. Cllr Fairley thanked for her work, particularly her help relating to the asphalt plant. *Cllr Fairley left the meeting at 7.32pm.* **b)** ***Councillors' reports*** including reports of training or meetings. SRC quarry visit taking place on Saturday 17 October. Clerk would check information on socials. Tendring District Association of Local Councils had submitted a Local Plan response which supported need for housing restriction for Little Bromley and Ardleigh in relation to infrastructure projects/other largescale planning already faced by those areas. **c)** ***Clerk's report*** - To receive a report on key tasks undertaken since the last meeting including delegated decisions and key correspondence (see attachment). Clerk reported the handover from the RFO was in progress. Mandates were being updated for both banks. Councillors noted the Clerk, Rachel Edwards, was being added as a signatory to all bank accounts in relation to the Parish Council and the Village Hall. The RFO, Rachel Fletcher, would be removed. Clerk would continue with existing spreadsheet for the time being. Potential to ask Assistant Clerk to submit outstanding VAT claim. Clerk would bring in alternate system to log future transactions. Cllr Whiteley offered to help with the spreadsheet if needed.
26.133	**Planning Applications**
	Applications published, received, validated and/or decided since the last meeting were noted. Comments on new applications and appeals were agreed as outlined below. 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. To consider recommendations (see comments below). **Applications recommended for comment:** **a)** 26/01428/OUT Outline Planning Application (Access to be considered) - For up to 9 dwellings. Land to The North of Mount View, Fox Street, Ardleigh CO7 7PS Suggested objection – outside Settlement Development Boundary (SDB), over-development, outside scope of Ardleigh Neighbourhood Plan and emerging TDC Local Plan including proposed revised SDBs. Council **resolved** to object. **b)** 26/01406/LUEX Application for Lawful Development Certificate for Existing Use or Development for the storage and distribution of roofing materials (Use Class B8). Morrow House, Morrow Lane, Ardleigh CO7 7NG Suggested objection – geographical location on narrow country lane not suited to movement of HGV/ large vehicles. Additionally, Morrow Lane exits on dangerous crossroads with poor visibility, danger to life for road users. Council **resolved** to object.

	Applications recommended for no comment: **c)** 26/01442/FUL and 26/01443/LBC Listed Building Consent. Demolition of an existing unstable boundary brick wall and rebuilding of the wall. The Mill, Station Road, Ardleigh CO7 7RS Suggested no comment. Council **resolved** to comment, work must be done within agreed design guidelines. **Applications without recommended comment at publication of the agenda:** **d)** 26/01439/FUL Road salt storage enclosure. Ardleigh Highways Depot, Harwich Road, Ardleigh CO7 7LT Need to ensure room remains in the compound for vehicles to manoeuvre. Need to be mindful of additional level of traffic the increased storage may bring to the area. Cumulative addition of vehicles in addition to planned infrastructure projects. Council **resolved** to comment on vehicular movements. **e)** 26/01461/FULHH Engineering operations comprising the excavation and re-levelling of the existing tiered rear garden to form a level platform, with the construction of timber sleeper retaining walls. Chantrys, Fox Street, Ardleigh CO7 7PS Council **resolved** not to comment. **Applications received after publication of the agenda:** **f)** 26/01550/OUT Outline Planning Application (Access/Layout/Design/Scale to be considered) – Four new dwellings. Land at Turnpike Close, Ardleigh Dangerous exit under the bridge, outside scope of SDB and Local Plan, previous objections would stand. Council **resolved** to object. **g)** 26/01207/FUL Conversion of existing store/welfare building and temporary accommodation to home workshop and guest room (retrospective). Hammonds Farm, Bromley Road CO7 7SG Conversion must remain amenity to existing dwelling and not possible to become a separate dwelling without a full planning application. Council **resolved** to comment. **h)** To receive an update from Cllr Smith on 25/01445/FUL, erection of an asphalt plant on land adjacent to Old Ipswich Road, Ardleigh and consider the next steps. (see attachments). Cllr Smith met with Cllr Fairley to consolidate responses. Council must decide whether to raise questions with TDC and/or ECC. Cllr Fairley dealing with other agencies and would share responses with TDC Planning Officer and APC. Council need to determine which aspects are the priority from those shared by Cllr Smith. TDC Planning Committee meeting end October cancelled; application may be heard in November, agenda not released yet. Possible information could be shared by SRC relating to new technology which might allay residents' fears. Cllr Smith to pursue.
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 and consider response should permission to proceed with the Judicial Review be granted. Cllr Waters unable to attend the meeting to give an update. Councillors request he provide an update relating to ongoing progress, particularly with consideration to monies spent to date. Reports of activity on site relating to construction of a bellmouth on Old Ipswich Road. TDC are aware. Reports of the potential for planned pylon in this location to be re-sited onto Flying Trade land, without destruction of hedgerows along Wick Lane.
26.134	**Community Projects, events and assets**
	Community Projects and Initiatives To note reports received (Community Speedwatch (attachment), Ardleigh Practical Actions for Climate and Environment (APACE), Police reports, Millennium Green, Ardleigh Chronicle – see attachments). A member of the public in attendance reported on:

- Ardleigh Chronicle – going well with great effort from everyone involved and is well received by residents.
- Millennium Green – Work is steady, waiting for reports on options for new play equipment, looking to consult with residents, quite a lot of work done on vegetation, particularly brambles.

APACE would litter pick on 18 October and were working on a hedgehog location project.

26.135 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.

No further updates following advice from Council's solicitor the vendor would be seeking vacant possession. A member of the public mentioned potential other users of the land; the Clerk was waiting for a response from solicitors.

b) To note Junior Gym Risk Assessment and report submitted by the Facilities and Maintenance Officer and consider all recommendations on Page 9 of report (see attachment).

i. Playground sand. Member of public in attendance would investigate whether the sand could be donated by a local quarry. Councillors **resolved** to proceed with S106 application subject to the result of the possible donation.

ii. Junior gym equipment Risk Assessment. Councillors **resolved** to approve the assessment.

iii. Spring cow repair. Councillors requested alternate quotes to the one supplied by PlayQuip.

iv. Gym equipment welding repair. Councillors requested alternate quotes to the one supplied by Witham Forge.

v. CFM Projects playground repairs. Councillors **resolved** to revisit this non-urgent repair nearer the end of the financial year.

vi. Winter planters. Councillors **resolved** to proceed with winter planting. Possible sponsorship or planting competition suggested for next spring with a review of where planters sited.

vii. Cemetery Gate drop bolts Councillors **resolved** not to proceed with drop bolts. Only one gate needs an additional latch. FMO would obtain quotes.

c) Cllr Talbot to update the Council following a further approach to Tavern House regarding parking arrangements for their employees' vehicles.

Cllr Talbot had spoken to a Director of the company about parking; offered information relating to the Railway Sidings which they could pursue for parking. The company would be moving to new premises in Manningtree which would alleviate their employees parking in amenity car parks and the Cross car park, therefore they would not look at alternatives.

Following a long discussion Council **resolved** that the Clerk would write to NEPP/TDC to see if they could offer assistance or suggestions and investigate original planning permission re parking.

26.136 Parish Council Finance and Staffing

a) To receive financial reports to end September 2026 from the Responsible Financial Officer (see attachments). Discussed and noted.

b) To confirm the bills for payment for Parish Council including payments made using delegated authority (see attachment).

Payments confirmed as below:

Great Oaktree Land Services	£348.00
Cllr Expenses JM	£11.25
Cottage Landscapes Inv 0635	£591.84
TradeUK (Screwfix)	£21.47
FMO Expenses	£51.59
CloudyIT	£54.48
CFM Projects	£250.00
DM Payroll Services Ltd	£111.60

	Ardleigh Village Hall	£40.00	
	Great Oaktree Land Services	£1,146.00	
	Planning Direct (Cicero Comms)	£990.00	
	Fresh Air Fitness	£209.86	
	Clerk Expenses	£176.41	
	Fenland Leisure Products (OLP)	£77.86	
	TDALC	£20.00	
	Salaries, tax, NI, not incl pensions	c. £5200.00	

26.137	**Parish Council Governance and related items**
	All documents available at https://ardleigh.website/formal-documents. (see dates in brackets). **a)** Cllr Fontaine to update Council following the Parish and Town Council Community Resilience Meeting on 30 September 2026. Emergency grab bag and emergency box were suggested by TDC. Clerk would mention in Chronicle article. The Village Hall would be used as an Emergency Rest Centre, if necessary, the county-wide Resilience Planning Team would be responsible. The Parish Council advised not to undertake a risk assessment at present due to possibility of incoming infrastructure projects. **b)** To consider and agree the revised Terms of Reference (ToR) proposed by Cllr Mason for the Planning Infrastructure Working Group as discussed at the Council's September 2026 meeting. Cllrs Mason and Smith would work further on this in conjunction with PIWG Chair. **c)** To consider and agree the ToR proposed by Cllr Smith for the new Planning Working Group to focus on the Old Ipswich Road area, Ardleigh reservoir and mineral extraction, also discussed at the September meeting. Councillors discussed planning groups at an informal meeting in August. More detail would be considered at a future Council meeting.
26.138	**Future meetings and meeting closure**
	a) To confirm the scheduled next meeting on Monday 9 November 2026, 7.00pm, Ardleigh Village Hall (with remote link) and to flag any key issues for discussion. **b)** Meeting closed 8.47pm.

Signed by Meeting Chair……on…….