



ARDLEIGH PARISH COUNCIL

Minutes of the Meeting of Ardleigh Parish Council held on Monday 15 May 2023 at 7.30pm at Ardleigh Village Hall

PRESENT: Cllr's Chris Whitfield (Chair), Tim Barrott (Joint Vice-Chair), Jayne Marshall (Joint Vice-Chair), Carolyn Mason, Richard Talbot, Emma Thrower, Clerk, Rachel Fletcher, and Deputy Clerk, Diane Bull (minutes).

ALSO IN Cllr Carlo Guglielmi – Essex County Council (ECC) – Tendring Rural West Division

ATTENDANCE: Cllr Zoe Fairley – Tendring District Council (TDC) – Ardleigh and Little Bromley Ward.
Nine members of the public were present.

23.067	Election of Chair of Ardleigh Parish Council Cllr Chris Whitfield was proposed by Cllr Tim Barrott, the outgoing Chair, seconded by Cllr Jayne Marshall. It was unanimously RESOLVED to elect Cllr Chris Whitfield as Chair.
23.068	Declaration of Acceptance of Office The Chair's signed declaration of acceptance of office was received. It was noted that all councillors present had signed Declarations of Acceptance of Office prior to the meeting in the presence of the Proper Officer.
23.069	Election of Vice-Chair of Ardleigh Parish Council It was RESOLVED to appoint two Vice-Chairs to ensure future continuity. Cllr Tim Barrott and Cllr Jayne Marshall were duly elected.
23.070	Apologies and Reasons for Absence Apologies were received from Cllr Jonathan Waters.
23.071	Chair's Welcome The Chair welcomed everyone to the meeting, noting the new term of office for all councillors. A vote of thanks was made to Cllr Tim Barrott for his many years' service as Chair and for standing as Joint Vice-Chair. Cllr Zoe Fairley was welcomed to the meeting as the newly elected TDC Ardleigh and Little Bromley Ward Councillor. There was a warm welcome to the new Deputy Clerk, Diane Bull. It was noted that there were four councillor vacancies. Encouragement would be given to potential councillors to attend a few meetings before committing themselves to the role, via co-option, at a future meeting.
23.072	Public Participation session relating to items on the agenda Issues raised by members of the public included: <ul style="list-style-type: none"> - Impact of A12 Diversions - Potential impact on residents of Burnt Heath of proposed substations and battery storage. - Planning concerns regarding application at Old Ipswich Road/Wick Lane - Coronation Events feedback
23.073	Declaration and Register of Interests

	No interests were declared. Councillors were reminded to complete their Pecuniary Interests Declarations.
23.074	Minutes of the last meeting of the Council held on 17 April 2023 The minutes of 17 April 2023 were approved as a true and accurate record.
23.075	Annual Business – See standing order 5J The business of the annual meeting as outlined in Standing Orders was noted and where applicable/agreed to be deferred.
23.076	<p>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.</p> <p>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.</p> <p>Applications 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. <i>The Council had no objection.</i></p> <p>23/00539/TCA 1 No. Katsura – tree works. The Orchard, The Street, Ardleigh CO7 7LD. <i>The Council had no objection.</i></p> <p>23/00521/FULHH Proposed single storey dual pitch side extension with glazed gable end. Three Elms, Harts Lane, Ardleigh CO7 7QH. <i>The Council had no objection.</i></p> <p>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. <i>The Council felt that agricultural ties should be retained for future generations of growers and would not wish to see this lifted.</i></p> <p>ESS/33/TEN/PRE Proposed extension of time to achieve restoration. Martells Quarry, Slough Lane, Ardleigh. CO7 7RU. <i>The Council requested further information on the reason for the extension request.</i></p>
23.077	Other Planning and Infrastructure issues
23.77.1	<p><i>Tendring/Colchester Borders Garden Community (and related issues)</i> It was noted that the 6 week consultation had commenced. TDC had arranged public consultation events to be held at Ardleigh Village Hall on 22 May and 1 June for residents to view the latest proposals. It was RESOLVED that Ardleigh Parish Council would prepare a response.</p>
23.77.2	<p><i>Neighbourhood Plan (and related issues)</i> It was noted that the 6 week consultation for the Neighbourhood Plan, approved by TDC Cabinet on 17 March, was underway. After the consultation period a planning examiner would be appointed by TDC.</p>
23.77.3	<i>Pylons, Substations, Windfarms and related</i>

	<p>It was noted that a response had been submitted to Five Estuaries Offshore Wind Farm consultation and that consultation was underway for North Falls Offshore Wind Farm. A public consultation event had been arranged for Saturday 10 June.</p> <p>It was noted that a public meeting had been suggested by Sir Bernard Jenkin, MP, and a representative of Essex, Suffolk, Norfolk Pylons action group. Dates would be identified.</p>
23.078	<p>Highways, Public Rights of Way (PRoW) and related issues (including A12)</p> <p>It was noted that a 'surgery' had been held with ECC, Councillor Scott, Portfolio Holder for Highways, where issues relating to the A12 diversions and safety at Wick Lane junction were discussed. Cllr Guglielmi undertook to continue to liaise with the relevant bodies to seek long term solutions to both issues.</p>
23.079	<p>Governance and Parish Council Policies/Documents</p> <p>It was RESOLVED to adopt the following updated policies:</p> <p>23.79.1 Strategic Risk Register and Risk Assessment</p> <p>23.79.2 Scheme of Delegation</p> <p>23.79.3 System for Internal Controls</p> <p>23.79.4 No changes were made to existing Standing Orders and Financial Orders which remained current and applicable.</p>
23.080	<p>Audit and Annual Governance and Accountability Return (AGAR)</p> <p>23.80.1 The Annual Internal Audit Report of Accounts to 31 March 2023 was agreed. It was noted that the auditors picked up on very little and praised the Clerk. The Council, in turn, thanked the Clerk for doing such a good job.</p> <p>23.80.2 It was agreed that the current system of internal control was effective and the Annual Governance Statement (AGAR-section 1) was approved.</p> <p>23.80.3 The Accounting Statements (AGAR-section 2), certified by the Responsible Finance Officer, were approved and duly dated and signed by the Chair and Clerk.</p> <p>23.80.4 The dates for the exercise of Public Rights of Inspection were agreed as Monday 5 June – Friday 14 July 2023. 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' was noted.</p> <p>23.80.5 It was agreed to appoint Heelis and Lodge as internal auditors for 2023/24.</p>
23.081	<p>Community Projects, meetings and events and request for support</p> <p>23.81.1 It was agreed that the Coronation events were well attended and a great success. Formal thanks were given to everyone who was involved in the smooth running of these events. Particular thanks were given to the village archivist for her unstinting and much appreciated efforts. A Coronation Bench was donated, thanks were recorded.</p> <p>23.81.2 It was noted that there had been more fly tipping incidents and additional litter picking kits were available.</p>
23.082	<p>Reports and Correspondence</p> <p>23.82.1 <i>District and County Councillor and Police Reports</i></p> <p>Cllr Guglielmi updated on various issues and suggested bi-monthly (ie six per annum) with representatives of the Parish Council and Cllr Fairley.</p> <p>Cllr Fairley introduced herself as District Councillor for Ardleigh and Little Bromley. She stated that she would welcome direct contact from residents on issues within her remit. She stated she had received dispensation to be involved in discussions pertaining to pylons, due to the proximity of family owned land.</p> <p>23.82.2 <i>Councillors' Reports</i></p>

23.82.3	Nothing to report Clerk's Report The Clerk's report including correspondence and delegated decisions was noted.																																		
23.083	Council Roles The following roles and responsibilities were agreed: <ul style="list-style-type: none"> . Cemetery (and Churchyard) health and safety inspections. Cllrs Mason and Marshall . Cemetery Management. Cllr Barrott, with assistance and future training of Deputy Clerk. . Councillor to conduct/check internal financial controls. It was agreed that this role would be carried out on a rota basis by all councillors unless any future councillors volunteered to carry out regular checks. . Tendring District Association of Local Councils. Cllr Marshall . Play and Fitness Equipment Health and Safety Inspections. Cllr Talbot, with assistance and future training of Deputy Clerk . Landfill Site/Quarry Liaison. Cllrs Barrott, Marshall and Talbot. 																																		
23.084	Council Working Groups and Committees It was agreed that a Neighbourhood Plan Working Group and Steering Group/Committee was still required until the Plan was 'made' at a referendum. It was agreed that the Staffing Committee would comprise of Cllrs Whitfield, Barrott, Marshall and Waters. Proposals for a future Environmental Working Group would be brought to a future meeting.																																		
23.085	Parish Council Finance and Staffing																																		
23.85.1	The final end of year accounts to 31 March 2023 were received and it was noted that the general and earmarked reserves had been re-set to reflect the year end position.																																		
23.85.2	Bills for payment for Parish Council and Village Hall were agreed as follows. <table border="1"> <tr><td>Adobe Acrobat (Clerk's expenses)</td><td>£15.17</td></tr> <tr><td>Cottage Landscapes</td><td>£2,112.00</td></tr> <tr><td>Clerk's expenses</td><td>£147.38</td></tr> <tr><td>Cloudy IT</td><td>£163.92</td></tr> <tr><td>Heelis and Lodge</td><td>£320.00</td></tr> <tr><td>Opusfm Group</td><td>£327.00</td></tr> <tr><td>Opusfm Group</td><td>£317.71</td></tr> <tr><td>Bland Landscapes</td><td>£644.40</td></tr> <tr><td>Playquip</td><td>£2,222.40</td></tr> <tr><td>Acetech</td><td>£108.00</td></tr> <tr><td>Gasway services</td><td>£119.90</td></tr> <tr><td>Zoom (Clerks expenses)</td><td>£71.94</td></tr> <tr><td>Cottage Landscapes</td><td>£1,440.00</td></tr> <tr><td>Coronation expenses (straw bales)</td><td>£150 tbc</td></tr> <tr><td>Archivist</td><td>84.34</td></tr> <tr><td>Little Green Self Storage Co Ltd</td><td>499.68</td></tr> <tr><td>EALC membership</td><td>622.61</td></tr> </table>	Adobe Acrobat (Clerk's expenses)	£15.17	Cottage Landscapes	£2,112.00	Clerk's expenses	£147.38	Cloudy IT	£163.92	Heelis and Lodge	£320.00	Opusfm Group	£327.00	Opusfm Group	£317.71	Bland Landscapes	£644.40	Playquip	£2,222.40	Acetech	£108.00	Gasway services	£119.90	Zoom (Clerks expenses)	£71.94	Cottage Landscapes	£1,440.00	Coronation expenses (straw bales)	£150 tbc	Archivist	84.34	Little Green Self Storage Co Ltd	499.68	EALC membership	622.61
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23.85.3	Salary payment and the list of current subscriptions and direct debits were also confirmed.																																		
23.85.4	Insurance arrangements for the coming year were confirmed. Arrangements were confirmed with third parties for professional services, including payroll and IT support.																																		

	It was agreed that signatories and administrators for Parish Council and associated charity bank accounts and other investments would be Cllrs Whitfield, Barrott and Marshall. The Clerk, Rachel Fletcher, would be a signatory where this was necessary to operate the account and/or the named administrator where this was an option. The relevant mandates would be updated accordingly.
23.086	<p>Amenities and Contracts To receive updates and take decisions on Parish Council amenities and contracts.</p> <p>(a) Council contracts and contractors. Floral displays The Council was advised that £1,100 had been received in donations for floral displays but that even allowing for a reduction of overall costs this year through not including baskets and using volunteers for some of the work, more funding was required. The kind offer of assistance with the additional monies from Chaselet Limited was gratefully accepted.</p> <p>(b) Play and Exercise Equipment – safety checks/outstanding items Regular inspections were undertaken. It was noted that the Deputy Clerk had begun to participate in these checks. The Ardleigh Recreation Ground It was noted that a new Coronation bench had been provided. Thanks to GCG Environment Trust were noted. The Memorandum of Understanding with Ardleigh Cricket Club would be signed by the Chair on behalf of the two charities, of which the Parish Council was sole trustee.</p> <p>(c) Cemetery / churchyard matters It was noted that the noticeboard requires renovation/repair.</p> <p>(d) Millennium Green It was noted that a report has been requested from Bland Landscapes by the Millenium Green Trust.</p> <p>(e) Village Hall matters A review of Village Hall partnership and management would be prepared for a future Village Hall sole trustee meeting.</p> <p>(f) Other Amenities and Open Space Issues It was suggested that additional litter bins be considered at Home Farm Lane and Plains Farm Close.</p>
23.087	Judicial Review
23.87.1	<i>Items in confidence. Under the Public Bodies (Admissions to Meetings) Act 1960, the press and public were excluded during the discussion of this agenda item as the Council was considering legal and contractual issues. Members of the public were asked to leave the room.</i>
23.87.2	A verbal update on developments since the last meeting was received.
23.87.3	A further letter would be sent to TDC after discussion with Cllr Waters
23.088	<p>Future meetings and meeting closure The next meeting would be held on Monday 12 June at 7.30pm at Ardleigh Village Hall (with remote link). The meeting closed at 9.09pm.</p>

Signed by Meeting Chair on

