



**MINUTES OF THE MEETING OF THE PARISH COUNCIL
HELD ON 9 MAY 2016 AT THE VILLAGE HALL AT 7.30PM**

PRESENT: Cllr Barrott (Chairman),
Cllrs Talbot, Halsey , Chase-Gardener, Partridge (leaving the meeting after the Public Participation session) , Thompson, Fryer and Karen Thompson (Clerk)

IN ATTENDANCE: There were two members of the public attending.

334 Chairman's Welcome

The Chairman welcomed everyone to the meeting.

335 Apologies for absence

Apologies had been received from District Cllr Stock, County Cllr Guglielmi, Cllrs Smith and Scott-Barrett

The Council accepted Cllr Brown's resignation prior to the meeting. Cllr Brown is moving from the Parish.

336 Declaration of Interests - to receive any pecuniary or non-pecuniary interests relating to items on the agenda.

There were no declarations of interest.

337 Election of Chair including the signing of the Declaration of Office

Cllr Barrott was unanimously elected to the office of Chair of Ardleigh Parish Council and signed the Declaration of Office.

338 Election of Vice-Chair including the signing of the Declaration of Office

Cllr Partridge was unanimously elected to the office of Vice-Chair to Ardleigh Parish Council. A vote of thanks was given to Cllr Talbot for his many years in the Office of Vice Chair.

339 To Appoint Councillors to Roles and Responsibilities

To appoint Councillors to the following roles of responsibility:

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|--|-------------------------------|
| • Play Areas | Cllr Talbot |
| • Recreation Ground and Millennium Green | Cllr Talbot |
| • Churchyard and Cemetery | Cllr Chase-Gardener |
| • Police Liaison | Cllr Halsey |
| • TDALC | Cllrs Halsey & Partridge |
| • Quarry Liaison | Cllrs Barrott & Scott-Barrett |
| • Landfill Site Liaison | None yet required |

340 End of Year Accounts

340.1 To receive the Parish Council End of Year accounts for 2015/6.

It was resolved to accept the End of Year Accounts for the Parish Council noting the error in labelling the row for Sports & Play Equipment was now correct.

The Council wished to thank the person that had managed the accounts for the Parish Council and Village Hall during the 2015/16 and will arrange for a gift to be delivered.

340.2 To receive the Village Hall End of Year accounts for 2015/6.

It was resolved to accept the End of Year Accounts for Ardleigh Village Hall.

341 Public participation session with respect to items on the agenda and other matters that are of mutual interest

It was suggested that paper copies of the meeting agenda should be made available to public attendees of the Parish Council Meeting and the Council agreed to ensure that these would be available.

A resident requested resolution to the dispute regarding a family grave in the Ardleigh Cemetery. The Parish Council explained that the matter was to be discussed later in the meeting and that the resident would be contacted within 3 days to be made aware of the outcome of the Council discussion.

Cllr Partridge left the meeting due to a pre-explained reason.

342 Minutes of the last meeting of the Council held on 11th April 2016

The draft minutes of the meeting of 11th April, 2016 were agreed as a true and accurate account of the proceedings of the meetings subject to the following change:

To remove named reference when resolving planning applications and decisions.

343 Matters arising

343.1 Revision of the Village Hall Hirers Agreement

All Village Hall regular users had been asked to sign an agreement to the Regulations covering usage of the Hall, but a clause restricting some forms of dancing was out of date. The Council resolved that it should be removed for future versions of the Regulations and struck through for the hirers of the Hall that use the Hall for dancing.

The Council also discussed Public Liability Insurance and requested that the Clerk check the provision provided through membership of the Village Hall Association.

343.2 The Parish Annual Assembly on 23rd May 2016

The Council agreed that potential options for new playground equipment should be available to view at the Parish Assembly Meeting and requested the Clerk to seek proposals.

344 Clerks Report

The Council accepted the new Clerks Report in the format presented.

Regarding the offer to improve part of the Recreation Ground car park the Council resolved to discuss the work plan, method of work, risk assessments, insurance and timing with the owners of The Mill.

345 District and County Councillor Reports

The District and County Councillors were not present and no reports were available.

346 Planning

CC/TEN/11/16

Proposal: Installation of six 6m and three 12m lighting columns, eight wall mounted lanterns and wall mounted lights to the office building

Location: Ardleigh Highway Depot, Glebe Corner, Harwich Road, Ardleigh, CO7 7LA

NB Consultation comments sought by email raised concerns about potential dazzling lights

difficult for driving and the possibility of cowling to prevent this.

Due to the short timescale to submit comments, after seeking the views of Councillors by email, Cllr Barrott had commented on this application raising concerns about potential dangerous light glare to motorists and requesting lamp shielding to prevent this.

- 16/00537/OUT Land adjacent 1 Tilsit Place, Colchester Road Ardleigh**
Outline application for the erection of a single detached dwelling.
- The Council resolved to oppose this application.
- 16/00523/OUT Land opposite The Old Mission, Bromley Road Ardleigh**
Erection of two detached dwellings.
- The Council resolved to oppose this application.
- 16/00563/FUL Pycott Malting Farm Lane Ardleigh**
Proposed single storey front extension (infill of existing covered area).
- The Council resolved to support this application.
- 16/00650/TCA 7 Chapel Croft Ardleigh**
All trees and shrubs to be removed because of new landscaping to be carried out. The trees are mainly Hawthorns, Holly and one Cherry.
- The Council resolved to support this application in part. Some of the hedging proposed to be removed should be retained as it is an intrinsic part of the character of the Conservation Area.
- 16/00667/TCA Lynton The Street Ardleigh**
3 Golden conifers - fell. Silver Birch - top by 30%. Cedar - reduce lower level branches.
- The Council resolved to support this application.
- There were two applications that were not available at the time of the agenda publication
- 16/00584/TELLIC Installation of high speed broadband cabinet outside Elizabeth Cottage, Waterhouse Lane.**
The Council resolved to support this application.
- 16/00408/NMA Non material amendment to planning application 15/01214/FUL - Change 2x single garage doors to 1 double garage door. Fairfield, Back Road, Ardleigh.**
The Council resolved to support this application.
- 347 **Churchyard and Cemetery**
- 347.1 **To receive reports and consider any decisions on expenditure.**
The Risk Assessment Checklist for the Churchyard and Cemetery was presented.
- It was noted that although unsafe headstones were being laid flat by order of the Council, a number are being stood upright again.
- It was noted that the hedging is very overgrown and the Council resolved to instruct JF Tree Specialists to prune and dispose of hedging and also to cut back the overgrown tree at Oak Tree Corner where sight lines were impeded.

It was also reported that the trees opposite Ardleigh Court were very overgrown and the Council resolved to report this to Essex.

347.2 Cemetery Regulations

The Council resolved to amend the Cemetery Regulations to include the taking of a deposit, to be held for a maximum of 12 months, to cover the cost of levelling a burial plot or additional burial interment where the family do not/ are not able to arrange for this to be done.

It was also resolved that the footer of the Cemetery Regulations would be amended to say 'by order of Ardleigh Parish Council'.

347.3 Revision of Cemetery Fees

The Council noted that the fees for the Cemetery were last updated in December 2014 and resolved to review the fees again in December 2016.

348 Recreation, Play and Open spaces Colchester Road play area

348.1 To receive reports on condition of area and identify any health and safety risks and consider any decisions for expenditure.

The reports identified two risks and it was resolved to get these repaired by Bruce Landscapes.

348.2 Colchester Road Play Area

Update on seeking new designs and costings for the Colchester Road Play Area.

Cllr Chase-Gardener requested that the Council obtain potential designs and quotes for the Colchester Road Play by the 23rd May so that they could be presented to the public at the Annual Assembly meeting. The Clerk agreed to seek designs from companies by the 23rd May. (See also Item 354.2)

349 Environment and maintenance

To receive reports and consider any decisions for expenditure.

The Council resolved to approach local businesses seeking contributions and sponsorship to assist with the cost of the floral displays in the Village.

350 Public Rights of Way

To receive reports and consider any decisions for expenditure.

It was noted that a footpath post on Dead Lane is fallen flat and detached from the ground. The Council resolved to report this to Essex Highways.

351 Parish Council Financial Report

351.1 To receive report on Parish Council accounts as at the 30th April 2016.

The report was received by the Council.

351.2 Accounts for payment –Cheques/Bacs payments to be approved for payment and signed. The following payments were agreed and authorised for payment:

L Chase-Gardener (food at Village event)	£167.50
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K Thompson (drinks at Village Event)	£3.28
J Fryer (Tree Specialist)	£3322.00
K Thompson (Stationery).....	£40.05
K Thompson (Training Expenses).....	£38.90
Veolia (empty bins on Millennium Green).....	£211.54
Bland Landscapes (Hedge Cutting)	£997.80
EALC Subscription	£455.24
Streetlighting EON.....	£73.86
EALC Training Course (Minutes & Agendas)...	£35.00

- 351.3** Error in reporting VAT received at Parish Meeting on 11th April 2016. Amount should have read £3,912.11 and not £2,912.11.

This was noted.

- 351.4** Receipt of Purchase Order for Grass Cutting Services from Essex County Council for £4593.32

This was noted and Cllr Barrott agreed to show the Clerk the process to be used.

- 351.5 Annual Return for year ending 31 March 2016.**

The Clerk advised that Mr Tazzini had agreed to provide Internal Audit services for this year but the Council would need to secure another Auditor for future years.

The Clerk also advised that the Auditors Report would be scheduled for the June 2016 Council Meeting as it needed to be submitted immediately after the Council meeting.

352 **Village Hall Financial Report**

- 352.1** To receive report on Village Hall accounts as at the 31st April, 2016.

The report was received and accepted.

- 352.2** Accounts for payment –Cheques/Bacs payments to be approved for payment and signed

The following were agreed and authorised for payment:

Bookings & Cleaning – May 2016.....	£401.10
A to Z supplies.....	£182.89

353 **TDALC (Tendring District Association of Local Councils)**

To receive any report or minutes from latest meetings.

Cllr Halsey reported on the last meeting on the 23rd March 2016. He advised that the closure of Police Stations and local Courts was of concern to Tendring as a rural area and TDALC had written on behalf of parish Councils raising concerns.

Cllr Halsey reported that the Ardleigh concern regarding weight limit issues and the reporting to Trading Standards and not Essex Highways was minuted and should be followed up.

354 **Correspondence**

The Clerk raised a late item of correspondence from a resident complaining of the traffic situation on The Street, Ardleigh and the damage that mounting the kerb was causing to their vehicle tyres. The Council commented that this was an on-going problem which had been raised to Essex Highways on many occasions but no solution had been found. The Council suggested that the correspondent could raise the cost of tyre replacement with Essex Highways directly.

The Council also resolved to inform Essex of the on-going dangerous situation again.

- 354.1** Correspondence was received regarding the state of Footpaths that have been ploughed over.

The Council resolved that Cllr Talbot would investigate the situation and report back at the next meeting.

- 354.2 Solar Farm Community Benefit Fund**

Correspondence received regarding the closing date for funding applications for environmental/social projects.

The Council agreed to submit an application for funding for the Colchester Road Play Area replacement project. The Council also resolved that the budget for the project was £18,000.

- 355 Exclusion of Press and Public from this Meeting**

Resolution to exclude the Press and Public from the meeting at this point to allow discussion of a dispute arising with the Council.

[Public Bodies Admission to Meetings Act 1960](#)

The Council resolved to exclude the members of the Public from the meeting.

- 356 Dispute – Cemetery Regulations**

The Council resolved that further legal advice would be necessary before trying to reach a resolution with the resident in dispute with the Council regarding tributes and flowers permitted on a grave.

- 357 Information for the attention of the Clerk for the next meeting.**

The Agenda specifies the business that it is proposed to transact (Local Government Act 1972 Sch.12 para 10 (2) (b) and the Council cannot lawfully decide any matter which is not specified in the Agenda (Longfield Parish Council v Wright (1918) 88 LJ Ch 119).

To include sponsorship of floral displays in the Agenda for June 2016.

To include the Cemetery Extension project on the Agenda for June 2016.

- 358 Any Other Business**

None.

- 359 Meeting Closure & Date of Next Meeting**

Meeting closed at 10:20pm

Next meeting Monday 13th June 2016

Signed by Chair **on**

