

ARDLEIGH PARISH COUNCIL



Minutes of the Meeting of Ardleigh Parish Council held on Monday 14 December 2020 at 7.30pm by remote Zoom link

PRESENT Cllr Tim Barrott (Chair), Cllrs Sally Bolingbroke, Jayne Marshall, Carolyn Mason, Rikki Talbot, Chris Whitfield. Clerk- Rachel Fletcher

ALSO IN ATTENDANCE Cllr Carlo Guglielmi Essex County Council (ECC), Cllr Neil Stock Tendring District Council (TDC), three members of the public were also in attendance

20/202 **Chair's welcome and outline of proceedings on Zoom**

The Chair welcomed those attending and noted the resignations received since the last meeting of Cllrs Chase-Gardener, Fontaine and Thompson. A formal vote of thanks for the three Councillors was recorded. It was **resolved** that the Clerk would write to former Cllrs Chase-Gardener, Fontaine and Thompson on behalf of the council with thanks for their service.

It was noted that there was a procedure for co-option of new Councillors. It was **resolved** to seek written applications in advance of the January meeting and to offer informal discussions/ interviews with existing Councillors in advance of the next meeting.

20/203 **Apologies and reasons for absence**

None

20/204 **Declaration of Interests**

No pecuniary /non-pecuniary interests relating to agenda items were declared.

20/205 **Public participation session relating to items on the agenda or matters of mutual interest**

Matters raised under this item included

- Move to tier3 announced for most of Essex, with Tendring to stay in tier2
- Changes to day-to-day management arrangements of Ardleigh Village Hall
- Warning light on school traffic sign on Colchester Road (previously reported and discussed at surgery with Essex County Council)
- Damage to pavement on Old Ipswich Road caused by a crane manoeuvring to the site of the former golf range

20/206 **Minutes of the last meeting of the Council held on 09 November 2020**

These were confirmed as a true and accurate record of the meeting

20/207 **Planning**

The following comments were made on planning applications.

Applications **20/01678/OUT** [Proposed development of up to 90 dwellings, including affordable homes, with areas of landscaping and public open space, including points of access and associated infrastructure works.](#)

Plains Farm Plains Farm Close Ardleigh CO7 7QU. The Council strongly objected to this application expanding on reasons given for the earlier application on this site; loss of green space/ outside settlement development boundary, traffic congestion; pressure on amenities. It was noted that Cllr Stock would be asked 'call in' the application if the planning officer was minded to approve it, so that it would be considered by the Planning Committee.

20/01644/TPO [No. Ash - Fell as is diseased.](#) The Pippins Waterhouse Lane Ardleigh CO7 7TE The Council supported the application.

20/01615/TCA [No. Robinia - reduce over extended branches to reduce asymmetry by around 1 - 1.5 metres. 1 No. Maple - Crown lift from a 2 metre clearance to around 3 metres. No branches require removal as tip reductions will achieve the lift.](#) Holmesdale The Street Ardleigh CO7 7LD. The Council supported the application.

20/01598/FUL [The construction of an outdoor swimming pool with heat pump and shed to house pool equipment.](#) Good Hall Coggeshall Road Ardleigh CO7 7LR. The Council had no

objection

20/01507/FUL [Proposed single storey extension and associated alterations and demolition of existing garage and store.](#) 20 Harwich Road Ardleigh CO7 7LT

As this was not a new dwelling, it was agreed to submit a neutral comment on the application, , expressing concern about the continuing ribbon development of Harwich Road between Ardleigh and Lawford, where this site was located.

The Council also noted the loss of agricultural land, originally provided by the land settlement agency, and would like to see such concerns about continued development and loss of agricultural land in this area addressed in the local plan.

20/01674/FUL and **20/01675/LBC** [Proposed single storey rear extension.](#) & [Proposed single storey rear extension.](#) Beaumaris Dead Lane Ardleigh CO7 7QD

The Council had no objection

20/01622/DETAIL [Approval of reserved matters for outline application 19/01909/OUT for proposed new dwelling.](#) 44 Harwich Road Lawford Manningtree Essex CO11 2LS

See 20/01507/FUL above. As permission was already in place the Council agreed to submit a neutral comment and to liaise with Lawford Parish Council to note concerns about development on the A137 connecting the two Parishes.

20/01606/DISCON [Discharge of conditions 3 \(Turning Facility\), 7 \(Materials\), 8 \(Contamination Investigation\) and 9 \(Landscaping Plan\) of approved planning application 19/00787/FUL.](#) Land adjacent to Ardleigh House Dedham Road Ardleigh Essex CO7 7QA

This was noted

**Other/
Appeals**

A133/A120 Link Road pre application comments had been requested. The Council agreed that no comments would be made at this stage as the detail requested was beyond the technical knowledge currently available to the Council. Further comments could be made at the application stage.

Comments were noted for a new application at 19 Harwich Road regarding gravel and sands. It was agreed to submit a strong objection due to the unsuitable location and effects on traffic. Other similar businesses in the Parish had good access to the A12 which this site did not.

It was noted that further comments relating to an 'out of time' appeal regarding 19 Harwich Road had been submitted by the Clerk under delegated powers, after consultation with Councillors between meetings.

It was noted that the Council had been notified of several temporary event licenses granted at the Ardleigh Showground site covering issues such as music, fireworks and radio transmission licenses for drive-in events. These were provided for information and members of the public with queries and concerns had been directed to the Licensing and Environmental Services teams at Tendring District Council. Cllr Stock reported that he had also been notified and that it appeared that a change of practice had been introduced such that members had been getting emails regarding every single decision in their ward amounting to scores of messages.

Decisions

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

20/208

Tendring Local Plan, Tendring/Colchester Borders Garden Community, A133/ A120 Link Road

It was noted that part one of the Local Plan had been signed off by the Inspector setting the housing requirement for Tendring at 550 per year. Work on part 2 could now progress.

It was noted that the Link Road funding had been confirmed and planning permission would now be sought and determined by the Planning Authority (see also 'other/appeals' above) based on the 1c variant. Cllr Guglielmi noted there were two houses within the Elmstead parish which were likely to be very seriously affected.

With respect to the proposed Garden Community it was noted that updates and communications had been received from Tendring Colchester Borders Garden Community

(TCB) some of which had been circulated with the papers for the meeting and were noted.

20/209 Reports and Correspondence

20/209.1 **District and County Councillor and Police reports** To receive verbal updates from those present and confirm that regular reports and updates continue to be forwarded to members by email- key points can be noted for information.

Cllr Stock provided a verbal update on issues including Local Plan and work on Covid-19 responses; changes to the Tier system and preparation and logistical challenges regarding deployment of vaccines via local hubs

Cllr Guglielmi provided a verbal update on the TCB Garden Community as the lead for Tendring on the new body. It was noted that updates had been circulated and that the new body had no delegated powers so decisions would rest with the relevant local authorities.

There was also an update on enforcement action on offences such as fly tipping, dog fouling, anti social behaviour within TDC, A new steering group and officer would be established.

Regarding ongoing matters

- It was reported that flooding on Old Ipswich Road appeared to have been addressed .
- It was suggested that any site meeting regarding parking on The Street would be deferred until the Neighbourhood plan consultation closed at end of January
- It had been reported that parking by Post Office vans opposite the entrance to Ardleigh surgery had meant that an ambulance was unable to turn in and out. Cllr Guglielmi would write again to Royal Mail and copy the Parish Council.
- Lights at Highways salt dome still appeared to be on constantly despite assurances that timers had been fitted. Cllr Guglielmi would follow up.

There was no report from the Police.

20/209.2 **Clerk's report**

A written report on key correspondence and tasks undertaken since the last meeting was noted. The delegated decision to comment on one planning appeal was ratified. It was noted that liaison with Network Rail over access to the Recreation Ground car park to support engineering work was ongoing and was likely to lead to income of £4000

20/209.3 **Councillors' reports**

No reports were given. It was noted that some reallocation of councillor responsibilities would be required and would be confirmed at a future meeting.

20/210 Neighbourhood Plan

A verbal update was given on recent meetings and activities of the Neighbourhood Plan Steering Group and Working Groups which continued to meet regularly. It was noted that the main consultation questionnaire had been launched with more than 60 responses over the first few days A leaflet had been included in the Ardleigh Advertiser and additional hard copies would be needed as stocks were running low.

20/211 Health and Safety/ Recreation, Play and Open Spaces, Millennium Green

Verbal reports were given, safety checks had been completed and all was in order. The chair of the Millennium Green Trust has submitted an update including safety inspection of play equipment and intention to replace Millennium Green noticeboards.

It was noted that the Handyman had been asked to visit the Parish Council noticeboards with a view to refurbishing or replacing them. Section 106 funds and/or sponsorship could be sought.

20/212 Community Projects, COVID-19 responses and requests for support

20/212.1 It was noted that the keep Ardleigh litter free campaign continued to have good engagement and that the difference was noticeable even though there was still littering. Some additional kits would be purchased using the remaining Tesco grant.

20/195.2 To receive an update on latest COVID-19 restrictions and discuss any implications for Ardleigh and actions required by the Council. It was noted that risk assessment and notices may need to

be updated as restrictions and guidance changed. The routine safety inspections of equipment should include a tick box to check Covid signage was in place, the Clerk would update the forms.

20/213 Highways, Public Rights of Way and related issues

It was reported that cables and other waste products were being burned on Coggeshall Road. Damage to a pavement on Old Ipswich Road opposite a site entrance had been noted and reported.

There was a discussion about the need to cut back vegetation on Blacksmiths Lane. It was agreed that the Clerk would investigate and could arrange for a contractor to urgent remedial work pending intervention by Essex County Council/ and or relevant landowner(s).

20/214 Churchyard & Cemetery

Safety checks had been completed and a report submitted. No concerns other than some meat which had been left in the Cemetery. Current Covid restrictions were on the noticeboard.

20/215 Parish Council Finance and Staffing

20/215.1 Annual Governance and Accountability Return (AGAR) The final External Auditor Report was noted which said 'The AGAR was not accurately completed before submission for review. Please ensure that amendments are corrected in the prior year comparatives when completing next year's AGAR.:Section 2, Box 7 for the current year does not agree to Boxes 1+2+3-(4+5+6) and an adequate explanation has not been provided by the smaller authority. The figure in Box 7 should read £138,221' and 'The smaller authority should ensure that it has regard to the level of reserves held when considering future precept requests'
It was also noted that an explanation had been provided of the differences caused by a rounding difference of £1 and an error in one box which created a difference of £1000. The report had been published on the Parish Council website by 30 November 2020 together with the Notice of Conclusion of Audit.

20/215.2 The draft budget and related precept requirement for 2021-22 and a proposed reserves policy for the Council were considered. The papers and proposals were noted with amendments to be brought to the next meeting. It was noted that, if possible, the Council should seek to maintain the level of the precept so that there was no increase for households for the Parish Council's element of the Council Tax..

20/215.3 The Parish Council Financial Statement and bank reconciliation at end November 2020 (were noted. The year-end position was projected to be slightly better than budget.

It was **resolved** that Cllr Marshall would become a signatory for all Parish Council and Village Hall Accounts, replacing Cllr Chase Gardener.

20/215.4 The following bills were approved for payment for the Parish Council in addition to those paid by Direct Debit.

Chenery Creative	£52.50
Scott Farrer	£630.85
Royal Mail	£360.00
Clerk's expenses- drop box	£9.99
Clerks expenses other	£57.98
Ardleigh Advertiser	£133.00
PKF (Audit)	£480.00
J F tree specialist	£504.00
SLCC (membership)	£161.00
Chairs allowance (Sept-Dec)	£133.33
Superfine (handman)	£120.00
Bland landscapes	£2,461.95
Archivist j Hamblin	£80.69
Salaries including pensions and HMRC	£1,216.21
	£6,401.05

20/215.5 A verbal update was given by Cllr Whitfield on proposals for a Deputy Clerk and review of the

Clerk's contract. Additional work was needed to confirm the appropriate salary ranges based on National Association of Local Council job evaluation guidance along with further edits to the job descriptions for both posts. A meeting would take place between Cllrs Barrott, Whitfield and Marshall (effectively forming a staffing sub-committee) involving the Clerk if appropriate. Proposals would be brought to the next meeting for inclusion in the final budget.

20/216 Parish Council Policies

There was a discussion about the CCTV policy and the practical arrangements for overseeing and accessing the CCTV system. Any proposed amendments to the CCTV policy should be brought to the attention of the Clerk for review at a future meeting.

It was **resolved** that the username and password to access the system should be transferred from Cllr Chase-Gardener to the Clerk.

20/217 Ardleigh Village Hall

To note that a separate meeting of the Parish Council as sole trustee to Ardleigh Village Hall would be held after the meeting.

It was **resolved** that responsibility for Village Hall financial matters including banking and accounting arrangements should return to the Clerk.

20/218 Meeting Closure, Date of next meeting

The schedule of meetings for 2021 was agreed as follows. All meetings are expected to take place at 7.30pm and to be on Zoom until further notice

11 January, **15 February** (noting this was a week later than usual), 8 March, 12 April, 10 May, 14 June, 12 July, 9 August, 13 September, 11 October, 8 November, 13 December.

No date was set for the Annual Parish Meeting pending further guidance.

The Meeting closed at 9.48pm