

## ARDLEIGH PARISH COUNCIL



### Minutes of the Annual Meeting of Ardleigh Parish Council held on Monday 9 May 2022 at 7.30pm at Ardleigh Village Hall

**PRESENT:** Cllr Tim Barrott (Chair), Cllrs Sally Bolingbroke, Carolyn Mason, Clive Salmon, Richard Talbot, Chris Whitfield, Jayne Marshall, Emma Thrower, Emma Twine and Jonathan Waters  
Clerk – Rachel Fletcher  
Deputy Clerk – Karen Thompson (minutes)

**ALSO IN ATTENDANCE:** Cllr Neil Stock – leader of Tendring District Council (TDC) and Carlo Gugliemli (Essex County Councillor)  
There were no members of the public in attendance

**22.067 To Elect a Chair**  
Tim Barrott was re-elected as Chair of the Parish Council

**22.068 To elect a Vice-Chair**  
This item was discussed later in the meeting and with the allocation of councillors to the various roles within the Council it was decided to not elect a vice-chair.

**22.069 Minutes of the last meeting of the Council held on 11 April 2022**  
The Council resolved that the minutes were a true record of the meeting.

**22.070 To receive the Chair's and Vice-Chair's declaration of acceptance of office**  
The Chair signed the acceptance of office at the end of the meeting. No Vice-Chair was elected.

**22.071 Annual business – see Standing Order 2j**  
To note the order of business of the annual meeting as outlined in Standing Orders and to agree to consider later in the meeting or to defer the following items.

- Appoint representatives to outside bodies. *See item 'Council Roles' below*
- To appoint committees and sub-committees. *See item 'Council working groups and Committees' below.*
- To consider the payment of any subscriptions falling to be paid annually. *Included with list of payments below.*
- Review of inventory of the Council's land and assets including buildings and office equipment. *Defer (Asset Register last reviewed March 2022).*
- Review of the Council's and/or employees' memberships of other bodies. *Included with list of payments below.*
- Establishing or reviewing the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998. *Defer to future meeting if update is deemed to be needed.*
- Establishing or reviewing the Council's policy for dealing with the press/media. *Defer to future meeting if policy/ update is deemed to be needed.*

This was noted and the relevant items deferred.

**22.072 Apologies and reasons for absence**  
There were no absences.

**22.073 Declaration and Register of Interests**  
**To confirm the requirements for declarations of interest (including to check that published register is up to date) and dispensations and to receive any pecuniary or non-pecuniary interests relating to items on the agenda.**  
Sally Bolingbrook declared an interest in planning application [22/00614/VOC](#).

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

There were no members of the public in attendance as many had attended the Parish Annual Assembly meeting earlier in the evening.

## **22.075 East Anglia GREEN**

**To update on meetings and briefing attended by members of the Council and on key issues within the consultation** <https://www.nationalgrid.com/electricity-transmission/network-and-infrastructure/infrastructure-projects/east-anglia-green>

The meeting noted that councillors had attended the various online and in-person presentations recently held by the East Anglia GREEN project.

**To confirm initial position of Council with respect to the proposals.**

The Council agreed that whilst it was supportive of a move to greener energy it was strongly opposed to the single delivery option being proposed for this project.

**To confirm next steps (such as joint work, joining wider campaign groups, committing resources).**

The Council resolved to make a provisional £1000 available to support actions that improved public awareness amongst Ardleigh residents and to organise a village meeting and specific action group that would look at the project as it affects Ardleigh especially as at least one substation would be sited in the village. A zoom meeting was scheduled for Wednesday 1<sup>st</sup> June at 7pm and this would be advertised widely.

## **22.076 Planning 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.

22/00614/VOC Variation of condition 2 (External materials) of application 20/01142/FUL due to unavailability of approved materials. Mount View, Fox Street, Ardleigh, CO7 7PS. No objections were raised and therefore no comment would be made.

22/00725/TCA Tree works Robinia, Bay, Ash, Silver Birch. Lima, 1 Station Road, Ardleigh, CO7 7RR.

22/00673/TCA Tree works Cedar, Magnolia. The Orchard, The Street, Ardleigh, CO7 7LD. The two tree works applications were accepted and no comment would be made.

22/00408/FUL Proposed two storey dwelling. The Lodge at 22 Harwich Road Ardleigh CO7 7LS.

The Council resolved to strongly object to planning application 22/00408/Ful as it would create an additional dwelling outside the Development Boundary of the village as defined in both Tendring's Local Plan and also the emerging Ardleigh Neighbourhood Plan. By being outside the Development Boundary the site was deemed unsustainable as it was a significant distance from amenities and transport would require private vehicle journeys.

## **Other/ Appeals**

Temporary event notice TENOP/4364/22 -27 August 2022 18:00-23:00 Colchester Bowling Club-Celebration of 120 Years.

There was no objection to this temporary event application.

## **22.077 Reports and Correspondence**

**22.077.1 District and County Councillor and Police reports. To receive verbal updates from those present and confirm that regular reports received from District and County Councillors or the police continue to be forwarded to members by email.**

Neil Stock reported that apart from the East Anglia GREEN project other infrastructures projects include the Freeport East development at Harwich which would generate significant employment for the area, in excess of 3000 new jobs in the green energy sector. The plan was to reclaim over 20 acres of land at Bathside Bay from the river estuary for manufacturing, offices and workshops. Whilst the A120/A133 link road had been approved the single carriage way A120 left road transport vulnerable to diversion along wholly inappropriate minor roads in the event of incidents. Neil felt that infrastructure upgrades would have to be undertaken.

Neil also spoke about a new memorial to the part Harwich port played in the WW2 Kinder transport with many children being housed at the military camp in Dovercourt before moving to other parts of the Country. The memorial which has been funded by European countries as well as the UK will be placed in the quayside.

Tendring Council was playing its part in supporting refugees from Ukraine that come to the area.

Carlo Gugliemli spoke about the substantial budget cut to ECCs funding which affected all services as adult social care takes a large proportion of the budget.

Carlo reported that over 90% of pupils had been allocated their first choice of school place.

He also reported that LED lights are being fitted to Council streetlights and the vehicle fleet run by ECC would convert to electric.

Carlo provided an update on the parking restrictions at Old Ipswich Rd and The Street. He also mentioned that, following a recent traffic survey a 30mph restriction was noted that but highways guidance suggests that the remainder of the A137 to Ardleigh village would not qualify for a 30mph zone. Carlo agreed to investigate VAS (flashing speed signs).

Carlo spoke about a local resident that was campaigning for the repair or reestablishment of milestone markers of which there is one on the railway bridge between Ardleigh and Lawford. There had been some discussion as to which parish the original marker had been located in.

The lighting at the Salt Depot is still an issue with the council suggesting that as the planning was granted with a lighting plan it might be appropriate to involve Essex planning enforcement. It was decided to meet with the Salt Depot manager again first.

It was noted that the local policing team were planning to attend the next Council meeting.

**22.077.2 Councillors' reports including reports of training or meetings attended.**

Discussion with TDC regarding potential S106 funding for play equipment suggested that funding in the region of £100k might be available for play equipment and Recreation Ground amenities. It was resolved that Emma Thrower, Carolyn Mason and Clive Salmon would liaise with play equipment providers as to what might be achieved with the potential budget.

**22.077.3 Clerk's report. To receive a report on key correspondence and tasks undertaken since the last meeting including delegated decisions.**

The Clerk talked through the report circulated which was accepted by the meeting. Jayne Marshall and Emma Thrower agreed to empty the storage unit before the end of the month.

It was also decided to request a safe cycle-parking facility from TDC for the Ardleigh crossroads car park.

It was also resolved to erect a sign at the bottle bank advertising hours of use and to take bottles home if full as to leave by the bottle bank constituted fly tipping.

**22.078 Audit and Annual Governance and Accountability Return**

**22.078.1 To receive and note the Annual Internal Audit Report of Accounts to 31 March 2022.**  
This was received.

**22.078.2 To consider the effectiveness of the system of internal control and to approve the Annual Governance Statement (Annual Governance and Accountability Return (AGAR)- section 1).**

The Council resolved that the System of Internal Control was effective and would not be amended.

The council also resolved to approve the Annual Governance Statement.

- 22.078.3 **To consider the Accounting Statements (AGAR- section 2) which have been certified by the Responsible Financial Officer. To approve the Accounting Statements, by resolution, and arrange for the Accounting Statement to be signed and dated by all required parties.**  
The Council considered the Accounting Statements and resolved to approve the Accounting Statements. They were signed and dated by the required parties.
- 22.078.4 **To decide the dates and confirm arrangements for the exercise of Public Rights of Inspection- dates proposed. To note the requirement to publish a notice of the Public Right of Inspection at least 1 working day before the period of inspection on the Council website along with the 'Council Accounts: A Summary of Your Rights'.**  
The Council resolved to set the dates to exercise the Rights of Inspection as Monday 13 June – Friday 22 July 2022 and to publish the notice of the Rights to Inspection at least one day before Monday 13 June on the Ardleigh website along with the 'Council Accounts: A Summary of your Rights'.
- 22.078.5 **To consider whether to reappoint Heelis and Lodge as internal auditors for 2022-23 or to seek alternative internal auditors.**  
The Council resolved to reappoint Heelis and Lodge as internal auditors for 2022-23.
- 22.079 Council Roles**  
**To appoint Councillors to the following roles of responsibilities including membership of external/liaison groups and to consider whether officers should play an increased role in any of these areas and/or whether any other roles should be allocated:**
- **Cemetery (and Churchyard) health & safety inspections** - Jayne Marshall and Carolyn Mason
  - **Cemetery Management** – Tim Barrott
  - **Councillor to conduct/ check Internal financial controls** – Sally Bolingbrook
  - **Footpaths and Public Rights of Way liaison** – Clive Salmon
  - **Social media support to staff** – Emma Twine
  - **Police Liaison** – Carolyn Mason
  - **Landfill Site Liaison** – no longer required
  - **Quarry Liaison** – Richard Talbot and Tim Barrott
  - **Tendring District Association of Local Councils** – Jayne Marshall
  - **Play and fitness equipment health & safety inspections** - it was resolved to extend the scope of this responsibility to include risk assessment of all the grounds with amended paperwork – Clive Salmon and Richard Talbot would undertake this work.
- 22.080 Council Working Groups and Committees**
- To confirm membership and terms of reference (ToR) of working groups and committees**
- 22.080.1 **Neighbourhood Plan Working Group and Steering Group/Committee**  
There was no change proposed and they remain unchanged.
- 22.080.2 **Staffing Committee**  
There was no change proposed and they remain unchanged.
- 22.080.3 **To discuss whether any other working groups or committees are required (eg Community Ambitions) any proposals and ToR to be brought to a future meeting**  
It was noted that a community action group to coordinate Ardleigh opposition to the East Anglia GREEN Project may be needed. ToR may thus be developed and would be agreed at a future meeting.
- 22.081 Tendring/Colchester Borders Garden Community (and related issues)**  
**To receive updates on recent developments including the Parish Council's response to consultation on the Draft Plan**  
<https://talk.tcbgardencommunity.co.uk/>  
The Council's response to the Regulation 16 consultation was noted. The Council's feedback had noted the complex submission system and sent its own comments via email not using the online feedback system.
- 22.082 Neighbourhood Plan (and related issues)**

- 22.082.1 **To receive an update on progress of the Neighbourhood Plan which has been submitted to Tendring District Council. To consider any issues needing direction from the Parish Council.**  
The Plan was still with TDC and the Council was waiting their initial comments.
- 22.083 Amenities and Contracts**  
**To receive updates and take decisions on Parish Council amenities and contracts including:**
- 22.083.1 **Council contracts and contractors including notice given by one contractor.**  
The Annual Tree Survey contractor had given notice that they were unable to complete the work and the Council agreed to back to the original quotes submitted.
- 22.083.2 **Play and Exercise equipment- safety checks/ outstanding items.** The Council decided that this contract would be revisited after the annual inspection due to be completed in May. In the meantime, the damaged equipment piece would remain out of bounds.
- 22.083.3 **The Ardleigh Recreation Ground** – nothing to report.
- 22.083.4 **Cemetery / churchyard matters** - the reports were received
- 22.083.5 **Millennium Green (MG) including Memorandum of Understanding** – nothing to report
- 22.083.6 **Village Hall matters** – nothing to report
- 22.083.7 **Other Amenities and Open Spaces issues, including trees** – it was reported that there was confusion about some of the verge cutting responsibilities between the Parish Council and Tendring District Council and local residents. Discussions would continue to clarify, eg outside The Limes, Littlecourt and Fen Lane.
- 22.084 Highways, Public Rights of Way (PRoW) and related issues**
- 22.084.1 **To confirm that ongoing updates on highways, public rights of way and related matters will take place outside the meeting. To note any significant issues which the Council may need to address.**  
Nothing to report except to encourage photograph evidence when reporting issues.
- 22.084.2 **To update on joint meeting with Langham and Dedham PCs and our respective County Councillor(s) to discuss issues of mutual concern.**  
A joint meeting had been held on 3<sup>rd</sup> May. Any notes would be circulated to attendees.
- 22.085 Community projects, meetings and events**
- 22.85.1 **To receive an update on Jubilee plans and support to be provided by Parish Council.**  
The Jubilee events, supported by the Parish Council, include beacon lighting and party on Thursday 2 June starting at 8pm. Footpath walks around the village would start from the Church at 10am on Saturday 4 June with coffee in the church at the end of the walk. Sunday 5 June would be the Family Funday which included bring your own picnic, cricket, various events including tug of war and wellie throwing, fancy dress, races, crown and coronet making, dancing, cribbage games. There would be a bar and coffee stall. The Wooden Fender had donated a meal for two as a prize. Tendring District Council had provided a grant to help cover costs and the Parish Council had a small budget available if required.
- 22.85.2 **To receive any updates on initiatives such as Keep Ardleigh Litter Free, Community Speedwatch.**  
There was nothing to report.
- 22.086 Parish Council Finance and Staffing**
- 22.86.1 **To receive the Parish Council finance report and Bank Reconciliation as at end April 2022 included updated budget headings.**  
This was accepted, new budget headings noted and no comments were raised.

- 22.86.2 **To approve payments to be made (or already made under delegated authority) for Ardleigh Parish Council and Village Hall including subscriptions and memberships paid annually (normally approved in the month they become due) and direct debits to be reconfirmed.**

The payments list was approved together with the list of annual subscriptions and payments (mainly utilities) made by Direct Debit.

Mortimer Contracts – Galleon Repairs	228.00
Chester Jervis - Storage	220.00
Superfine Fencing	90.00
Pay, PAYE, NI, Pension	3780.14
Gifts2Impress jubilee coins	578.82
Clerk Expenses	113.53
BHIB - Insurance	946.23
Zoom annual subscription	71.94
Cloudy IT	984.00
Superfine Fencing	90.00
Cottage Landscapes	2,400.00
Heelis and lodge – internal audit	295.00
Planning Direct	594.00

- 22.86.3 **To confirm banking arrangements and signatories for all bank accounts and investments held by Ardleigh Parish Council and its associated Charities.**

No changes were proposed to banking arrangements to the Parish Council and its associated Charities bank accounts or investments. It was confirmed that signatories for all accounts were Tim Barrott, Richard Talbot and Jayne Marshall. The Clerk and Responsible Financial Officer, Rachel Fletcher, was expected to administer the accounts (including acting as a signatory where this was required to enable online access). Financial Regulations and internal financial controls were in place and rigorously applied to ensure financial probity and to protect all parties.

## **22.087 Governance and Parish Council Policies**

**To confirm existing Standing Orders, Financial Regulations, statement of internal control are current and remain applicable. All available at <https://ardleigh.website/formal-documents>**

The Council resolved to approve the existing Standing Orders, Statement of Internal Control, and Financial Regulations.

## **22.088 Date of next meeting, meeting closure**

The date of the next meeting was confirmed as 13 June 2022 at 7.30pm at Ardleigh Village Hall (with Zoom link).

**Signed by Meeting Chair ..... on .....**