

# ARDLEIGH PARISH COUNCIL



## Minutes of the Advisory Discussion of members of Ardleigh Parish Council held on Monday 9 August 2021 at 7.30pm by remote Zoom link

**PRESENT** Cllr Tim Barrott (Chair), Cllrs Jayne Marshall, Carolyn Mason, Clive Salmon, Richard Talbot, Emma Thrower, Chris Whitfield. Clerk- Rachel Fletcher  
**Also in attendance-** Lizzie Cheeld, Deputy Parish Clerk, Cllr Carlo Guglielmi, Essex County Council (ECC)

### **Adv 21.137 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 21.138 Apologies and reasons for absence**

Cllrs Emma Twine and Jonathan Waters had sent apologies.

### **Adv 21.139 Public participation session relating to items on the agenda or other matters of mutual interest**

There were no members of the public present

### **Adv 21.140 Declaration of Interests**

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

### **Adv 21.141 Minutes of the advisory discussion of members of the Council held on 12 July 2021**

The minutes of the last advisory discussion were noted with no amendments.

### **Adv 21.142 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. A list of recent and current applications had been included in papers for the meeting.

### **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.

The request for a Scoping Opinion by the Planning Inspectorate was noted relating to proposed North Falls Offshore Wind Farm

<https://infrastructure.planninginspectorate.gov.uk/projects/eastern/north-falls-offshore-wind-farm/>

The Council noted that this was renewable energy project and did not wish to make any comment at this time. It was further noted that some residents with land had received letters requesting survey access for a potential electricity sub-station in Ardleigh and this was believed to be connected to the above proposals.

Consultation was underway on Part 2 of the Tendring Local Plan. Documents and the online response form were available at: [www.tendringdc.gov.uk/localplan/section2](http://www.tendringdc.gov.uk/localplan/section2). No comments were proposed by the Council other than to seek clarification of the status of Wick Lane or to ensure that maps were accurate (eg Protected Local Green Spaces)

There were no updates on other planning and related matters such as licensing and enforcement

issues. One potential enforcement issue was flagged relating to a live planning application, the Clerk would seek clarification from the Planning Officer.

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

**Adv 21.143 Tendring Local Plan, Tendring/Colchester Borders Garden Community, A133/ A120 Link Road**  
The Tendring Local Plan was discussed under the item above.

**Adv 21.144 Reports and Correspondence**

21.144.1 **District and County Councillor reports** It was noted that a written report had been prepared by Cllr Guglielmi and would be circulated by the Clerk after the meeting. There was a discussion about the outstanding items relating to ECC/Highways at this point in the meeting -minuted under 21.148 below.

**Police reports** It was noted that the last scheduled Police Street Meet was cut short as the Officers were called away to attend an incident.

21.144.2 **Report of Clerk and Deputy Clerk and delegated decisions and actions**

A report on key correspondence and tasks undertaken since the last meeting including delegated decisions and actions taken following consultation with Councillors was received and noted  
Cllr Talbot left the meeting.

21.144.3 **Councillors' reports.** Minutes of the Tendring District Association of Local Council Meetings attended by Cllr Marshall had been circulated. Details had been shared about the Parish Paths Partnership (P3) Scheme which it may be worth exploring further (see also 21.148 below).

**Adv 21.145 Neighbourhood Plan**

Cllr Whitfield gave a verbal update on recent meetings and activities of the Neighbourhood Plan Steering Group and Working Group. Work on the proposed Green Spaces plan was progressing and funding applications for consultant support and Technical support for Landscape and Visual Impact Assessment and updating the Village Design Statement/ preparing a Design Code would be prepared.

**Adv 21.146 Health and Safety/ Recreation, Play and Open Spaces, Millennium Green**

21.146.1 Updates were given on Recreation, Play and Open Spaces & Millennium Green. Thanks were noted to those who levelled the new sand around the galleon. Weekly visual inspections had been completed. The Village Handyman had completed some of the low-risk work identified in the Annual Play Inspections and quotes obtained for replacement of ropes.

A training session for Councillors to conduct visual inspections was confirmed for 18 September.

**Adv 21.147 Climate Change and Community Projects**

21.147.1 It was noted that #KeepArdleighLitterFree volunteers had reported 13 hours of litter picking by 9 volunteers generating 13 bags during July. All volunteers would be invited to gather on the following Saturday morning at the Crumb and Brew coffee stand for Councillors to pass on their thanks in person.

21.147.2 It was noted that a meadow off Station Road, next to Bovills Hall, and The Lion public house were both for sale on the open market and may both be considered to have community value. If there was community backing to try to keep/buy the pub for the future benefit of the community there would be a process to follow which the Parish Council may help to facilitate- starting with 21 signatures. The meadow was likely to be one of the local green spaces which could be earmarked for protection via our Neighbourhood Plan. A call for residents who might want to get involved would be made through social media and/or the Ardleigh Advertiser.

21.147.3 As Cllr Stock was not present an update on Tendring DC's Climate Action Plan was not given. A spreadsheet of actions to address climate change was noted (based on Friends of the Earth suggested actions for Parish Councils). It was agreed to defer further discussion until a meeting where Cllr Stock was able to attend and contribute.

**Adv 21.148 Highways, Public Rights of Way (PRoW) and related issues**

A number of ongoing issues were noted including

- Salt dome lighting- despite assurances to the contrary it was reported that the lights

continued to be left on at night. the situation would be monitored by Councillors and specific details provided to Cllr Guglielmi..

- Street Parking scheme. The request had now been formally submitted to North Essex Parking Partnership by the Clerk.
- Lorry parking on Old Ipswich Road and clearway status (or otherwise) of the road.
- CCTV cameras to prevent fly tipping. TDC had been made aware that Ardleigh would like to be involved in a future pilot.
- Overgrown footpath/pavement by the school. It was possible that highways rangers (via TDC) could attend to this.

It was noted that members of the public and councillors should continue to submit direct reports to ECC using their 'tell us' tool <https://www.essexhighways.org/tell-us> and provide the report number and copies of photographs to the Parish Council by email so that these could continue to be monitored.

There was a general discussion about overgrown footpaths and whether the Parish Council could do more to address the issues. Other Parish Councils were understood to arrange or undertake some of the clearance work themselves and/or liaise direct with responsible landowners. Joining the P3 Scheme and using trained volunteers was a possibility- more information was available in P3 manual which could be downloaded from the Highways website. It was *agreed* to investigate options to discuss at a future meeting including finding out what other Parishes were doing. Health and safety and legal aspects and purchase of equipment would need to be considered.

**Adv 21.149 Parish Council Finance and Staffing**

21.149.1 The Parish Council financial reports and bank reconciliation at end July 2021 were noted.

21.149.2 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 July was £3,274.29 and a similar final figure was expected for August.

Philip Liverton Ltd	£256.80
Chester Jervis	£300.00
A&S aggregates	£792.00
superfine fencing (Evan Weindling)	£275.46
Bland landscapes	£1,224.99
Helping Hand	£336.55
JF Tree Specialists	£1,776.00
Go Daddy website subscription	£161.13
Drop Box and Adobe Acrobat (Clerk's expenses)	£25.16
Clerk expenses	£11.31
Crumb and Brew (litter picking event)	£100.00
superfine fencing (Evan Weindling)	£57.50
	<b>£5,316.90</b>

Gross salaries of £2657.07 were *agreed* plus employer pension and HMRC payments. A further £1065.23 of payments for Ardleigh Village Hall were noted and *agreed*

**Adv 21.150 Parish Council Contracts**

The Deputy Clerk continued to monitor contracts and maintain contact with contractors. As previously reported most contracts were due to be retendered from April 2022.

**Adv 21.151 Ardleigh Village Hall**

21.151.1 An update was given on Village Hall matters. A new booking system had been set up with a diary of confirmed bookings and a provisional booking form available online [www.ardleigh.website/village-hall-hire](http://www.ardleigh.website/village-hall-hire) Some covid restrictions and risk assessments would remain in place. A number of maintenance tasks would be undertaken during the Pre-School summer closure period. Quotes were awaited for regular garden maintenance.

21.151.2 The desirability of regularising the arrangements for the main user(s) of the hall in the form of a licence agreement was noted. Key proposed elements would be circulated to Councillors Barrott

and Waters prior to wider discussion.

**Adv 21.152 Churchyard & Cemetery**

The latest Councillor inspection report was noted. Follow up contact had been made by Cllr Guglielmi regarding potential transfer of the ECC land opposite the salt depot to extend the Cemetery.

**Adv 21.153 Future meetings and Meeting Closure**

It was agreed to continue to meet remotely, in an advisory capacity, again for September, with the scheme of delegation continuing to be used as necessary. This would take place on 13 September 2021 at 7.30pm. it was expected that the October meeting would take place in person in the main Hall at Ardleigh Village Hall.

The advisory discussion ended at 9.24pm