

ARDLEIGH PARISH COUNCIL



To: Members of Ardleigh Parish Council

You are hereby summoned to attend the Meeting of Ardleigh Parish Council to be held on

Monday 14 March at Ardleigh Village Hall (Committee Room) commencing at 7.30pm

for the purpose of transacting the business as set out in the Agenda

Prior to the start of discussion of items on the agenda, up to 15 minutes is available to the public to address the members of the Council, on any relevant matter within the Council's responsibility or which affects its area. To minimise risk of COVID transmission, members of the public are asked to attend via Zoom.

Link to join the meeting via Zoom

<https://us02web.zoom.us/j/88458088978?pwd=QzFpaVNiNm10T214ZWE4QWpwK3FSZz09>

Meeting ID: 884 5808 8978 Passcode: 982858

Only Councillors present at the Village Hall may vote.

All those present will be seated 1-2 metres apart, are requested to wear a face covering, to wash/sanitise hands before entering the room and to complete a lateral flow test on the day of the meeting- and to send apologies if that test is positive. This is to protect all participants and their loved ones. Your cooperation is appreciated.

Rachel Fletcher – Parish Clerk

Dated 9 March 2022

Rachel Fletcher

AGENDA

- 22.036 Chair's welcome and explanation of expectations regarding conduct of hybrid meeting**
- 22.037 Apologies and reasons for absence**
To note and accept reasons for apologies
- 22.038 Public participation session relating to items on the agenda or other matters of mutual interest**
There will be 15 minutes available if required. At the close of this item members of the public will no longer be permitted to address the members of the Council.
- 22.039 Declaration of Interests**
To receive declaration of any pecuniary or non-pecuniary interests relating to agenda items.
- 22.040 Minutes of the last full meeting of the Council held on 20 January 2022 and of advisory discussion 14 February**
To approve formal minutes of meeting held on 20 January 2022 and to approve the notes and recommendations of the advisory discussions on the above date(s). (attachments)
- 22.041 Ratification of decisions using Delegated Authority**
To ratify decisions taken and implemented by the Parish Clerk since 20 January 2022, using delegated authority in consultation with the members of the Council. The Delegated Authority provisions agreed on 5 May 2021 and confirmed on 11 October 2021 remain in force.
- 22.042 Planning**
To note the applications published/ received/ validated and/or decided since the last meeting. To consider comments/ other action on new applications and appeals received since the last meeting including any received after the publication of the agenda which cannot be deferred.
- Applications** See <https://www.tendringdc.gov.uk/planning/planning-applications> for current applications. These are normally sent to Councillors via the weekly lists provided by Tendring District Council.
[22/00360/COUNOT](#) and [22/00359/COUNOT](#) Proposed conversion of two agricultural buildings into dwelling houses. (Barn B) and (Barn A). 5 Hunters Chase Ardleigh CO7 7LW
[22/00121/FUL](#) Proposed 2no. detached commercial buildings. DTE Scaffolding Old Ipswich Road Ardleigh CO7 7QR
[22/00314/NMA](#) Non-material amendments to 21/02051/FUL to add more glazing to the south elevation to maximise solar gain in the winter months and the reduce energy requirements of the heating system plus other changes. Woodland Lodge Spring Valley Lane Ardleigh CO7 7SD

[22/00257/FULHH](#) Proposed loft conversion, rear dormer and rear balcony terrace. With garage conversion for private use. Mahala Colchester Road Ardleigh CO7 7PQ

[22/00243/FUL](#) Erection of detached replacement dwelling (variation of design as approved 09/01061/FUL). Trap House Colchester Road Ardleigh CO7 7PQ

[22/00155/FULHH](#) and [22/00156/LUPROP](#) Proposed erection of a timber single storey granny annexe and proposed use of land for siting a mobile home both for ancillary use to the main dwelling. Paddock Cottage Chapel Lane Ardleigh CO7 7BJ

[22/00145/FULHH](#) Proposed demolition of existing garage/rear extension, construction of new extension and front porch, car port etc. Meldreth Dead Lane Ardleigh CO7 7PF

[22/00137/DETAIL](#) Reserved matters application for the erection of a detached 3 bedroom bungalow considering details of appearance, landscaping and scale re: 17/01768/OUT (approved on appeal APP/P1560/W/18/3207377). Land adjacent Hilary Colchester Road Ardleigh CO7 7PB

[22/00099/DISCON](#) Discharge of condition 7 (PWA Drawings) of application 21/01780/FUL. Good Hall Coggeshall Road Ardleigh CO7 7LR

[22/00257/FULHH](#) Proposed loft conversion, rear dormer and rear balcony terrace. With garage conversion for private use. Mahala Colchester Road Ardleigh CO7 7PQ

Other/ Appeals/ Key Decisions To receive updates and consider comments to be made or action taken on other planning and related matters including appeals, licensing, minerals/ waste and enforcement issues to include.

[21/01481/OUT](#) Outline approval for 4 no. detached dwellings. Land North of Bromley Road Ardleigh CO4 3JG. To report on response to complaint made to Tendring District Council regarding the above decision.

22.043 Tendring/Colchester Borders Garden Community (and related issues)

To receive updates on recent developments and implications for Ardleigh including the inaugural meeting of the Tendring/Colchester Borders Garden Community Joint Committee held on 28 February 2022 and consultation on the Draft Plan and related documents due to begin on 14 March 2022 for 6 weeks. To consider the Parish Council's response.

Details of 'Regulation 18' consultation <https://talk.tcbgardencommunity.co.uk/> Details of Joint Committee <https://tdcdemocracy.tendringdc.gov.uk/mgCommitteeDetails.aspx?ID=377>

22.044 Reports and Correspondence

22.044.1 ***District and County Councillor and Police reports*** To receive verbal updates from those present and confirm that regular reports and updates continue to be forwarded to members by email.

22.044.2 ***Report of Clerk and Deputy Clerk and delegated decisions and actions***

To receive a report on key correspondence and tasks undertaken since the last meeting including any delegated decisions and actions taken following consultation with Councillors (attachment).

22.044.3 ***Councillors' reports***. To receive reports from Parish Councillors, eg meetings or training attended.

22.045 Neighbourhood Plan (and related issues)

22.045.1 To receive an update on recent meetings and activities of the Neighbourhood Plan Steering Group and Working Group and contact with Planning Direct including progress on the Neighbourhood Plan, 'Local Green Spaces', Village Design Statement/ Design Code and funding issues. To consider any issues needing direction from the Parish Council

22.046 Amenities and Contracts

To receive updates and take decisions on Parish Council amenities and contracts including:

22.046.1 To determine awards of contracts to the chosen suppliers following advertisement of tenders and review of bids by Councillors Barrott, Marshall and Talbot. (attachment)

22.046.2 Play and exercise equipment safety checks/ outstanding items- to note annual inspection booked.

22.046.3 The Ardleigh Recreation Ground.

22.046.4 Cemetery / churchyard matters (JM/CB for safety checks, TB other matters).

22.046.5 Millennium Green (MG) including Memorandum of Understanding.

22.046.6 Village Hall matters including bookings update (See also Clerks' report).

22.046.7 Other amenities and open spaces issues including trees.

22.047 Highways, Public Rights of Way (PRoW) and related issues

22.047.1 To confirm that ongoing updates on highways, public rights of way and related matters will take place outside the meeting. To note any significant issues which the Council may need to address.

22.047.2 To update on plans for joint meeting with Langham and Dedham PCs and our respective County

Councillors to discuss issues of mutual concern and interest.

22.048 Community projects, meetings and events

- 22.048.1 To receive an update on Jubilee plans including suggestion to provide commemorative mugs.
- 22.048.2 To set a date (and consider format/ invitees) for the Annual Parish Assembly Meeting, which should be held between 1 March and 1 June each year.
- 22.048.3 To update on any developments and consider next steps/ immediate priorities for other initiatives such as Community Ambitions, Keep Ardleigh Litter Free, Community Speedwatch, Climate Action, community support for Ukraine.

22.049 Parish Council Staffing and Finance

- 22.049.1 Items in confidence. Under the Public Bodies (Admissions to Meetings) Act 1960, the press and public shall be excluded during the discussion of agenda item 22.049.2 as the Council will be considering information about individual members of staff.
- 22.049.2 To receive recommendations/ decisions from the Ardleigh Parish Council Staffing Committee held on 8 March 2022 (confidential attachment)
- 22.049.3 To receive financial reports and bank reconciliation at end February 2022 (attachment)
- 22.049.4 To confirm the bills for payment for Parish Council and Village Hall (attachment) including payments already made under delegated authority. To note annual pay award for all staff and confirm payment of accrued additional hours for Clerk and Deputy Clerk.
- 22.049.5 To note updated Asset Register for the Parish Council (attachment)

22.050 Governance and Policies

To review and consider revisions to the following policies and governance documents

- 22.050.1 Financial regulations (see attachment).
 - To note that an investment strategy is recommended. This will be considered during 2022-23.
- 22.050.2 Standing Orders- no changes proposed. To confirm that current Standing Orders are up to date and fit for purpose.
- 22.050.3 System of Internal Control (attachment)
- 22.050.4 Risk Management Strategy (attachment)

22.051 Future meetings and Meeting Closure

The published date for the next meeting is 11 April 2022 at 7.30pm. Venue and format to be confirmed.