

ARDLEIGH PARISH COUNCIL



Minutes of the Meeting of Ardleigh Parish Council held on Monday 8 June 2020 by remote Zoom link at 7.30pm

PRESENT Cllr Barrott (Chair), Cllrs Bolingbroke, Chase-Gardener, Fontaine, Marshall, Mason, Talbot, Thompson and Whitfield. Clerk- Rachel Fletcher

ALSO IN ATTENDANCE Cllr Guglielmi (Essex County Council), two members of the public were also in attendance.

Chairman's Welcome

The Chairman welcomed those attending the meeting of the Council.

20/087 Apologies and reasons for absence

None

20/088 Declaration of Interests

Cllr Bolingbroke declared an interest in item 20/094 all three planning applications in Fox Street.

20/089 Public participation session relating to items on the agenda or other matters of mutual interest

A question was asked regarding a new business apparently trading from 19 Harwich Road and whether appropriate registration and planning permissions were in place. Cllr Guglielmi confirmed that the matter had been brought to the attention of the relevant enforcement authorities to investigate.

20/090 Reports and Correspondence

20/90.1 District and County Councillor and Police reports

It was noted that key updates from other organisations continue to be forwarded to members by email.

County Cllr Guglielmi had provided a written report updating on Essex County Council issues including securing PPE using established contacts in China.

It was noted that, following successful partnership work, parking restrictions and red lines enforcing them were now in place around Old Ipswich Road. The situation would continue to be monitored by the North Essex Parking Partnership.

The issue of protected lane status of Wick Lane had been flagged by Cllr Guglielmi at the Tendring Planning Policy and Local Plan Committee.

A surgery date had been rebooked with Essex County Council officers to discuss ongoing issues including missing School Crossing warning sign and 30mph Signs -damaged Feb 2017 and Morrow Lane. Cllrs Talbot and Marshall asked to be included at the meeting, taking place on 16 June.

It was noted that grant funds for businesses were still available including a discretionary fund administered by Tendring DC with a short deadline and the Government Business Support Grants had not yet been fully claimed by eligible businesses.

District. No report received.

Police. Nothing to report

20/90.2 Clerk's report

A written report was received on key correspondence and tasks undertaken since the last meeting and items outstanding.

The Tesco funding of £1166 'bringing benefits to the community' needed to be allocated. The grant was intended for fencing around a play area and this work has been completed. Ideas would be discussed at a future meeting.

Given the pressure on businesses at this time it was noted that the Council would not request contributions to the floral displays around the centre of the village this year.

20/091 Minutes of the last meeting of the Council held on 6 April 2020

These were accepted as a true and accurate account of the proceedings of the meeting with the

following amendments.

Minute 20.075 Council Roles.

- Colchester Road Play Area health & safety inspections- Cllrs Talbot and Marshall
- Recreation Ground & Millennium Green inc play/fitness area health & safety inspections- Cllr Thompson
- Churchyard and Cemetery health & safety inspections- Cllrs Fontaine and Mason
- Cemetery Management- Cllr Barrott
- Footpaths and Public Rights of Way- Cllr Fontaine
- Landfill Site Liaison- Cllrs Chase- Gardener and Thompson
- Quarry Liaison – Cllrs Marshall and Talbot
- TDALC- Cllr Marshall
- Police Liaison- Cllr Mason

20/092 Covid-19 issues and community response

An update was given on current issues. *Ardleigh Advertiser*- A contribution would be offered to support the continued publication and distribution of the *Ardleigh Advertiser*, Clerk to obtain details of additional costs. The *Dedham and Ardleigh Helpline* continued to operate. Meetings to discuss any management issues would continue less frequently from June.

It was noted that ongoing awareness of and support for mental health issues was desirable and work was underway to identify suitable online training for helpline volunteers, councillors and other community leaders.

20/093 North Essex Garden Communities and A133/ A120 Link Road

Cllr Guglielmi updated on discussions at the TDC Planning Policy and Local Plan Committee which had taken place on the morning of the meeting. Work to prepare Part 2 of the local plan was continuing, including preparation of policies. However, Part 1 of the plan was not yet agreed, and the Planning Inspector decision that two of the three proposed North Essex Garden Communities (NEGC) were not viable would further delay it. It was understood that the board of NEGC had not met since the Inspector's decision and that the next steps regarding the proposed Colchester/ Tendring borders community were uncertain. The Inspector had confirmed that Tendring's additional housing requirement was 550 per year during the planning period.

Essex County Council had approved the route for the A133/ A120 link road based on a variant of option 1C which would pass through a part of Ardleigh. Cllr Guglielmi expressed the desire that Parishes affected (Ardleigh, Elmstead and Frating) would have further opportunities to be consulted as the plans are implemented.

20/094 Planning

Applications and Appeals

20/00498/FUL Mount View Fox Street Ardleigh CO7 7PS [Proposed demolition of existing dwelling and erection of four dwellings \(variation of approval 19/00427/FUL\)](#). The council had no comment as permission was already in place.

20/00536/FUL Newbridge Farm Fox Street Ardleigh CO7 7PN [Proposed replacement of three former poultry units with a three bed dwelling \(in lieu of Prior Approval for three x 1 bedroom dwellings subject to application 19/01742/COUNOT\)](#). The council had no comment as permission was already in place.

20/00570/FUL Newbridge Farm Fox Street Ardleigh CO7 7PN [Proposed single storey rear extension](#). The council had no comment.

20/00576/OUT Land at Crockleford Stud Bromley Road Ardleigh CO7 7SF [Proposed 3 dwellings](#). The council objected to this application including that the application falls outside the settlement development boundary. The emerging Tendring District Local plan sets out that development should be focussed towards the larger urban areas and within boundaries defined. We do not believe that there is any need for further large and/or detached dwellings in Ardleigh. Our small village should not be considered a sustainable location for growth- public transport is inadequate and there will be further reliance on cars adding to congestion and travel difficulties. We wish to protect the rural areas in and around our village and are concerned that further

development would result in harmful urbanisation and would be damaging to the rural character of our Parish.

Decisions The decisions taken since the last meeting were noted

20/095 Neighbourhood Plan

20/95.1 Cllr Whitfield, chair of the Neighbourhood Plan (NP) working and steering groups provided an update on progress since the last meeting. There had been three working group meetings two of which were training sessions by Rural Community Council of Essex, providing guidance on evidence gathering and engagement. A brief public survey covering perceived ‘strengths, weaknesses, opportunities and threats’ (SWOT) had been prepared and tested. Discussions were continuing about the pros and cons of a full ‘housing needs survey’. Meetings were booked with Alresford PC (whose draft plan had been prepared) and with our link Planning Officer from Tendring DC.

Details of the anticipated housing need for Ardleigh had been provided by TDC indicating that the level of recent development and planning permission already granted across Ardleigh exceeded the levels required over the 13 year planning period- hence there would not be an expectation of additional development in Ardleigh once the Tendring Local Plan was approved. The working group and steering group were continuing to meet regularly, the next meeting of the working group would be on 15 June at 6pm.

20/95.2 The Tendring Planning Policy and Local Plan Committee had met on the morning of the meeting and had formally designated Ardleigh’s Neighbourhood Plan Area as incorporating the whole of the Parish of Ardleigh. It was noted that it had taken more than six months for this formality to be confirmed including a period of public consultation. Our Neighbourhood Plan would need to be compatible with the Tendring Local Plan and ongoing liaison and some support would be offered by Tendring DC.

20/096 Audit and Annual Governance and Accountability Return (AGAR)

20/096.1 It was **resolved** to accept the Annual Internal Audit Report of Accounts for the year ended 31 March. The report from the internal auditor was noted, including the need to update Standing Orders to refer to the Public Contracts Regulations 2015 should contracts of value of more than £25,000 ever be issued- it was noted that there were no tenders during the years which exceeded £25,000.

20/096.2 To system of internal control was discussed and considered effective. It was **resolved** to approve the Annual Governance Statement (Annual Governance and Accountability Return (AGAR)- section 1).

20/096.3 It was **resolved** to approve the Accounting Statements ((AGAR- section 2) and arrange for the Accounting Statements to be signed and dated by all required parties including the Chair and Clerk of this meeting.

20/096.4 It was **resolved** that the dates for the exercise of Public Rights of Inspection would commence on Friday 28 August 2020 and running for a period of 30 working days. The requirement to publish a notice of the Public Right of Inspection at least 1 working day before the period of inspection on the Council website along with the ‘Council Accounts: A Summary of Your Rights’ was noted

20/096.5 It was **resolved** to appoint Heelis and Lodge were appointed as internal auditors for 2020-21.

20/097 Councillor Allowances

The report of the Parish Independent Remuneration Panel was noted (copies available to members of the public on request). It was **resolved** that the following allowances would be available to Councillors during 2020/2021 municipal year.

Travel (eg to events outside the Parish)	Mileage at standard rate (45p per mile)
Subsistence	None
Councillor allowances	£20 per year towards out of pocket expenses.
Chairman’s Allowance	£400 per year

These rates would be published on the Parish Council website (www.ardleigh.website)

20/098 Parish Council Finance

20/098.1 The Parish Council Financial Statements including bank reconciliation as at end May 2020 were noted.

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

Parish Council payments

Cemetery deposit return	£265.00
J Hamblin archivist	£260.39
Heelis and Lodge auditors	£340.00
JF Tree Specialist	£1,368.00
Oakview Nurseries	£1,773.20
Superfine fencing- handyman	£665.49
Clerks expenses	£9.99
Clerk additional hours for June (gross, plus additional costs for NI and pension)	£726.14

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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Village Hall

Martin Spurgin- deep clean	£1,225
Caretaking recharge	£594.31

20/099 Parish Council Staffing

20/099.1 It was **resolved** to increase the Clerk’s hours to 25 per week from 1 June 2020, initially for one month, to be reviewed at the next meeting together with detailed proposals to recruit to an Assistant Clerk role.

20/099.2 Changes to the government job retention scheme from 1 July were noted where part time work would be permitted under the scheme. It was **resolved** to place the Caretaker on furlough from 10 June 2020, trustees would cover any checks required during this time. It was noted that this post was not funded from the precept but from income generated from Village Hall bookings.

20/0100 Village Hall

It was noted that the Village Hall committee would be meeting after the Parish Council meeting.

20/0101 Health and Safety-Recreation, Play and Open Spaces, Millennium Green

The annual inspections of play equipment had been completed. Some high priority actions were identified which were being addressed urgently. Equipment would remain closed in line with government restrictions.

20/0102 Churchyard & Cemetery

The Health and Safety inspection report was noted- there were no urgent actions.

20/0103 Parish Council Policies

None were discussed at this meeting

20/0104 Meeting Closure, Date of next meeting

Next scheduled meeting Monday 13 July 2020, 7.30pm. The meeting would be held via Zoom with members of the public invited to contact the Clerk to obtain an invitation/ password for the meeting.

The meeting closed at 9.03pm.