

ARDLEIGH PARISH COUNCIL



Minutes of the Advisory Discussion of members of Ardleigh Parish Council held on Monday on Monday 13 December 2021 at 7.30pm by remote Zoom link

PRESENT Tim Barrott (Chair), Cllrs Sally Bolingbroke Jayne Marshall, Clive Salmon, Richard Talbot, Emma Thrower, Emma Twine, Jonathan Waters, Chris Whitfield. Clerk- Rachel Fletcher
Also in attendance-Two members of the public.

Adv 21.205 Chair's welcome and explanation of status of the advisory discussion

In accordance with the Scheme of Delegation ratified by the Parish Council on 5 May 2021 and 11 October 2021 it was confirmed that the Clerk was required to exercise delegated authority, in consultation with the members of the Council, to make and implement decisions on behalf of the Council. The meeting was not a formal meeting of the Council, however the usual processes and principles which would form part of a formal meeting would apply to the advisory discussion. The prefix 'Adv' on agenda and minute numbers was to denote an advisory meeting.

A pre-meeting had been held to discuss the forthcoming planning appeal, highlighting the key points of the Council's case which would be presented by a consultant from Planning Direct.

Adv 21.206 Apologies and reasons for absence

Cllr Carolyn Mason had sent apologies. Lizzie Cheeld, Deputy Parish Clerk, had sent apologies. County Cllr Carlo Guglielmi had sent apologies.

Adv 21.207 Public participation session relating to items on the agenda or other matters of mutual interest

Thanks were given by a member of the public, and endorsed by those present, to those involved in the visit of Father Christmas which had taken place on 12 December. £482.06 had been raised for the primary school. There was a discussion about the Millennium Green, this is noted under item 21.217.2 below.

Adv 21.208 Declaration of Interests

An update was given on requirements for declaration of interests and amended advice received regarding publication of Councillor addresses, previously circulated. Councillors were reminded of their responsibility to determine whether to declare interests (both pecuniary and personal) and encouraged to check their declared interests and consider request of address redaction and to update the Clerk if changes were needed. There were no declarations of pecuniary or non-pecuniary interests relating to agenda items.

Adv 21.209 Minutes of the Advisory Discussion held on 8 November 2021

The minutes of the last advisory discussion were *agreed* as an accurate record.

Adv 21.210 Planning

The applications published, received and/or validated since the last meeting were noted. Comments would continue to be made, using delegated authority, following discussion at the advisory meeting and email consultation with Councillors if necessary. Updates were received from Tendring District Council and circulated to members every week. Full details of applications, full comments and decisions (approvals, refusals and discharges of conditions) and the weekly lists were available on the Tendring website at <https://www.tendringdc.gov.uk/planning>.

Where appropriate to the application it was confirmed that objection comments generally included the status of the Local Plan/5+ years housing land supply, the Settlement Development Boundary (SDB), Neighbourhood Plan consultation, which indicated that residents strongly wished to retain the rural feel of Ardleigh and did not support further housing development, and/or the fact that Ardleigh was the lowest tier of settlement hence there should be no requirement to consider new applications.

- Applications** Recent and current planning applications were considered and discussed. It was not considered appropriate/ necessary to object to the following applications (eg tree work, small extensions and minor alterations or detailed applications where permission had already been granted/ provided for information only) and no comments or only neutral comments would be made. [21/02049/TELCOM](#), [21/02023/TELLIC](#), [21/02042/EIASCR](#), [21/02021/DISCON](#), [21/02015/LUPROP](#), [21/01977/LBC](#), [21/01976/FULHH](#), [21/01972/FULHH](#), [21/01927/FULHH](#), [21/01791/LBC](#), [21/01789/FULHH](#).
- There were two applications which the Council wished to comment on.
[21/02001/TPO](#) 2 No. Oaks - remove. Land at Hunters Chase Ardleigh CO7 7LN The Council wished to ensure that the trees would not be removed unless diseased and recommended by a professional arboriculture survey.
[21/01811/FUL](#) Proposed demolition of the existing shop and the neighbouring houses in the same ownership as the Service station. The construction of a new shop with 2no. 2 bedroom flats over. Ardleigh Service Station Colchester Road Ardleigh CO7 7PA. The Council strongly objected to the application on sustainability, heritage, impact on wildlife and design grounds. It was not felt to be acceptable or sustainable to demolish two attractive and historic cottages and their gardens to make room for a larger shop and flats with parking. The council did not believe that the application would provide community benefit and considered that its overall impact would be negative.
- Other/ Appeals** There had been a discussion before the start of the meeting about the forthcoming appeal hearing on 15 December 2021 for an outline application including access, with all other matter reserved, for up to 50 residential dwellings Land to The North of Wick Lane Ardleigh. Original application reference: 20/00592/OUT, TDC appeal reference [20/00081/REFUSE](#), Appeal reference: APP/P1560/W/20/3260443. A further brief update was given for the benefit of those who had not attended the pre-briefing. A number of those present confirmed that they intended to watch/ listen to proceedings online.
- It was noted that the Council had responded to the North Falls Off Shore Wind Farm initial consultation, expressing concern about the lack of co-ordination between proposed providers and the desire that agricultural land should not be lost to make way for multiple large sub-stations. It was agreed to send a copy of the response to Five Estuaries off-shore wind farm for their consideration and to encourage joint working. Further follow up, fact finding and networking with neighbouring Parishes and those affected by similar proposals in Norfolk would be considered.
- Adv 21.211 Tending Local Plan, Tendring/Colchester Borders Garden Community, A133/ A120 Link Road**
 It was anticipated that Section 2 of the Tendring Local Plan would be approved before the end of January 2022.
- Adv 21.212 Reports and Correspondence**
- 21.212.1 ***District and County Councillor and Police reports***
District Cllr Stock was not present
County Cllr Guglielmi A written report had been provided and was noted
Police reports None received.
- 21.212.2 ***Report of Clerk and Deputy Clerk and delegated decisions and actions***
 A report on key correspondence and tasks undertaken since the last meeting was received and noted.
- 21.212.3 ***Councillors' reports.*** Cllr Marshall had attended a meeting of the Tendring District Association of Local Councils (TDALC) the minutes had been circulated and were noted.
- Adv 21.213 Budget, Plans and Precept for 2022-23**
- 21.213.1 The draft budget and plans for 2022-23 were considered. Two documents had been circulated, financial information and a covering paper which identified potential areas for development and background information including comparative information on precepts in the local area. It was noted that Ardleigh Parish Council's precept was low compared to neighbouring Parishes despite a wide range of responsibilities and increasing costs of maintaining facilities (eg Millennium Green equipment was close to 20 years old). There was a discussion in which it was confirmed that the Precept was likely to need to be increased for 2022-23. It was noted that the outturn for 2021-22

was worse than expected mainly due to the loss of cemetery income. A further iteration of the proposed budget would be considered at the January meeting.

- 21.213.2 It was noted that the Precept demand would need to be agreed by a full meeting of the Council (a face-to-face meeting was required as this decision could not be delegated) by 21 January 2021.

Adv 21.214 Neighbourhood Plan/ Village Design Statement

- 21.214.1 Cllr Whitfield gave a verbal update on recent activities relating to the Neighbourhood Plan. Letters had been sent to all landowners where new Local Green Spaces were proposed (except the owner of the allotments where an address was not available at the Land Registry). Work to update the Village Design Statement/ Design Code (VDS) had been delayed due to the focus on the Planning Appeal Hearing. It was still hoped that the Neighbourhood Plan would be completed ready for the next stage of consultation soon after the Tendring Local Plan had been approved.

Adv 21.215 Council contracts, tender specification

- 21.196.1 Draft specifications for tendering/ advertising and awarding of Council contracts from 1 April 2022 had been circulated and were noted. It was agreed to finalise specifications outside the meeting to be advertised later the same week.

Adv 21.216 Parish Council Finance and Staffing

- 21.216.1 The Parish Council financial reports and bank reconciliation at end November 2021 were noted. The projected outturn was around £10,000 worse than budget.
- 21.216.2 The following bills for payment by Ardleigh Parish Council were *agreed*. The list did not include Direct Debits which were agreed annually. It was agreed that the balancing payment of £1633.50 to Planning Direct would be held until the Neighbourhood Plan/ VDS were complete. An adjustment of £9 for a payment to SLCC reported the previous month was noted.

Planning Direct (VDS/Plan)	£1,633.50
Eon	£112.32
Mortimer contracts	£1782
JF Tree Specialists	£516.00
Haward Horological Ltd	£600.00
Planning Direct (Hearing)	£2,094.00
Jill Hamblin	£91.69
Drop Box and Adobe Acrobat (Clerk's expenses)	£25.16
Deputy Clerks expenses	£23.44
SLCC annual subscription	£171.00
Superfine Fencing	£165.00
land registry searches (Cllr Whitfield)	total tbc
Anticipated total salaries	£3,274.28

A further £610.77 of payments for Ardleigh Village Hall were noted and *agreed*.

- 21.216.3 It was noted that Cllrs Barrott, Marshall, Whitfield and Waters, as members of the staffing committee, had conducted the Clerk's annual appraisal/ performance review, which was considered to be a positive meeting. Thanks were noted to all involved. The appraisal of the Deputy Clerk would be conducted by the Clerk (plus one member of staffing committee) and that of the Caretaker by the Clerk and Deputy Clerk.

Adv 21.217 Amenities

- 21.217.1 An update on Play Equipment safety checks was given, including reports of damage which had been swiftly repaired. Weekly visual inspections continued.
- 21.217.2 A verbal update was given by The Chair of the Millennium Green Trust, who was in attendance, including that checks of the green continued to take place and concerns reported to the Parish Council/ contractors; a meeting to review the Memorandum of Understanding and future contract requirements would now take place in the new year
- 21.217.3 Other amenities and open spaces issues including trees- it was noted that Colchester Road Play area grass was cut regularly to the required specification, if more frequent cuts were required these would need to be requested and budgeted when the contract was updated. No immediate change was felt to be needed.

21.217.4 A meeting was held on 15 November 2021 of Parish Council as Sole Trustee to Ardleigh Recreation Ground. It was noted that the Charity held funds which could potentially assist with future developments of facilities at the Recreation Ground.

Adv 21.218 Village Hall

An update on Village Hall matters was noted, including noting an anticipated increase in utilities charges for the Village Hall. The actual costs would be monitored and options for new contracts kept under review. Hirers would be informed that fees may need to be increased in 2022 as a result of increasing costs. Audio visual equipment would be purchased and installed following a successful grant application.

Adv 21.219 Churchyard & Cemetery

Safety checks had been completed. Some headstones had been laid flat as they were deemed unstable. These should only be reinstated professionally- normally at the expense of the next of kin.

Adv 21.220 Highways, Public Rights of Way (PRoW) and related issues

There was nothing to report.

Adv 21.221 Future meetings and Meeting Closure

The next meeting would be on 10 January 2022 at 7.30pm. It was likely that this would be a Zoom meeting with a short face-to-face meeting later in the month to meet the requirements to approve the precept as this could not be delegated. The meeting ended at 8.57pm.

Signed by Meeting Chair on