

ARDLEIGH PARISH COUNCIL



Minutes of the Meeting of Ardleigh Parish Council held on Monday 10 August 2020 at 7.30pm by remote Zoom link

PRESENT Cllr Tim Barrott (Chair), Cllrs Sally Bolingbroke, Lynda Chase-Gardener, Helen Fontaine, Jayne Marshall, Carolyn Mason, Rikki Talbot, Keith Thompson and Chris Whitfield.
Clerk- Rachel Fletcher

ALSO IN ATTENDANCE Cllr Neil Stock-Tendring District Council (TDC), five members of the public.

20/122 Chair's welcome and outline of proceedings on Zoom

The Chair welcomed those attending the meeting of the Council and explained how the meeting would be conducted on Zoom.

20/123 Apologies and reasons for absence

None

20/124 Declaration of Interests

None declared

20/125 Public participation session relating to items on the agenda or other matters of mutual interest

Concerns were raised by a member of the public about apparent lack of enforcement action against a landowner who was alleged to have prevented neighbours (including the member of the public present at the meeting) from accessing fields for harvesting and to have caused an obstruction on Highways land. There were also allegations of illegal trading and of creating new access to the highway and new road around a field without planning permission. The member of the public stated that he now intended to start to trade on his land without planning permission. It was noted that this action was not condoned by the Parish Council nor by Cllr Stock. Cllr Stock agreed to a site visit.

A resident asked that consideration be given to re-siting and/or upgrading the green metal bus shelter in Burnt Heath as it had been damaged. Other bus shelters in the Parish were felt to be more attractive. This would be considered at a future meeting.

Other members of the public wished to be updated on plan for the A120/ A133 Link Road and the planning application 20/00594/FUL both of which were on the agenda.

20/126 Minutes of the last meeting of the Council held on 13 July 2020

These were accepted as a true and accurate record.

20/127 Planning

Applications 20/00790/LBC [Proposed repair works to roof, gutters and flashings, chimneys, and timbering](#)
Ancient House Colchester Road Ardleigh CO7 7NP. The Council had no objection.

20/00904/FUL [Proposed single storey rear extension to existing outbuilding to form studio guest bedroom](#). Waters Edge John De Bois Hill Ardleigh CO7 7PH. The Council would request a condition that the use be ancillary to the main dwelling.

20/00753/LBC [Internal alterations](#). Lodge Farm Barn Lodge Lane Ardleigh CO7 7PG The Council had no objection.

20/00942/OUT [Erection of 8 houses including garages and access](#). Land to rear of 19 Harwich Road Ardleigh CO7 7LT The Council strongly objected to this application for a number of reasons including road and pedestrian safety, additional traffic, outside the settlement development boundary, lack of infrastructure, existing permission in place for 4 houses, another 8 would be excessive. It was noted that there had been earlier objections made about houses at this location and wider concerns about possible planning breaches.

20/00742/FUL [Proposed extension to the shop and cold storage, replacement of existing petrol and HGV fuel pumps, shop to have café services for parked vehicles, and new canopy](#). Ardleigh Service Station Colchester Eastern Bypass Ardleigh CO7 7SL

The Council had no objection in principle to what appeared to be an upgrade and modernisation of an existing facility. It was noted that the application was for the petrol station on the A120 and made no reference to the access to the link road. Once the new link road was built there would be different access. The Council would submit comments.

20/00984/TCA [T1 Sycamore and T2 Sweet Chestnut - Fell and treat stump. T3 Hawthorn - Cut down to height of wall to clear roof](#) 16 Ardleigh Court Ardleigh CO7 7LA No comment.

20/00956/TCA [1 Olive Tree - Remove.](#) 11 Ardleigh Court Ardleigh CO7 7LA No comment

**Updates/
other**

20/00594/FUL [Proposed hybrid application: Full planning for food storage and distribution facility and associated parking, logistics yard and offices. Outline planning to comprise further B8 distribution warehouses and offices.](#) Land adjoining Ipswich Road/Wick Lane Ardleigh CO7 7QL. It was noted that since the previous meeting there had been a significant number of objections to the proposed development. Following the last meeting an approach had been made by the applicants, via Cllr Stock, to meet with residents but that this had not happened. Cllr Stock reported that although there was general broad support for job creation projects there were a range of objections to this location including that it would totally dominate the skyline, water courses could be affected and small lanes would not be able to cope with additional traffic. Cllr Stock undertook to liaise with TDC colleagues to sound out their views and ask that it be called to Committee if not already expected to be considered by the Planning Committee.

It was further noted that TDC Enforcement officers had confirmed that they were not aware of consent for the 'total roofing' building on the site.

It was further noted that outline permission had been granted for a much smaller business park on Old Ipswich Road with condition that minibus provision be arranged to Park and Ride and local bus stops.

CC/TEN/94/20/SPO

<https://planning.essex.gov.uk/planningapplication.aspx?AppNo=CC/TEN/94/20/SPO>

The Environmental Impact Assessment Scoping Opinion Request for the new link road between the A120 and A133 was noted. The document provided was felt to be detailed and complex and the Council was not in a position to provide meaningful feedback on it. The Council therefore had no comment.

Appeals **20/00359/OUT** Appeal reference APP/P1560/W/20/3252918. [17 Coggeshall Road Ardleigh Construction of three detached dwellings.](#) The Council agreed to reiterate and enhance its previous objection.

Decisions Planning decisions confirmed since the last meeting were noted. Full details can be found on the Tendring District Council web pages - <https://www.tendringdc.gov.uk/planning/planning-applications>, weekly updates are forwarded to members and are available online.

20/128 Covid-19 issues and community response

It was noted that wearing of masks in the village shop, although required by law, was not being adhered to by all shoppers. Concerns had been raised at earlier meetings about the difficulties maintaining social distancing when living and working in close proximity, and there were particular worries about people who were assumed to work for Peake Fruit Ltd. It was resolved to write to Peake Fruit to alert them to concerns raised including whether their staff could be provided with masks.

20/129 Tendring Local Plan, North Essex Garden Communities and A133/ A120 Link Road

An update was given on recent developments and implications for Ardleigh including details of forthcoming public consultation on major modifications to the local plan. It was noted that proposed changes to the planning system had been announced by the government.

Cllr Stock confirmed that Tendring District Council were making progress on the local plan following the Planning Inspector decision and that formal consultation would soon be taking place on changes to part one of the plan. This would focus on the removal of two of the proposed garden communities- and therefore less relevant to Tendring/ Ardleigh as the Colchester/ Tendring Borders Community would remain in the plan.

The Council had been consulted about the Environmental Impact Assessment for the link road.

20/130 Reports and Correspondence

20/130.1 District and County Councillor and Police reports

Cllr Neil Stock from Tendring District Council was in attendance. Cllr Carlo Guglielmi had provided a written report in advance. Cllr Guglielmi had been promised some additional resource from Essex County Council to fix potholes and had offered that one full day of this would be available to Ardleigh, which should allow between 4 and 10 potholes to be fixed. Cllr Stock updated the Council on government proposals to reform the Planning system and to reform local Government. For Local Government reform, not much was known, but it was anticipated that there could be a greater role for Parish and Town alongside much larger 'unitary' authorities across Essex

No report was provided by the Police, but it was hoped that an update would be provided in time for the next edition of the Ardleigh Advertiser.

20/130.2 Clerk's report A written report on key correspondence and tasks undertaken since the last meeting was noted including correspondence relating to naming roads in the new development off Bromley Road. The names proposed were Redmason Road, Carder Close, Hawker Place, Pipistrelle Place, Beehive Way, Cedarcup Close, Harlequin Way, Meadows Close and Brook Marsh Place. Details of hours worked by the Clerk and social media interactions were also provided. There had not been any emergency decisions requiring ratification since the last meeting.

20/131 Neighbourhood Plan

An update was given on recent meetings of the Neighbourhood Plan Steering and Working Groups. It was noted that a grant application had been submitted. It was noted that 112 responses had been received to the first survey. Although this was fewer than had originally been hoped there were a number of useful insights and common themes. The survey responses would be analysed during August.

During the discussion it was noted that it was too early to predict whether changes in planning legislation might impact on the value of any Neighbourhood Plan but it was likely that there would be an opportunity build on the existing village design statement.

It was noted that there had been a perceived increase in rail traffic over the last few months, thought to be a result of increased freight through local ports.

20/132 Health and Safety/ Recreation, Play and Open Spaces, Millennium Green

It was noted that Health and Safety inspections had been completed by the relevant Councillors for Colchester Road and Millennium Green and there was nothing to report.

A quote for tree works for Millennium Green of £1248 including VAT had been received. It was resolved to accept this quotation and arrange for the work to be undertaken.

It was noted that apples were ripening on the Millennium Green. An announcement that fruit was available would be included in the Ardleigh Advertiser and Facebook.

20/133 Community Projects

A quote to provide 25 adult and 5 children's litter picking kits had been obtained and it was **resolved** to place the order in time for Great British September Clean (11-27 September). The scheme would be funded using the grant obtained via Tesco to benefit the community. Participants would be asked to take photos and provide an indication of the amount and type of litter they picked up.

20/134 Public Rights of Way

Cllr Fontaine reported that signs had been put in place at the railway regarding the temporary closure of public footpath FP7 until December 2020. No official notification had been given and the reason for the closure was not known.

It was noted that Blacksmiths Lane was overgrown. Although Councillors had personally cleared the path earlier in the year it was felt that the landowner should be asked to take responsibility. Cllr Talbot agreed to speak to the landowner.

20/135 Churchyard & Cemetery
 Inspection reports were noted.

20/136 Parish Council Finance

20/136.1 The Parish Council Financial Statement and bank reconciliation at end July 2020 was received. It was noted that the external auditors had been in with the following queries

- Explanation requested about upward variance in income and expenditure between 2018-19 and 2019-20. These were explained by grant funding for Village CCTV, new play equipment ('Tug Boat') and the Village Hall refurbishments.
- Unfortunately, an error of £1000 was made when filling in the form which meant that an 'except for' finding was likely.
- There was query about the level of general reserves held by the Council which were slightly more than twice the precept, the level currently recommended.

It was noted that the rules relating to Parish Council's applying for small business grants had been amended. It was **resolved** to apply for a grant for the cemetery and to pay any funds received into the designated Cemetery bank account.

It was noted that variance for HMRC and pension costs relating to salaries in July was £264.33 (in addition to £1452 and £726.14 previously noted)

20/136.2 The following bills for payment for Parish Council were approved by the Council including quotes as noted below where payment would be made on receipt of invoice..

Parish Council payments

Ardleigh Advertiser	£265.00
Philip Liverton Ltd (grass cutting 1 of 5)	£184.80
JF Tree specialists	£1,824.00
RCCE	£105.00
Chair's allowance (April-Aug)	£166.67
Clerk's expenses- drop box	£9.99
Clerk additional hours- increase to 25 per week in August 2020 (from 12).	£726.14
Gwinell- Cemetery deposit	£265.00
Superfine fencing (handyman)	£156.19
Scott Farrer (watering floral displays)	£504.68
Acetech Security- quote for annual maintenance contract	£362.00
Bland Landscapes- quote for tree work Millennium Green	£1,248.00
Helping Hand- Quote for Litter pickers, grant funded	£1,083.54
JF Tree specialists	£984.00
Clerk's expenses- mileage and telephone	£31.63
Philip Liverton Ltd (grass cutting 2 of 5)	£184.80
	£8,101.44

Continuous authority confirmed for salaries and associated costs

Salaries (Clerk and Caretaker) based on employment contracts including tax, national insurance and pension- or amount as required following payroll calculation- any variation to be reported to following meeting	£1452.98
--	----------

20/137 Parish Council Staffing

20/099.1 It was noted that no progress had been made towards a new appointment of a Deputy Clerk since the last meeting.

It was noted that support for the Village Hall was time consuming. Cllr Chase- Gardener offered to support the management of village hall finances, bookings and related processes for a temporary period. This was in addition to the task and finish group of Councillors established by the Village Hall trustees to oversee plans for Covid-secure reopening. It was **resolved** that the Clerk would hand over village hall financial/booking records for 2020-21 to Cllr Chase Gardener.

20/138 Parish Council Policies

Standing Orders- It was **resolved** to adopt revised standing orders with changes for remote meetings and updates to procurement requirements.

20/139 Meeting Closure, Date of next meeting

The meeting closed at 9.16pm

The next scheduled meeting would be Monday 14 September 2020, 7.30pm. The meeting would be held via Zoom.