

ARDLEIGH PARISH COUNCIL



To: Members of Ardleigh Parish Council

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

Monday 15 May 2023 at 7.30pm at Ardleigh Village Hall.

Rachel Fletcher – Parish Clerk

Dated 10 May 2023

Rachel Fletcher

This meeting is open to the public. Councillors attending online are not considered to be officially present and are not permitted to vote.

Microsoft Teams link

Join on your computer, mobile app or room device

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Meeting ID: 344 490 783 386

Passcode: hbHGB4

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AGENDA

23.067 Election of Chair of Ardleigh Parish Council

23.068 Declaration of acceptance of office

To receive the Chair's signed declaration of acceptance of office (or, if not then received, to decide when it shall be received.)

To note which councillors signed their Declarations of Acceptance of Office before the meeting in the presence of the Proper Officer or another Member (or, if not received, to decide when they shall be received).

23.069 Election of Vice-Chair of Ardleigh Parish Council

To consider whether the post of Vice-Chair is required for 2023-4 and, if so, to elect to that position.

23.070 Apologies and reasons for absence

23.071 Chair's welcome

Noting that this is a new term of office for all Councillors.

23.072 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.

23.073 Declaration and Register of Interests

To receive declarations of any pecuniary or non-pecuniary interests relating to agenda items or dispensations requested. To confirm the Disclosable Pecuniary Interest (DPI) requirements for the new Council.

23.074 Minutes of meeting held on 17 April 2023

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

23.075 Annual business – see Standing Order 5j

To note the business of the annual meeting as outlined in Standing Orders and, where indicated, to agree to defer the following items.

- In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms (*See Declaration of Acceptance of Office above*);
- Confirmation of the accuracy of the minutes of the last meeting (*minutes of meeting above*);
- Receipt of the minutes of the last meeting of a committee (*none since last meeting*);
- Consideration of the recommendations made by a committee (*none since last meeting*)

- Review of delegation arrangements to committees, sub-committees, staff and other local authorities (*see Scheme of Delegation below*);
- Review of the terms of reference for committees (*Council Working Groups and Committees below*);
- Appointment of members to existing committees (*Council Working Groups and Committees below*);
- Appointment of any new committees in accordance with standing order 4; (*Council Working Groups and Committees below*);
- Review and adoption of appropriate standing orders and financial regulations; (*standing orders updated February 2023, Financial regulations updated April 2022 no changes currently proposed*);
- Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses (*Finance and Staffing below*);
- Review of representation on or work with external bodies and arrangements for reporting back; (*see Councillor roles below*);
- In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future; (*our Council is not eligible as less than two thirds of positions were filled at the recent election and the Clerk is not CiLCA qualified*);
- Review of inventory of land and other assets including buildings and office equipment; (*Asset register last reviewed March 2023*);
- Confirmation of arrangements for insurance cover in respect of all insurable risks; (*renewal of insurance with BHIB within Finance and Staffing below*);
- Review of the Council's and/or staff subscriptions to other bodies (*Finance and Staffing below*);
- Review of the Council's complaints procedure (*defer*);
- Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (see also standing orders 11, 20 and 21) (*Defer to future meeting if update is deemed to be needed.*);
- Review of the Council's policy for dealing with the press/media (*social media policy agreed November 2022*);
- Review of the Council's employment policies and procedures (*Delegated to Staffing Committee*);
- Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972. (*Included as line in annual accounts to 31 March 2023. Internal audit report on agenda below*);
- Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council. (*Dates to December 2023 agreed at January meeting*).

23.076 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.

[23/00563/HHPNOT](#) Prior Approval Application under Part 1, Class A of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) for proposed single storey rear extension. 24 Gernon Road, Ardleigh, CO7 7NU

[23/00539/TCA](#) 1 No. Katsura – tree works. The Orchard, The Street, Ardleigh, CO7 7LD

[23/00521/FULHH](#) Proposed single storey dual pitch side extension with glazed gable end. Three Elms, Harts Lane, Ardleigh, CO7 7QH

[23/00638/LUEX](#) Proposed use of dwelling without complying with condition 3 of planning permission TEN/98/00035 relating to occupancy (resubmission of application 22/02102/LUEX). Oakview Nurseries, Dead Lane, Ardleigh, CO7 7RH

- 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.
- ESS/33/23/TEN/PRE Proposed Extension of time to achieve restoration. Martells Quarry, Slough Lane, Ardleigh, CO7 7RU (see attachment)
- 23.077 Other Planning and Infrastructure issues**
- 23.77.1 ***Tendring/Colchester Borders Garden Community (and related issues)*** To receive an update on the Tendring Colchester Borders Garden Community Consultation arrangements and the Council's proposed response.
- 23.77.2 ***Neighbourhood Plan (and related issues)*** To update on progress regarding the Neighbourhood Plan. The consultation will start on 15 May for six weeks in parallel with the Garden Community Consultation. Two events will be held at Ardleigh Village Hall on Monday 22 May 6pm-8pm and Thursday 1 June 11am-2pm.
- 23.77.3 ***Pylons, Substations, Windfarms and related*** To note updates including consultation by wind farm providers and confirm any action to be taken.
- 23.078 Highways, Public Rights of Way (PRoW) and related issues (including A12 diversions)**
- 23.78.1 To receive an update on correspondence regarding A12 diversions and Wick Lane/ Dead Lane junction including surgery meeting with ECC portfolio holder for Highways.
- 23.78.2 To flag any urgent issues and updates on previous reports, 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 www.essexhighways.org/tell-us
- 23.079 Governance and Parish Council Policies/Documents**
- To review and consider/ approve updates to the following see www.ardleigh.website/formal-documents for current documents.
- 23.079.1 ***Strategic Risk Register and Risk Assessment*** (see attachment)
- 23.079.2 ***Scheme of Delegation*** (see attachment)
- 23.079.3 ***System for Internal Controls*** (see attachment)
- 23.079.4 To confirm existing Standing Orders, Financial Regulations are current and remain applicable. All available at <https://ardleigh.website/formal-documents>
- 23.080 Audit and Annual Governance and Accountability Return (AGAR)**
- 23.080.1 To receive and note the Annual Internal Audit Report of Accounts to 31 March 2023 (attached)
- 23.080.2 To consider the effectiveness of the system of internal control (see also above) and to approve the Annual Governance Statement (AGAR-section 1). (attached)
- 23.080.3 To consider the Accounting Statements (AGAR- section 2) which have been certified by the Responsible Financial Officer. To approve the Accounting Statements, by resolution, and arrange for the Accounting Statement to be signed and dated by all required parties. (attached)
- 23.080.4 To decide the dates (proposed Monday 5 June – Friday 14 July 2023) and confirm arrangements for the exercise of Public Rights of Inspection. To note the requirement to publish a notice of the Public Right of Inspection at least one working day before the period of inspection on the Council website along with the 'Council Accounts: A Summary of Your Rights'.
- 23.080.5 To consider whether to reappoint Heelis and Lodge as internal auditors for 2023-24 or to seek alternative internal auditors.
- 23.081 Community projects, meetings and events and requests for support**
- 23.81.1 To receive report on Coronation Events.
- 23.81.2 To update on any developments regarding community projects and initiatives including reports received (eg Volunteer Litter Pickers, Community Speedwatch, Police reports).
- 23.082 Reports and Correspondence**
- 23.82.1 ***District and County Councillor and Police reports*** To receive verbal updates from those present. Any written reports received from District and County Councillors are sent to members by email.

23.82.2 **Councillors' reports** including reports of training or meetings attended.

23. 82.3 **Clerk's report** - To receive a report on key correspondence and tasks undertaken since the last meeting including delegated decisions (see attachment).

23.083 Council Roles

23.083.1 To appoint Councillors to the following roles of responsibilities including membership of external/liaison groups and to consider whether officers should play an increased role in any of these areas and/or whether any other roles should be allocated:

- Cemetery (and Churchyard) health & safety inspections
- Cemetery Management
- Councillor to conduct/ check Internal financial controls
- Footpaths and Public Rights of Way liaison
- Social media support to staff
- Tendring District Association of Local Councils
- Play and fitness equipment health & safety inspections
- Police Liaison
- Landfill Site/ Quarry Liaison
- Neighbourhood Planning liaison

23.084 Council Working Groups and Committees

To consider whether the following working groups and committees are needed and if so to confirm membership and terms of reference (ToR) (attachments)

- Neighbourhood Plan Working Group and Steering Group/Committee
- Staffing Committee four councillors.
- Local Events Working party agreed at last meeting. To select three councillors

To discuss whether any other working groups or committees are required (eg Community Ambitions). Any proposals and ToR to be brought to a future meeting.

23.085 Parish Council Finance and Staffing

23.85.1 To receive final end of year accounts to 31 March 2023, and financial reports and bank reconciliation at end April 2023. (attachment).

23. 85.2 To confirm the bills for payment for Parish Council and Village Hall including payments made using delegated authority and to confirm subscriptions and direct debits currently in place (attachment).

23. 85.3 To confirm arrangements for insurance cover in respect of all insurable risks, and to confirm agreements in place with third parties for professional services including payroll, IT support and Village Hall management support, plus contracts in place following tenders (attachment).

23.85.4 To confirm signatories and administrators for Parish Council and associated charity bank accounts and other investments and to update mandates if necessary.

23.086 Amenities and Contracts

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

- a) **Council contracts and contractors. Floral displays.** To receive an update on sponsorship received for 2023 displays and confirm next steps (attachment- within Clerk's report)
- b) **Play and Exercise equipment- safety checks/ outstanding items (KT/RT/CS).** To note repairs recently completed.
- c) **The Ardleigh Recreation Ground.** Note new bench fitted.
- d) **Cemetery / churchyard matters (JM/CM for safety checks, TB other matters).**
- e) **Millennium Green (MG) (working within the Memorandum of Understanding).**
- f) **Village Hall matters** – To note any issues for the Parish Council.
- g) **Other Amenities and Open Spaces issues.**

23.087 Judicial Review

23.87.1 *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.*

23.87.2 To receive an update on developments since the last meeting.

23.87.3 To consider any further steps to be taken.

23.088 Future meetings and meeting closure

To confirm the next meeting on 12 June 2023, 7.30pm, Ardleigh Village Hall (with remote link)