

ARDLEIGH PARISH COUNCIL



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

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

Adv 21.154 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 21.155 Apologies and reasons for absence

Cllr Richard Talbot had sent apologies. Lizzie Cheeld, Deputy Parish Clerk and Cllr Carlo Guglielmi, Essex County Council (ECC) had also sent apologies.

Adv 21.156 Public participation session relating to items on the agenda or other matters of mutual interest

The chair of the Millennium Green Trust was at the meeting see also minute Adv 21.163.1. It was noted that the Millennium Green was looking good and was well used. There was a brief discussion about shaping shrubs behind the pond to form an arch and encouraging self-sown saplings in the wild meadow area for canopy cover and to encourage more spring flowers such as bluebells.

Adv 21.157 Declaration of Interests

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

Adv 21.158 Minutes of the advisory discussion of members of the Council held on 09 August 2021

The minutes of the last advisory discussion were noted confirming that Emma Twine and Jonathan Waters had sent apologies and were not present.

Adv 21.159 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. 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 are available on the Tendring website at <https://www.tendringdc.gov.uk/planning>.

Applications A list of recent and current applications had been included in papers for the meeting. The following applications, were not considered to be controversial (tree work, small extensions and minor alterations or detailed applications where permission has already been granted) and no comment or only neutral comments would be made- [21/01328/FUL](#), [21/01427/TCA](#), [21/01366/FUL](#), [21/00303/LBC](#), [21/01405/FUL](#), [21/01406/DETAIL](#), [21/01453/TPO](#), [21/01506/TCA](#)

There were three applications which the Council objected to.

Reference and Description	Address	Our Parish Council comments (summary)
21/01388/DETAIL Reserved matters application for the erection of 4no. dwellings and associated garaging ...appearance, landscaping, layout and scale, pursuant to outline planning consent 19/00968/OUT	Cherrytree Farm Harwich Road Ardleigh CO7 7LT	Permission was given some time ago for nine new dwellings on this site. The Council objected at the time and would make comments on the latest ‘reserved matters’ application to seek to ensure that the site was not overdeveloped, was sustainable and in keeping with the rural setting.

21/01403/FUL Proposed replacement of an agricultural storage building with a three bedroom bungalow. (In lieu of prior approval for conversion into dwelling sublet of application 20/00866/COUNOT)	4 Hunters Chase Ardleigh CO7 7LW	The Council strongly objected to this application which was outside the Settlement Development Boundary on former Land Settlement Association Land. The PC had consistently objected to such new buildings and with Part One of the Local Plan in place and 5 years land supply in evidence we would urge refusal.
21/01198/FUL Proposed erection of double garage.	22A Harwich Rd Ardleigh CO7 7LS	The Council objected to this application because of concern about the street view and overdevelopment in this area.

**Other/
Appeals**

There were no Minerals and Waste licensing or enforcement issues which the Council had been made aware of.

Decisions

Planning decisions confirmed since the last meeting and circulated via weekly lists were noted including a refusal on 21/00793/Detail 39 Harwich Road relating to harm to the character and appearance of the area.

Adv 21.160 Tendring Local Plan, Tendring/Colchester Borders Garden Community, A133/ A120 Link Road

It was agreed that Cllrs Whitfield and Mason would represent the Council at a Tendring/Colchester Borders Garden Community (TCBGC) workshop on 27th September 6pm-8pm. Public consultation about the TCBGC continued online and in person.

Adv 21.161 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 had been circulated by the Clerk.

Police reports it was noted that there would be a Police Street meet on 7th October 5-6pm outside the Village Hall.

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.

21.144.3 **Councillors' reports.**

Cllr Twine reported on change of ownership and new approach to biodiversity at the privately owned allotments close to the Cemetery. A Green spaces assessment would be completed for possible inclusion in the Neighbourhood Plan.

Adv 21.162 Neighbourhood Plan

Cllr Whitfield gave a verbal update on recent meetings and activities of the Neighbourhood Plan Steering Group and Working Group. There had been significant *progress on 'Local Green Spaces' assessments with 22* submitted to date and more in progress. There would be a meeting with the consultant to consider criteria to prioritise the list.

An update was given on applications made for grant funding/ technical assistance. The desire to complete the Neighbourhood Plan process as speedily as possible was reiterated and concern expressed about the potential delays to delivery of technical assistance (eg to provide a design code and/or landscape and visual impact assessment).

Adv 21.163 Health and Safety/ Recreation, Play and Open Spaces, Millennium Green

21.163.1 It was noted that regular visual inspections of play equipment were continuing with additional councillors and the Deputy Parish Clerk booked to receive training on 18 September.

21.163.2 An update report had been circulated from the Millennium Green Trust. It was noted that maintenance of the area was arranged by the Parish Council in accordance with the Memorandum of Understanding and that this was generally working well but may benefit from a review in due course.

21.163.3 The preferred location of trial recycling facility in Village Hall car park was confirmed to be the back of the car park close the bank leading to the Recreation Ground.

Adv 21.164 Climate Change and Community Projects

21.164.1 The Keep Ardleigh Litter Free project continued to be supported with people regularly reporting

their litter picks. In August 14 people (5 from one family) reported 15 hours of activity and 15 bags of litter. It was agreed that these statistics did not need to be reported to the Parish Council each month, but that pickers would be asked to continue to submit online reports for less frequent updates in the Ardleigh Advertiser.

21.164.2 A written request for financial support from 1st Ardleigh Scouts was considered as income/membership had fallen and costs risen during the pandemic. It was *agreed* to offer a grant to cover the cost of hire fees for Ardleigh Village Hall until the end of the current financial year subject to confirmation of the amount which would be required. This would be a one off contribution to help the group to get back on their feet.

21.164.3 There was no update on Tendring DC's Climate Action Plan as Cllr Stock was not in attendance. This would be deferred to a future meeting. A series of seven webinars on Climate Change had been announced by the Essex Association of Local Councils. It was agreed to book places on the series and to ensure that all sessions were attended by an available representative of the Council, ideally with an interest in the specific area.

There was a brief discussion about whether a separate Climate Action Group was needed in Ardleigh and whether there was capacity to organise this. This could be considered further taking account of what TDC were doing and after identifying whether there was community support for such an initiative including volunteers who would want to get involved.

Adv 21.165 Highways, Public Rights of Way (PRoW) and related issues

21.165.1 It was *agreed* that the Council would sign up to the Essex Highways Local Councils Devolution Pilot to enable the Parish Council to arrange for some work which would normally be the responsibility of Essex Highways (such as clearing footpaths).

21.165.2 There was a brief discussion on new and ongoing matters relating to highways, public rights of way and related issues including overgrown vegetation close to the school and on Gernon Road and access to a bridleway on Crown Lane North. 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.

Adv 21.166 Parish Council Finance and Staffing

21.166.1 The Parish Council financial reports and bank reconciliation at end Aug 2021 were noted.

21.166.2 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 pensions, HMRC for August was £3,274.28. The actual amount for website subscription, paid in August by the Clerk then reimbursed, was £193.36 compared with £161.13 reported and approved at the August meeting. The list did not include Direct Debits which were agreed annually.

Ardleigh Advertiser	£180.00
Philip Liverton Ltd	£50.40
NALC	£77.27
J Hamblin	£65.93
JF Tree Specialists	£1,008.00
PKF accountants	£360.00
Drop Box and Adobe Acrobat (Clerk's expenses)	£25.16
Clerks expenses	£22.57
Anticipated total salaries (September)	£3,274.28

A further £1517.67 of payments for Ardleigh Village Hall were noted and *agreed*

21.166.3 The completion of the review of the Annual Governance & Accountability Return (AGAR) for Ardleigh Parish Council for the year ended 31 March 2021 was noted. The auditor report stated 'On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met'.

It was noted that the Council would now be required to

- Prepare a "Notice of conclusion of audit" which detailed the rights of inspection.
- Publish the "Notice" along with the certified AGAR (Sections 1, 2 & 3) before 30 September.
- Keep copies of the AGAR available for purchase.
- Ensure that Sections 1, 2 and 3 of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication.

Adv 21.167 Parish Council Policies Contracts

As previously reported most contracts were due to be retendered from April 2022. It was noted that Financial Regulations were due to be reviewed to bring in line with the model suggested by the National Association of Local Councils.

Adv 21.168 Ardleigh Village Hall

21.168.1 An update on Village Hall matters was noted including return of regular hirers and new booking arrangements.

21.168.2 There was a brief discussion about consider the key elements of a future licence agreement for the main user(s) of the hall. Cllrs Barrott and Waters would meet with the Clerk and Deputy Clerk to consider next steps.

Adv 21.169 Churchyard & Cemetery

The latest Councillor inspection report was noted. It was noted that several grave stones had become unstable and had been laid flat to be made safe. A response was awaited from Essex County Council Council regarding land which could be used for an extension to the Cemetery.

Adv 21.170 Future meetings and Meeting Closure

The next meeting would be on 11 October 2021 at 7.30pm. It was confirmed this would be a face-to-face meeting at Ardleigh Village Hall with some COVID control measures in place including spaced out seating, lateral flow tests in advance and masks. The meeting ended at 9.02pm