

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 9 May 2022 at Ardleigh Village Hall commencing at 7.30pm
or at the rise of the Annual Parish Assembly, if later.**

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.

4 May 2022

Rachel Fletcher

Please note. 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, if possible, to complete a lateral flow test on the day of the meeting. Please send apologies and/or attend via Zoom if you are unwell or have tested positive. This is to protect participants and their loved ones. Your cooperation is appreciated.

Link the Zoom Meeting via internet (for members of the public/councillors who do not wish to join in person)

<https://us02web.zoom.us/j/82894626020?pwd=WFlicFBjTtXWjl1cVpaVnZMz1sUT09>

Meeting ID: 828 9462 6020 Passcode: 529587

Outgoing Chair's Welcome

To outline the expectations for speaking and voting at the meeting.

22.067 To elect a Chair

22.068 To elect a Vice-Chair

22.069 Minutes of the last meeting of the Council held on 11 April 2022

Councillors are asked to agree the draft minutes of the last meeting as a true and accurate record of the meeting (see attachment).

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

22.071 Annual business – see Standing Order 2j

To note the order of business of the annual meeting as outlined in Standing Orders and to agree to consider later in the meeting or to defer the following items.

- Appoint representatives to outside bodies. *See item 'Council Roles' below*
- To appoint committees and sub-committees. *See item 'Council working groups and Committees' below.*
- To consider the payment of any subscriptions falling to be paid annually. *Included with list of payments below.*
- Review of inventory of the Council's land and assets including buildings and office equipment. *Defer (Asset Register last reviewed March 2022).*
- Review of the Council's and/or employees' memberships of other bodies. *Included with list of payments below.*
- Establishing or reviewing the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998. *Defer to future meeting if update is deemed to be needed.*
- Establishing or reviewing the Council's policy for dealing with the press/media. *Defer to future meeting if policy/ update is deemed to be needed.*

22.072 Apologies and reasons for absence

22.073 Declaration and Register of Interests

To confirm the requirements for declarations of interest (including to check that published register is up to date) and dispensations and to receive any pecuniary or non-pecuniary interests relating to items on the agenda.

22.074 Public participation session relating to items on the agenda or other matters of mutual interest
There will be 15 minutes available for question time, if required. At the close of this item; members of the public will no longer be permitted to address the Council.

22.075 East Anglia GREEN

22.075.1 To update on meetings and briefing attended by members of the Council and on key issues within the consultation <https://www.nationalgrid.com/electricity-transmission/network-and-infrastructure/infrastructure-projects/east-anglia-green>

22.075.2 To confirm initial position of Council with respect to the proposals.

22.075.3 To confirm next steps (such as joint work, joining wider campaign groups, committing resources).

22.076 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
[22/00614/VOC](#) Variation of condition 2 (External materials) of application 20/01142/FUL due to unavailability of approved materials. Mount View, Fox Street, Ardeigh, CO7 7PS .
[22/00725/TCA](#) Tree works Robinia, Bay, Ash, Silver Birch. Lima, 1 Station Road, Ardeigh, CO7 7RR.
[22/00673/TCA](#) Tree works Cedar, Magnolia. The Orchard, The Street, Ardeigh, CO7 7LD.
[22/00408/FUL](#) Proposed two storey dwelling. The Lodge at 22 Harwich Road Ardeigh CO7 7LS.

Other/ Appeals Temporary event notice TENOP/4364/22 -27 August 2022 18:00-23:00 Colchester Bowling Club- Celebration of 120 Years.

22.077 Reports and Correspondence

22.077.1 **District and County Councillor and Police reports** To receive verbal updates from those present and confirm that regular reports received from District and County Councillors or the police continue to be forwarded to members by email.

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

22.077.3 **Clerk's report** To receive a report on key correspondence and tasks undertaken since the last meeting including delegated decisions.

22.078 Audit and Annual Governance and Accountability Return

22.078.1 To receive and note the Annual Internal Audit Report of Accounts to 31 March 2022. (attachment).

22.078.2 To consider the effectiveness of the system of internal control and to approve the Annual Governance Statement (Annual Governance and Accountability Return (AGAR)-section 1)

22.078.3 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.

22.078.4 To decide the dates (proposed Monday 13 June – Friday 22 July 2022) and confirm arrangements for the exercise of Public Rights of Inspection- dates proposed . To note the requirement to publish a notice of the Public Right of Inspection at least 1 working day before the period of inspection on the Council website along with the 'Council Accounts: A Summary of Your Rights'. (see attachment)

22.078.5 To consider whether to reappoint Heelis and Lodge as internal auditors for 2022-23 or to seek alternative internal auditors.

22.079 Council Roles

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
- Police Liaison
- Landfill Site Liaison
- Quarry Liaison
- Tendring District Association of Local Councils
- Play and fitness equipment health & safety inspections

22.080 Council Working Groups and Committees

To confirm membership and terms of reference (ToR) of working groups and committees

- 22.080.1 Neighbourhood Plan Working Group and Steering Group/Committee (see attachment)
- 22.080.2 Staffing Committee (see attachment)
- 22.080.3 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.

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

To receive updates on recent developments including the Parish Council's response to consultation on the Draft Plan <https://talk.tcbgardencommunity.co.uk/>

22.082 Neighbourhood Plan (and related issues)

- 22.082.1 To receive an update on progress of the Neighbourhood Plan which has been submitted to Tendring District Council. To consider any issues needing direction from the Parish Council.

22.083 Amenities and Contracts

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

- 22.083.1 Council contracts and contractors including notice given by one contractor.
- 22.083.2 Play and Exercise equipment- safety checks/ outstanding items.
- 22.083.3 The Ardleigh Recreation Ground.
- 22.083.4 Cemetery / churchyard matters (JM/CB for safety checks, TB other matters).
- 22.083.5 Millennium Green (MG) including Memorandum of Understanding.
- 22.083.6 Village Hall matters.
- 22.083.7 Other Amenities and Open Spaces issues, including trees.

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

- 22.084.1 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.
- 22.084.2 To update on joint meeting (meeting held 3 May 2022) with Langham and Dedham PCs and our respective County Councillor(s) to discuss issues of mutual concern.

22.085 Community projects, meetings and events

- 22.085.1 To receive an update on Jubilee plans and support to be provided by Parish Council.
- 22.085.2 To receive any updates on initiatives such as Keep Ardleigh Litter Free, Community Speedwatch.

22.086 Parish Council Finance and Staffing

- 22.086.1 To receive the Parish Council finance report and Bank Reconciliation as at end April 2022 included updated budget headings (see attachment).
- 22.086.2 To approve payments to be made (or already made under delegated authority) for Ardleigh Parish Council and Village Hall including subscriptions and memberships paid annually (normally approved in the month they become due) and direct debits to be reconfirmed (see attachment)
- 22.086.3 To confirm banking arrangements and signatories for all bank accounts and investments held by Ardleigh Parish Council and its associated Charities.

22.087 Governance and Parish Council Policies

To confirm existing Standing Orders, Financial Regulations, statement of internal control are current and remain applicable. All available at <https://ardleigh.website/formal-documents>

22.088 Date of next meeting, meeting closure

The date of the next meeting is 13 June 2022 at 7.30pm at Ardleigh Village Hall (with Zoom link).