

# ARDLEIGH PARISH COUNCIL



To: Members of Ardleigh Parish Council

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

**Monday 13 February 2023 at 7.30pm at Ardleigh Village Hall.**

Rachel Fletcher – Parish Clerk  
Dated 8 February 2023

*Rachel Fletcher*

This meeting is open to the public. People can join the meeting remotely but councillors attending online are not permitted to vote on any decisions.

### Microsoft Teams meeting link

[Click here to join the meeting](#)

Meeting ID: 364 701 448 357 Passcode: L38a8J [Download Teams](#) | [Join on the web](#)

(Back up **Zoom** link – only if Teams meeting does not start.)

<https://us02web.zoom.us/j/86413407963?pwd=WHkrTkNxVGFLdWNZOuXITDNUUTBjZz09>

Meeting ID: 864 1340 7963 Passcode: 318269)

## AGENDA

### 23.023 Apologies and reasons for absence

### 23.024 Public participation session relating to items on the agenda

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.

### 23.025 Declaration of Interests

To receive declarations of any pecuniary or non-pecuniary interests relating to agenda items or dispensations requested.

### 23.026 Minutes of meeting held on 23 January

In accordance with the Scheme of Delegation, confirmed on 11 October 2021, the Parish Clerk is required to exercise delegated authority between official meetings, in consultation with the members of the Council, to make and implement decisions on behalf of the Council.

Councillors are asked to approve the draft minutes of 23 January 2023 meeting as a true and accurate record and to confirm any delegated decisions subsequently made (see attachment).

### 23.027 Planning

To note the applications published/ received/ validated and/or decided since the last meeting. To consider comments on new applications and appeals received since the last meeting, including any received after the publication of the agenda.

**Applications** See <https://www.tendringdc.gov.uk/planning/planning-applications> for current applications. Weekly lists provided by Tendring District Council (TDC) are also sent to Councillors.

[23/00165/LUPROP](#) Proposed change of use of unit from class B1(E)/B8 to class E to use as a barber shop. 9 Mayfly Way Ardleigh Essex CO7 7WX

[23/00146/FUL](#) Proposed first floor office fit-out, to include new entrance. (resubmission of 22/01992/FUL) Freight Centre Systematic Business Park Old Ipswich Road Ardleigh CO7 7QL

[23/00136/FUL](#) Erection of B8 storage and distribution units with office space and [associated](#) access, parking and landscaping. Crown Business Centre, Old Ipswich Road, Ardleigh CO7 7QR

[23/00016/FULHH](#) and [23/00017/LBC](#) Proposed replacement door and windows, and other works. Churchgate House The Street Ardleigh CO7 7LD

[23/00032/LUPROP](#) Proposed erection of outbuilding for additional storage. White House Jubilee Lane Ardleigh Colchester Essex CO7 7RY

[23/00114/TCA](#) Tree work (neighbouring garden). Proposed works to have all overhanging branches cut back and the safety of the trees assessed. Seeley Court The Street Ardleigh CO7 7LD

[23/00077/NMA](#) Changes to 22/00809/FULHH. roofs /glass, re-arrange rooms/ reduce plant store to facilitate more office space, gym, games room. White House Jubilee Lane Ardleigh CO7 7RY

[23/00059/DISCON](#) Discharge of condition 17 (Landscaping) of application 19/01889/FUL. Land West of Station Road Ardleigh CO7 7RT

[23/00045/TELLIC](#) Proposed installation of 1 Pole. Good Hall Coggeshall Road Ardleigh Colchester Essex CO7 7LR

[23/00185/DISCON](#) Discharge of condition 4 (Hedge Strengthening) re 22/02024/FULHH. 17 Coggeshall Road Ardleigh CO7 7LP

**Other/ Appeals** To receive updates and consider comments to be made on other planning and related matters including appeals, licensing, minerals and waste and enforcement issues.

### **23.028 Other Planning and Infrastructure issues**

- 23.028.1 ***Tendring/Colchester Borders Garden Community (and related issues)*** To receive an update on the Tendring Colchester Borders Garden Community. Note next joint committee meeting 27 February, briefing offered to Councillors by TDC in advance.
- 23.028.2 ***Neighbourhood Plan (and related issues)*** To update on progress regarding the Neighbourhood Plan. TDC have informed us that 'Due to publication deadlines, our internal reporting process and the pre-election period, the Neighbourhood Plan will have to go to Cabinet in March (17<sup>th</sup> March) and the consultation will have to wait until after the election.'
- 23.028.3 ***Pylons and Windfarms*** - To report on recent updates including correspondence with Sir Bernard Jenkin MP, updates from National Grid regarding further non-statutory consultation, briefing by Five Estuaries concerning their forthcoming consultation, and to consider further steps.

### **23.029 Highways, Public Rights of Way (PRoW) and related issues (including A12 diversions)**

- 23.029.1 To receive an update on the Highways briefing regarding the A12 diversion route, further correspondence and to consider further action.
- 23.029.2 To flag any urgent issues and updates on previous request noting that updates on highways, public rights of way and related issues usually take place outside the meeting and should be reported direct to Highways <https://www.essexhighways.org/tell-us>

### **23.030 Parish Council Policies/Documents**

- 23.030.1 To consider signing up to the Civility and Respect Pledge <https://www.nalc.gov.uk/our-work/civility-and-respect-project> To note that 'the Civility and Respect Pledge is being introduced because there is no place for bullying, harassment and intimidation within our sector. The pledge is easy for councils to sign up for and it will enable councils to demonstrate that they are committed to standing up to poor behaviour across our sector and to driving through positive changes which support civil and respectful conduct' (NALC see link above)
- 23.030.2 To consider adopting the NALC model policy on Officer (staff) and Member (councillor) relations (previously circulated).
- 23.030.3 To review and consider/ approve updates to the following policies. See <https://ardleigh.website/formal-documents> for all current documents.
- Standing Orders- to take account of changes to NALC Model Standing Orders- (see attachment)
  - [Internal Financial Controls](#)- no change proposed.
  - [Financial Regulations](#)- no change proposed

### **23.031 Community projects, meetings and events and requests for support**

- 23.031.1 To receive an update on the Community Showcase event planned for 11 March to include the Annual Assembly of the Parish.
- 23.031.2 To update on any developments regarding community projects and initiatives (eg Methodist church, volunteer litter pickers, speedwatch)
- 23.031.2 To receive an update on the plans for Coronation celebrations including 'The Big Lunch' on Sunday 7 May and 'Big Help Out' volunteering opportunities on Monday 8 May. To identify options for a permanent Coronation marker/ memorial if grant funds can be secured.

### **23.032 Reports and Correspondence**

- 23.032.1 **District and County Councillor** To receive verbal updates from those present. Any written reports received from District and County Councillors are sent to members by email.
- 23.032.2 **Councillors' reports** including reports of training or meetings attended.
- 23.032.3 **Clerk's report** - To receive a report on key correspondence and tasks undertaken since the last meeting including delegated decisions (see attachment).
- 23.032.4 **Police report** if available.

### **23.033 Parish Council Finance and Staffing**

- 23.033.1 To receive financial reports and bank reconciliation at end January 2023 (attachment).
- 23.033.2 To confirm the bills for payment for Parish Council and Village Hall (attachment) including payments already made using delegated authority.
- 23.033.3 To note advertisement for Deputy Clerk vacancy closes 5 March. To confirm interview panel and date(s).

### **23.034 Amenities and Contracts**

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

- a) **Council contracts and contractors** Weedkiller- use of glyphosphate by contractors- consider issues, alternatives and cost implications (attachment)
- b) **Play and Exercise equipment**- safety checks/ outstanding items (KT/RT/CS). To note the handyman task sheet to fix minor repairs on Millennium Green and Recreation Ground and meeting with contractor to quote for other repairs.
- c) **The Ardleigh Recreation Ground.**
- d) **Cemetery / churchyard matters** (JM/CM for safety checks, TB other matters).
- e) **Millennium Green** (MG) (working within the Memorandum of Understanding). Note correspondence re tree works.
- f) **Village Hall matters** – To note any issues for the Parish Council
- g) **Other Amenities and Open Spaces issues**

### **23.035 Judicial Review**

- 23.035.1 *Items in confidence. Under the Public Bodies (Admissions to Meetings) Act 1960, the press and public may be excluded during all or part of the discussion of this agenda item as the Council will be considering legal and contractual issues.*
- 23.035.3 To receive an update on developments since the last meeting including TDC correspondence.
- 23.035.3 To consider any further steps to be taken.

### **23.036 Future meetings and meeting closure**

To confirm next meeting on 13 March 2023, 7.30pm, Ardleigh Village Hall (with remote link)