

ARDLEIGH PARISH COUNCIL



**Minutes of the Annual Meeting of Ardleigh Parish Council held on
Monday 11 May 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) and Cllr Stock (Tendring District Council) until end of item 20/76.1

Outgoing Chairman's Welcome

The Chairman welcomed those attending the meeting of the Council.

20/069 To elect a Chair

Cllr Barrott was nominated by Cllr Talbot, seconded by Cllr Bolingbroke and unanimously elected as Chairman of Ardleigh Parish Council

20/070 The Chairman's Signed Declaration of Office and new Declarations of Office for all Councillors

Declarations were signed in view of the Clerk and would be returned to the Clerk for counter-signing and safe keeping.

20/071 To elect a Vice Chair

Cllr Talbot was nominated by Cllr Marshall, seconded by Councillor Chase-Gardener and was unanimously elected Vice-Chairman of Ardleigh Parish Council

20/072 Apologies and reasons for absence

None.

20/073 Declaration of Interests

None were declared.

20/074 Public participation session relating to items on the agenda or other matters of mutual interest

No members of the public were in attendance.

20/075 Council Roles

The following Councillors were appointed to these 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- Cllr Talbot
- Quarry Liaison – Cllr Marshall
- TDALC- Cllr Marshall
- Police Liaison- Cllr Mason

20/076 Reports and Correspondence

20/76.1 District and County Councillor and Police reports

District Cllr Stock provided a verbal update on Covid -19 responses by Tendring District Council including distribution of business support grants to eligible local businesses. It was noted that the changing guidance on access to beaches would be likely to increase visitors while tourist attractions remained closed and would be a challenge for the local authority. Refuse collectors had been praised for continuing to provide doorstep collections across the district. Local planning decisions continued to be made, however it appeared that Planning Inspectorate activity relating to appeals etc was delayed.

County Cllr Guglielmi had provided a written report reflecting on the previous year with progress noted on items such as yellow lines in Home Farm Lane, and agreeing with Essex Highways to no further trimming of hedges in Wick Lane. Conifers removed in Plain Farm Close. An LHP Request had been submitted for a bus cage on the bus-stop near the School to stop parents parking there this was still working its way through the system. There were ongoing issues with the missing School Crossing warning sign and 30mph Signs -damaged Feb 2017, the hedge issue in Morrow

Lane, and a disabled parking bay in the Street, all of which should have been discussed at an Highway Surgery on 16th March, which was unfortunately postponed. Concerns about unpermitted access to 19 Harwich Road had been raised with officers at Essex County Council. Work continued to address ongoing parking problems on the Old Ipswich Road with a scheme proposed to place double yellow lines on all four corners on the A12 Underpass so to put an end to the very precarious parking that takes place there on a regular basis. The North Essex Parking Partnership was liaising with TDC to get this scheme delivered. Finally, discussions were underway regarding a Cemetery land issue.

There were updates on county wide issues including care homes, children's services, Essex Lottery and Highways matters. The benefit of virtual meetings in allowing council business to be progressed at all levels in a manner which was time efficient and environmentally sustainable was noted and was expected to continue well in to the future- even after face-to face meetings were reinstated.

Police. Cllr Mason outlined the reported crime within Ardleigh from a report provided by the Police Community Liaison Officer.

20/76.2 **Clerk's report**

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

It was noted that a new project would need to be identified to allocate the Tesco funding of £1166 'bringing benefits to the community'. The Grant was intended for fencing around a play area and this work has been completed. Ideas would be discussed at the next meeting.

It was **resolved** to ratify the emergency decisions made since the last meeting, including releasing final payments for Village Hall refurbishment and cutting back vegetation to improve CCTV coverage in the Recreation Ground Car Park.

20/077 **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

20/078 **Covid-19 issues and community response**

An update was given on current issues including:-

Ardleigh Advertiser- this had been distributed with assistance from several councillors to the main roads around the centre of village, some more rural locations were unfortunately missed this month due to lack of volunteers. It was also available online and from the post office and newsagent. Thanks were noted to those who assisted in distribution and to Sarah Mills for continuing to publish this valuable community resource at this time.

The Dedham and Ardleigh Helpline continued to operate with weekly meetings to discuss any management issues attended by the Clerk and Chair; it had been suggested that targeted contact be made with shielded residents to ensure that they were aware of the helpline and were getting the support needed. It was agreed to go ahead with the data sharing agreement requirement with TDC to obtain the shielded list then to ensure that any follow up be undertaken sensitively and by named and suitably trained members/ officer only.

It was noted that virtual/ stay-at-home VE75 celebrations had been well supported including an amplified singalong on Colchester Road outside the school. Regular weekly dance/singalongs had been positively received although it was noted that a complaint had been received by the school.

Thanks were noted to all those providing services and support to members of our community. Community spirit was felt to be strong in Ardleigh at the present time.

20/079 **Planning**

Applications and appeals

The following comments were noted on the applications below.

20/00173/FUL Goodhall Farm Coggeshall Road Ardleigh CO7 7LR Retrospective planning consent to use existing steel framed general purpose agricultural building (19/00354/AGRIC) to accommodate livestock. *It was noted that cattle were already housed in the building (contrary to permission previously obtained) causing nuisance to nearby residents some of whom had written*

to the Council to express their concerns. It was agreed to object to the application due to the proximity of residential accommodation and noise and environmental disruption.

20/00390/LBC and 20/00389/FUL Chilvers Cottage Lodge Lane Ardleigh Colchester Essex CO7 7RD Proposed demolition of existing sun room/conservatory, construction of new pitched roof extension together with additional roof lights. Re roofing of property and replacement roof felt. *The council had no objection.*

20/00531/TCA Little Court Harwich Road Ardleigh CO7 7LB 1 No. Sycamore - Prune 2 vertical stems, remove stem leaning across the boundary. *The council had no objection.*

20/00494/TCA 20 Chapel Croft Ardleigh CO7 7TQ 1 No Prunus Cerasifera -Fell. 1 No. Viburnum Bush - Top to 8ft *The council had no objection.*

20/00486/TCA 3 St Marys Agnes Mews The Street Ardleigh CO7 7NW Fell tree. *The council had no objection.*

20/00483/TCA 17 Church View Ardleigh CO7 7TG 1 No. Larch - Fell *The council had no objection.*

Decided

It was noted that details of all applications and decisions (approvals, refusals and discharges of conditions) were on the TDC website <https://www.tendringdc.gov.uk/planning/planning-applications>, weekly updates would be forwarded to members. Individual decisions would no longer be reported to meetings.

20/080 Parish Council Finance

20/080.1 The Parish Council Financial Statements as at end April 2020 were noted.

20/081.2 The following bills for payment for Parish Council and Village Hall were approved by the Council. It was noted that the Village Hall refurbishment works had been completed, all grant funds had been released (total claim £59,661.77) and the project signed off.

Parish Council payments

Clerk's expenses	£89.14
Drop box	£95.88
Superfine (handyman)	£279.71
BHIB Councils Insurance	£799.00
JF tree Specialist	£864.00
EON- street lighting	£145.79
Dedham Parish Church (Helpline contribution)	£200.00
Former Clerk expenses- archive boxes	£33.25
Institute of Cemetery and Crematorium Management	£95.00

Village Hall refurbishment- grant funded

Gross payments totalling £6,036 to 5 approved suppliers to be reimbursed by GCG environment trust were also individually approved	£6,036.50
---	-----------

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
--	----------

Village Hall

RCCE	£66.00
Bookings & Cleaning	£594.31
Hallmaster- annual subscription including invoicing	£224.40

20/081 Neighbourhood Plan

It was **resolved** to agree the terms of reference of the Neighbourhood Plan Working and Steering Groups. Cllrs Whitfield, Barrott and Mason were confirmed as Chair, Vice-Chair and Secretary respectively. A draft Project Plan, Communications Strategy and SWOT analysis questionnaire were noted and would be discussed with the working group but it was noted that all decisions would rest with the Parish Council. A number of neighbourhood planning meetings had taken place since the last Parish Council meeting including a training session run by Rural Community

Council for Essex on 4 May.

Tendring District Council had confirmed that the formal decision on area designation would be taken to the Local Plan and Planning Policy Committee meeting on 8 June. Assistance with providing background information to assist would be requested before this.

It was noted that a pragmatic approach to communications and public engagement was required in the current situation but that every opportunity to promote the work on the plan and to update residents and local businesses should be taken including monthly updates in the Ardleigh Advertiser.

20/082 Village Hall

It was noted that the Village Hall remained closed. The Caretaker was undertaking regular checks and CCTV was being regularly checked remotely. A professional deep clean had been booked. It was agreed to arrange a new Fire Safety Assessment since the improvement works identified in the last survey had been completed. It was agreed to arrange a water safety/ legionella assessment. Hall users with items in storage would be asked to move as much as possible prior to the deep clean.

The recent changes to lockdown restrictions and updated guidance for childcare providers were noted. It was agreed to work with Ardleigh Pre-School to see whether it would be possible to safely reopen or to wait for more general reopening of public buildings.

20/083 Health and Safety-Recreation, Play and Open Spaces, Millennium Green

It was noted that in line with government guidance all play and exercise equipment remained closed with notices in place. Reports of people driving to the Recreation ground and allowing children to use the swings had led to them being taped up. This tape had subsequently been removed. Unfortunately, it was now felt necessary to padlock the swings and to report concerns to the community policing team; sharing CCTV images if necessary.

It was noted that the annual tree survey had been completed. It was **resolved** that the contractor should be asked to complete all high priority work.

It was noted that grass in the Colchester Road Play area needed to be cut (although the area was currently closed) annual external inspections of play and exercise equipment had been booked via Tendring District Council.

20/084 Churchyard & Cemetery

The Health and Safety inspection report was noted- there were no urgent actions. Discussions were underway to identify a suitable site with access for additional cemetery space including with Essex Highways.

20/085 Parish Council Policies

It was confirmed that all existing policies including Standing Orders, Financial Regulations, statement of internal control remain in force.

20/086 Meeting Closure, Date of next meeting

Next scheduled meeting Monday 8 June 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 8.50pm.