



ARDLEIGH PARISH COUNCIL

Minutes of the Meeting of Ardleigh Parish Council held on Monday 11 September 2023 at 7.30pm at Ardleigh Village Hall

PRESENT: Cllrs Tim Barrott (Chair), Jayne Marshall, James Blyth, Carolyn Mason, Richard Talbot
Cllrs Helen Fontaine and Martin Whiteley joined the Council from item 23.121.
Officers Clerk, Rachel Fletcher, and Deputy Clerk, Diane Bull (Minutes).

ALSO IN ATTENDANCE: Cllr Guglielmi (ECC) and Cllr Fairley (TDC)
Three members of the public were present (plus two candidates for co-option).

23.118	Chair's Welcome The Chair welcomed Cllr Blyth to his first full meeting of the Council. Helen Fontaine and Martin Whiteley were also welcomed and thanked for standing for co-option.
23.119	Apologies and reasons for absence Apologies were received from Cllr Waters.
23.120	Public participation session relating to items on the agenda Two issues were raised by members of the public:- <ul style="list-style-type: none"> • request for encouragement to be given to residents to keep frontages neat/passable and whether a volunteer work party could be set up to help. • the Council's attention was drawn to a broken piece of play equipment in the children's play area. It was noted that this was not broken at the last weekly play equipment inspection and would be removed.
23.121	Co-option of members of the Council Helen Fontaine and Martin Whiteley were unanimously co-opted as members of Ardleigh Parish Council and completed the Declaration of Acceptance of Office in the presence of the Clerk.
23.122	Declaration and Register of Interests No interests were declared. It was unanimously AGREED that dispensation be given to all Councillors in respect of the pylons, substations, windfarms and the Planning case and legal action relating to the food distribution centre. Cllr Blyth had declared a pecuniary interest in the food distribution centre, as he was a tenant of part of the site. It was agreed that his dispensation would limit him to taking part in discussions as he may have professional input to make, but that he would not vote.
23.123	Minutes of meeting held on 10 July 2023 The minutes of 10 July 2023 were approved as a true and accurate record.
23.124	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. See https://www.tendringdc.gov.uk/planning/planning-applications for current applications. It was noted that weekly lists provided by Tendring District Council (TDC) were sent to Councillors.

Applications	<p><u>23/01199/FULHH</u> Oak porch and brick dwarf wall. Kalm Oak Nursery, Hunters Chase, CO7 7LW. The Council had no objection.</p> <p><u>23/01137/WTPO</u> Removal of diseased Sycamore Tree. Land at Hunters Chase, Ardleigh, CO7 7LN. The Council had no objection.</p> <p><u>23/01167/TCA</u> Removal of Scotts Pine and two unknown trees. 6 Ardleigh Court. CO7 7LA. The Council had no objection</p> <p><u>23/01169/WTPO</u> Reduce two Holm Oak and one Lime tree. 23 Ingrams Piece, Ardleigh, CO7 7PZ. The Council had no objection.</p>
23.125	Other Planning and Infrastructure Issues
23.125.1	<p>Tendring/Colchester Borders Garden Community (and related issues)</p> <p>It was noted that a further comment had been submitted.</p>
23.125.2	<p>Neighbourhood Plan (and related issues) The draft response to the independent examiner's queries was agreed and it would be referred to Chris Whitfield for his comments.</p>
23.125.3	<p>Pylons, Substations, Windfarms and related The recently submitted submission of objection to National Grid summer consultation was noted and the forthcoming public meeting on 15 September 7pm Ardleigh Village Hall was discussed. Thanks were given to Cllrs Guglielmi and Fairley for their ongoing support and for arranging the public meeting.</p>
23.125.4	<p>Tendring District Council Corporate Plan Consultation</p> <p>It was noted that encouragement/publicity be given to ensure residents comment on the above consultation https://www.tendringdc.gov.uk/council/consultation-contact-and-complaints/consultation</p>
23.126	<p>Highways, Public Rights of Way (PRoW) and related issues (including A12 diversions)</p> <p>It was noted that overgrown hedges obstructing pavements/footpaths would be discussed, along with other ongoing matters, at the next scheduled bi-monthly review with Cllrs Guglielmi and Fairley on 21 September 2023.</p>
23.127	Community Projects, meetings and events and request for support
23.127.1	<p>Bottle Bank It was AGREED that the bottle bank recycling point in the Village Hall car park trial had been an overall success and would be made permanent. This would allow us to approach TDC for small grant funding for fencing and noise reduction measures. The Council further noted that we had approached TDC to request a second recycling site at Prettyfields and would be advised of the outcome once the site survey had been carried out.</p>
23.127.2	<p>The following matters relating to community groups and amenities were discussed</p> <ul style="list-style-type: none"> • Speedwatch The latest Speedwatch report was noted. Further volunteers are required to ensure Speedwatch can continue to operate. It was agreed to publicise this request on APC website and the Ardleigh Advertiser. • Following the success of the first meeting of the environmental group, Ardleigh PACE, APACE, the second meeting would be held at Prettyfields on 27 September between 7 and 9pm. • It was AGREED in principle to look into EV/solar energy for the Village Hall. • Cllr Fairley agreed to request the environmental team at TDC undertake a litter pick in Wick Lane and surrounding areas.
23.127.3	<p>It was agreed to set a deadline for grant requests from community groups in January 2023 for consideration at the February meeting. It was noted that budget for S137 support was £1,000 for 2023-4</p>
23.127.4	<p>Correspondence from the methodist minister was noted. It was AGREED that APC have neither the capacity nor funds to proceed with any plans for the former Church.</p>

<p>23.128</p> <p>23.128.1</p> <p>23.128.2</p> <p>23.128.3</p>	<p>Reports and Correspondence</p> <p><i>District and County Councillor and Police Reports</i></p> <p><i>Cllr Guglielmi</i> advised on the following:-</p> <ul style="list-style-type: none"> - Assistance in respect of the potential presence of RAAC at the Village Hall. - Confirmation of his visit to Plains Farm Close. <p><i>Cllr Fairley</i> advised the following in addition to consultations on various issues such as dog fouling, school visits, etc:-</p> <ul style="list-style-type: none"> - Requested any comments be forwarded in respect of the forthcoming car rally - Attendance at the Garden Community Meeting - Advised of dispensation granted from TDC in respect of the pylons. - Gave a vote of thanks to those helping with the forthcoming Public Meeting. <p><i>Councillors' Reports</i> Nothing to report.</p> <p><i>Clerk's Report</i> Copies were given to newly co-opted Cllrs Fontaine and Whiteley. It was noted that the current workload was arduous and thanks were given to the Clerk. Some of the increased workload was due to RAAC and National Grid was noted alongside the need to prepare an additional Parish Council monthly report and to publicise the forthcoming Public Meeting for residents as there was no Ardleigh Advertiser published for August.</p>														
<p>23.129</p> <p>23.129.1</p> <p>23.129.2</p> <p>23.129.3</p> <p>23.129.4</p> <p>23.129.5</p>	<p>Parish Council Finance and Staffing</p> <p>23.129.1 The financial reports to 31 August 2023 were received and accepted.</p> <p>23.129.2 The following payments were approved plus salaries including HMRC and pension contributions totalling £3459.61. Bills for payment for the Village Hall were also agreed.</p> <table border="1" data-bbox="323 1115 1064 1391"> <tr> <td>Cloudy IT (already paid)</td><td>£38.04</td></tr> <tr> <td>Clerks Expenses</td><td>£69.35</td></tr> <tr> <td>Cottage Landscapes</td><td>£1,920.00</td></tr> <tr> <td>Cloudy IT</td><td>£157.92</td></tr> <tr> <td>Superfine fencing</td><td>£366.22</td></tr> <tr> <td>Ardleigh Village Hall</td><td>£85.00</td></tr> <tr> <td>Eurooffice</td><td>£61.16</td></tr> </table> <p>23.129.3 It was RESOLVED that Cllrs Barrott, Marshall and Talbot remain as bank signatories for Ardleigh Parish Council, Ardleigh Village Hall and Ardleigh Recreation Ground accounts and investments. It was further RESOLVED that the Clerk, Rachel Fletcher would be the main contact, and a signatory, where this was necessary to operate the accounts, and to make previously authorised payments etc.</p> <p>23.129.4 The completion of the review of the Annual Governance & Accountability Return (AGAR) for Ardleigh Parish Council for the year ended 31 March 2023 was noted. This stated 'Section 1, Assertion 5 has been incorrectly completed, it has been noted that a risk assessment review took place in May 2023 however the authority failed to complete this in the 2022/23 financial year thus the response should have been 'No'. This is consistent with the Internal Auditor's response to Internal Control Objective C.' The Clerk advised that the external auditors had raised that the risk assessments had not been completed during the relevant year, and whilst this was a conscious decision to delay to allow the new Councillors to participate, the impact on the AGAR had not been considered.</p> <p>23.129.5 Staffing matters were discussed in light of current workload and the expected departure of the Deputy Clerk. Staffing Committee would meet to consider options.</p>	Cloudy IT (already paid)	£38.04	Clerks Expenses	£69.35	Cottage Landscapes	£1,920.00	Cloudy IT	£157.92	Superfine fencing	£366.22	Ardleigh Village Hall	£85.00	Eurooffice	£61.16
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23.130	<p>Amenities and Contracts</p> <p>(a) Council contracts and contractors. Floral displays It was noted that the floral displays would be updated for autumn/winter and any underspend carried over to 2024-5.</p> <p>(b) Play and Exercise Equipment – safety checks/outstanding items It was noted that a meeting had been arranged to review the above and a report provided to Council prior to the next meeting.</p> <p>(c) The Ardleigh Recreation Ground Some recent vandalism was noted. Further discussion was held regarding staff from a local business parking in the Village Hall Car Park and that this was not something the Council wished to agree at the present time as priority should be given to users of the Recreation Ground, Millennium Green and Village Hall.</p> <p>(d) Cemetery / churchyard matters The meeting of APC with Church Wardens tomorrow was noted. It was further noted that no progress had been made in respect of additional land and Cllr Guglielmi advised he would be endeavouring to progress this.</p> <p>(e) Village Hall matters It was noted a surveyor had inspected the Village Hall in respect of the presence of RAAC and whilst it was yet to be confirmed, the surveyor was quite confident it wasn't present. The Council would be updated once the report was received.</p> <p>Cllr Mason agreed to circulate the report recently received from Colchester Energy and Cllr Whiteley would review.</p> <p>(f) Other Amenities and Open Space Issues It was agreed a site inspection would be undertaken by two/three Councillors to review the Annual Tree Inspection Report.</p>
23.131	<p>Parish Council governance and related</p> <p>It was RESOLVED that Chris Whitfield would continue as Chair of the Neighbourhood Plan Working and Steering Committees and membership of groups would be amended accordingly. It was RESOLVED that Cllr Mason would join the Staffing Committee.</p>
<p>23.132</p> <p>23.132.1</p> <p>23.132.2</p> <p>23.132.3</p>	<p>Judicial Review</p> <p><i>Items in confidence. Under the Public Bodies (Admissions to Meetings) Act 1960, the 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></p> <p>An update on developments since the last meeting was received including a confidential advice note. It was noted that the Judicial Review Application had been submitted and copies served on the defendant and interested party. A Freedom of Information/EIR Request had subsequently been received from the defendant which would be refused under the cost/time rules.</p> <p>Further steps to be taken were discussed and agreed including arrangements for legal representation if the case was given permission to proceed.</p>
23.133	<p>Future meetings and meeting closure</p> <p>The meeting closed at 9.20pm. The next meeting would be held on Monday 9 October at 7.30pm at Ardleigh Village Hall (with remote link).</p>

Signed by Meeting Chair on