

ARDLEIGH PARISH COUNCIL



Minutes of the Meeting of Ardleigh Parish Council held on Monday 11 October 2021 at 7.30pm at Ardleigh Village Hall

PRESENT Cllr Tim Barrott (Chair), Cllrs Sally Bolingbroke, Jayne Marshall, Carolyn Mason, Clive Salmon, Emma Twine, Jonathan Waters. Clerk- Rachel Fletcher

Also in attendance- Lizzie Cheeld, Deputy Parish Clerk. Cllr Neil Stock Tendring District Council (TDC), Cllr Carlo Guglielmi Essex County Council (ECC)

21.171 Chair's welcome and explanation of expectations regarding conduct of face-to-face meeting.

The chair welcomed Cllrs Salmon, Twine and Waters to their first face-to-face meeting since joining the Council in January 2021.

21.172 Apologies and reasons for absence

Written apologies with reasons had been received from Cllrs Richard Talbot, Emma Thrower and Chris Whitfield It was noted that as a result of COVID there had been no official meetings of the Council since 5 May 2021 and unfortunately, at this, the first meeting in 5 months the three above-named councillors were unable to attend.

The primary reason for absence from official meetings was therefore COVID restrictions.it was noted that all had been actively engaged in matters of Council business throughout the period since the last official meeting including attending most, or all, of the 'advisory discussions' which had taken place since 5 May.

- It was **resolved** to accept the apologies and reasons for absence of Cllr Talbot due to unavoidable personal commitments.
- It was **resolved** to accept the apologies and reasons for absence of Cllr Whitfield due to personal/ family commitments outside the area.
- It was **resolved** to accept the apologies and reasons for absence of Cllr Thrower due to urgent family commitments outside the area.

All three votes were unanimous.

21.173 Public participation session relating to items on the agenda or other matters of mutual interest

There were no members of the public present.

21.174 Declaration of Interests

No pecuniary or non-pecuniary interests were declared relating to the agenda.

21.175 Minutes of the last full meeting of the Council held on 5 May 2021, advisory discussions dated 14 June 2021, 12 July 2021, 9 August 2021, 13 September 2021

The minutes of the meeting held on 5 May 2021 were agreed as a true and accurate record of the meeting. The Minutes of the advisory discussions dated 14 June 2021, 12 July 2021, 9 August 2021 and 13 September 2021 were agreed as true and accurate records.

21.176 Ratification of decisions using Delegated Authority

The decisions taken and implemented by the Parish Clerk since 5 May 2021, using delegated authority in consultation with the members of the Council were ratified. The key decisions were those recommended at or reported to the advisory meetings on 14 June 2021, 12 July 2021, 9 August 2021, 13 September 2021.

It was **resolved** that the delegated authority provisions agreed at the meeting on 5 May 2021 would remain in force should they be needed- eg in the event of a further lockdown or during gaps between face-to-face meetings.

21.177 Dispensation for non-attendance at face-to-face meetings

It was **resolved** to provide a dispensation regarding the six-month rule (Local Government Act 1972) to excuse the non-attendance of Councillors at face-to-face Council meetings until further notice, limited to situations where such Councillors continued to participate in council business through attendance at remote or hybrid meetings/advisory discussions during the period in question.

21.178 Planning

Applications

All applications could be found on the Tendring District Council web pages <https://www.tendringdc.gov.uk/planning/planning-applications> and were normally sent to Councillors via the weekly lists provided by Tendring District Council.

The following comments were made on planning applications.

[21/01497/DETAIL](#)

Land adjacent to 39 Harwich Road Lawford CO11 2LS Reserved Matters Application (approval sought for all matters) following permission 20/01335/OUT, for proposed erection of 2 semi-detached dwellings. *Objection. Insufficient detail had been provided, the proposal was not in keeping with what already exists, insufficient parking (one space per house) and tiny gardens.*

[21/01550/FULHH](#)

Three Elms Harts Lane Ardleigh CO7 7QH Proposed raising of roof pitch and insertion of dormers to allow for habitable rooms within the roof space, front porch & changes to external finishes. *Objection the site had seen significant development and new applications and it was felt that permission granted already should be adhered to.*

[21/01481/OUT](#)

Land North of Bromley Road, Ardleigh, CO4 3JG Proposed outline application with all matters reserved except access for 4 no. detached dwellings. *Strong objection There had been significant development in the immediate area (all outside the settlement development boundary) which was important for wildlife being close to Salary Brook. Access would be dangerous. Part One of the Local Plan had now been adopted and there was sufficient housing land supply. There was no need for more housing of this type in this location.*

[21/01635/FUL](#)

Paddock Cottage Chapel Lane Ardleigh CO7 7BJ Proposed change of use of land from equine to residential garden. *Comments to be made the Council felt that there should be covenant for garden use only not the first step towards a new dwelling*

Other/ Appeals

The Council considered the following appeals and **resolved** to reiterate and expand on their earlier objections

- Appeal APP/P1560/W/21/3275198 previous ref 20/01729/OUT (Land adjacent to 39 Harwich Road)
- Appeal APP/P1560/W/21/3275335 previous ref 21/00204/OUT (Land East of 24 Harwich Road)
- Appeal APP/P1560/W/21/3274898 previous ref 20/01688/FUL (Land South of Turnpike Close Ardleigh) – note this appeal notification was received after the agenda was published

The Council considered the following other applications

- Five Estuaries Offshore Wind Farm Environmental Impact Assessment Scoping report <https://infrastructure.planninginspectorate.gov.uk/wp-content/ipc/uploads/projects/EN010115/EN010115-000012-5EST%20-%20Scoping%20Report.pdf> No comment would be made at this stage.
- Pre application enquiry regarding the construction of a 50MW Battery Energy Storage System Facility (land to the west of the Lawford sub-station, Little Bromley Rd, Ardleigh). The developers would be invited to a Zoom meeting to seek further information.
- TENOP/4221/21 temporary event notice Swallows Little Bromley Road. Noted

It was noted that the Council had been approached regarding naming a road for the development at Cherry Tree Farm of 9 houses (approved on appeal). The request included a plan which showed 20 dwellings. Concern would be expressed to the TDC and the District Councillor copied in.

Decisions Planning decisions confirmed since the last meeting were noted. Full details could be found on the Tendring District Council web pages <https://www.tendringdc.gov.uk/planning/planning-applications> weekly updates were forwarded to members and were available online.

21.179 Tendring Local Plan, Tendring/Colchester Borders Garden Community, A133/ A120 Link Road

The master plan baseline report for the Tendring Colchester Borders Garden Community <https://talk.tcbgardencommunity.co.uk/baseline-report> was noted. The section on Ardleigh focussed mainly on the village centre. Feedback from a workshop attended by Cllrs Mason and Whitfield was circulated. An invitation to a joint Parish Councils meeting on 12 October was noted. Cllr Barrott would endeavour to attend.

It was noted that the Tendring Local Plan should be considered for adoption before the end of 2021.

21.180 Reports and Correspondence

21.180.1 District and County Councillor and Police reports

Tendring District Councillor Cllr Stock provided a verbal update on matters relating to TDC including:- Back to Business strategy; Business Adaptation Grants; The Women's Cycling Tour and the Local Plan which was expected to be adopted by the end of the year. The Alresford Neighbourhood Plan had been ratified- the first in Tendring

Essex County Councillor Cllr Guglielmi had provided a written report and provided verbal updates on a number of Highways /ECC matters including:-Highways surgery about Old Ipswich Road on 25 October; Spring Valley Lane local Highways Panel (LHP) scheme; Cemetery extension; Access to Rangers; S106 contributions ensuring that open spaces team were aware of issues.

Concerns had been expressed about damaged road signs, which were felt to compromise safety. It was reported that Cllrs Stock and Guglielmi had met the cabinet member for highways, that maintenance budgets were very tight and that future LHP schemes and/or use of the Highways Devolution Pilot grant may need to be considered.

Police There was a verbal update on the Police 'In Your Street' meet held 7 October. Reports included concerns about speed of vehicles along the B1029 at Frating Road/ Burnt Heath where there was no footpath and residents (including children dropped off by after-school buses) had to walk on the road. There was a discussion about whether a reduction in speed limit on this stretch should be investigated.

The next 'In Your Street' meeting would be on Saturday 27 Nov 10.30-11.30 outside the Village Hall.

21.180.2 Report of Clerk and Deputy Clerk and delegated decisions and actions

A report on key correspondence and tasks undertaken since the last meeting was noted. It was noted that some additional hours had been worked by staff and that the work relating to the Village Hall had been particularly time-consuming. Annual appraisals would normally take place over the forthcoming months to link to the planning and budgeting cycle. It was noted that the monthly reports in the Ardleigh Advertiser showed the breadth of activities and achievements of the Council.

21.180.3 Councillors' reports. Covered elsewhere on the agenda (21.179).

21.181 Neighbourhood Plan/ Village Design Statement

21.181.1 An update on recent meetings and activities of the Neighbourhood Plan Steering Group and Working Group was given including progress on 'Local Green Spaces' work. A total of 24 assessments had been completed and would be reviewed at the forthcoming Working Group on 25 October. It was confirmed that grant funding of £3566 had been received from Locality.

21.181.2 To meeting considered options to update the Village Design Statement and/or provide a Design Code for incorporation into the Neighbourhood Plan. It was **resolved** to contract Planning Direct to complete the work. This would provide the quickest turn around for a cost of £1500 plus VAT.

21.182 Health and Safety/ Recreation Ground, Play, Open Spaces, Millennium Green, Trees

21.182.1 Written safety inspection checklists for Play Equipment had been completed. It was **agreed** that the Deputy Clerk and Cllr Talbot would each conduct inspections on alternate weeks (so that inspections were completed weekly as required by insurers) with back up from Cllrs Barrott and Marshall if required.

21.182.2 There was no update on Millennium Green other than play equipment checks above.

21.183 Parish Council Finance and Staffing

21.183.1 The financial reports and bank reconciliation at end September 2021 were received including an update on internal controls which had been completed by Cllr Bolingbroke. It was noted that 6 months of the year had passed and projections showed the overall budget was on track.

21.183.2 The following bills for payment for the Parish Council and Village Hall were **approved** including some payments already made under delegated authority. The actual payment to JF Tree Specialist approved in the previous month was £908.

Cemetery deposit return	£265.00
JF Tree Specialists	£1,568.00
Mortimer contracts	£300.00
EALC	£252.00
Bland Landscapes	£669.38
EON	£154.57
Oakview nurseries	£861.12
Drop Box and Adobe Acrobat (Clerk's expenses)	£25.16
Clerks expenses	£37.39
Deputy Clerk expenses	£47.94
Mistley Computers	£120.00
Eurooffice	£115.00
Chair Allowance	£133.33
Parish Online	£117.60
Salaries total	£3,274.28

21.183.3 It was **resolved** to change the bank mandate to give access to Ardleigh Village Hall bank accounts (held at Santander), including internet banking, to Elizabeth Cheeld, Deputy Clerk to facilitate efficient operation of Village Hall finances.

21.184 Ardleigh Village Hall

21.184.1 An update was given on Village Hall matters including return of regular hirers and new booking arrangements. Storm drains had been cleared and could benefit from regular clearing every 4-6 months.

21.185 Churchyard & Cemetery

It was noted that correspondence had been received from Essex County Council which did not support transfer of land for a Cemetery extension to the Parish Council at this time. Further investigation and discussion would be needed to identify options.

21.186 Future Meetings

The published date for the next meeting was 8 November 2021 at 7.30pm. It was expected that the meeting would take place at Ardleigh Village Hall with some COVID control measures in place. The meeting closed at 8.42pm

Signed by Meeting Chair on