

ARDLEIGH PARISH COUNCIL



Minutes of the Meeting of Ardleigh Parish Council held on Monday 10 June 2024 at 7.30pm at Ardleigh Village Hall.

PRESENT: Cllrs Tim Barrott (Chair), James Blyth, Jayne Marshall, Richard Talbot, and Martin Whiteley. Officers, Clerk, Rachel Fletcher, and Deputy Clerk, Rachel Edwards (Minutes)

ALSO IN ATTENDANCE: No members of the public were present.

ATTENDANCE:

24.085	Chair's Welcome
	The Chair welcomed everyone to the meeting.
24.086	Apologies and reasons for absence
	Apologies were received from Cllrs Fontaine, Mason and Waters. Tendring District Councillor, Zoe Fairley and Essex County Council Councillor, Carlo Guglielmi, also sent apologies.
24.087	Public participation session relating to items on the agenda
	No members of the public were present.
24.088	Declaration and Register of Interests and Dispensations
	Interests were declared by Cllr Talbot as a Trustee of the Millennium Green Trust. It was noted that dispensations remained in place in respect of proposed pylons, substations, windfarms and for legal action relating to the food distribution centre. See Minute number 23.122 for full details.
24.089	Minutes of meeting held on 13 May 2024
	Cllr Talbot noted that 24.081 e did not reflect current practice 'Reports should go to the Millennium Green Trust initially; the Millennium Green Trust should then contact the Council to request any work needed'. This did not affect the accuracy of the Minutes. The Minutes of the meeting were approved as a true and accurate record.
24.090	Planning
	Applications published, received, validated and/or decided since the last meeting were noted. Comments on new applications and appeals were agreed as outlined below. It was noted that, where appropriate, reference would be made to the Neighbourhood Plan policies/Village Design Statement when commenting on planning applications. See https://www.tendringdc.gov.uk/planning/planning-applications for current applications. It was noted that weekly lists provided by Tendring District Council (TDC) were sent to Councillors.
Applications	<p>a) 24/00035/FUL Proposed one dwelling in lieu of approved application 22/00359/COUNOT (Barn A). Re-submission of 23/00773/FUL. Barn A to the rear of 5 Hunters Chase, Ardleigh CO7 7LW (amended information, application referred to TDC Planning Committee) Council resolved to update and re-submit previous comments.</p> <p>b) 24/00628/FULHH First floor rear extension above previously extended ground floor. Changing some windows and external doors to ground floor. Holly Trees Poultry Farm, Wick Lane, Ardleigh CO7 7RG Council resolved to comment on the name of the farm as not ordinarily known as a poultry farm.</p> <p>c) 24/00674/FUL Demolish existing stable barn, construct new storage barn, tack room, 2 stables, hay storage and trailer carport (construction material from demolished stables. Use existing concrete slab), fencing. 17 Coggeshall Road, Ardleigh CO7 7LP Council resolved to ask for use for equestrian/livestock use only to be added as a condition of approval.</p> <p>d) 24/00736/FULHH New porch. Silver Birch Barn, Frating Road, Ardleigh CO7 7SU Council resolved not to object.</p>

	<p>e) 24/00778/CMTR (ESS/07/24/TEN) Installation and use of a sand drying plant together with the erection and use of a building for sand bagging and storage operations with associated access onto the highway. Martells Quarry, Slough Lane, Ardleigh, CO7 7RU Council resolved to object to visual aspect due to 23m height and increased traffic noise.</p> <p>f) 24/00739/TCA Conservation area. Remove larch tree. 17 Church View, Ardleigh CO7 7TG Council resolved not to object.</p> <p>g) 24/00751/TCA Conservation area. Tree works to ash trees, holly, sycamore, silver birch and maple. Aslan Cottage, The Street, Ardleigh CO7 7LD Council resolved not to object.</p> <p>h) 24/00746/TELLIC Installation of fixed line broadband electronic communications apparatus. Carringtons, Bromley Road, Ardleigh CO7 7SH Council resolved not to object.</p>
Other/ Appeals	<p>To note or consider any other applications including enforcement issues.</p> <p>24/00716/NACON Consultation from Colchester City Council application no 240931- for removal or variation of a condition to limit to office use. Apex 12, Old Ipswich Road, Ardleigh CO7 7QR Council resolved to object to the removal of the variation of the condition to limit to office use.</p>
24.091	Other Planning and Infrastructure issues
	<p>a) Tendring/Colchester Borders Garden Community (and related issues) No updates since last meeting.</p> <p>b) Neighbourhood Plan (and related issues) The referendum had been delayed due to the General Election. The Council had requested a new date of 5 September 2024 and were awaiting a response from Tendring District Council.</p> <p>c) Pylons, Substations, Windfarms and related</p> <p>i. The National Grid (NG) Submission Working Group had produced a substantial draft documentation. The Chair thanked the Clerk amongst others for their hard work. The Council considered the approach to take in requests for mitigation and compensation. Landowners were being advised to submit compensation claims if their land would be used. Council resolved to seek external professional advice on the proposed submission.</p> <p>ii. Council resolved at the May meeting to register to be an interested party in the Five Estuaries consultation. The Clerk advised more detail was needed to register. Council resolved to submit comments in line with previous objections and emerging objections to NG proposals.</p> <p>iii. Councillors suggested sharing campaign information to assist residents when speaking to election canvassers etc. The Clerk would investigate if this would be possible in view of the restrictions placed on political information being shared by the Council at this time.</p>
24.092	Community Projects, events and assets
	<p>a) Community Projects and Initiatives To receive updates on any developments including reports received (eg Litter Pickers, Community Speedwatch, Ardleigh Practical Actions for Climate and Environment (APACE), Police reports). Reports received from Speedwatch for May 2024 and an update from Cllr Fontaine included in the Clerk's report regarding liaison with the Community Policing Team.</p>
24.093	Highways, Public Rights of Way (PRoW) and related issues
	<p>Note that updates on highways, public rights of way and related issues usually take place outside the meeting and should be reported direct www.essexhighways.org/tell-us.</p> <p>Cllr Blyth mentioned the gate across the Footpath 13 and Highways refusal to act as reported at May's meeting. This would be raised at upcoming Catch-up Meeting with Cllrs Guglielmi and Fairley.</p> <p>Cllr Blyth reported vehicles parked by a business on Old Ipswich Road on the 60mph highway outside their premises blocking all visibility. Once photos were supplied, this would be reported to Tendring District Council Planning Enforcement and the North Essex Parking Partnership. An earth bund higher than 2 metres had been built in the adjoining field which would also be reported to Tendring District Council Planning Enforcement.</p>
24.094	Reports and Correspondence

	<p>a) District and County Councillor reports To receive verbal updates from those present. None present. Any written reports received from District and County Councillors had been emailed to members.</p> <p>b) Councillors' reports including reports of training or meetings. Cllrs Barrott and Marshall attended Tendring District Association of Local Councils' meeting where an invited Ardleigh resident gave a presentation of National Grid proposals.</p> <p>c) Clerk's report - To receive a report on key tasks undertaken since the last meeting including delegated decisions and key correspondence (see attachment). Time spent by the Clerk and Deputy Clerk on National Grid and play area reporting structure. Communication from Members of the Public involved blocked pavements/hedging/lack of accessibility. Issues would be mentioned at the upcoming Catch-up Meeting with Cllrs Guglielmi and Fairley. An Anglian Water representative would be visiting the site on Friday 14 June to assess access. Cllrs Talbot and Blyth and the Clerk would meet them. Allotment land – see Minute 24.097 d. Parking at the Recreation Ground – see Minute 24.097 c. Village Hall – see Minute 24.097 f. Financial reporting – see Minute 24.096 a.</p>																								
24.095	Audit and Annual Governance and Accountability Return (AGAR)																								
	<p>a) Council noted the Annual Internal Audit Report of Accounts to 31 March 2024 including Local Government Act 1972 Section 137 spend.</p> <p>b) Council considered and agreed the effectiveness of the system of internal control and approved the Annual Governance Statement (AGAR-section 1).</p> <p>c) Council considered the Accounting Statements (AGAR- section 2). which had been certified by the Responsible Financial Officer. Council resolved to approve the Accounting Statements which were signed and dated by the Chair and the Clerk.</p> <p>d) Council considered the proposed dates of Tuesday 18 June to Monday 29 July for the exercise of Public Rights of Inspection and resolved to approve them. Council noted the requirement to publish a notice of the Public Right of Inspection at least one working day before the period of inspection on the Council website along with the 'Council Accounts: A Summary of Your Rights'.</p> <p>e) Council considered obtaining quotes for alternative internal auditors for 2024-25 before a deciding whether to reappoint Heelis and Lodge. Council resolved to obtain quotes.</p>																								
24.096	Parish Council Finance																								
	<p>a) To receive financial reports to 30 April and 31 May 2024 and finalised accounts for 2023-24 with update to general and earmarked reserves. Council noted reports to 30 April only. The Clerk proposed she would move to quarterly financial reporting with immediate effect. Council resolved to agree.</p> <p>b) To confirm the bills for payment for Parish Council and Village Hall including payments made using delegated authority. Council resolved to confirm payments as follows:</p> <table border="1" data-bbox="300 1630 1013 2103"> <tr><td>Tim Barrott</td><td>£100.00</td></tr> <tr><td>Bland Landscapes</td><td>£90.00</td></tr> <tr><td>Cloudy IT</td><td>£165.36</td></tr> <tr><td>Ardleigh Village Hall</td><td>£83.75</td></tr> <tr><td>Adobe (Clerks exp)</td><td>£19.97</td></tr> <tr><td>RE Deputy Clerk expenses</td><td>£37.02</td></tr> <tr><td>Zoom pro subscription- reimburse Clerk</td><td>£77.94</td></tr> <tr><td>Superfine Fencing</td><td>£45.00</td></tr> <tr><td>Cottage Landscapes</td><td>£1,920.00</td></tr> <tr><td>Jill Hamblin</td><td>£99.38</td></tr> <tr><td>Jill Hamblin</td><td>£266.86</td></tr> <tr><td>Eurooffice</td><td>£123.06</td></tr> </table>	Tim Barrott	£100.00	Bland Landscapes	£90.00	Cloudy IT	£165.36	Ardleigh Village Hall	£83.75	Adobe (Clerks exp)	£19.97	RE Deputy Clerk expenses	£37.02	Zoom pro subscription- reimburse Clerk	£77.94	Superfine Fencing	£45.00	Cottage Landscapes	£1,920.00	Jill Hamblin	£99.38	Jill Hamblin	£266.86	Eurooffice	£123.06
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Bland Landscapes	£778.80
Paul Wareing	£259.80
Heelis and Lodge	£360.00
Infinity Cooling Solutions	£270.00
Online Playgrounds	£90.00
BDF Building Ltd	£900.00
Craft Nurseries	£756.00
Clerk's expenses	£8.10
TDC	tbc

A further payment of £21 was agreed to reimburse Cllr Barrott for the cost of a Temporary Event licence for the recent D-Day commemorations.

To note that Standing Orders have been set up for salaries based on 90% of expected salary. Council **noted** Standing Orders implemented.

24.097

Amenities and Contracts

To receive updates and take decisions on Parish Council amenities and contracts including:

- a) **Council contracts and contractors** None.
- b) **Play and Exercise equipment** Playquip had advised the cost for additional operational safety inspections in September and December 2024 and March 2025 for the three play areas would be £1275. The Deputy Clerk had obtained alternative quotes for inspections and would be attending a training course with the company that supplied them. She proposed the Council postpone their decision until July. The Council **resolved** to do this. The Council discussed historic business funding for play areas. A Member of the Public would be contacted for sources. A quote to remove the Teen Shelter at the Recreation Ground due to multiple repairs needed was higher than expected. Council **resolved** to remove the roof immediately if possible due to safety considerations. Alternate options to be considered once done and further quotes to be obtained by Deputy Clerk.
- c) **Ardleigh Recreation Ground** Parking had become a problem. Complaints were received about lack of space for Members of the Public wanting to access the play area and Recreation Ground. Local businesses and /or residents appeared to be parking vehicles on both car parks. Ownership of land would need to be clarified. Signage would be made more visible. Clerk would contact Essex Association of Local Councils for advice. Council position would be notified on social media and in the Ardleigh Advertiser. Subject to advice a leaflet would be produced to be positioned on windscreens. Cllr Talbot agreed to distribute them when inspecting the play areas.
It was reported that some dead trees remained on site. Locations to be forwarded to the Deputy Clerk by Cllr Talbot. Clerk would investigate when next tree survey due.
- d) **Cemetery/churchyard matters** The landowner who was in contact recently about sale of allotment land near the cemetery had asked for communication to go through their solicitors. Clerk would follow their request. Cllrs Barrott, Blyth, Mason and Talbot would be involved. Cllr Barrott would draft wording for letter to solicitors outlining the Council's queries.
Cllr Guglielmi had been seeking to establish the availability of the Essex Highways land near the allotments and cemetery for the Parish Council. Council to consider taking further advice with a view to seeking planning permission for this land. Cllr Blyth suggested layout of allotment land and new cemetery area could be re-considered should the Council be able to purchase the land recently offered and be donated the land from Essex Highways. Council **resolved** to seek advice to submit a planning application for change of use for the Essex Highways Land.
- e) **Millennium Green** – Council **noted** recent liaison between Millennium Green Trust and Ardleigh Parish Council. Clerk would set up a separate meeting to agree next steps.
- f) **Village Hall matters** Community Halls in Partnership (CHIP) had booked a new class for VH for a Friday evening. Clerk would circulate more details. Council and caretaker would book slots with CHIP to allow inspections and cleaning respectively. Further new booking from National Power and Cadent for meetings. Request would be made for them to park on top car park. Details would be sent to Cllr Whitely to check. The dance class who previously wanted to make

	<p>a term time all day Saturday booking had been contacted with an offer for a revised booking schedule. Following this, there had been no further contact with CHIP.</p> <p>Village Hall governance documents – outdated documentation complicated the formation of an Executive Committee to manage the Hall. An offer from Rural Community Council of Essex to help revise outdated documents at £35/hour would be accepted.</p> <p>Large TV had been damaged but unable to determine who by. Both main gutters had been treated and lined to prevent water seepage into the Hall.</p> <p>g) Other Amenities and Open Spaces issues None</p> <p>h) Biodiversity issues and updates None</p>
24.099	Future meetings and meeting closure
	<p>a) To confirm the scheduled next meeting on Monday 8 July 2024, 7.30pm, Ardleigh Village Hall (with remote link) and to flag any proposed changes to the format or key issues for discussion.</p> <p>b) Meeting closed 9.15pm</p>