

ARDLEIGH PARISH COUNCIL



Minutes of the Meeting of Ardleigh Parish Council held on Monday 14 September 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 3 members of the public

20/147 Chair's welcome and outline of proceedings on Zoom

The Chair welcomed those attending. It was noted that five late minerals applications would be considered as they had arrived too late to be included on the agenda but could not be deferred until the following meeting.

20/148 Apologies and reasons for absence

Cllr Chris Whitfield attempted to join the meeting but was unable to do so for technical reasons
Cllr Carlo Guglielmi Essex County Council (ECC) and Cllr Neil Stock Tendring District Council (TDC) had sent apologies

20/149 Declaration of Interests

Cllr Bolingbroke declared an interest in 20/01058/FUL . Cllr Chase-Gardener declared a non-pecuniary interest in the 5 minerals applications.

20/150 Public participation session relating to items on the agenda or other matters of mutual interest

A representative from the Crockleford and Elmstead Action Group (CEAG) attended the meeting and commented on agenda items 20/155.1/2/3 key comments are included elsewhere in these minutes.

Another member of the public updated the Council on plans to hold a 'yard sale' in the centre of the village on 27 October. A risk assessment had been completed (including Covid security measures) and map and poster prepared. The event would concentrate on a small number of roads, but if successful, a future event could be expanded to cover more of the Parish.

A third member of the public had been notified of application ESS/22/2010 and was concerned about proposals to increase HGV traffic on Slough Lane up to 204 per day at peak times. It was noted that, over time, noise pollution had worsened and that walkers and cyclists felt less safe. It was noted that the new A120/A133 link road may add to the overall levels of noise. A speed restriction to 40mph on Bromley Road around the junction of Slough Lane was suggested.

20/151 Minutes of the last meeting of the Council held on 7 September 2020

These were confirmed as a true and accurate record of the meeting

20/152 Planning

The following comments were made on planning applications.

Applications **20/00932/LBC** [Proposed demolition of one chimney stack on south elevation and rebuild to the existing dimensions.](#) Churchgate House The Street Ardleigh CO7 7LD. The Council was in support of this application.

20/01086/TCA [1 Silver Birch - Fell](#) 19 Church View Ardleigh CO7 7TG The Council was in support of this application.

20/01081/TPO [1 Oak - Deadwood clean and reduce back off boundary line of Copperfields. 1 Oak - Deadwood clean and reduce back face by 3m.](#) Westbury Lodge The Street Ardleigh CO7 7LD. The council wished to support this application on the understanding that the work was done professionally and pollarded correctly.

20/01082/TCA [1 Sycamore covered in Ivy - top down to 4m high. 4 Sycamores - Reduce crowns](#)

[by 30%](#). Copperfields Dedham Road Ardleigh CO7 7LG. The council had no comment

20/01078/TCA [1 Sycamore - Raise crown up to a maximum of 6m. 1 Sycamore - Reduce by 30%. 1 Ash - Reduce by 30% and cut back from house.](#) 4 The Limes Ardleigh CO7 7RW. The Council had no comment.

20/01107/TCA [T4 - Fell.](#) Ardleigh Village Hall Station Road Ardleigh CO7 7RS. This application had been submitted on behalf of the Council following the annual Tree Survey

20/01109/TCA [T55 - Remove and poison stumps. T56 - Fell. G57 - Cut Back. G64 - Fell dead stems and retain Oak. G65 - Fell and treat stumps. T69 - Fell and treat stumps. G71 - Fell Holly and treat stump. G80 - Reduce tops by 1.5 - 2m and prune. T83 - Remove split branch and reduce by 25%. H88 - Cut trees to below height of the clipped hedge.](#) Ardleigh Cemetery Harwich Road Ardleigh CO7 7LA. This application had been submitted on behalf of the Council following the annual Tree Survey.

20/01108/TCA [T90 - Reduce by 30%. T91 - Reduce by 20%, reduce limb to first fork at 6m and remove ivy from stem. T92 - Reduce sides by 3 - 4m, and lift canopy to 5m. T97 - Reduce limb toward church entrance by 3m. T109 - Reduce extended branches by 2 - 3m.](#) St Marys Church The Street Ardleigh CO7 7LD. This application had been submitted on behalf of the Council following the annual Tree Survey

20/01041/TPO [1 No. Ash - Reduce lateral growth to approximately 3m away from bungalow. Lift crown to approximately 5m. Reduce limb and remove diseased or dead wood.](#)The Pippins Waterhouse Lane Ardleigh CO7 7TE. The Council was in support of this application.

20/01075/DETAIL [Reserved matters application for erection of 2 no. detached houses.](#) Evergreen House Turnpike Close Ardleigh CO7 7QW. The application made changes to detailed plans where planning consent was already in place. The Council had no comment.

20/01012/FUL [Proposed new 4 bedroom dwelling to the land adjacent to White House.](#) White House Jubilee Lane Ardleigh CO7 7RY. The policy continued to be to object to applications outside the settlement development boundary to protect and enhance the rural nature of our village and surrounding areas. The distance from the boundary (over 3km) and lack of public transport would mean reliance on cars and would not constitute sustainable development and that housing land supply needs for Ardleigh were considered to have been met for the remainder of the plan period though existing and planned developments for Ardleigh would be met by schemes with existing permission.

20/00981/LBC [Proposed replacement of two internal staircases and replacement of up to four internal doors](#) Dundas Place Colchester Road Ardleigh CO7 7N. The Council had no comment.

20/01058/FUL [Erection of 1no. three bed detached bungalow and driveway.](#) Land to The North of Mount View Fox Street Ardleigh CO7 7PS. Ardleigh Parish Council had previously objected to applications on this site which was outside the settlement development boundary The policy continued to be to object to applications outside the settlement development boundary to protect and enhance the rural nature of our village and surrounding areas and that housing land supply needs for Ardleigh were considered to have been met for the remainder of the plan period though existing and planned developments

**Appeals/
Other**

Five late applications relating to minerals had been received from Essex County Council. The Parish Council was a statutory consultee and had been given 21 days to make representations on the following applications. Details available from the Essex County Council web site

ESS/24/20/TEN

ESS/25/20/TEN

ESS/26/20/TEN

ESS/27/20/TEN

ESS/29/20/TEN

It was noted that these were new detailed applications to work the quarry extension and to extend existing permissions to allow this. The quarry had been developed in accordance with

the Minerals Local Plan <https://www.essex.gov.uk/minerals-waste-planning-policy/minerals-local-plan> and it was understood that continuation of activities on this site and its western extension were now inevitable.

It was **resolved** to prepare and submit observations focussing on the impact of HGV and similar traffic on the local roads and in particular the junction of Bromley Road and Slough Lane, noting that local residents had expressed concerns about the safety of the junction and the negative effects of HGV traffic six days per week. It was proposed to ask that the speed limit for this section of Bromley Road be reduced to 40mph for the benefit and safety of local residents and other road users. It was agreed to circulate a proposed response to Councillors prior to submission.

Three others planning applications which had been circulated for information only were noted.

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.

20/153 Consultation on Government planning policy

There was a discussion about whether the Council wished to respond to consultations on **Current Planning Policy (deadline 1 October)**

<https://www.gov.uk/government/consultations/changes-to-the-current-planning-system>

Planning White Paper (deadline 29 October)

<https://www.gov.uk/government/consultations/planning-for-the-future>

Concerns were expressed that proposed changes which could reduce local democracy and opportunities for local residents and Parish Councils to object to planned developments. It was resolved to liaise with the rural community council for Essex (RCCE), to discuss at the Neighbourhood Plan Steering Group and circulate a proposed response to Councillors prior to submission.

20/154 Consultation on Corbeau Seats Rally Tendring & Clacton 2021

There was a discussion on the proposed Chelmsford Motor Club Corbeau Seats Rally Tendring & Clacton 2021 due to take place on 24 & 25 April 2021 consultation documents had been circulated separately. Several councillors noted that they had been unable to open the attachments. Given the current circumstances relating to Covid-19 and restrictions on public gathering etc and the significant uncertainty about the future the Parish Council was very concerned that the rally could bring additional risks of transmission of the virus to our area. It was noted that the 2020 Corbeau Seats Rally Tendring & Clacton had been cancelled and it was **resolved** that the Council would urge that the 2021 event also be cancelled.

20/155 Tendring Local Plan, North Essex Garden Communities and A133/ A120 Link Road

20/155.1

An update was given on activities of the Crockleford and Elmstead Action Group (CEAG). It was reported that CEAG had written to Colchester Borough and Tendring District Councils to urge them to involve the group, as residents within the garden community, in detailed planning and development work, including the locations and density of the proposed housing. A positive response had been received from both councils and from Cllr Guglielmi from ECC. It was therefore hoped that Tendring District Council would commit to involving residents in detailed discussions and this would be discussed with our ward Councillor, Neil Stock at a future meeting. It was further noted that proposed local government reforms could have an impact and Cllr Stock had agreed to keep the Parish Council abreast of proposed changes, especially those which could impact on the Garden Community and/or Ardleigh as a whole..

It was noted that North Essex Garden Communities Ltd had folded.

A question was asked about how Elmstead and Ardleigh Parishes would work together as the project unfolded and it was confirmed the Council would be keen to discuss with Elmstead PC, an approach would be made via the Clerk.

20/155.2

There was a discussion about consultation on major modifications to the Local Plan. This was a focused 6-week consultation of 47 Proposed Main Modifications to the Draft Section 1 Plan taking place in accordance with section 20 (7C) of the Planning and Compulsory Purchase Act

2004. The documents are available at www.braintree.gov.uk/NEAMMS1

It was **resolved** to ask the Neighbourhood Plan Steering Group to consider and formulate a response in liaison with others such as members of the working group or our planning consultants if deemed necessary.

20/155.3 The Council noted consultation on Section 1 Local Plan-the 2018-based household projections and their implications for the soundness of the housing requirement figures in the Plan It was **resolved** to ask the Neighbourhood Plan Steering Group to consider and formulate a response in liaison with others such as members of the working group or our planning consultants if deemed necessary.

20/156 Reports and Correspondence

20/156.1 **District and County Councillor and Police reports.**

No written reports had been received before the meeting and representatives were not in attendance so verbal reports were not given. It was noted, with disappointment, that the police were currently unable to provide detailed written reports for Parishes. It was further noted that two 'street meet' events had taken place in Ardleigh organised by the Community Policing Team. A further outdoor opportunity to meet the Police and Councillors would be considered for a Saturday in October, Covid restrictions permitting.

20/156.2 **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. Arrangements to cover the Clerk's forthcoming annual leave were confirmed.

20/157 Neighbourhood Plan

It was noted that analysis of the initial survey had been completed with an '[infogram](#)' to be published after the next Working Group, due to take place on 26 September.

20/158 Parish Council Vacancies

There was a discussion about whether to seek applications from prospective councillors for co-option to the two vacancies. It was noted that in the past prospective councillors had met in person with existing councillors and been encouraged to attend more than one full Council meeting. This was to enable candidates to appreciate the level of commitment required and the range of issues which the Council was involved in. It was noted that members of the Council had been working very hard on a range of different projects, and were reaching capacity to the extent that new projects may need additional support.

It was noted there were opportunities to get involved with existing projects such as the Neighbourhood Plan, and it was **resolved** there would not be an active campaign to seek candidates for co-option for the time being. People with relevant skills and interest would continue to be encouraged to observe zoom meetings and to email the Clerk so that they could be notified if and when it was decided that the vacancies would be filled.

20/159 Health and Safety/ Recreation, Play and Open Spaces, Millennium Green

20/159.1 Verbal reports were given. It was noted that nettles had been reported close to the Colchester Road play equipment and it was understood that these were cut back on the day of the meeting. Repairs to the Tug Boat had been completed although one gate had been closed pending further repairs.

20/159.2 Recent correspondence from Tendring DC was noted regarding future play requirements and the perceived shortfall in play and recreation space and facilities based on a 2006 audit. It was noted that Colchester Road area had no space for further development, but that continued investment in play and recreation facilities at the Recreation Ground and Millennium Green might be desirable should funds be available from developer contributions.

The continued closure of the Play Area at Avellana Place/ The Orchards was noted. This was understood to be the responsibility of the developers and TDC.

20/160 Community Projects and requests for support

20/160.1 **To receive an update on Keep Ardleigh Litter Free**

An update was given, it was noted that £1166 was awarded by Tesco, to date, £903 had been

spent on kits. 24 out of 25 adult kits and 5 out of 5 children's kits had been given out. Purchase of further kits would be considered if demand continued. A health and safety briefing had been prepared and people asked to record their litter picking activities and take pictures. These could be seen on the APC website under 'Events: Forthcoming and On-going' and the Council's Facebook page. The project was considered to be an ongoing success with significant quantities of litter being collected all around the Parish, improving the environment for all.

Reports of Fly Tipping caused disappointment and frustration, all incidents should be reported (the 'fix my street' web site was suggested) with landowners encouraged to consider other measures such as CCTV.

20/160.2 To receive an update on Community Speedwatch

The Ardleigh volunteers had been out with new gear to check for speeding vehicles, wearing seat belts and use of mobile phones. Several breaches had been reported to Essex police. Responses from drivers and residents had been generally positive. More volunteers were needed to undergo training and join the team. An appeal would be included in the Ardleigh Advertiser.

20/160.3 To consider a request for financial support from the Essex and Herts Air Ambulance.

It was **resolved** to make a donation of £500.

20/161 Highways and related issues

The following were discussed.

- Old Ipswich Road

Various issues had been raised via Langham PC, members of the public and through County Councillors including overgrown Hedges, access to pavements. A site meeting would be taking place the following day with contractors and Cllr Guglielmi.

- Parking- The Street

There had been further contact from a member of the public. Issues had been discussed at previous meetings (Blue badge parking, Post office vans, parking for post office and surgery, blocking access to properties and double parking restricting the road, inconsiderate parking notices) it was unclear what measures could be proposed to the Local Highways Panel. Assistance would be requested from Essex County Council to identify and refine options.

- Burnt Heath Bus shelter

It was reported that the cost of replacing the shelter would be around £5000 and that the Parish Council had not budgeted for this in the current year. Requests to fund new or improved/replacement passenger transport infrastructure could be made to Essex Highways via the Highways Panel. Other potential projects (such as parking restrictions in The Street above) were likely to be considered higher priority and to affect more people. A quote had been requested to replace broken glass and to repaint the shelter.

- Access adjacent to 19 Harwich Road

It was noted that the Parish Council had no power to deal with this matter other than to pass on concerns to the relevant authorities, which had been done. A further update would be requested from Cllr Guglielmi and/or Cllr Stock.

- Blacksmiths lane

It was reported that a hedge in Blacksmiths Lane was obscuring the streetlight. It was understood that the landowner had been made aware, but the work had not been undertaken. There was a discussion about whether the Council should arrange this work and recharge the owner, but it was noted that the power to do this rested with Essex Highways. The matter would be reported to Essex Highways.

20/162 Churchyard & Cemetery

Safety checks had been completed. The area was reported to be looking good, the autumn tidy up would not be required this year. Tree works had been requested to deal with a dislodged branch. A small business grant of £10,000 had been received and would be held in the Cemetery reserve.

20/163 Parish Council Finance and Staffing

20/163.1 The Parish Council Financial Statement and bank reconciliation at end August 2020 was noted

20/163.2 The following bills were approved for payment for Parish Council and Village Hall including

payments already made under delegated powers. It was noted that a national pay award of 2.75% (and an additional day of annual leave) would be backdated to 1 April 2020.

Parish Council

Helping Hand (litter kits)	£1,084.14
Ardleigh Advertiser	£116.00
Jill Hamblin (Archivist expenses)	£115.79
JF Tree specialists	£1,248.00
RCCE	£84.00
Clerk's expenses- drop box	£9.99
Superfine fencing (handyman)	£197.07
Freshair fitness	£991.58
Eurooffice	£45.52
Chaselet (Village Hall Covid Security)	£1,445.77
Planning Direct	£4,900.50
	£10,238.36

Salaries (including pension, backdated pay award, additional hours for Clerk, HMRC)

September Salary Costs	£2,793.65
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Village Hall

Geoffrey Oatham (Floor)	£650.00
APC recharge	£692.48
	£1,426.48

20/163.3 The accounts for the Village Hall and Recreation Ground charities for 2019-20 had been independently checked. These were noted and accepted. The annual return to the Charity Commission would be completed before the deadline of 31 January 2021. It was noted that the Recreation Ground charity held funds which could be used for capital investment if the need were identified in the future.

20/164 Parish Council Policies

It was noted that the Standing Orders revised at the August meeting had been published on the website and circulated to all Councillors.

It was noted that Standing Order 1(y) stated that 'meetings shall not exceed a period of 2 ½ hours' and that this meeting had been running for over two hours.

20/165 Ardleigh Village Hall

20/165.1 The minutes of Ardleigh Village Hall held on Monday 10 August were confirmed as a true and accurate record.

20/165.2 A report from the Task and Finish Group was noted, with thanks noted to the group for their work to reopen the hall and to introduce Covid-security measures.

20/165.3 It was **resolved** to create a Village Hall Management Committee to ensure that Village Hall matters could be given sufficient attention and responded to in a timely way. The ACRE guidance on 'Village halls run by parish councils as sole trustee' was noted, terms of reference and relevant procedures for the Management Committee would be developed in accordance with this guidance. Regular updates would be given to the Parish Council, including quarterly financial reports.

Initial membership (with areas of responsibility in brackets) was agreed as follows
 Cllr Fontaine (Chair); Cllr Chase- Gardener (Finance); Cllrs Talbot and Thompson (Operations),
 Cllr Marshall (Health and Safety).

Future tasks would include a review of the fee structure.

20/165.4 It was noted that some additional costs relating to Covid-Security would be passed to hirers.

20/166 Meeting Closure, Date of next meeting

Time of closure 9.42pm. Next scheduled meeting Monday 12 October 2020, 7.30pm.