

ARDLEIGH PARISH COUNCIL



Minutes of the Advisory Discussion of members of Ardleigh Parish Council held on Monday 12 July 2021 at 7.30pm by remote Zoom link

PRESENT Cllr Tim Barrott (Chair), Cllrs Jayne Marshall, Carolyn Mason, Clive Salmon, Richard Talbot, Emma Thrower, Jonathan Waters, Chris Whitfield. Clerk- Rachel Fletcher
Also in attendance- Lizzie Cheeld, Deputy Parish Clerk

Adv 21.120 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, 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.

Adv 21.121 Apologies and reasons for absence

Cllr Emma Twine had sent apologies. County Cllr Carlo Guglielmi and District Cllr Neil Stock had also sent apologies.

Adv 21.122 Public participation session relating to items on the agenda or other matters of mutual interest

There were no members of the public present

Adv 21.123 Declaration of Interests

There were no new declarations of any pecuniary or non-pecuniary interests nor any relating to agenda items.

Adv 21.124 Minutes of the advisory discussion of members of the Council held on 14 June 2021

The minutes of the last advisory discussion were noted.

Adv 21.125 Planning

The applications published, received and/or validated since the last meeting were noted. Comments would continue to be made, using delegated authority, following email consultation with Councillors.

Applications

It was noted that 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 (of new applications and determinations) provided by Tendring District Council. It was noted that changes had been announced to the planning paperwork received from Tendring District Council with paper copies no longer sent. The Clerk would follow up. A list of recent and current applications was requested to be included in papers for the next meeting.

One application at Turnpike Close which had been circulated before the meeting was discussed. (<https://idox.tendringdc.gov.uk/online-applications/applicationDetails.do?keyVal=QUWB1LQB00T00&activeTab=summary> reference 21/01064/FUL) There was a consensus to strongly object to this application as overdevelopment of the site. Permission had been given for two houses (which the Council did not support) this application proposed four properties on the same site.

Other/ Appeals

There were no Minerals and Waste licensing or enforcement issues which the Council had been made aware of. A potential enforcement issue relating to an application which had not yet been determined was flagged. The Clerk would raise with the Planning Officer.

Decisions

Planning decisions confirmed since the last meeting and circulated via weekly lists were noted.

Adv 21.126

Tendring Local Plan, Tendring/Colchester Borders Garden Community, A133/ A120 Link Road
As Cllr Guglielmi was not in attendance there was no update given.

Adv 21.127 Reports and Correspondence

21.127.1 **District and County Councillor and Police reports** None given.

21.127.2 **Clerk's report and delegated decisions and actions**

A written report on key correspondence and tasks undertaken since the last meeting, including delegated decisions and actions taken following consultation with Councillors, was noted. There was a brief discussion about the site to be offered for a trial recycling facility. It was noted that contact had not yet been made with Anglian Water regarding apparent damage by tankers at the Recreation Ground.

21.127.3 **Councillors' reports.** None given.

Adv 21.128 Neighbourhood Plan

Cllr Whitfield gave a verbal update on recent meetings and activities of the Neighbourhood Plan Steering Group and Working Group. A meeting would be taking place with Planning Direct the following day to focus on the proposed Green Spaces plan. Feedback on Local Green Spaces, the Vision Statement and request for photographs showing the character of the whole parish had been requested via the Ardleigh Advertiser and social media and was ongoing.

Adv 21.129 Health and Safety/ Recreation, Play and Open Spaces, Millennium Green

21.129.1 An update on Recreation, Play and Open Spaces & Millennium Green was given. Routine safety checks had been completed and sent to the Clerks. It was noted that a bolt had been replaced by Cllr Talbot on the basket swing. Cllrs Barrott and Marshall had been present to support this.

21.129.2 A paper listing the items flagged in the annual inspection reports and itemising costs from one contractor had been circulated.

Checks of equipment and training

It was *agreed* that Mortimer Contracts would run a training session on site to assist with visual inspections Cllrs Marshall, Bolingbroke and Barrott would be interested in attending as well as Cllr Talbot and the Deputy Parish Clerk. It was *confirmed* that Cllr Talbot would continue to undertake weekly visual checks in the meantime, providing all paper records to the Deputy Clerk at least once per month.

It was not felt that further monthly or bi-monthly checks by Mortimer Contracts were appropriate at the present time.

Repairs

There was a discussion about the list of works needed following annual play equipment checks. The overall cost seemed high given that all items were low or very low risk. It was *agreed* to focus on damaged and fraying ropes and on the sand surrounding the Galleon at the Recreation Ground. Approximately 8 tonne bags of play pit sand was required the total cost would be around £800. Where issues were due to incorrect installation it was agreed to try to check with suppliers, to see if work could be done within warranty.

Some of the low-risk items appeared to be relatively easy to remedy. If it was possible to safely reduce the cost by using non-specialist contractor or handyman, this should be explored.

21.129.2 The annual tree inspection report had been circulated and was noted.

There were 5 trees identified as priority 3 (the highest priority) and it was *agreed* that this work should be authorised as soon as possible. Unfortunately, this included a Cedar tree in the Churchyard which was diseased and potentially dangerous. Residents would be informed via the Ardleigh Advertiser, and the usual permissions obtained before work was undertaken. Lower priority works would be considered at a future meeting.

Adv 21.130 Climate Change and Community Projects

21.130.1 An update was given on Keep Ardleigh Litter Free – 7 people had reported 11 hours and 10 bags of litter picking in June. Further fly tipping at Spring Valley Lane was noted and had been reported to TDC. Further litter kits were available to give out to residents.

Quotes would be obtained from TDC to request new bins at Oak Tree Corner and Blacksmiths Lane. Other bins would be inspected to see whether repairs could be undertaken by the village handyman.

21.130.2 The Friends of The Earth guidance for Parish Councils was noted. Cllr Mason had summarised the proposed actions on to a spreadsheet which would be circulated. Formation of a climate action group or working party, could perhaps be encouraged once work on the Neighbourhood Plan had concluded. Other actions could include bulk purchasing, energy saving, use of renewable energy, reduced use of chemicals, ethical investments and improvements to walking and cycling routes. It was noted that Cllr Stock was leading this area for Tendring and his input would be welcomed at a future meeting to inform the prioritisation of future actions and to ensure a joined up approach across the area.

21.113.3 It was noted that requests for financial support had been received from two charities neither of which cited direct connections to Ardleigh. It was confirmed that local groups offering direct benefit to Ardleigh residents would be priorities for consideration by a full meeting should further applications be received.

It was agreed that the Council would apply to join Community Voluntary Service Tendring (CVST) at a cost of up to £25 pa.

Adv 21.131 Highways, Public Rights of Way (PRoW) and related issues

As Cllr Guglielmi was not at the meeting the list of outstanding Highways, PRoW and related matters would be reviewed outside the meeting.

It was noted that since the last meeting a number of members of the public had submitted direct reports to ECC using their 'tell us' tool <https://www.essexhighways.org/tell-us> and provided the report number and copies of photographs to the Parish Council by email so that these could be monitored.

Adv 21.132 Parish Council Finance and Staffing

21.132.1 The Parish Council financial reports and bank reconciliation at end June 2021 were noted.

21.132.2 Councillors were reminded that financial regulations covered the arrangements for ordering and authorising work and payments, both during periods of delegated authority, and at other times. All orders which would incur expenditure should normally be submitted by the Clerk (or other officer) in accordance with the financial regulations. Individual councillors should not make orders on behalf of the Council.

21.132.3 The following bills for payment by Ardleigh Parish Council, including payments already made under delegated authority, were *agreed*. It was noted that the cost of salary payments including pension, HMRC for June was £3274.29

Philip Liverton Ltd	£1,500.00
Drop Box and Adobe Acrobat (reimburse Clerk)	£25.16
Bland Landscapes	£2,468.66
SLCC	£36.00
JF tree specialists	£3,216.00
A&J lighting	£677.16
Cemetery deposit return	£265.00
Clerk's expenses, other	£43.18
Deputy Clerk expenses	£2.98
RCCE PC membership	£72.60
Philip Liverton Ltd	£256.80
EON street lighting	£145.79
	£8,709.33

A further £970.65 of payments for Ardleigh Village Hall were noted and *agreed*

21.132.4 It was noted that the VAT claim had been delayed due to uncertainty about treatment of payments made by Ardleigh Village Hall where the Parish Council was sole Trustee.

Adv 21.133 Parish Council Contracts

It was noted that the Deputy Clerk was now responsible for monitoring and reviewing contracts and maintaining contact with contractors. Most contracts were due to be retendered from April 2022

and some changes would be made to ensure that all necessary areas were covered (eg weeding/nettles at Colchester Road Play Area).

Adv 21.134 Ardleigh Village Hall

- 21.134.1 Changes to advice from government and from ACRE were noted for bookings beyond 19 July. It was agreed to take a cautious approach to reletting the hall, focussing on regular hirers initially and updating guidance and risk assessments. In general, it was felt that hirers needed to take responsibility for ensuring that their events were run safely, within parameters set by the Council- for example allowing time between bookings for hirers to wipe down touch points. Guidance for hirers and booking procedures would be updated to seek further information from new hirers. Potential high-risk events could then be flagged for further discussion.
- 21.134.2 A request from a coffee vendor to book space in the car park of the Village Hall or Recreation Ground for adhoc sales was noted. It was *agreed* that this would be a benefit to the area and that permission would be granted (subject to details of insurance etc). The pitch fee/ rate would be set outside the meeting.
- 21.134.3 It was agreed to open the accessible toilet, to the public, during day-time only as soon as possible.

Adv 21.135 Churchyard & Cemetery

The latest Councillor inspection report was noted. A HMRC Valuation Office Agency return had been submitted showing that the space remaining in the Cemetery was limited. An approach had been made via Cllr Guglielmi regarding use of the land opposite the Highways Depot close to the existing Cemetery site.

Adv 21.136 Future meetings and Meeting Closure

It was agreed to continue to meet remotely, in an advisory capacity, for August, with the scheme of delegation continuing to be used as necessary. This would take place on 09 August 2021 at 7.30pm. it was hoped that the September meeting could take place in person in the main Hall at Ardleigh Village Hall, as all councillors expected to have received both vaccinations by this time.

The advisory discussion ended at 9.18pm