

# ARDLEIGH PARISH COUNCIL



To: Members of Ardleigh Parish Council

**You are hereby summoned to attend the Annual Meeting of Ardleigh Parish Council to be held on Wednesday 5 May 2021 by remote Zoom link commencing at 7.30pm**

Rachel Fletcher - Clerk  
28 April 2021

*Rachel Fletcher*

Link to join the Zoom Meeting via **internet**

<https://us02web.zoom.us/j/81190719162?pwd=b3ZYUGc1b3lnUFlmOHNjbXZ6NEJvdz09>

**Meeting ID: 811 9071 9162 Passcode: 128143**

Members of the public wishing to attend by **telephone** should contact the Clerk [ardleighpc@gmail.com](mailto:ardleighpc@gmail.com)

## **Outgoing Chairman's Welcome**

To outline the expectations for speaking and voting at the meeting using Zoom- all attendees to be muted at the start of the meeting.

**21.078 To elect a Chair**

**21.079 To elect a Vice-Chair**

**21.080 Minutes of the last meeting of the Council held on 12 April 2021 and ratification of decisions taken at that meeting.**

Councillors are asked to agree the draft minutes of the last meeting as a true and accurate record of the meeting and to ratify the decisions taken. (see attachment).

*There is a possibility that the length of notice given for 12 April meeting could be deemed inadequate due to the period of public/national mourning following the death of HRH Prince Philip, Duke of Edinburgh; hence the decisions should be ratified.*

**21.081 To receive the Chairman's declaration of acceptance of office** (or, if not then received, to decide when it shall be received. )

**21.082 Annual business – see Standing order 2j**

**21.083** To note the order of business of the annual meeting as outlined in Standing Orders and to agree to consider later in the meeting or to defer the following items.

- Appoint representatives to outside bodies. *See item 'Council Roles' below*
- To appoint committees and sub-committees. *See item 'Council working groups and Committees' below*
- To consider the payment of any subscriptions falling to be paid annually. *Included with list of payments below*
- Review of inventory of the Council's land and assets including buildings and office equipment. *Defer (Asset Register last reviewed March 2021)*
- Review of the Council's and/or employees' memberships of other bodies. *Included with list of payments below.*
- Establishing or reviewing the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998. *Defer to future meeting*
- Establishing or reviewing the Council's policy for dealing with the press/media. *Defer to future meeting*

**21.084 Apologies and reasons for absence**

**21.085 Public participation session relating to items on the agenda or other matters of mutual interest**

There will be 15 minutes available for question time, if required. At the close of this item; members of the public will no longer be permitted to address the Council.

**21.086 Declaration and Register of Interests**

To confirm the requirements for declarations of interest (including checking that published register is up to date) and dispensations and to receive any pecuniary or non-pecuniary interests relating to items on the agenda.

## 21.087 Reports and Correspondence

- 21.087.1 **District and County Councillor and Police reports** To receive verbal updates from those present and confirm that regular reports received from District and County Councillors or the police continue to be forwarded to members by email.
- 21.087.2 **Councillors' reports** including reports of training or meetings attended
- Youth Engagement Conference- Cllr Mason (see attachment)
- 21.087.3 **Clerk's report** To receive a report on key correspondence and tasks undertaken since the last meeting including ratification of emergency decisions.

## 21.088 Planning

To provide comments on the applications below and any others published on the TDC planning portal <https://www.tendringdc.gov.uk/planning/planning-applications> which cannot be deferred.

### Applications

**21/00614/TCA** [No. Norway Maple - reduce by 2m and balance canopy, 1 No. Lime - reduce by 3m and balance canopy.](#) 3 The Limes Ardleigh CO7 7RW

**21/00613/TPO** [2 No. Birch - fell.](#) 3 The Limes Ardleigh CO7 7RW

**21/00576/TPO** [1 No. Holm Oak - Reduce crown to all aspects by 2m to suitable growth points and remove deadwood, 1 No. Holm Oak - Reduce lateral extension to south by 3-4m to suitable growth points, reduce height by 2m to suitable growth points to leave a balanced crown and remove deadwood.](#) 23 Ingrams Piece Ardleigh CO7 7PZ

**21/00554/FUL** [Variation of Conditions 4 \(Ancillary Use of Bungalow\) and 10 \(Approved Plans\) of Approved Planning Permission ref: 19/01949/FUL \(Proposed construction of new two storey dwelling, conversion of bungalow to form garage/office, upgrading of existing vehicular access & landscaping to include change of use of paddock land to vineyard with modified access to vineyard & parking & turning area facilities\). Changes to include retention of more of existing structure and re-cladding of bungalow](#) Pond House Hunters Chase Ardleigh CO7 7LN

**21/00552/NMA** [Non Material Amendment of approved application 19/00297/FUL, to move the building northwards on the site in order to maximise the south facing garden.](#) The Lodge at 22 Harwich Road Ardleigh CO7 7LS

**21/00603/FUL** [Retrospective application for the retention of a Biomass boiler house that provides district heating to estate.](#) 20 Harwich Road Ardleigh Colchester Essex CO7 7LT

**21/00559/HHPNOT** [Proposed rear single storey extension with pitched roof to existing property \(Depth 8m and Maximum Height 4m\)](#) Fox Hollow Fox Street Ardleigh CO7 7PN

**21/00485/FUL** [Erection of detached car/cycle garage](#) 42C Harwich Road Lawford CO11 2LS

**21/00441/FUL** [Erection of single storey front extension and rear lean-to extension](#) 6 Wheatlands Station Road Ardleigh Colchester Essex CO7 7RS

### Other/ Appeals

**CC/TEN/31/21** New link road between the existing A120 and A133 inclusive of a grade separated dumbbell junction at the A120, with new accesses to an existing petrol station (Ardleigh South Services) and Colchester Waste Transfer Station; a new roundabout at the junction with the A133; and two intermediate roundabouts along the link road. Together with other associated works and landscaping. Land between the A120 and A133, to the east of Colchester and west of Elmstead Market. Details <https://planning.essex.gov.uk> using the full number detailed above

### Decisions

To note planning decisions confirmed since the last meeting. Full details of all applications and decisions can be found at <https://www.tendringdc.gov.uk/planning/planning-applications>, weekly updates are forwarded to members and are available online.

## 21.089 Audit and Annual Governance and Accountability Return

- 21.089.1 To consider the Annual Internal Audit Report of Accounts Year Ended 31 March 2021. (previously circulated and see attachment).
- 21.089.2 To consider the effectiveness of the system of internal control and to approve the Annual Governance Statement (Annual Governance and Accountability Return (AGAR)-section 1)
- 21.089.3 To consider the Accounting Statements (AGAR- section 2). To approve the Accounting Statements, by resolution, and arrange for the Accounting Statements to be signed and dated by

all required parties including the Chair and Clerk of this meeting.

- 21.089.4 To decide the dates and confirm arrangements for the exercise of Public Rights of Inspection. To note 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'. (see attachment)
- 21.089.5 To consider whether to reappoint Heelis and Lodge as internal auditors for 2021-22 or to seek alternative internal auditors.
- 21.090 Council Roles**  
To appoint Councillors to the following roles of responsibilities including membership of external/liaison groups and to consider whether officers should play an increased role in any of these areas:
- Play and fitness equipment health & safety inspections (Colchester Road, Recreation Ground, Millennium Green)
  - Churchyard and Cemetery health & safety inspections
  - Cemetery Management
  - Councillor to conduct/ check Internal financial controls
  - Footpaths and Public Rights of Way liaison
  - Police Liaison
  - Landfill Site Liaison
  - Quarry Liaison
  - Tendring District Association of Local Councils
- To discuss whether any other roles could be allocated including specific responsibilities for Village Hall.
- 21.091 Council Working Groups and Committees**  
To confirm membership and terms of reference of new and existing working groups and committees
- 21.091.1 Neighbourhood Plan Working Group and Steering Group/Committee (see attachment)
- 21.091.2 Staffing Committee (see attachment)
- 21.092 Community Projects and Issues**  
To receive an update on current issues and community projects such as #litterfreeardleigh
- 21.093 Parish Council Finance and Staffing**
- 21.093.1 To receive the Parish Council finance report and Bank Reconciliation as at end April 2021 (see attachment).
- 21.093.2 To approve payments to be made (or already made under delegated authority) for Ardleigh Parish Council and Village Hall including subscriptions and memberships paid annually (normally approved in the month they become due) and direct debits to be reconfirmed (see attachment)
- 21.093.3 To review the allocation of general and earmarked reserves in light of the updated balances at the end of 2020-21. (see attachment)
- 21.094 Tendring Local Plan, Tendring/Colchester Borders Garden Community, A133/ A120 Link Road**  
To receive updates on recent developments and implications for Ardleigh. Note Link Road planning application is on this agenda.
- 21.095 Highways, Public Rights of Way (PRoW) and related issues**  
To receive an update on new and ongoing matters relating to highways, public rights of way and related issues.
- 21.096 Neighbourhood Plan**  
To and receive an update on progress since the last meeting including any matters needing decisions by or direction from the Council.
- 21.097 Ardleigh Village Hall**  
To receive an update on Village Hall matters including any matters needing the input of Trustees prior to the next meeting of the Council as sole Trustee for the Village Hall.
- 21.098 Health and Safety-Recreation, Play and Open Spaces, Millennium Green**  
To note any Health and Safety reports, concerns or other updates agreeing action if necessary.

**21.099 Churchyard & Cemetery**

To receive an update on Cemetery matters.

**21.0100 Parish Council Policies**

To confirm existing Standing Orders, Financial Regulations, statement of internal control are current and remain applicable. All available at <https://ardleigh.website/formal-documents>

**21.0101 Meeting closure, arrangement for future remote 'meetings', date of next meeting**

A High Court judgement on remote local council meetings was made on 28 April.

The date, status and format of the next meeting will be confirmed at the meeting taking account of the latest guidance available.