

# ARDLEIGH PARISH COUNCIL



## Minutes of the Meeting of Ardleigh Parish Council held on Monday 9 November 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 Chris Whitfield. Clerk- Rachel Fletcher

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

**20/184 Chair's welcome and outline of proceedings on Zoom**  
The Chair welcomed those attending.

**20/185 Apologies and reasons for absence**  
Cllr Mason left the meeting soon after it started and sent apologies by email.

**20/186 Declaration of Interests**  
No declarations of pecuniary /non-pecuniary interests relating to agenda items were declared.

**20/187 Public participation session relating to items on the agenda or other matters of mutual interest**  
A representative of the Crockleford and Elmstead Action Group attended the meeting and made comments and asked questions in relation to item 20/190. Another member of the public attended representing the applicants for planning application 20/00943/FUL

**20/188 Minutes of the last meeting of the Council held on 12 October 2020**  
These were confirmed as a true and accurate record of the meeting

**20/189 Planning**  
The following comments were made on planning applications.

**Applications 20/00943/FUL** [Proposed conversion of barn to 1 no. 3-bed and 2 no. 4-bed dwellings alongside the creation of gardens, parking provision and a new vehicular access.](#) Newlands Nursery  
Slough Lane Ardleigh CO7 7RU

The Council objected to the application as the site falls outside the settlement development boundary and the Council wished to protect and enhance the rural nature of our village and surrounding areas.

It had been confirmed that all of the housing need (and more) for Ardleigh will be met by schemes with existing permission. Further development would add to the pressure on the local amenities. The Council did not think that the local employment opportunities referred to in the documentation exist. Furthermore, any residents would be dependent on cars meaning the site would not be considered sustainable.

The council noted that the site is in the vicinity of the ancient monument (believed to be a Roman Burial site) and that this makes further development of the site and its environs undesirable. Finally, should permission be granted, the Council would request a contribution towards upkeep and development of open spaces and play areas at the Recreation Ground and adjacent Millennium Green, not the Colchester Road Play area.

**20/01335/OUT** [Proposed erection of 2 semi detached dwellings.](#) Land adjacent 39 Harwich Road Lawford Manningtree CO11 2LS

The Council objected to this application as it falls outside the settlement development boundary (SDB, it would add to pressure on services and amenities and there was no identified requirement for additional housing

The Council was particularly concerned about the continuing ribbon development of Harwich Rd between Ardleigh and Lawford, there were road safety concerns and the design did not comply with the Village Design Statement

**20/01251/FUL and 20/01252/LBC** [Proposed renovation of an existing garage, construction of](#)

[a new summerhouse/store, and replacement timber fence to boundary.](#) and [Proposed renovation of an existing garage, construction of a new summerhouse/store, and replacement timber fence to boundary.](#) Witheys Dead Lane Ardleigh CO7 7QD 7LN The Council supported this application

**20/01257/FUL** [Proposed cart lodge \(renewal of 17/01596/FUL with revised position of cart lodge\).](#) Hunters Oak Hunters Chase Ardleigh CO7 7LN The Council supported this application.

**20/01387/FUL** [Proposed two storey and single storey side extensions and oak framed canopy.](#) Elizabeth Cottage Frating Road Ardleigh CO7 7SY The Council had no objection.

**20/01518/TCA** [1 No. Ash - fell as suffering from Ash die back and dropping branches over lawn below.](#) The Old Stores The Street Ardleigh CO7 7LD The council supported this application.

**20/01383/FUL** [13m span x 31m long Taper trellis galvanised steel canopy with Opal 60 roof cladding.](#) 34 Harwich Road Lawford Manningtree CO11 2LS The Council supported this application from a valued local business.

**20/01372/FUL** [Variation of condition 2 \(approved plans\) of planning permission 18/02118/FUL to secure a number of design amendments, primarily to the proposed 90 commercial Evolve units.](#) Crown Business Centre Old Ipswich Road Ardleigh CO7 7QR. The Council had no objection to this application, which was a variation of design of earlier plans with permission.

**20/01378/FUL** [New front boundary wall; conversion of attached garage; new balcony to rear first floor bedroom; new outbuilding comprising garage and office.](#) Longsprings Plains Farm Close Ardleigh CO7 7QU The Council had no objection to this application

**Other/ Appeals** It was noted that the Council had been notified of planning enforcement action relating to the Total Roofing site on Old Ipswich Road/ Wick Lane. It was also noted that several temporary events licenses had been granted for events at the Ardleigh Showground which had been copied to the Council for information only  
There were no appeals or other planning matters considered at the meeting.

**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. -,

**20/190** **Tendring Local Plan, Tendring/Colchester Borders Garden Community, A133/ A120 Link Road**  
Cllr Guglielmi on progress on development planning documents and funding for the projects. He confirmed that he had not had sight of any master plans document and his intention that these would be shared with key stakeholders at an early stage. Cllr Guglielmi reiterated his commitment to active and meaningful public consultation including with Ardleigh Parish Council, CEAG the residents' group based within the area and other residents. The positive desire for CEAG to be involved at all stages was noted and welcomed by both Cllr Guglielmi and Cllr Stock.

**20/191 Reports and Correspondence**

**20/191.1 District and County Councillor and Police reports** This item was an opportunity to receive verbal updates from those present and to note any key items from reports received from District and County Councillors the police and other key organisations (which continued to be forwarded to members).

**County Councillor** Cllr Guglielmi noted that his written report was delayed but would be circulated within the next few days. The following updates were given. There was no update regarding footpath no 7; the lighting at the Highways Dome, where it had been thought (by Highways) that the matter was resolved; Flooding at Old Ipswich Road appeared to be caused by a gully which needed jetting; The Street parking Cllr Guglielmi reported an informal discussion held with the relevant officer Options included residents parking with an annual charge or restricted parking at certain times of the day. A site meeting would be needed with North Essex parking Partnership and relevant officers/ members.

**District Councillor** Cllr Stock reported on planning enforcement and licensing matters covered

later in the agenda and updated the meeting on COVID-19 response work within Tendring, including possible local track and trace arrangements so that follow up calls come from a local number and ways of encouraging rather than enforcing compliance with restrictions. It was noted that numbers of cases in Tendring had been coming down following the move to Tier 2.

**Police** A report had not arrived in time for the meeting, it was noted that 'Street Meets' have been cancelled until further notice.

**20/191.2 Clerk's report**

A written report on key correspondence and tasks undertaken since the last meeting was noted. There were no emergency decisions to ratify. It was noted that Section 106 funds were potentially available to fund projects in Ardleigh and that discussions had been taking place with TDC about upgrading or replacing bins.

**20/191.3 Councillors' reports**

None

**20/192 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. The consultation questionnaire had been finalised and the online version was being tested. The questionnaire and associated publicity would be printed and distributed within the following few days. It was **resolved** to support the spending necessary to conduct the consultation.

**20/193 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 items below were noted.

*Colchester Road play area.* It was noted that the number of families gathering at the end of the school day was giving cause for concern due to the size of the area. It was also noted that dogs were not permitted and that signage should be checked and updated if necessary. It was **resolved** to speak to the Head of the school, update signage, review risk assessment and remind users of safety measures via social media.

*Millennium Green* it was reported that the gates on the tug boat had been fixed but the repairs to the rope swing were awaited.

**20/194 Council contracts, tender Specification**

The specification of contracts due for renewal April 2021 were noted and it was agreed that the Clerk would work with the Chair to refine the documentation and confirm a timetable for tendering/ advertising and awarding of contracts for Floral Displays; Grassed areas (Churchyard and Cemetery); Grassed areas (other); Highway verges; Millennium Green; Recreation Ground; Clock; Street lighting; Tree Surveys. Some new requirements such as the village hall garden area may need to be added and more clarity was needed about the verge cutting expectations to avoid future uncertainty.

**20/195 Community Projects, COVID-19 responses and requests for support**

**20/195.1 To receive an update on local community projects and events**

It was noted that an initiative to provide hampers for elderly residents was underway with the organiser seeking donations from local individuals and businesses. The Council expressed its support for the initiative.

**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 during the first lockdown, weekly socially distanced music sessions had been arranged and this was had been requested again. The Council, while not in a position to authorise the event, was generally supportive of such an initiative so long as it was time limited, well publicised and Covid-secure.

**20/196 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.

**20/197**

**Churchyard & Cemetery**

Safety checks had been completed and a report submitted. It was noted that there were fewer than 60 plots remaining. It was agreed that the Council could arrange for potential site(s) to be professionally valued if necessary.

**20/198**

**Parish Council Finance and Staffing**

20/198.1

The Parish Council Financial Statement and bank reconciliation at end October 2020 was noted it was noted that the budget for 2021-22 would be considered at the December meeting, together with consideration of the levels of reserves held and needed. It was reported that the grant for the handyman had been for two years from June 2018 and it was possible that unused funds may need to be returned.

20/198.2

The following bills were approved for payment on behalf of the Parish Council.

**Parish Council**

|                                       |                  |
|---------------------------------------|------------------|
| Superfine Fencing (Handyman)          | £85.00           |
| Bruce Landscapes Ltd                  | £30.00           |
| JF Tree specialists                   | £4,404.00        |
| Clerk's expenses- drop box            | £9.99            |
| Clerks expenses telephone and mileage | £19.35           |
| Philip Liverton Ltd                   | 386.40           |
| <b>Total</b>                          | <b>£4,934.74</b> |

**Salaries (including pension, additional hours for Clerk, HMRC)**

|              |                  |
|--------------|------------------|
| <b>Total</b> | <b>£2,118.32</b> |
|--------------|------------------|

20/198.3

An update was given on staffing matters including Clerk's annual review, and implications of changes to government furlough arrangements.

It was noted that annual review had concluded that the previous year had been an overall success and that Cllr Whitfield would oversee a review of the Clerk's job description, terms of employment and salary point and proposals brought back to the Council in due course.

**20/199**

**Parish Council Policies**

None this month

**20/200**

**Ardleigh Village Hall**

A written update from the Village Hall Management Committee was noted together with the financial statement to 31 October 2020 and revised budget for the current year.

**20/201**

**Meeting Closure, Date of next meeting**

Time of closure 8.51pm. Next scheduled meeting Monday 14 December 2020, 7.30pm.