



## ARDLEIGH PARISH COUNCIL

### Minutes of the Meeting of Ardleigh Parish Council held on Monday 10 October 2022 at 7.30pm at Ardleigh Village Hall

**PRESENT:** Cllr Tim Barrott (Chair), Cllr's Sally Bolingbroke, Jayne Marshall, Carolyn Mason, Clive Salmon, Emma Thrower and Chris Whitfield  
Clerk – Rachel Fletcher, Deputy Clerk – Karen Thompson (minutes)

**ALSO IN ATTENDANCE** Cllr Jonathan Waters was in attendance remotely. Members of the public were in attendance either remotely or in person

#### **22.124 Apologies and reasons for absence**

Cllr Emma Twine had apologised for absence and the Council resolved to accept the apologies and the reason for absence.

Also absent were Cllr Richard Talbot and Cllr's Neil Stock and Carlo Gugliemli.

#### **22.125 Declaration and Register of Interests**

There were none.

#### **22.126 Minutes of the last meeting of the Council held on 7 Oct 2022**

The Council resolved that the minutes were a true record of the meeting.

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

A member of the public gave an update on the work of the Community Speed Watch group. The group were able to operate 2 sessions per week and counted vehicles as well as detecting speeding vehicles. It was clear that during normal times (i.e. no roadworks) vehicle numbers had increased and the number of speeding vehicles was also up. It was predicted that at the various housing estates begin to fill in Lawford and Mistley then the numbers using the A137 would also increase. A member of the public suggested that traffic lights at the Ardleigh crossroads would be beneficial.

The discussion prompted the Council to seek an update from ECC Councillor Carlo Gugliemli on the action to reduce the speed limit of the road through Fox Street.

A member of the public commented that the Post Office vehicles were continuing to park on The Street reducing space for other users and that Station Road was subject to a number of vehicles parking partly on the pavement. The Council would raise this with Cllr Gugliemli.

The state of road signs in the parish was raised. A number were bent or fallen and some had been rotated. It was noted that the pavement from the village centre to the Wooden Fender was difficult to walk with pushchairs or side by side as the ground vegetation and hedging was encroaching on the pavement. This would also be raised with Essex County Council and/or Cllr Gugliemli.

#### **22.128 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.

22/01457/FULHH Proposed two storey side extension, single storey rear extension, car port and porch. Orchard House Frating Road Ardleigh CO7 7SU. The Council had no objection to the application and resolved not to comment.

22/01490/FULHH Proposed new double storey side extension to right of dwelling when viewed from front elevation, single storey to the left and back. Somerville John De Bois Hill Ardleigh CO7 7PH The Council had no objection to the application and resolved not to comment.

22/01581/FULHH Proposed single storey rear extension with external alterations and internal alterations to existing annexe building. Maryland Cottage Turnpike Close Ardleigh CO7 7QW

The Council had no objection to the application and resolved not to comment.

22/01623/FULHH Proposed rear extension, loft conversion and alterations. Birchwood John De Bois Hill Ardleigh CO7 7PH. The Council had no objection and resolved not to comment.

22/01595/DISCON Discharge of conditions 2 (Landscaping) and 16 (Biodiversity Enhancement) of application 20/01783/FUL. Systematic Business Park Old Ipswich Road Ardleigh CO7 7QL. The Council had no objection and resolved not to comment.

22/01133/DISCON Discharge of condition 7B (Highways) of application 22/01115/VOC. Crown Business Centre Old Ipswich Road Ardleigh CO7 7QR The Council had no objection and resolved not to comment.

**Decisions** To note recent decisions including appeals. These were noted without comment.

**Other** There were no appeals or other matters raised.

## **22.129 Infrastructure and other planning issues**

22.129.1 **To note the action taken to date, including delegated decisions, and consider any further action as a result of the approval of planning application 20/00594/FUL – Surya Food.**

The Council confirmed that following the resolution made at their meeting on 7 October 2022 to pursue a Judicial Review, this was being taken forward with an initial meeting with legal advisers planned for Tuesday 11 October.

22.129.2 **To note the action taken to date and consider any further action as a result of the planning decision regarding 21/02070/FUL – Battery Storage.** This was noted.

22.129.3 ***Tendring/Colchester Borders Garden Community (and related issues)* To receive updates on recent developments including Crockleford Character Assessment and request for local insights.** Cllr Whitfield confirmed that Place Services were conducting a character assessment of Crockleford Heath collecting local history and personal anecdotes of life in the area now and in the past.

22.129.4 ***Neighbourhood Plan (NP) (and related issues)* To note the feedback received from the Regulation 14 consultation and confirm next steps for the proposed Neighbourhood Plan prior to submission to Tendring District Council.** A drop-in session was held which formed part of Regulation 14 Pre-submission consultation (which had now ended). Tendring District Council had requested an extension of time for their comments. Comments were received from a number of interested parties some of which were mutually exclusive or in conflict (eg how the Neighbourhood Plan Policies interact with the Garden Community). The next step was to receive comments by TDC, and then collate and review all comments and consider if/how the draft plan might need to be updated.

22.129.5 ***East Anglia GREEN and related - pylons, substations and windfarms* To report any known updates and consider whether the Parish Council wishes to make direct representations to the government.** The East Anglian Action Group against the pylons, had requested Parish Council and local action groups coordinators to help coordinate comments/objections. The action group recommended writing/emailing directly to the Minister for Business, Energy and Industrial Strategy and also the chair of the expert panel to ask for meetings with the Group. A member of the public added that recent conversation with the Air Ambulance Service suggested that the Air Ambulance Service may not be able to fly near high voltage pylons as electromagnetic fields affected onboard equipment.

## **22.130 Reports and Correspondence**

22.130.1 ***District and County Councillor*** Not present.

22.130.2 ***Councillors' reports including reports of training or meetings attended*** Cllr Marshall attended TDALC (Tendring District Association of Local Councils) where broken road signage was raised.

22.130.3 ***Clerk's report - To receive a report on key correspondence and tasks undertaken since the last meeting including delegated decisions.*** The Clerks report had been circulated. The Clerk added that the Pre-school Licence agreement still needed to be progressed and a meeting would be arranged. Also, discussions with the Cricket Club about a possible licence agreement to incorporate

various ongoing issues and new ones (eg Saturday fixtures next year, use and maintenance of the pump and use of the changing rooms) were to be progressed.

22.130.4 **Police report including issues from Police Street Meet, 2 September 2022.** A recent Police Meet held in Ardleigh noted that ride on mowers had been stolen recently. Local social media communications had been successfully used to alert residents to crime issues in the village, no additional communications methods were considered necessary.

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

**To note that updates on new and ongoing matters relating to highways, public rights of way and related issues usually take place outside the meeting. To note the end of the Highways Local Councils Devolution Pilot. To reconsider joining the Parish Paths Partnership (P3) scheme.** The Council decided to find out more about the P3 scheme before making any decision to join.

## 22.132 Amenities and Contracts

**To receive updates and take decisions on Parish Council amenities and contracts including:**

22.132.1 **Council contracts and contractors** One contractor had requested a review of prices given cost increases. It was unlikely that there was scope to review prices in this current financial year and the nature of the contracts was to secure a fixed and known price. This had been communicated.

22.132.2 **Play and Exercise equipment** The Deputy Clerk advised that there would be an updated list of playground tasks that were being undertaken by the handyman contractor, which would be circulated. The remainder of tasks would be looked at with a view to getting in a specialist play equipment contractor.

Cllr Mason reported that discussions with play equipment providers for additional equipment was ongoing. It was decided to see if TDC or ECC were able to help advise on external advisers.

22.132.3 **The Ardleigh Recreation Ground. Request from Ardleigh Cricket Club for use on Saturdays and Sundays in 2023.** The Council resolved to meet with the Cricket Club.

22.132.4 **Cemetery / churchyard matters** The lagging of the water pipe would be added to the handyman list of tasks. The Council would speak to the stone company regarding the misplacement of a headstone. The Council resolved to pursue discussions with ECC about a potential cemetery extension.

22.132.5 **Millennium Green (MG)** including Memorandum of Understanding (MOU). The Council agreed to liaise with the Millennium Green Trustees on the MOU setting out Council responsibilities.

22.132.6 **Village Hall matters.** The Clerk confirmed that the table tennis booking had been accepted after email consultation with Councillors, recognising that if it becomes a permanent booking then long term storage of a range of items would have to be resolved.

### 22.132.7 **Other Amenities and Open Spaces issues**

- a) **To receive the Annual Tree Survey.** The Tree Survey had been circulated and was accepted.
- b) **To consider the quotes received for tree works recommended in the Annual Tree Survey and decide if some or all should be undertaken and award of contract.** The anonymised quote submitted by John Fryer Tree Specialist was confirmed as the successful bid for high and medium recommendation work. The company would also manage the submission of applications subject to TPIs/ within the Conservation area.
- c) **To note the damage to the Home Farm Lane/Harwich Rd bus stop and litter and consider whether to seek/ fund a litter bin installation via TDC.** The recent bus stop damage had been made safe quickly by ECC. The litter problem at the bus stop may be helped by the provision from TDC of a litter bin but Ardleigh Parish Council were minded not to request a bin until the case for moving the stop is concluded.

## 22.133 Community projects, meetings and events and requests for support

22.133.1 **To note any new items/ projects/ priorities to be included in future planning and budgeting (See also 22.135 below) eg initiatives such as warm spaces, dementia friends, use of Methodist church buildings, earmarked funds/ fundraising for planning/ legal consultants etc.** A meeting was

planned with the Methodist Church on Wednesday 12<sup>th</sup> Oct at 6pm for any interested councillors. There was a suggestion that the Church may merit being listed as a community asset, thus allowing for community purchase if/when the Church is sold. It was noted that budget/ fundraising may be needed for legal/ professional fees in future and could be considered in the next budget process.

22.133.2 **To consider the next steps for development/ publication of an Ardleigh Community Ambitions Action Plan** It was noted that the Neighbourhood Plan Working Group would be an appropriate existing forum to discuss whether and how to take forward the stated Community Ambitions into firm projects. Any proposals for new working group or committee would need Council approval.

22.133.3 The Grant Application Policy, process and timetable for community groups was approved. Recent contacts from Ardleigh Surgery, Community First Responders, Essex & Herts Air Ambulance, Suffolk Accident Rescue Service were noted- the Policy would apply to these groups.

**22.134 Recommendations of Tendring Monitoring Officer**

**To note the recommendations of the Monitoring Officer, agree social media guidelines and discuss any further training or policy development to be considered at future meetings.** This was noted. Councillors were encouraged to take up their Councillor specific email addresses. The social media guidelines had been circulated with the papers and were agreed for use by all Councillors.

**22.135 Parish Council Finance and Staffing**

22.135.1 The Parish Council finance report and bank reconciliation at end September 2022 with projection to year end was received.

22.135.2 The timetable for budget setting and planning process for 2023-24 starting with a consideration of priorities and first-draft budget for December meeting and finishing with formal precept setting at January meeting (TDC deadline 20 January 2023) was noted.

22.135.3 The completion of the review of the Annual Governance & Accountability Return (AGAR) for Ardleigh Parish Council for the year ended 31 March 2022 and the publication requirements were noted. The review 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’

22.135.4 **To consider the SAAA 2022 Central External Auditor Opt-out communication.** The Council resolved not to opt out of the External Auditor Contractor.

22.135.5 **To approve invoices for payment for Ardleigh Parish Council and Village Hall.** The payments listed below were approved together with £2732.50 for October salaries.

Clerk Expenses	£64.82
Npower	£184.40
Community Halls in Partnership	£354.00
Planning Direct	£2949.00
Cottage Landscapes	£150.00
Superfine fencing	£45.00
Cloudy IT	£163.92
Superfine fencing	£45.00

Payments approved and made since the July meeting, using delegated powers, were noted plus salary payments of £2555.75 for September and £2797.50 for August.

Drop Box and Adobe Acrobat	£25.16
Clerk Expenses (including Website)	£172.66
Archivist	£53.26
Blue Flame	£129.60
Chair's allowance	£100.00
Cottage Landscapes	£1,200.00
TDALC	£20.00
Cloudy IT	£163.92

Superfine fencing	£45
Planning Direct	£60.00
Npower	£73.86
Npower	£197.30
Drop Box and Adobe Acrobat	£25.16
Clerk Expenses	£9.99
RCCE	£102.00
Cottage landscapes	£1,770.00
JF Tree specialists	£360.00
PKF Littlejohn	£480.00
Playquip	£730.80
Ardleigh Village Hall	£25.00
Cloudy IT	£163.92
Tendring District Council	£113.59
DM Payroll Services	£84.00
Bland landscapes	£4,865.60
PPL/PRS (£398.32 authorised)	£166.88
Blue Flame	£129.60

22.135.6 **To note that staffing proposals will be considered by Staffing Committee.** This was noted. Annual appraisals would be scheduled.

**22.136 Parish Council Policies**

**To approve the revised CCTV Policy & Procedures** This was approved.

**22.137 Date of next meeting, meeting closure**

The Council resolved to meet next on 14 November 2022 with delegated authority remaining in place to allow decisions to be taken between meetings if necessary.

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