



## ARDLEIGH PARISH COUNCIL

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

**PRESENT:** Cllr's Tim Barrott (chair), Sally Bolingbroke, Jayne Marshall, Carolyn Mason, Richard Talbot, Chris Whitfield and. Clerk, Rachel Fletcher, and Deputy Clerk, Karen Thompson (minutes).

**ALSO IN ATTENDANCE** Cllr Neil Stock (Tendring District Council (TDC) Cllr Carlo Guglielmi (Essex County Council) Members of the public were present.

#### **23.023 Apologies and reasons for absence**

Cllr's Clive Salmon, Emma Thrower, Emma Twine and Jonathan Waters were not in attendance.

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

The A12 diversion route impact on Ardleigh was raised. A Wick Lane car crash was highlighted and it was noted that Sat Nav may direct drivers to this unsuitable route. It was noted that flattened signs add to the risk of major incident at the Wick Lane/Dead Lane junction. Cllr Guglielmi said that he would book a surgery meeting with Cllr Scott (portfolio lead for Highways). Cllr Stock suggested that the Council write to our MP, Sir Bernard Jenkin who in turn could engage with the Secretary of State for Transport to lobby for an alternative route to be adopted by National Highways. Essex Highways. The Council resolved to write and to copy in Cllr Scott, Cllr Bentley and Cllr Guglielmi.

A member of the public spoke about lack of enforcement action and no response from TDC to emails, regarding two matters in the Old Ipswich Road area. Cllr Stock promised to chase.

A member of the public made representations that the requirement to book at any Essex recycling Centre from 13 March which would impact many and may lead to an increase in fly tipping.

#### **23.025 Declaration and Register of Interests**

None declared.

#### **23.026 Minutes of the last meeting of the Council held on 23 January 2023.**

The minutes were approved as a true record.

#### **23.027 Planning**

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.

[23/00165/LUPROP](#) Proposed change of use of unit from class B1(E)/B8 to class E to use as a barber shop. 9 Mayfly Way Ardleigh Essex CO7 7WX The Council had no objection to this application.

[23/00146/FUL](#) Proposed first floor office fit-out, to include new entrance. (resubmission of 22/01992/FUL) Freight Centre Systematic Business Park Old Ipswich Road Ardleigh CO7 7QL. The Council had no objection to this application.

[23/00016/FULHH](#) and [23/00017/LBC](#) Proposed replacement door and windows, and other works. Churchgate House The Street Ardleigh CO7 7LD. The Council supported these applications.

[23/00032/LUPROP](#) Proposed erection of outbuilding for additional storage. White House Jubilee Lane Ardleigh Colchester Essex CO7 7RY. The Council had no objection to this application.

[23/00114/TCA](#) Tree work (neighbouring garden). Proposed works to have all overhanging branches cut back and the safety of the trees assessed. Seeley Court The Street Ardleigh CO7 7LD. The Council had no objection to this application.

[23/00077/NMA](#) Changes to 22/00809/FULHH. roofs /glass, re-arrange rooms/ reduce plant store to facilitate more office space, gym, games room. White House Jubilee Lane Ardleigh CO7 7RY. The Council had no objection to this application.

[23/00059/DISCON](#) Discharge of condition 17 (Landscaping) of application 19/01889/FUL. Land West of Station Road Ardleigh CO7 7RT. The Council had no objection to this application.

[23/00045/TELLIC](#) Proposed installation of 1 Pole. Good Hall Coggeshall Road Ardleigh Colchester Essex CO7 7LR. The Council had no objection to this application.

[23/00185/DISCON](#) Discharge of condition 4 (Hedge Strengthening) re 22/02024/FULHH. 17 Coggeshall Road Ardleigh CO7 7LP. The Council had no objection to this application.

**Other/ Appeals** To receive updates and consider comments to be made on other planning and related matters including appeals, licensing, minerals and waste and enforcement issues.  
There were none.

### **23.028 Other Planning and Infrastructure issues**

23.028.1 ***Tendring/Colchester Borders Garden Community (and related issues)*** To receive an update on the Tendring Colchester Borders Garden Community. Note next joint committee meeting 27 February, briefing offered to Councillors by TDC in advance.

It was noted that TDC officers had invited parish councillors to a video meeting on 14 February to provide information in advance of the publication of the papers for the Joint Committee meeting on 27 February. Cllr Guglielmi, who was a member of the Joint Committee stated that it was expected that Crockleford development would be later than the other housing developments and there would be requirements for housing to be 'in keeping' with the local area. It was noted that the Crockleford Character Assessment had not yet been published.

23.028.2 ***Neighbourhood Plan (and related issues)*** To update on progress regarding the Neighbourhood Plan. TDC have informed us that 'Due to publication deadlines, our internal reporting process and the pre-election period, the Neighbourhood Plan will have to go to Cabinet in March (17<sup>th</sup> March) and the consultation will have to wait until after the election.' The Council noted the delay with disappointment. Consultation was not now planned until after the local elections.

23.028.3 ***Pylons and Windfarms – To report on recent updates including correspondence with Sir Bernard Jenkin MP, updates from National Grid regarding further non-statutory consultation, briefing by Five Estuaries concerning their forthcoming consultation, and to consider further steps.*** It was noted that the MP had invited the energy minister to visit the area. The Council was advised to consider what mitigation measures could be sought if the challenges and lobbying were not successful. Councillors noted a regional campaign meeting at the Royal Hospital School on 9 March.

### **23.029 Highways, Public Rights of Way (PRoW) and related issues (including A12 diversions)**

23.029.1 To receive an update on the Highways briefing regarding the A12 diversion route, further correspondence and to consider further action. This was discussed at Item 23.024 and Cllr Guglielmi asked the Council to write to him with the details of the car accidents at the junction of Wick Lane and Dead Lane.

23.029.2 To flag any urgent issues and updates on previous request noting that updates on 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>. It was noted that Gary Scott from TDC was seen photographing damaged signage.

### **23.030 Parish Council Policies/Documents**

23.030.1 To consider signing up to the Civility and Respect Pledge <https://www.nalc.gov.uk/our-work/civility-and-respect-project> To note that 'the Civility and Respect Pledge is being introduced because there is no place for bullying, harassment and intimidation within our sector. The pledge is easy for councils to sign up for and it will enable councils to demonstrate that they are committed to standing up to poor behaviour across our sector and to driving through positive changes which support civil and respectful conduct' (NALC see link above). It was noted that TDC would provide training on the new code of conduct after the elections. The Council resolved to sign up to the Civility and Respect Pledge.

23.030.2 To consider adopting the NALC model policy on Officer (staff) and Member (councillor) relations (previously circulated). The Council resolved to adopt the NALC model policy on Officer and Member Relations.

23. 030.3 **To review and consider/ approve updates to the following policies. See <https://ardleigh.website/formal-documents> for all current documents.**
- **Standing Orders-** to take account of changes to NALC Model Standing Orders- (see attachment)
  - **Internal Financial Controls - no change proposed.**
  - **Financial Regulations - no change proposed**

It was resolved to set a 3 minute per person limit to public participation with a maximum of 15 minutes being made available in Standing Orders.

The council then resolved to adopt the 3 policies above.

### **23.031 Community projects, meetings and events and requests for support**

- 23.031.1 **To receive an update on the Community Showcase event planned for 11 March to include the Annual Assembly of the Parish.** To date, 8 bookings for tables had been confirmed and more were expected. The event would be publicised via social media and the Ardleigh Advertiser.
23. 031.2 **To update on any developments regarding community projects and initiatives (eg Methodist church, volunteer litter pickers, speed watch).** Nothing to report.
23. 031.3 **To receive an update on the plans for Coronation celebrations including ‘The Big Lunch’ on Sunday 7 May and ‘Big Help Out’ volunteering opportunities on Monday 8 May. To identify options for a permanent Coronation marker/ memorial if grant funds can be secured.** The Council noted the plans to date.

### **23.032 Reports and Correspondence**

- 23.032.1 **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. The Council noted £9m budget secured for Essex Highways for potholes, pavements and signage. A member led scheme would address this.
- The Ipswich Road potholes were being addressed with resurfacing scheduled for the summer.
- 23.032.2 **Councillors’ reports including reports of training or meetings attended.** None.
- 23.032.3 **Clerk’s report - To receive a report on key correspondence and tasks undertaken since the last meeting including delegated decisions (see attachment).** Noted.
- 23.032.4 **Police report if available.** No report.

### **23.033 Parish Council Finance and Staffing**

- 23.033.1 **To receive financial reports and bank reconciliation at end January 2023 (attachment).** This was received and noted.
- 23.033.2 **To confirm the bills for payment for Parish Council and Village Hall (attachment) including payments already made using delegated authority.** The following payments were approved plus salaries and Village Hall payments

Adobe Acrobat (Clerk's expenses)	£15.17
Stratford St Mary Community First Responders	£250.00
Clerk's expenses	£12.15
Cloudy IT	£163.92
J F Tree Specialists	£7,110.00
DM payroll services	£168.00
Eurooffice	£39.27
Ardleigh Village Hall	£25.00

- 23.033.3 **To note advertisement for Deputy Clerk vacancy closes 5 March. To confirm interview panel and date(s).** The council resolved to set up an interview panel comprising 2 members of the staffing committee and the Clerk.

23.034 Amenities and Contracts

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

- **Council contracts and contractors Weedkiller- use of glyphosphate by contractors- consider issues, alternatives and cost implications (attachment).** The council agreed that the legal use of glyphosphate would continue to be permitted by approved contractors on Council grounds. Any use should be reported to the Council so that monitoring could be undertaken.
- **Play and Exercise equipment- safety checks/ outstanding items (KT/RT/CS). To note the handyman task sheet to fix minor repairs on Millennium Green and Recreation Ground and meeting with contractor to quote for other repairs.** The Council had a quote for some of the specialist play equipment repairs. The council resolved to take forward those that could be funded in-year.
- **The Ardleigh Recreation Ground.** The council decided to chase Anglia Water about damage caused by tankers and repairs not yet carried out.
- **Cemetery / churchyard matters (JM/CM for safety checks, TB other matters).** The Council thanked those responsible for clearing the wreaths etc from memorials. The Veolia operative had cleared up really well and the council agreed to write a letter of appreciation. It was noted that Cllr Guglielmi had written in respect of Glebe corner.
- **Millennium Green (MG) (working within the Memorandum of Understanding). Note correspondence re tree works.** Nothing to report.
- **Village Hall matters –** The Council noted the successful microgrant awarded to fund a new oven and fridge and thanked CHIP for pursuing this.  
  
The Council noted the recent meeting with Pre-School to discuss the new license. The group are paying the new hire rates but are not yet contributing to increased energy costs. This is still to be resolved with the Council requiring pre-school to pay their share based on readings from April 2023 onwards.
- **Other Amenities and Open Spaces issues**

23.035 Judicial Review

- 23.035.1 **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 this agenda item as the Council will be considering legal and contractual issues.** There were no members of the public present by this time.
- 23.035.3 **To receive an update on developments since the last meeting including TDC correspondence.** There has been no change to the position. TDC had not yet issued the formal planning decision.
- 23.035.3 **To consider any further steps to be taken.** The proposed actions had not changed.

23.036 Future meetings and meeting closure

The next meeting was scheduled for 13 March 2023, 7.30pm, Ardleigh Village Hall (with remote link)

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