

# ARDLEIGH PARISH COUNCIL



## Minutes of the Meeting of Ardleigh Parish Council held on Monday 13 July 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 Carlo Guglielmi -Essex County Council (ECC), Cllr Neil Stock-Tendring District Council (TDC), six members of the public were also in attendance.
- 20/105 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.
- 20/106 Apologies and reasons for absence**  
None
- 20/107 Declaration of Interests**  
Cllrs Chase-Gardener and Thompson declared pecuniary interests in items 20/112 (A120 link road) and 20/110 Planning applications (in relation to application number 20/00758/OUT).
- 20/108 Public participation session relating to items on the agenda or other matters of mutual interest**  
All the members of the public present wished the Council to object to the two large planning applications at either end of Wick Lane, 20/00592/OUT and 20/00594/FUL. There was a full discussion about both applications involving the members of public present the District and County Councillors. More details are given in the relevant section of the minutes below.
- 20/109 Minutes of the last meeting of the Council held on 08 June 2020**  
These were accepted as a true and accurate record.
- 20/110 Planning Applications**
- 20/00592/OUT Outline application including access, with all other matters reserved, for up to 50 residential dwellings.** . Land to The North of Wick Lane Ardleigh Essex  
The Parish Council strongly objected to this application and was aware that some 150 objections have already been submitted. This planning application proposed far too many houses that are not needed, in a village which cannot handle them, on a site that is unsuitable given its completely inappropriate location regarding the lack of infrastructure and transport access. Ardleigh is a small village with dangerous and overused roads, no doctor's surgery spaces, no school spaces and too much detrimental development already. As the planning inspector confirmed when an appeal on this site was dismissed less than 3 years ago, Ardleigh is a lowest hierarchy settlement and the housing / future planning quota was already filled.
- 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  
The Parish Council objected strongly to this application. The scale of the development was felt to be unacceptably large, the height of the buildings (19 metres), potential noise and light pollution of a 24 hour operation were felt to be unacceptable in what is essentially a rural location on the outskirts of the village. There were concerns about wildlife and ecology, water supplies and drainage and significant concerns about traffic including unsuitability of adjacent roads for increased traffic/ HGV movements.
- Furthermore, there were concerns about the apparent delays in publishing the details of the application, lack of public consultation and notice to affected tenants and limited time for responses.
- It was agreed that the Clerk would draft letters for both of the above applications, outlining the objections in full and circulate to Councillors before submitting to TDC.
- 20/00843/TCA 4 No. Sycamores - reduce height to approx. 6 - 7 metres.** New Hall Station Road Ardleigh CO7 7RS. The council had no comment.
- 20/00589/FUL Proposed storage building Red Brick Cottage Old Ipswich Road Ardleigh**

Colchester Essex CO7 7QR The Council objected to this application which had a larger footprint than original building. There was inadequate supporting information to demonstrate why this was needed. This area of Old Ipswich Road has been subject to significant recent development with further unwelcome applications submitted, at this time the Council did not feel able to support any further development in this area.

20/00672/FUL [Proposed cart lodge \(revision to approved cart lodge on application 14/01101/FUL\)](#). . Broomfield Crown Lane North Ardleigh CO7 7RB Revision on previous application. No objection as approval was already in place.

20/00684/FUL [Change of Use from Dwelling to Childrens Home \(class C2\)](#). Glebelands Stud Farm Wivenhoe Road Ardleigh CO7 7BG The Council had no objection.

20/00706/FUL [Retention of brick screen boundary wall](#). . 20 Harwich Road Ardleigh Colchester Essex CO7 7LT The Council objected to this application which contravenes the village design statement. The wall had already been built and was the only brick wall in the area. The Council considered that consent should not be given and that the wall should be taken down.

20/00758/OUT [Proposed erection of 3 No. Self Build single storey dwellings, ancillary outbuildings and change of use of land \(utilising existing vehicular access\)](#). Land to South West of Bowling Club Colchester Road Ardleigh Councillors Chase-Gardener and Thompson left the meeting for discussion of this application. The Council objected to this application as it was outside the settlement development boundary.

As things stand the additional housing need for Ardleigh in the remainder of the plan period to 2033 will all have been met through existing schemes. Unless our residents indicate that specific types of new housing are needed through our Neighbourhood Plan consultation, without pre-determining any applications, the council would expect to continue to object to further housing within our Parish.

20/00704/FUL [Change of use of and alterations to agricultural storage buildings to B1\(a\), B1\(c\) and B8 uses with associated parking, removal of grain silo and installation of package treatment plant](#). . Badley Hall Little Bromley Road Ardleigh CO7 7NF The Council objected to this application due to concerns about access and increased traffic, especially of large vehicles using weight restricted lanes.

**Appeals** 19/01361/OUT [31 Harwich Road Lawford Manningtree Outline application for 4no. houses including landscaping and site clearance](#). Appeal reference APP/P1560/W/20/3248868  
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.

**20/111 Covid-19 issues and community response**  
An update was given on current issues. News of outbreaks elsewhere in the UK involving food packing was noted with concerns expressed about similar operations in our parish with workers living and working together in close proximity. Cllr Stock confirmed that Health and Safety inspections/visits had been arranged across the district to remind such business owners of their obligations- generally they had presented well with appropriate measures in place .

**20/112 Tendring Local Plan, North Essex Garden Communities and A133/ A120 Link Road**  
Cllr Stock provided an update on recent developments and implications for Ardleigh including the status of the North Essex Garden Communities project. The two communities deemed unviable by the Planning Inspector would now be withdrawn leaving only the Colchester/ Tendring Borders Community (parts of which were within our Parish). Cllr Stock also reported that Tendring District Council were intending to progress their Local Plan now that the Planning Inspector decision was known, and that, over time, the draft plan would gain in strength and certainty. He stated that one reason we had been able to robustly challenge housing development in the Parish was because of the potential for the garden community to meet future housing need

It was noted that those involved in developing the Ardleigh Neighbourhood Plan would need to be kept informed about developments with the Tendring Local Plan as the two were expected to be compatible.

The A120/A133 link road looked set to go ahead with survey work due to begin in July, the planning application due to be submitted in December 2020 with work planned to start in 2022 and finish in 2024

## **20/113 Reports and Correspondence**

20/113.1 **District and County Councillor and Police reports** Verbal updates were given by those present. It was noted that regular reports received from District and County Councillors or the police, plus key updates from other organisations continued to be forwarded to members by email- key points were noted for information.

Cllr Stock (TDC). Noted that there was a lot going on at the Council, there had been a full Council meeting the previous week using the teams platform. Around 50 people were in attendance and there were a number of issues eg some people couldn't be heard. Future meetings were likely to be hybrid meetings with both physical and virtual attendance.

Cllr Guglielmi (ECC) had sent a report A new 30mph sign has finally been put up on Colchester Road close to the junction with Wick Lane. It was noted that a few issues were ongoing and had been chased. For example signage/HGV use of Spring Valley Road. 19 Harwich Road planning, Blue Badge space, The Street.. The was a brief discussion regarding parking in The Street. A definite proposal had not yet been formulated with a range of ideas put forward by residents, including relocating the royal mail vans and introducing time limited slots outside the post office. It might be possible to put lines on the road, however it was noted that this could inconvenience residents and those using the post office, surgery and church. Those who can park in the main village car park should be strongly encouraged to do so, out of consideration for those who can't.

Police report.A written report had been received. Several reports were noted including criminal damage. motor vehicle damage and theft. stolen tools, road bike. Dog poisoning on footpath. Class B drugs.- a full report would be forwarded for inclusion in the Ardleigh Advertiser.

20/113.2 **Clerk's report** A written report on key correspondence and tasks undertaken since the last meeting was noted and emergency decisions ratified.

## **20/114 Neighbourhood Plan**

An update on recent meetings of the Neighbourhood Plan Steering Group and Working group was given, there were no items needing direction or decisions from the Parish Council this month. An update was given on initial responses to the first (SWOT) survey- 64 had been received at the time of the meeting. Further promotion on social media would be undertaken and the deadline extended into August.

Our Planning Consultants had agreed to write to TDC to seek clear written confirmation of the future housing need for Ardleigh (understood from earlier communications to be zero).

The next working group meeting would take place on 27 July.

## **20/115 Health and Safety/ Recreation, Play and Open Spaces, Millennium Green**

20/115.1 Recent guidance, previously circulated to Councillors, risk assessments and cleaning proposals for play and gym equipment were reviewed and it was **resolved** that play and fitness equipment could reopen from 17 July with clear signage emphasising that the equipment was not cleaned regularly and that use would be at the users own choice and risk. The importance of sanitising / washing hands and wiping down equipment where possible before and after use would be emphasised.

20/115.2 An update was given on other matters relating to Recreation, Play and Open Spaces and Millennium Green. It was noted that grass in the Colchester Road Play area had been strimmed and that repairs to the football kick board had been completed.

## **20/116 Community Projects**

20/116.1 It was **resolved** to participate in the September Clean Up organised by Keep Britain Tidy

20/116.2 A paper from Cllr Mason was received. It was **resolved** to use the grant obtained via Tesco to provide personal litter picking kits (containing litter pickers, high visibility tabards and other appropriate items) to residents to participate in the September Clean up and to undertake ongoing litter picking at their own convenience. Litter collected in this way would need to be disposed of through household waste/ recycling. It was confirmed that using the grant in this way should benefit the community and be permitted under the terms of the scheme. Cllr Mason would co-ordinate the scheme and provide guidance and information to participants. The working title of the participants was 'Ardleigh heroes'. Alternative suggestions would be considered.

**20/117 Churchyard & Cemetery**

Inspection reports were received and an update given. Some graves had been tidied and vegetation trimmed. It was noted that space in the cemetery was limited.

It was noted with concern that two large branches had fallen from a horse chestnut tree in the closed churchyard. These had fallen in the churchyard, causing damage to an old headstone. The Council **resolved** to meet the costs of repair to the headstone and to arrange for the tree to be cut back as a matter of some urgency. Because of the location of the tree, close to the highway this would require four-way traffic control. and was expected to cost around £3500. It was **resolved** to ask our contracted tree specialist, J F Tree Specialists to do the work.

**20/118 Parish Council Finance**

20/098.1 The Parish Council Financial Statements including bank reconciliation as at end June 2020 were noted. The variation in actual payments in June for payments of salaries, HMRC, and pension was £263.92 above the amounts previously noted due to on-costs arising from increase of paid hours for the Clerk.

20/098.2 The following bills for payment for Parish Council were approved by the Council.

**Parish Council payments**

Castle Water	£22.47
RJ Barrell- cricket pitch pump	£144.00
Cemetery deposit	£265.00
Tendring District Council- annual play inspections	£110.40
Phillip Liverton- verge cutting	£1,574.40
Clerk's expenses other includes monitor	£120.99
Clerk's expenses- drop box	£9.99
Clerk additional hours- increase to 25 per week in July 2020 (from 12).	£726.14
RCCE- membership for Parish Council	£72.60
Bland landscapes- goal kick board repairs	£445.28
Scott Farrer- watering floral displays	£796.62
EALC- training courses	£54.00
Ardleigh Advertiser- cost of extra copies during lockdown and survey printing	tbc

**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
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**20/119 Parish Council Staffing**

20/099.1 A confidential paper on Parish Council staffing noting increased workload arising from, among other things, Neighbourhood Planning and Village Hall work was received and the following were resolved

- 1) The Council agreed in principle to the appointment of a Deputy Clerk, line managed by the Clerk, for 12 months from 1 September 2020 or as soon as possible thereafter for up to 15 hour per week.
- 2) Cllr Whitfield to support the Clerk with the process, finalising the Job Description, person specification and advert (final documents to be shared with all Councillors prior to being

advertised).

- 3) An annual appraisal for the Clerk including annual review of salary to take place in early September conducted by Councillors Whitfield, Barrott and Marshall.

20/119.2 It was noted that the Caretaker continued to be eligible for the Government's Job Retention Scheme as this post was not funded through the precept. The postholder would work the minimum hours necessary to check the hall and deal with urgent matters with the remaining (unworked) hours claimed back under the flexible scheme. Clerk to make the claim and funds received to be paid into the Village Hall bank account to offset lost income.

**20/120 Parish Council Policies**

20/120.1 Standing Orders- Current standing orders <https://bit.ly/2VXEznaStandingOrder> and model standing orders with changes for remote meetings were circulated. Discussion of proposed changes to our Standing Orders would be deferred to a future meeting

20/120.2 GDPR Personal Data Privacy Statement it was **resolved** to adopt the updated statement

**20/121 Meeting Closure, Date of next meeting**

Next scheduled meeting Monday 10 August 2020, 7.30pm. The meeting would be held via Zoom. The meeting closed at 9.48pm.