



ARDLEIGH PARISH COUNCIL

Minutes of the Meeting of Ardleigh Parish Council held on Monday 11 April 2022 at 7.30pm at Ardleigh Village Hall with members of the public attending via remote Zoom link

PRESENT: Cllr Tim Barrott (Chair), Cllrs Sally Bolingbroke, Carolyn Mason, Clive Salmon, Richard Talbot, Chris Whitfield.
Clerk – Rachel Fletcher

ALSO IN ATTENDANCE: By video -Cllrs Jayne Marshall, Emma Thrower Emma Twine
There were members of the public in attendance via video

22.052 Chair’s Welcome and explanation of expectation of conduct of meeting

The Chair welcomed all present and confirmed the arrangements for those participating via Zoom. Councillors who were not present in the room would not be permitted to vote, but could contribute to discussions at the invitation of the chair.

22.053 Apologies and reasons for absence

Cllrs Marshall, Thrower and Twine were attending via Zoom, due to COVID, and these reasons were accepted. Cllr Jonathan Waters had sent apologies.

Also absent were District and County Councillors, Neil Stock and Carlo Guglielmi.

22.054 Public Participation relating to items on the agenda or other items of interest.

Members of the public raised questions and suggestions about the following topics which were within the remit of the Parish Council and/or operating within its area.

- An update was provided on the Platinum Jubilee celebration plans including a grant from Tendring District Council for £750.
- There was also an expression of support for the Ardleigh Cricket Club as an asset to the village.

22.055 Declaration of Interests - to receive any pecuniary or non-pecuniary interests relating to items on the agenda.

Jayne Marshall declared an interest in planning application 22/00393.

22.056 Minutes of the last meeting of the Council held on 14 March 2022

Councillors resolved to accept the minutes of the meeting.

22.057 Planning

The applications published, received and/or validated since the last meeting were noted. Where appropriate to the application, it was confirmed that objection comments would include the status of the Local Plan/5+ years housing land supply, the Settlement Development Boundary (SDB), Neighbourhood Plan consultation and emerging policies and that the Parish Council regretted the ribbon development which took place while there was no local plan nor 5 years housing land supply; blurring the boundaries between Colchester, Ardleigh and Lawford, in particular.

Applications See <https://www.tendringdc.gov.uk/planning/planning-applications> for current applications. These were normally sent to Councillors via the weekly lists provided by Tendring District Council.

[22/00517/COUNOT](#) Proposed conversion of former agricultural building into one dwelling and [22/00365/FUL](#) Proposed erection of two 3-bedroom bungalows (in lieu of Prior Approval for two x 2-bedroom dwellings, re: application 20/00551/COUNOT allowed at appeal). Variation to scheme as approved under planning permission 21/01690/FUL and the change of use of the land to the rear of the properties from agricultural to amenity

land in conjunction with the residential use. Land to rear of Three Elms Harts Lane Ardleigh Essex CO7 7QH *The Council objected to these applications mainly as the site, which was outside the settlement development boundary, had already seen significant development which the Council did not wish to see extended in any way nor any loss of agricultural land.*

[22/00455/FULHH](#) Proposed erection of part single / part two storey front and rear extensions. 2 Hunters Chase Ardleigh Colchester Essex CO7 7LW *The council had no objection to the application but noted that extending small/modest sized dwellings may reduce availability of such dwellings for those wishing to move to/ stay in our Parish in the future.*

[22/00467/DETAIL](#) Reserved matters application for erection of 4 dwellings considering scale, layout, landscape and appearance pursuant to outline planning consent 21/01481/OUT. Nobbys Place Bromley Road Ardleigh CO4 3JG *The Council had previously objected to the outline application and complained to TDC about the decision. Comments would stress the desire that the dwellings were as modest as possible in scale and impact.*

[22/00393/AGRIC](#) Proposed erection of agricultural steel framed building.

Spindles Farm Home Farm Lane Ardleigh CO7 7LU *No comment- permission already granted*

22.058 Tendring/Colchester Border Community Garden (and related issues)

Councillors commented that the recent exhibition attended by Planning Officers from Colchester Borough and Tendring District Councils, with explanation of the proposed plans, was poor. It was also observed that ability to comment on the plans was difficult given the web based feedback system via <https://talk.tcbgardencommunity.co.uk/>. The Council resolved to write a clear paper responding to the Regulation 16 consultation (not Regulation 18 as incorrectly stated on the agenda to this meeting) stating the Councils objections and submit the paper by email directly. The Council resolved to convene a specific informal meeting to prepare and discuss the content of the objections.

22.059 Reports and Correspondence

22.059.1 **District and County Councillor and Police reports.** To receive verbal updates from those present and confirm that regular reports and updates continue to be forwarded to members by email. There were no reports. The local community police inspector had offered to attend the June Parish Council meeting.

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

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

The work of the Deputy Clerk, Lizzie Cheeld was acknowledged, and thanks expressed for everything done over the last year especially work in preparing new Council Contracts. This was fully supported by the Council.

The Council agreed that the current storage for the Council was not ideal and would give notice on the current contract while considering alternative arrangements. Items currently stored would need to be sorted, moved or removed over the next couple of months..

The Council agreed that the Annual Parish Assembly would take place before the May Parish Council Meeting on Monday 9th May. The Parish Assembly would start at 7pm. Regular users of the Village Hall would be notified..

22.059.3 **Councillors' reports. To receive reports from Parish Councillors, e.g. meetings or training attended.**

Mapping of assets was discussed but no firm plans were made.

22.060 Neighbourhood Plan (and related issues)

It was noted that the draft Neighbourhood Plan had been submitted to Tendring District Council for comment.

22.061 Amenities and Contracts

22.061.1 New contracts awarded from 1 April 2022

It was noted that new contracts had begun for Grass-cutting of the Cemetery and Churchyard. Colchester Road play area had received 2 cuts. The grass outside Little court has also been cut but not outside The Limes – this needed to be investigated.

22.061.2 Play and Exercise equipment- safety checks/ outstanding items. It was noted that a list of prioritised actions required had been put on to a spreadsheet and shared with those Councillors who had completed the visual inspection training.

22.061.3 The Ardleigh Recreation Ground – nothing to report.

22.061.4 Cemetery / churchyard matters – regular checks were completed and were up to date.

22.061.5 Millennium Green (MG) including Memorandum of Understanding.

Some work had been noted which had not been arranged through the Parish Council The matter would be clarified with the Trustees of the Millennium Green.

22.061.6 Village Hall matters

A meeting had taken place on 28 March- at which new hire rates and Service Level Agreement with Community Hall in Partnership were agreed.

It was noted that the Council had now transferred hall bookings to Community Halls In Partnership (CHIP) but there was uncertainty around some storage fees. The Council agreed that the Cricket Club should pay for the storage shed that they use. It was possible that the Cricket Club would reduce their requirement for changing room use in order to reduce the fees payable. All hirers had been informed of the changed hire fees.

22.061.7 Other Amenities and Open Spaces issues including Trees – nothing to report.

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

22.062.1 It was confirmed that ongoing updates on highways, public rights of way and related matters would take place outside the meeting. A meeting was held with Cllr Guglielmi on 4 April 2022. The Council noted the Corbeau Seats Rally was taking place on 23/24 April and the likely increase in traffic along the planned routes beforehand.

22.062.2 To update on plans for joint meeting with Langham and Dedham PCs and our respective County Councillors to discuss issues of mutual concern and interest.

There were three proposed dates to meet with Langham and Dedham Parish Councils. The Clerk would circulate. The Council agreed that a joint Local Highways Panel (LHP) request should be considered working with Dedham and Langham Parish Councils to address signage across the area.

22.063 Community projects, meetings and events

22.063.1 To receive an update on Jubilee plans and support to be provided by Parish Council.

The Council noted that funds were included in the Special Events budget line should they be required for the Jubilee Celebrations and a grant of £750 had been received from TDC, it was resolved to support expenditure of up to £750 on items agreed by the organising group and requested in writing by the co-ordinator. Over and above the update provided in item 22.054 it was noted that plans were in place for walking football; BBQ; a beverage van; and Jack Rabbit Brewery with a Jubilee beer.

The bottlebank trial would begin shortly.

22.063.2 To update on initiatives such as Keep Ardleigh Litter Free, Community Speedwatch.

It may be possible to share a VAS (speed sign) with Langham Parish Council. Discussions will bring more detail to the proposal.

22.064 Parish Council Staffing and Finance

22.064.1 Items in confidence. Under the Public Bodies (Admissions to Meetings) Act 1960, it was resolved to exclude the press and public during the discussion of agenda item 22.064.2 as the Council would be considering information about individual members of staff

22.064.2 **To confirm interim arrangements following completion of Deputy Clerk’s fixed-term contract**
 The Council agreed to a contract for Clerk support – Karen Thompson would begin immediately on a self-employed basis for a period of 6 months, deputing for the Clerk (as Responsible Financial Officer and Proper Officer), as required.

22.064.3 **To receive draft end of year accounts and bank reconciliation at end March 2022 and confirm update to levels of general and earmarked reserves.**
 The report was received and levels of reserves confirmed. It was noted that there was a deficit at the end of £21,672 which was approximately £6500 worse than originally budgeted. This was due to a number of factors including a reduction in income from the Cemetery (burial and memorial fees) of over £14,000 compared with 2020-21.

22.064.4 **To confirm the bills for payment for Parish Council and Village Hall including payments already made under delegated authority. To confirm agreement with DM Payroll Services Ltd to outsource payroll services.**
 The following payments for Parish Council were agreed, including payments made under delegated authority. In addition, Village Hall payments totalling £3124.67 were agreed.

Chagos Consulting Ltd	£15.00
J F Tree specialist	£840.00
Drop Box and Adobe Acrobat (Clerk's expenses)	£25.16
Clerk Expenses	£31.05
Npower	£246.37
Superfine Fencing	£111.80
EALC	£609.02
Mortimer contracts	£190.00
Chester Jervis	£330.00
Superfine Fencing	£111.80
Planning Direct	£270.00
ICCM	£95.00
Total Salaries (excluding pension and HMRC to be calculated)	£3073.06

22.064.5 **To note arrangements for internal audit and Annual Governance and Accountability Review (AGAR) for 2022.**
 The Council noted that the accounts and supporting paperwork had been sent to the internal auditor and their report was expected in time for the next meeting. The AGAR paperwork had been drafted and would be considered at the May meeting.

22.065 Governance and Policies

22.065.1 **Financial regulations- To confirm final version following discussion at last meeting.**
 The Council approved the Financial Regulations.

22.066 Future meetings and Meeting Closure

The date of the next meeting would be 9 May 2022 at 7.30pm at Ardleigh Village Hall. It would be preceded by the Annual Parish Assembly meeting which will take place in the main Hall at 7pm.
 The Council noted that the Parish Council meeting scheduled for 9 May is also the Annual Parish Council meeting. Council positions (Chair, Vice Chair etc) and Committee membership would be decided.
 The meeting closed at 9pm.

Signed by Meeting Chair on