



## ARDLEIGH PARISH COUNCIL

### Minutes of the Meeting of Ardleigh Parish Council held on Monday 9 January 2023 at 7.30pm at Ardleigh Village Hall

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

**ALSO IN ATTENDANCE** Cllr Neil Stock (Tendring District Council (TDC) – Ardleigh and Little Bromley Ward)  
Members of the public were present.

#### 23.001 Apologies and reasons for absence

Cllr's Richard Talbot and Emma Twine were not in attendance.  
Also absent - Cllr Carlo Guglielmi – Essex County Council (ECC)

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

A member of the public sought an update on the planning application 22/00594/FUL– Surya. The Parish Council was awaiting a decision to be published by TDC. Cllr Stock indicated that a decision and S106 agreement was expected shortly.

It was also suggested that the environmental protection team may not have visited the site as they should seek permission of the tenant, which has not happened. A photograph sent to TDC showing evidence of protected newt species had not been followed up.

Two planning enforcement queries were also raised.

A member of the public gave an update on the Community Speedwatch which would ramp up in intensity as the daylight hours increase. An annual report had been circulated (see 23.008.2 below).

Another member of the public spoke about the diversion route for traffic during closure of the A12 (see 23.008.1 below).

A further point was raised in the session regarding the inconsistency of hours and service at the Post Office. Although outside the remit of the Council, it was agreed to raise this with Cllr Guglielmi.

#### 23.003 Declaration and Register of Interests

None declared.

#### 23.004 Minutes of the last meeting of the Council held on 14 November 2022 and the online advisory meeting on 12 December 2022.

The minutes of 14 November were approved as a true record. The minutes of the 12 December advisory discussion were approved and decisions made using delegated powers following this meeting were ratified.

#### 23.005 2023-24 Budget and Precept

##### To consider the proposed budget for 2023-24 and agree the Precept required.

In addition to papers previously circulated the Council considered an example budget tabled which showed two options. The first was a 0% rise in Council Tax requirements, the second allowed for an increase in costs, including professional fees, of £10,000. The Council debated various options and the vote was split. The chair gave a casting vote in favour of budget option 2. This would equate to a 14.3% increase for a 'Band D' household making the 'Band D' annual bill £72.72 (compared with £63.60 in 2022-23). The council resolved to set a precept requirement for 2023-24 of £79,670.

#### 23.006 Planning

**Application** 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.

[22/01790/FUL](#) Proposed self-build 4 bed replacement house and access. (resubmission of 22/00408/FUL) The Lodge at 22 Harwich Road Ardleigh CO7 7LS. The Council objects to this application on the grounds that it is outside the settlement development boundary which TDC say should be protected from development.

[22/01992/FUL](#) Proposed first floor office fit-out of existing Freight Centre, to include new entrance Systematic Business Park. Old Ipswich Road, CO7 7QL. The Council had no objection to this.

[22/02102/LUEX](#) Proposed use of dwelling without complying with planning condition TEN/98/00035 re:-occupancy of the dwelling. Oakview Nurseries Dead Lane Ardleigh CO7 7RH. The Council will continue to object along the lines of previous objections.

[22/02024/FULHH](#) Proposed single storey separate annexe.17 Coggeshall Road. Ardleigh, CO7 7LP. The Council would request a restriction be imposed that prohibits the individual sale of the annex or for it to be let or become a business.

[22/02051/FUL](#) Proposed erection of garage on land of approved dwelling. Land to rear of Three Elms. Harts Lane. Ardleigh, CO7 7QH. The Council will object along the lines of previous objections.

[22/01966/TPO](#) Tree works, one ash. Well House, Dead Lane, Ardleigh, CO7 7RH. The Council had no objection.

[22/00683/FUL](#) additional information, proposed surface storage yard and associated external works & landscaping. Martells Quarry, Slough Lane, CO7 7RU. The Council had no objection to this.

[22/01457/FULHH](#) Amended application proposed two storey side extension, single storey extension, car port & porch. Orchard House, Frating Road, Ardleigh, CO7 7SU. [22/01457/FULHH](#) Amended application proposed two storey side extension, single storey extension, car port & porch. Orchard House, Frating Road, CO7 7SU. The Council had no objection to this.

[22/01872/DISCON](#) Discharge of conditions-19/01889/FUL. off Station Road CO7 7FE. The Council had no objection to this.

**Decisions** **To note recent decisions including appeals.**  
These were noted.

**Other** None.

### **23.007 Other Planning and Infrastructure issues**

23.007.1 ***Tendring/Colchester Borders Garden Community (and related issues) To receive an update on the Tendring Colchester Borders Garden Community. Note 13 December 2022 meeting cancelled.*** The council noted the cancelled meeting and would wait for it to be rearranged.

23.007.2 ***Neighbourhood Plan (and related issues) To confirm the Council's position regarding the Neighbourhood Plan receive update on progress.*** The Council reiterated its support for the Neighbourhood Plan which was submitted to TDC following the advisory meeting in December. It was noted that Planning Direct were preparing a Consultation Statement following the Regulation 14 comments received.

23.007.3 ***Pylons and Windfarms - To report on recent updates and consider further steps.***  
The council noted the continued pressure and activities of the Essex Suffolk Norfolk Pylons campaign group and a forthcoming public meeting in Stratford-St-Mary.

### **23.008 Road Safety and Diversions**

23.008.1 **To note the impact that the A12 closures have on Ardleigh and consider representations to be made to the relevant authorities.** An update was given about proposed closure of A12 and liaison with Essex Highways and Highways England. The Council supported a diversion route utilising the A120, during closure of the A12 north of the Ardleigh Interchange. The Council provided details of the ECC portfolio holder, Cllr Lee Scott and agreed to support the request for engagement regarding the alternative route. See also public participation item 23.002.

23.008.2 **To consider ways to reduce speeding through Ardleigh including support to Speedwatch/20 is plenty and signage (see attachments).**

The Community Speedwatch Annual report was noted. It was reported that the A137 outside Ardleigh Court was the area with the greatest speeding and that a case could be made to move the 30mph zone start from the Lawford direction to before the bend which would mean slower traffic past Ardleigh Court. This was in addition to the previous suggestion to move the start of the 30mph limit at the Colchester side of Ardleigh.

The Council agreed to contact Cllr Guglielmi on the progress of earlier LHP request. The Council noted that the cost of a VAS speed sign was not included in the budget for 23/24 but could be reconsidered in the future. In the meantime, the Council resolved to apply to ECC Highways to move the 30mph area and signage so that it includes the bends into the centre of the village as these have been the sites of several road traffic accidents/ incidents.

**23.009 Judicial Review**

23.009.1 ***Items in confidence. Under the Public Bodies (Admissions to Meetings) Act 1960, the press and public may be excluded during all or part of the discussion of agenda items below as the Council will be considering legal and contractual issues.*** No exclusion as the meeting comprised councillors and officers at this point.

23.009.2 **To receive an update on any developments since the last meeting including receipt of donations to support the legal challenge regarding planning application 20/00594/FUL – Surya Food/ Flying Trade Group.** This was noted.

23.009.3 **To consider any further steps to be taken.** The Council continued to wait for a planning approval announcement from TDC so that the application for Judicial Review could be submitted.

**23.010 Reports and Correspondence**

23.010.1 ***District and County Councillor*** To receive verbal updates from those present. Any written reports received from District and County Councillors are sent to members by email.

Cllr Neil Stock reported that TDC finances were severely affected by the cost of utilities and building materials. In order to maintain a 3% increase in council tax the council would be looking at all services provided to see where savings could be made. The District Council was seeking devolution powers which could allow for greater control of money and services.

Cllr Stock reported that the Surya planning application decision should be announced shortly.

He also suggested that Ardleigh Parish Council work closely with Little Bromley and Lawford to oppose the pylon project as the substations would adversely affect all three parishes.

23.010.2 ***Councillors' reports including reports of training or meetings attended.*** No reports made.

23.010.3 ***Clerk's report - To receive a report on key correspondence and tasks undertaken since the last meeting including delegated decisions (see attachment).*** This was received and noted.

23.010.4 ***Police report.*** No report received.

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

*To flag any urgent issues noting that updates on new and ongoing matters relating to highways, public rights of way and related issues usually take place outside the meeting and should be reported direct to Highways <https://www.essexhighways.org/tell-us>.* The council noted a finger post sign would be reported to Highways.

**23.011 Parish Council Finance and Staffing**

23.011.1 **To receive financial reports and bank reconciliation at end December 2022 (attachment).** These was received and noted.

- 23.011.2 **To confirm the bills for payment for Parish Council and Village Hall (attachment) including payments already made under delegated authority.** The following were approved.

Cottage landscapes	£960.00
Royal Mail	£378.00
Adobe Acrobat	£15.17
Primec (Water Safety Village Hall)	£594.00
Clerk's expenses	£12.15
Cloudy IT	£163.92
NPOWER	£148.16
Planning Direct (Neighbourhood Plan)	£720.00
Gasway (village hall radiator)	£927.25
Salary payments including pensions and HMRC	£2813.12

Village Hall payments of £1460.08 were also approved.

- 23.011.3 **To consider recommendations arising from annual appraisal of Parish Clerk and meeting of members of staffing committee to discuss recruitment of Deputy Clerk. (Confidential attachment/verbal update).** The Council considered the update regarding the recent staff appraisal of the Clerk and the Staffing Committee recommendation that the job role had grown and should attract the mid-scale pay point (point 26 of the NALC pay rates) for an LC2 rated council. The Council agreed with the recommendation and resolved to increase the scale point for the Clerk's position to point 26 of the NALC pay scales with immediate effect.

The council also agreed the recommended pay-range to accompany the job advert for the Deputy Clerk role (points 13-17 or 18-23 depending on experience and qualifications). The council resolved to advertise the position as a fixed-term one-year contract initially.

## 23.012 Amenities and Contracts

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

- ***Council contracts and contractors*** It was agreed that the issue of glyphosate use by Council contractors and its implications should be considered at the next Council meeting. It was resolved to add to the agenda for the February meeting.
- ***Play and Exercise equipment- safety checks/ outstanding items (KT/RT/CS).*** The Deputy Clerk advised that Section 106 monies held at TDC for Ardleigh could be used to replace the rotten fencing around the small children's play area on the Millennium Green. It was agreed to get three quotes for replacement fencing including solutions that would not rot so quickly.
- ***The Ardleigh Recreation Ground.*** The issue of rabbits was discussed and the council resolved to seek advice for the contractor about how best they could be controlled so that the health & safety risks of trips and falls caused by rabbit holes were reduced.
- ***Cemetery / churchyard matters*** (JM/CM for safety checks, TB other matters). The checks would identify plots where deposit may be forfeited to fund flattening and reseeding at the Council's expense. It was agreed that the handyman would be asked to revamp the notice board.
- ***Millennium Green (MG) (working within the Memorandum of Understanding).*** It was proposed that the wildflower area should get a spring cut in March.
- ***Village Hall matters*** – To note any issues for the Parish Council – it was reported that Community Halls in Partnership would find a contractor to repair the roof flashing.
- ***Other Amenities and Open Spaces issues*** – *PACE leaflets* – no action was required.

- 23.013 Community projects, meetings and events and requests for support**
- 23.013.1 **To consider working with the Methodist Church to apply for the Methodist Church building to be a community asset with Tendring District Council.** The Council agreed to meet with the Methodist church group to look at the merit in applying to have the church listed as a community asset with TDC.
- 23.013.2 **To consider the grant applications received.** The Council approved a grant of £250 to the Community First Responders (Stratford St Mary and Langham) after receipt of their application.
- 23.013.3 **To consider holding the Annual Parish Assembly during March in the form of a community action and information event. Possible dates when the Village Hall is available during the afternoon/early evening are Saturday 4 March, Friday 10/Saturday 11 March, Friday 17/Saturday 18 March.** The council agreed to plan the Annual Parish Assembly as an exhibition styled day with meeting and would aim for Saturday 11 March- outside the election period. The Neighbourhood Plan working group plus other interested parties would meet to plan an event.
- 23.014 Parish Council Policies/Documents**
- To consider signing up to the NALC Civility and Respect Pledge**  
<https://www.nalc.gov.uk/our-work/civility-and-respect-project> and /or to adopt the NALC model policy on officer and member relations (previously circulated). It was resolved that this item would be considered in February 2023
- 23.015 Future meetings and Meeting Closure**
- To agree to meet on 13 February 2023, 7.30pm, Ardleigh Village Hall (with remote link)**
- To agree the Parish Council meeting dates for 2023 at 7.30pm at Ardleigh Village Hall (with remote link), proposed dates below.**
  - Monday 13 March
  - Monday 17 April (third Monday as Easter falls on 10 April)
  - Monday 15 May (third Monday due to elections on 4 May and Bank Holiday on 8 May). This will be the Annual Parish Council meeting.
  - Monday 12 June
  - Monday 10 July
  - No meeting in August or 14 August?
  - Monday 11 September
  - Monday 9 October
  - Monday 13 November
  - Monday 11 December

The meeting dates were agreed as above with no meeting planned for August.

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