ARDLEIGH PARISH COUNCIL

Minutes of the Meeting of Ardleigh Parish Council held on Monday 14 September 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.

Officer: Clerk, Rachel Edwards.

ALSO IN ATTENDANCE: A member of the public joined the meeting at 7.17pm.

26.112	**Chair's Welcome**
	The Chair welcomed everyone to the meeting. The resignation of former Councillor Chris Whitfield was noted. Thanks were given for his contribution and service to the Council. He would remain as Chair of the Council's Planning Infrastructure Working Group.
26.113	**Public participation session relating to items on the agenda**
	No items were raised.
26.114	**Apologies for absence**
	Apologies received from Cllr Waters. Cllr Zoe Fairley, Tendring District Council (TDC) and Cllr Pat Murray, Essex County Council (ECC), also sent apologies.
26.115	**Declaration and Register of Interests and Dispensations**
	It was noted that previously agreed dispensations remained in place.
26.116	**Minutes of meeting held on 13 July 2026**
	The Minutes of the meeting were approved as a true and accurate record. Delegated decisions were noted/reconfirmed.
26.117	**Planning Infrastructure and related issues**
	a) To receive a report from the Planning Infrastructure Working Group (PIWG). Cllr Mason updated the Council on behalf of the PIWG. Following Cllr Whitfield's resignation as a Councillor, he would continue to Chair this working group. Closing statements to the National Grid Examining Authority were made working alongside the Council's barrister, Simon Bell, on 4 August 2026. The examination ended on 10 August 2026. The Examiners would have three months to make their recommendation to the Secretary of State, whose decision was expected by February 2027. An update would be included in the next Chronicle. If the project was approved by the Secretary of State, our barrister would be consulted for advice relating to further action. Approximately £14,000 remained in the Legal Fund. **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 Cllr Whiteley would prepare a draft submission to be sent to Councillors by 7 October 2026, Cllr Mason would support. Draft submission would be discussed at the next meeting. Clerk would send previous consultation response to Cllr Whiteley. Clerk had shared consultation and drop-in event dates on socials. **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 Councillors would delay the response until N2T issued a closing date. *Member of the Public arrived 7.17pm.* **d)** To note response from the Environment Agency (EA) to the Freedom of Information request made on our behalf by Cllr Fairley (see attachment). Noted.

	Cllr Smith would be circulating ideas for a briefing document to respond further to EA. **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. Those present noted very useful meeting and would engage further should the opportunity be available. **f)** To note Councillors Marshall and Mason attended 5E briefings relating to area access and connectivity. Briefings discussed how 5E would enhance East Anglia Connection Node with landscaping/ footpaths/ ponds. Minutes would be circulated by 5E. **g)** To note the Council's response to Tarchon's second non-statutory consultation was submitted in August (see attached). Noted. Thanks given to Cllr Whiteley for preparing the response.
26.118	**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. **b)** ***Councillors' reports*** including reports of training or meetings. Cllr Smith would meet with Cllr Fairley to prepare the asphalt planning response (see 26.119d). Cllrs Barrott and Talbot attended an SRC and ECC Minerals Team Liaison Meeting. District Councillors and the County Councillor also attended. Confirmation given that future plans include a new reservoir in a country park setting with a path and benches. The new reservoir would be connected to the main reservoir; the main reservoir would not form part of the park. There would be a walk round session for residents on 17 October 2026. The Clerk would obtain more details and share on socials. Cllr Smith would produce a draft set of questions relating to the quarry and reservoir to send to the Quarry Liaison Meeting attendees for Council consideration. Cllr Mason mentioned the National Emergency Briefing relating to emergency strategy risks/ climate change/ environmental impact being shown locally. **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 mentioned Cllr Fairley had sent a further TDC response to the fly situation which had been shared with Councillors.
26.119	**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. Applications published/ received/ validated and/or decided since the last meeting were noted in a separate paper. To consider recommendations circulated prior to meeting (see attachment). **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 Application had been referred to a planning consultant; their report would be shared with Councillors. Council **resolved** the consultant's report would form the objection from the Council. **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 – suggested no comment. Council **resolved** 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 – suggested no comment. Council **resolved** 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) Cllr Smith had established points to raise and would meet with Cllr Fairley to determine both the three minute submissions for the Planning Committee. ***Applications received after the publication of the agenda:*** **e)** 26/01369/LUPROP Application for Lawful Development Certificate for Proposed Use or Development for Use of the land to site a mobile home for ancillary use to the main dwellinghouse. Chantrys, Fox Street, Ardleigh CO7 7PS Council **resolved** to comment that the mobile home must remain ancillary to the main dwelling. **f)** 26/01375/FUL Proposed erection of a detached, single storey, self build, dwelling in lieu of Prior Approval 23/00697/FUL and subject to 22/00360/COUNOT for a replacement of Barn B. The Land adjacent, 5 Hunters Chase, Ardleigh CO7 7LW Council **resolved** to comment that the footprint/ curtilage of new application was significantly larger than previously approved. **g)** 26/01393/LUPROP Application for Lawful Development Certificate for Proposed Use or Development for proposed loft conversion, rear dormer, partial garage conversion, and alterations.19 Chapel Croft, Ardleigh CO7 7TQ Council **resolved** no comment.
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. Cllr Waters not in attendance; Clerk gave a brief overview. **ii.** To consider further action should permission to proceed with the Judicial Review be granted. To be reviewed at future meeting when Cllr Waters in attendance.
26.120	**Community Projects, events and assets**
	Community Projects and Initiatives To note reports received (Community Speedwatch, Ardleigh Practical Actions for Climate and Environment (APACE), Police reports, Millennium Green, Ardleigh Chronicle – see attachments). Noted. Cllr Fontaine updated the Council on need for additional Community Speedwatch (CSW) volunteers, this would be advertised in the Chronicle. Clear evidence CSW presence reduced speed through village. CSW statistics were used to decide if police would attend with their Trucam.
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. Council's solicitors had been asked for updates; communication with vendor's solicitors very limited. Clerk would contact our solicitor again. Council would consider imposing a deadline if no further response from vendor's solicitor.

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.

All Councillors present **resolved** to ratify the decision.

c) To note report submitted by the Facilities and Maintenance Officer (FMO) and consider all recommendations on Page 8 of report (see attachment).

Noted. Councillors **resolved** to agree to all recommendations. Cllr Whiteley questioned the volume of sand needed for the galleon sandpit and Cllr Smith requested further details relating to the car park layout. Clerk would contact FMO to clarify.

d) To note Play Area Annual Inspections were completed at the end of July. Reports received and forwarded to Councillors in August (see attachment). Noted.

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.

Cllr Talbot had spoken to the manager at Tavern House and advised his staff could not continue parking in the Cross Roads car park, or in the Parish Council amenities car parks. They would need to revisit where their pool cars were stored to allow parking for staff on site.

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.

Councillors thought it was unlikely staff would car share from Dedham. The B.T building in the centre of Ardleigh was suggested as a potential parking site for residents, and the railway sidings as a potential site for staff from Tavern House. Clerk would investigate ownership. Cllr Smith would pursue the BT site, and Cllr Talbot the railway sidings once ownership established.

26.122 **Parish Council Governance and related items**

All documents available at https://ardleigh.website/formal-documents. (see dates in brackets)

a) Cllr Fontaine proposed that the Council consider the resources needed and next steps to develop a Planning and Strategy Emergency Plan to support community resilience (example attached).

Cllr Fontaine would attend the Community Resilience meeting at TDC on 30 September and report back to the Council at a future meeting. Council **resolved** to progress with the idea to develop a plan but support with resources would be needed from TDC.

b) Cllr Smith proposed 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 (TOR) for both groups would be brought to the October meeting should Council agree.

Cllrs **resolved** to agree to the proposal. Cllr Mason would forward a proposed revised TOR for the PIWG and Cllr Smith would forward a proposed TOR for the new planning working group to the Clerk. These would be brought forward to a future meeting.

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).

Amazon	£132.06
National Allotment Society	£84.00
Trade UK	£32.41
Ardleigh Village Hall	£30.00
BMHP Ltd	£9,004.80
PKF Littlejohn	£504.00
Jill Hamblin	£74.42
Clerk Expenses (RE)	£22.08
FMO expenses (CM)	£40.35
Great Oaktree Land Services	£630.00
Cottage landscapes	£651.84
RFO expenses	£31.90
Planning Direct	£1,320.00

	Salaries, HMRC (not incl pensions) £5,770.00 **b)** To consider report from Responsible Financial Officer (RFO) relating to accounting packages for the Council (see attachment). Councillors were unclear what the requirements for a new accounting package would be. As the RFO post was under review, this would be brought back before Council at a future meeting. **c)** To note LegralAS had been re-appointed as Internal Auditor for 2026-27. Noted. **d)** To note finalisation of External Audit and updates/ comments made (see attachment). Noted. **e)** To note Local Government Association contractual pay award agreed, backdated to 1 April 2026. Noted. **f)** To consider and confirm the revised Terms of Reference (TOR) for the Staffing Committee (see attachment). Councillors **resolved** to confirm the revised TOR. 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). Councillors discussed the Staffing Committee recommendations and **resolved** to agree with all recommendations.
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 closed 8.53pm.

Signed by Meeting Chair……..……on…….