



ARDLEIGH PARISH COUNCIL

Minutes of the Meeting of Ardleigh Parish Council held on Monday 13 November 2023 at 7.30pm at Ardleigh Village Hall.

PRESENT: Cllrs Tim Barrott (Chair), Helen Fontaine, Jayne Marshall, Richard Talbot, Emma Thrower, Jonathan Waters and Martin Whiteley
Officers, Clerk, Rachel Fletcher, and Deputy Clerks, Rachel Edwards (Minutes) and Steve Roberts

ALSO IN Two members of the public were present – both in person, plus Cllr Fairley, Tendring District Council (TDC), remotely and Cllr Guglielmi, Essex County Council (ECC), in person

ATTENDANCE:

23.149	Chair's Welcome The Chair welcomed everyone to the November meeting.
23.150	Apologies and reasons for absence Apologies were received from Cllrs James Blyth and Carolyn Mason
23.151	Public participation session relating to items on the agenda One issue was raised by members of the public: <ul style="list-style-type: none"> Problem with part of the footpath along Wick Lane and Dead Lane which borders a field with an overgrown hedge. This negates use of the path. Request for the hedge to be cut and the footpath cleared of soil/debris. Lighting also requested. Other complaints about the same footpath had been received. This was a matter for Essex Highways.
23.152	Declaration and Register of Interests and Dispensations Interests were declared by Cllrs Fontaine and Talbot as trustees of the Millennium Green. It was noted that dispensations remained in place in respect of proposed pylons, substations, windfarms and for legal action relating to the food distribution centre. See Minute number 23.122 for full details.
23.153	Minutes of meeting held on 9 October 2023 The minutes of the meeting held on 9 October 2023 were approved as a true and accurate record.
23.154	Planning Applications published, received, validated and/or decided since the last meeting were noted. Comments on new applications and appeals were agreed as outlined below. It was noted that, where appropriate, reference would be made to the Neighbourhood Plan policies/Village Design Statement when commenting on planning applications. See https://www.tendringdc.gov.uk/planning/planning-applications for current applications. It was noted that weekly lists provided by Tendring District Council (TDC) were sent to Councillors.
Applications	23/01433/FULHH Proposed single storey extension to south elevation. The Ranch, Green Lane, Ardleigh, Colchester The Council had no objection. 23/01440/FUL Proposed 3 bedroom dwelling. The Lodge at 22 Harwich Road, Ardleigh, Essex The Council objected on the grounds of overdevelopment of the site, falling outside the remit of both the Neighbourhood Plan and TDC's Local Plan. 23/01496/AGRIC Prior approval application for erection of an agricultural machinery store extension to add to existing unit for weather protection and security/safety. Workshop and Premises at 30 Harwich Road, Ardleigh Application details for information only.

	<p>23/01474/TCA Replace two sycamore trees with two malus trees. 4 The Limes, Ardleigh CO7 7RW The Council had no objection.</p> <p>23/01461/NOTIF Proposed installation of a glass reinforced plastic (GRP) kiosk substation. Martells Quarry Slough Lane Ardleigh CO7 7RU The application had already been determined by TDC.</p> <p>23/01573/FULHH Proposed new 5ft high fencing and soft landscaping (resubmission of 23/01235/FULHH). Three Elms, Harts Lane, Ardleigh CO7 7QH The Council objected as the fencing conflicts with the Neighbourhood Plan and is inappropriate for a rural location.</p> <p>23/01582/WTPO Removal of four mountain ash trees. Ash Lodge, Mary Warner Road, Ardleigh CO7 7RP The Council was concerned about the removal of trees close to the conservation area. They would prefer them to be replaced and would check on TPO status.</p>
Other/ Appeals	<p>To consider comments to be made, or made using delegated authority, on other planning and related matters including appeals, licensing, minerals and waste and enforcement issues.</p> <p>ESS/07/20/TEN Continuation of minerals work associated with the construction of a public water storage reservoir. Additional development time requested. Crown Quarry (Wick Farm), Old Ipswich Road, Ardleigh, CO7 7QR The Council objected to the request of additional development time until 2031. The recreation area was needed; mitigation should be sought to give access to open space for residents.</p> <p>Communications regarding liaison meetings needed to be improved to ensure the Council and Councillors were informed.</p>
23.155	Other Planning and Infrastructure issues
23.155.1	<i>Tendring/Colchester Borders Garden Community (and related issues).</i> It was noted that a leaflet has been delivered for a second round of Garden Community public consultations, with local roadshows on 28 th November at the Bromley Cross pub and 1 st December at Ardleigh Village Hall.
23.155.2	<i>Neighbourhood Plan (and related issues)</i> It was noted that a further consultation was awaited by the Inspector. Additional consultation needed to be done by TDC which had been missed.
23.155.3	<i>Pylons, Substations, Windfarms and related</i> A campaign steering group meeting was held recently to pull ideas together for future actions. A high-level Needs Report had been issued casting doubt as to the necessity of the infrastructure. Cllr Guglielmi would share the report with the Council.
23.156	Highways, Public Rights of Way (PRoW) and related issues
23.156.1	<p>To flag any urgent issues and updates including recent reports of hedges causing obstructions to pavements.</p> <p>Five complaints had been received prior to the meeting about problems with hedges through the parish: Colchester Road, Waterhouse Lane/Morrow Road, Bromley Road and Wick Lane/Dead Lane. Lack of footpath complaints about Dedham Road and Bromley Road. Complaints to be sent to Cllr Guglielmi to take up with ECC. Individuals must continue to report issues to ECC Highways.</p> <p>Thanks were noted to Cllr Guglielmi and the Highways officer for working to get signage reinstated on Dedham Road.</p> <p>The Council would continue to call upon other landowners to keep their hedges trimmed, especially where they restrict visibility or encroach on pavements.</p> <p>A paper would be drafted by the Clerks for a future meeting about managing hedge issues and the role of Parish Councils in this regard.</p>
23.157	Community Projects and assets
23.157.1	<p>Community Projects and Initiatives To receive updates on any developments including reports received.</p> <p>Speedwatch: Bad weather had prevented some sessions. A new volunteer had come forward.</p> <p>Defib & First Aid Training: 8 people had booked places for the training session on 22 November.</p>
23.158	Reports and Correspondence

23.158.1	<p>District and County Councillor reports To receive verbal updates from those present. Any written reports received from District and County Councillors are sent to members by email.</p> <p>Cllr Fairley: Liaison about 5 Hunters Chase planning application coming before TDC Planning Committee, called in by planning officers. Request for Zoe to put forward previous comments.</p> <p>Substations and windfarms – further letter received by landowners about more land surveys.</p> <p>Cllr Guglielmi: Verbal update about the recent fatality on Dedham Road. Signs reinstated, lines still visible, speed limit questioned. The coroner would be involved. Speed monitoring strips demonstrate speed limit is generally complied with. The Street would be patched in December. Depot lights being investigated. Wick Lane/Dead Lane hedges had been trimmed- thanks to the landowner.</p>																																																			
23.158.2	<p>Councillors’ reports including reports of training or meetings attended.</p> <p>Councillors and Clerk were impressed by the site visit to Martell’s quarry demonstrating material recycling.</p>																																																			
23.158.3	<p>Clerk’s report - The Clerk’s report had been previously circulated and was noted.</p> <p>Councillors mentioned problems with parking at the Village Hall/Recreation Ground and along the road and pavement by the Hall. Cars appeared to be parked by employees of a local firm without permission. Residents had reported concerns on social media. It was agreed to invite representatives of the company to a meeting to discuss the problem and options.</p> <p>Ardleigh Advertiser contribution to costs. The benefit of the magazine to the Council was noted. Funding from the Council would only be considered upon receipt of financial details.</p>																																																			
23.159	<p>Parish Council Finance and Staffing</p>																																																			
23.159.1	<p>The financial reports to 31 October 2023 were received and accepted.</p> <p>Suggestion to re-visit the format of reports provided. Cllr Whiteley would investigate and make suggestions.</p>																																																			
23.159.2	<p>The following payments were approved plus salaries including HMRC and pension contributions. Bills for payment for the Village Hall were also agreed.</p> <table><tr><td>Craft Nurseries</td><td>£756.00</td><td>Autumn planting</td></tr><tr><td>Playquip</td><td>£360.00</td><td>repairs children’s equipment MG</td></tr><tr><td>Tendring District Council</td><td>£319.81</td><td>Election Expenses</td></tr><tr><td>Parish Online</td><td>£117.60</td><td>online mapping (used for NP, pylons campaign, assets)</td></tr><tr><td>A&J lighting</td><td>£441.60</td><td>Annual service plus one replacement lamp</td></tr><tr><td>Planning Direct</td><td>£330.00</td><td>Advice re legal matters</td></tr><tr><td>ICCM</td><td>£95.00</td><td>membership (Cemetery)</td></tr><tr><td>Eurooffice</td><td>£90.23</td><td>stationery and ink</td></tr><tr><td>Superfine fencing</td><td>£313.81</td><td>Pond fencing MG / other work inc cemetery noticeboard</td></tr><tr><td>RE Deputy Clerk expenses</td><td>£11.25</td><td>Mileage</td></tr><tr><td>Cloudy IT</td><td>£166.74</td><td>monthly charges (plus one new user)</td></tr><tr><td>Clerksroom Direct</td><td>£4,320.00</td><td>Balance from invoice no CRDC-00026015</td></tr><tr><td>Ardleigh Village Hall</td><td>£87.50</td><td>bookings October. Meetings.</td></tr><tr><td>Little Green Self Storage</td><td>£499.68</td><td>Storage archive 24 weeks</td></tr><tr><td>Cottage Landscapes</td><td>£510.00</td><td>cemetery 1 cut, watering 1 visit</td></tr><tr><td>DM payroll Services LTD</td><td>£84.00</td><td>Payroll July-Sept 2023</td></tr><tr><td>Clerks Expenses</td><td>£75.72</td><td>mileage 35 miles. Adobe £19.97. Wreaths £40</td></tr></table> <p>The pay award for permanent staff was noted. There was a question regarding election costs – the Clerk advised these were standard charges from TDC.</p>	Craft Nurseries	£756.00	Autumn planting	Playquip	£360.00	repairs children’s equipment MG	Tendring District Council	£319.81	Election Expenses	Parish Online	£117.60	online mapping (used for NP, pylons campaign, assets)	A&J lighting	£441.60	Annual service plus one replacement lamp	Planning Direct	£330.00	Advice re legal matters	ICCM	£95.00	membership (Cemetery)	Eurooffice	£90.23	stationery and ink	Superfine fencing	£313.81	Pond fencing MG / other work inc cemetery noticeboard	RE Deputy Clerk expenses	£11.25	Mileage	Cloudy IT	£166.74	monthly charges (plus one new user)	Clerksroom Direct	£4,320.00	Balance from invoice no CRDC-00026015	Ardleigh Village Hall	£87.50	bookings October. Meetings.	Little Green Self Storage	£499.68	Storage archive 24 weeks	Cottage Landscapes	£510.00	cemetery 1 cut, watering 1 visit	DM payroll Services LTD	£84.00	Payroll July-Sept 2023	Clerks Expenses	£75.72	mileage 35 miles. Adobe £19.97. Wreaths £40
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23.159.3	<p>To discuss key issues and projects for inclusion in 2024-25. It was noted that the Budget would be prepared for the December meeting with a view to finalising the budget and setting the Precept in time for the January deadline.</p>																																																			

	Play areas might need to be closed if the budget was not sufficient for repairs; a maintenance budget is required. The Council noted that the Precept may need to be raised to fund ongoing maintenance and improvements.
23.160	<p>Amenities and Contracts To receive updates and take decisions on Parish Council amenities and contracts including:</p> <ul style="list-style-type: none"> a) Council contracts and contractors – Street lighting had been serviced. b) Play and Exercise equipment – Deputy Clerk, Steve Roberts, had amalgamated reports to detail need for repairs and maintenance as well as looking at previous recommended actions. Costing would be obtained to determine budgeting measures. Safety of the Spring Horse at Millennium Green had been addressed and quote for replacement would be distributed. c) The Ardleigh Recreation Ground – The padlock was missing on the gate. New padlock to be purchased. Inspections need to be extended to include the boundary line. d) Cemetery/churchyard matters – 3 dead trees needed to be felled. Emergency action proposed as branches could fall. e) Millennium Green – Several dead trees, the Millenium Green Trust would be sent a report and need to advise on action required. f) Village Hall matters Village Hall meeting scheduled for November 20th at 7pm. Energy report to be distributed before meeting. g) Other Amenities and Open Spaces issues A review of recommended tree works had been undertaken and prioritised by Councillors. These would be collated, and quotes obtained. Some tree work also discussed under d and e. above.
23.161 23.161.1	<p>Parish Council Governance and Policies To discuss and approve the draft Biodiversity Policy.</p> <p>Public authorities in England have a duty to have regard to conserving biodiversity as part of their policy or decision making see Guidance on Biodiversity for Parish Councils</p> <p>Policy discussion deferred to December to include Cllr Mason, author of the policy.</p>
23.162 23.162.1 23.162.2 23.162.3	<p>Judicial Review <i>Items in confidence. Under the Public Bodies (Admissions to Meetings) Act 1960, the press and public were excluded during the discussion of this agenda item as the Council was considering legal and contractual issues.</i></p> <p>To receive an update on developments since the last meeting including actions taken using delegated authority, submission of amended grounds and witness statement on behalf of the Council. These were noted having been circulated to all councillors prior to submission. The Clerk had made a delegated decision that Cllr Waters would act as an authorised Witness on behalf of the Parish Council. This was reconfirmed by all present.</p> <p>Having received the amended Grounds the Court had indicated that a date could be set for the permission hearing and had proposed dates in December and early January. Several Councillors indicated that they intended to attend the hearing. Once the hearing date was confirmed, this would be shared with Councillors and other local representatives.</p> <p>It was noted with thanks that funding covering legal costs incurred to date had been received.</p> <p>To discuss any further actions required. It was confirmed that the Council continued to support the case and would review any updated documents and make further decisions as required (using delegated authority following consultation with Councillors between meetings).</p>
23.163	<p>Future meetings, including dates for 2024 and meeting closure The next meeting is on Monday 11 December, 7.30pm at Ardleigh Village Hall (with remote link). Dates for 2024 meetings confirmed as 8 January, 12 February, 11 March, 8 April, 13 May, 10 June, 8 July, 9 September, 14 October, 11 November, 9 December. No scheduled meeting in August. The meeting closed at 9.28pm</p>

Signed by Meeting Chair on