

ARDLEIGH PARISH COUNCIL



Minutes of the Meeting of Ardleigh Parish Council held on Monday 9 September 2024 at 7.30pm at Ardleigh Village Hall.

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

Officers: Clerk, Rachel Fletcher, and Deputy Clerk, Rachel Edwards (Minutes)

ALSO IN Two members of the public were present.

ATTENDANCE:

24.115	Chair's Welcome
	The Chair welcomed everyone to the meeting and thanked all those who helped prepare and deliver the Ardleigh Parish Council September newsletter.
24.116	Apologies and reasons for absence
	Apologies were received from Cllrs Blyth and Thrower. Cllr Carlo Guglielmi (Essex County Council) also sent his apologies.
24.117	Public participation session relating to items on the agenda
	The members of the public spoke about planning application 24/01103/FUL, change of use from residential dwelling to Class E (see Minute number 24.120a). They gave a detailed description of the planned nursery and nursery industry in general. They addressed potential parking, road access and road use issues and had employed a senior planning consultant to assist. They would collaborate with existing local childcare providers and the local community.
24.118	Declaration and Register of Interests and Dispensations
	Interests were declared by Cllrs Fontaine and Talbot as Trustees of the Millennium Green Trust. It was noted that dispensations remained in place (See Minute number 23.122 for full details).
24.119	Minutes of meeting held on 8 July 2024
	The Minutes of the meeting were approved as a true and accurate record. Delegated decisions were noted/reconfirmed.
24.120	Planning
	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	<p>a) 24/01103/FUL Change of Use from Residential Dwelling (Use Class C3) to Non-Residential Creche, Day Centre or Nursery (Use Class E). Copeland, John De Bois Hill, Ardleigh CO7 7PJ Council resolved to support the application with a comment about mitigation of highways issues.</p> <p>b) 24/00885/FUL Change of use of land for the siting of 2 no. containers, hardstanding, car parking area and retention of 2 no. existing portacabin offices to serve the existing use. Total Roofing Supplies, Old Ipswich Road, Ardleigh Council resolved to object on the grounds of continuous parking issues and highways problems, plus the disappointing use of retrospective planning permission. The Clerk would send a copy of the objection to Essex Highways as the parking/highways problems should be investigated.</p> <p>c) 24/01189/FUL Retention of Class E (g) (iii) workshop used for the processing of locally sourced timber. Land North West of The Ranch, Green Lane, Ardleigh CO7 7PE Council resolved not to object.</p> <p>d) 24/01046/FULHH Proposed detached games room outbuilding with flue to multifuel heating device. Appletree Cottage, Hunters Chase, Ardleigh CO7 7LN</p>

	<p>Council resolved to comment that it should be for the sole usage of the main residence.</p> <p>e) 24/01203/VOC Application under Section 73 of the Town and Country Planning Act for Variation of Condition 2 (approved plans) of 23/01088/VOC to add a single storey side extension and front boundary wall/fence/gates. Glenryck, Dead Lane, Ardleigh CO7 7QD</p> <p>Council resolved not to object.</p> <p>f) 24/01274/TCA Trees in a Conservation Area – Work to an ash and leylandii. Aslan Cottage, The Street, Ardleigh CO7 7LD</p> <p>Council resolved not to object.</p> <p>g) 24/01339/WTPO Works related to Tree Preservation Order (11/00017/TPO) - T1 and T2 - Sycamores, to be felled. Land to the North of Tall Trees, Station Road, Ardleigh, CO7 7RT</p> <p>Council resolved not to object.</p>
Other/ Appeals	<p>To note or consider any other applications including enforcement issues.</p> <p>a) Total Roofing – no reapplication has been made.</p> <p>Application received after publication of Agenda. (see Minute number 24.120b)</p>
24.121	Other Planning and Infrastructure issues
	<p>a) <i>Tendring/Colchester Borders Garden Community (and related issues)</i> Cllrs Fontaine and Mason attended the Meeting of the Joint Committee on 5 September 2024. There continued to be concerns about the timing and funding for the Link Road between the A120 and A133 with only part of the road funded up front. The Garden Community was always intended to be an infrastructure-led project and it was felt that key infrastructure should be built before the houses, or the development would become a housing estate rather than a Garden Community. There were short and long-term implications for traffic through Crockleford whether or not the new Crockleford (Garden) Community would be able to drive direct to the Link Road. There would be further consultation on proposed modifications from the Planning Inspector. The Clerk would submit the Council's comment with housing density and traffic issues being key concerns.</p> <p>Cllr Fairley also attended the meeting; questions from the floor were valid and interesting. She and Cllr Scott (also Tendring District Council) would request a meeting with Gary Guiver (Tendring District Council Director of Planning) and take questions from the Parish Council to that meeting.</p> <p>A meeting had been offered on community stewardship and engagement models and would be followed up.</p> <p>b) <i>Neighbourhood Plan (and related issues)</i> The Referendum on the Plan would be held on 12 September, at St Mary's Church, Ardleigh. Polling cards had been distributed, information had been shared on social media and via the Parish Council Newsletter produced for September. Tendring District Council advised 135 postal votes had been received by 5 September. Councillors would like to celebrate the work put into the plan by volunteers and agreed to fund a modest celebration.</p> <p>It was reported that the Crockleford group was concerned that they could effectively become disenfranchised regarding planning applications for Crockleford if the Ardleigh Neighbourhood Plan gets approved since some of the policies excluded the Garden Community development area. The Parish Council had worked to protect Crockleford within the Plan (and in responses for Garden Community consultation) and would continue to do so and would expect to comment on planning applications within the new Garden Community area in future.</p> <p>c) <i>Pylons, Substations, Windfarms and related</i></p> <p>i. The National Grid Working Group submitted a detailed objection for the closing date of 26 July 2024. TDC had submitted a unanimous objection and statement.</p> <p>National Grid had not agreed terms of voluntary access for some areas of land including along Old Ipswich Road so were using powers under the Housing and Planning Act 2016 to gain access for land surveys.</p>

	<p>National Grid had submitted a funding application to Ofgem for works before submitting its Development Consent Order and receiving planning permission. Objections could be made to this. The Clerk would object if time allowed.</p> <p>The Clerk would contact Sir Bernard Jenkin to obtain an update on his current position. Essex Suffolk Norfolk Pylons group was meeting to update their stance. Offshore Coordination Support Scheme funding had been withdrawn by the government.</p> <p>ii. Five Estuaries had requested a meeting with Ardleigh and Little Bromley Parish Councils. The Clerks for both Parishes were liaising with a date likely for end September.</p> <p>It was suggested a smaller, well-prepared delegation would be more effective. Decision needed which Councillors would attend; the evening of 23 September was preferred from dates offered. The Clerk would contact Five Estuaries and other Councils involved. The cumulative impact of all the major plans for the area was beginning to be highlighted.</p> <p>iii. Five Estuaries dates of preliminary Planning Inspectorate meetings published. https://infrastructure.planninginspectorate.gov.uk/wp-content/ipc/uploads/projects/EN010115/EN010115-000555-20240820%20Hearings%20Notice.pdf</p> <p>Meeting to be held at Wivenhoe House on 17 September 2024. A visible presence from the Parish Council would be beneficial. Cllr Fairley would attend and update the Council. She would meet with Eleanor Storey (Tendring District Council Planning Department) before this and could take any questions from the Parish Council to the meeting.</p> <p>d) Judicial Review</p> <p>The Parish Council's application for 'permission to appeal against the refusal of the High Court to grant permission to apply for judicial review' had itself been refused. It would not be possible to appeal against this decision.</p> <p>There were a number of pre-commencement conditions attached to the original Planning Permission which the Council would now focus on to ensure that work did not begin without the necessary conditions being met. Legal advice would be sought for advice about how to approach this. Funding would be needed. Cllr Waters had been advised great crested newts were on the development site and had advised Tendring District Council. The Clerk would contact the District Council to re-confirm the Parish Council expected to be consulted at all stages of the process.</p>
24.122	Community Projects and initiatives
	<p>a) Community Projects and Initiatives To receive updates on any developments including reports received (eg Litter Pickers, Community Speedwatch, Ardleigh Practical Actions for Climate and Environment (APACE), Police reports). See attachments.</p> <p>Community Speedwatch had a new site and a new volunteer; there were now eight members.</p> <p>b) Ardleigh Advertiser/ Parish Council newsletter The Chair thanked the Clerks for the rapid production of the Parish Council newsletter for September 2024. The editor of the Ardleigh Advertiser had not responded to recent Parish Council emails. Suggestions were made for a quarterly Council newsletter if the Advertiser did not return. Copies could be placed at public locations such as the Post Office. Positive response received from residents to the newsletter, particularly the new estates off Ipswich Road and Bromley Road.</p> <p>c) Requests for support Timetable agreed for small grant applications for current year to be considered at the February 2025 meeting. The Clerk would advertise this, and submissions must be made in advance in accordance with the Grant Funding Policy.</p>
24.123	Highways, Public Rights of Way (PROW) and related issues
	<p>a) Parking Matters Following a discussion about parking problems in the Village, the Council resolved that Cllrs Blyth and Whiteley would approach Tavern House and introduce them to the owners of the sidings to establish a parking location for their employees. Officers would discuss timed parking restrictions for Station Road with Cllr Guglielmi in the first instance, since Local Highways panel application must be through the County Councillor. It was agreed to approach Tendring District Council to request a visit the central village car park to identify if it could be enlarged and/or have lines added to delineate spaces.</p>

	<p>b) Consultation on Essex Transport Strategy Comment made that Essex Highways must consider all stakeholders. Councillors could make their own response. The Clerk would respond if time allowed.</p> <p>c) Old Ipswich Road Council noted further double red line parking restrictions were in place. Note that updates on highways, public rights of way and related issues usually take place outside the meeting and should be reported direct www.essexhighways.org/tell-us.</p>																												
24.124	Reports and Correspondence (moved to follow 24.121 during meeting)																												
	<p>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: enforcement report and updates sent to Clerks, Cllr Guglielmi was monitoring/ managing parking issues on Old Ipswich Road, Tendring District Council was looking at how to achieve increased housing numbers now required by central government.</p> <p>b) Councillors' reports including reports of training or meetings attended. Cllrs Blyth and Talbot attended Code of Conduct training in Harwich. Most Councillors had already done this training. The Clerks would circulate slides when received.</p> <p>c) Clerks' report To receive a report on key tasks undertaken since the last meeting including delegated decisions and key correspondence (see attachment). Village Hall status and funding discussed. (see Minute 24.126f for details)</p>																												
24.125	Parish Council Finance																												
	<p>a) To confirm internal review of financial files and transactions as part of our Internal Control procedures. Files would be passed to Cllr Blyth.</p> <p>b) To confirm the bills for payment for Parish Council and Village Hall including payments made using delegated authority.</p> <table border="1"> <tr><td>Playquip</td><td>£2,965.80</td></tr> <tr><td>Phoenix printing</td><td>£160.00</td></tr> <tr><td>Adobe (Clerks exp)</td><td>£19.97</td></tr> <tr><td>Ardleigh Village Hall</td><td>£6.25</td></tr> <tr><td>Cottage Landscapes Ltd</td><td>£2,010.00</td></tr> <tr><td>Cloudy IT</td><td>£165.36</td></tr> <tr><td>PKF Littlejohn</td><td>£504.00</td></tr> <tr><td>Superfine Fencing</td><td>£30.00</td></tr> <tr><td>DM Payroll Ltd</td><td>£84.00</td></tr> <tr><td>Rachel Edwards (Deputy Clerk Expenses)</td><td>£52.32</td></tr> <tr><td>Go Daddy (via Clerk expenses)</td><td>£187.06</td></tr> <tr><td>Rachel Fletcher (Clerk expenses)</td><td>£12.15</td></tr> <tr><td>Superfine Fencing</td><td>£45.00</td></tr> <tr><td>Philip Liverton Ltd</td><td>£1,500.00</td></tr> </table> <p>c) Council noted the completion of the review of the Annual Governance & Accountability Return (AGAR) for Ardleigh Parish Council for the year ended 31 March 2024. The External Auditors found the information in accordance with Proper Practices and no other matters came to their attention. To note requirements for publication and rights of inspection- see website https://ardleigh.website/annual-audit for all relevant documents.</p>	Playquip	£2,965.80	Phoenix printing	£160.00	Adobe (Clerks exp)	£19.97	Ardleigh Village Hall	£6.25	Cottage Landscapes Ltd	£2,010.00	Cloudy IT	£165.36	PKF Littlejohn	£504.00	Superfine Fencing	£30.00	DM Payroll Ltd	£84.00	Rachel Edwards (Deputy Clerk Expenses)	£52.32	Go Daddy (via Clerk expenses)	£187.06	Rachel Fletcher (Clerk expenses)	£12.15	Superfine Fencing	£45.00	Philip Liverton Ltd	£1,500.00
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24.126	Amenities and Contracts																												
	<p>To receive updates and take decisions on Parish Council amenities and contracts including:</p> <p>a) Council contracts and contractors Council noted receipt of annual Tree Inspection Report and that the Clerk had forwarded it to Blands and Cottage Landscapes for quotes within the contact areas and to JF Tree Specialist. Other tree surgeons would be contacted for quotes. Councillors would review the report to assist with prioritising work listed.</p>																												

	<p>Tree work done by Tendring District Council on the corner of Colchester Road and Ingram's Piece was discussed. Cllr Marshall had spoken to the workers and the Deputy Clerk had contacted Tendring District Council. They were grateful for residents' interest and agreed to give advance notice of work undertaken in the future.</p> <p>b) Play and Exercise equipment Council noted the enhanced resilience of the weekly inspection process which now involved Cllrs Blyth, Talbot and the Deputy Clerk. Also noted since the July meeting: future training booked and proposed, faults repaired, refurbishment and repair of the Teen Shelter, replacement sandpit gates instructed, liaison with contractors and other parties and suggestions from members of the public. Council resolved to have an additional white line painted on the Rebound Wall at tennis net height. The Deputy Clerk would action the request.</p> <p>c) The Ardleigh Recreation Ground Nothing reported.</p> <p>d) Cemetery/churchyard matters Cllrs Marshall and Mason had inspected the Cemetery and would forward their report.</p> <p>e) Millennium Green (MG) To note meeting of MG trust and Parish Council held on 19 August 2024. To consider whether the Council wishes to review its role in management and maintenance of the Green and/or to propose further amendments to the Memorandum of Understanding (see attachment).</p> <p>Council resolved to meet informally to discuss this further prior to bringing proposals to a future Council meeting and/or to a joint meeting with the MGT as appropriate.</p> <p>f) Village Hall matters Village Hall status still to be addressed since anomalies with Governing Documents held by the Charity Commission had come to light. This has delayed changes to the committee structure to be proposed and would complicate grant application. Minutes from Extraordinary Meeting of the Village Hall which ceded control to the Council did not appear to have been registered with the Charity Commission and cannot be found. Sole trustee meeting would be held for actions to be decided. It was noted that grant funding was needed to repair the hall changing room roof.</p> <p>g) Other Amenities and Open Spaces issues</p> <p>i. Council to discuss issues with dogs off lead and dog fouling.</p> <p>Tendring District Council had implemented a Public Spaces Protection Order targeting these issues. Signage obtained for Recreation Ground, Millennium Green and Cemetery. Detailed in the Clerks' report.</p> <p>ii. Additional litter bins proposal - see attachment.</p> <p>Three new bins suggested at locations advised by members of the public. Council resolved to process an S106 funding request through Tendring District Council. The Deputy Clerk would action.</p> <p>iii. Biodiversity issues and updates</p> <p>Conservation work undertaken in the Cemetery.</p>
24.127	Future meetings and meeting closure
	<p>a) To confirm the scheduled next meeting on Monday 14 October 2024, 7.30pm, Ardleigh Village Hall (with remote link) and to flag any proposed changes to the format or key issues for discussion.</p> <p>b) Meeting closed 9.28pm</p>

Signed by Meeting Chairon.....