

# ARDLEIGH PARISH COUNCIL



To: Members of Ardleigh Parish Council

Council Members are summoned to attend the Ardleigh Parish Council meeting on

**Monday 13 May 2024 at 7.30pm at Ardleigh Village Hall.**

Rachel Fletcher – Parish Clerk

Dated 8 May 2024

*Rachel Fletcher*

This meeting is open to the public who are welcome to attend either in person (if there is sufficient space) or online. Councillors attending online are not considered to be officially present so are not permitted to vote. The meeting will be recorded for the purposes of minute taking.

Microsoft Teams link to join the meeting online

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Meeting ID: 370 012 239 124 Passcode: 5UM7fB

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## AGENDA

<b>24.066</b>	<b>Election of Chair of Ardleigh Parish Council</b>
<b>24.067</b>	<b>Declaration of Acceptance of Office</b>
	To receive the Chair's signed Declaration of Acceptance of Office
<b>24.068</b>	<b>Election of Vice-Chair of Ardleigh Parish Council</b>
	Council to consider whether the post of Vice-Chair is required for 2024-5 and, if so, to elect to that position.
<b>24.069</b>	<b>Chair's Welcome</b>
<b>24.070</b>	<b>Apologies and reasons for absence</b>
<b>24.071</b>	<b>Public participation session relating to items on the agenda</b>
	There will be 15 minutes available if required. At the close of this item members of the public will no longer be permitted to address the members of the Council.
<b>24.072</b>	<b>Declaration and Register of Interests and Dispensations</b>
	To receive declarations of any interests relating to agenda items and/or new dispensations.
<b>24.073</b>	<b>Minutes of meeting held on 8 April 2024</b>
	Councillors are asked to approve the draft minutes of the previous meetings as a true and accurate record and to note/reconfirm any delegated decisions subsequently made (see attachments).
<b>24.074</b>	<b>Planning</b>
	To note the applications published/ received/ validated and/or decided since the last meeting. To consider comments on new applications and appeals, including any received after the publication of the agenda.
<b>Applications</b>	<ul style="list-style-type: none"><li>i. <a href="#">24/00528/FULHH</a> Single storey extensions to bungalow including construction of new garage to side of property. Bracpools Stores, Frating Road, Ardleigh CO7 7SY</li><li>ii. <a href="#">24/00617/FULHH</a> Single storey rear extension. 5 Dudley Road, Colchester CO4 9AY</li><li>iii. <a href="#">24/00478/COUNOT</a> Prior Approval, Class Q, Town and Country Planning Order 2015 for change from agricultural building into a dwelling. 31 Harwich Road, Lawford CO11 2LS</li><li>iv. <a href="#">24/00615/COUNOT</a> Prior Approval, Class Q, Town and Country Planning Order 2015 for change of use of agricultural buildings to 4 dwellings. Pole House, 36 Harwich Road, Lawford CO11 2LS</li></ul>

	<p>v. <a href="#">24/00661/CMTR</a> The importation and processing of hazardous waste including the establishment of a hazardous landfill cell for the deposit of asbestos. Martells Barns, Slough Lane, Ardleigh CO7 7RU</p> <p>vi. <a href="#">24/00570/DISCON</a> Discharge of conditions application for 20/01783/FUL - Condition 17 (ecological lighting plan). Systematic Business Park, Old Ipswich Road, Ardleigh CO7 7QL</p> <p>vii. <a href="#">24/00571/DISCON</a> Discharge of conditions application for 21/00185/FUL - Condition 3 (Construction Management Plan); Condition 13 (Landscape and Materials Plan); Condition 15 (Proposed Materials). Crown Business Centre, Old Ipswich Road, Ardleigh CO7 7QR</p> <p>viii. <a href="#">24/00531/VOC</a> Variation of Condition 2 of 21/00672/FUL to allow for changes to approved dwelling and detached garage. Newbridge Farm, Fox Street, Ardleigh CO7 7PN</p> <p>ix. <a href="#">24/00550/TCA</a> Work on five trees and remove/fell four other trees in Conservation Area. Crossways, The Street, Ardleigh CO7 7LD</p> <p>x. <a href="#">24/00530/TCA</a> Work on two trees in Conservation Area. 19 Chapel Croft, Ardleigh CO7 7TQ</p> <p><b>Information only – beyond comment date:</b></p> <p>xi. <a href="#">24/00515/VOC</a> Variation of Condition 2 of application 23/01763/FUL to allow for amendments to design for storage unit. The Pod, Old Ipswich Road, Ardleigh CO7 7QL</p>
<b>Other/ Appeals</b>	<p>To note or consider any other applications including enforcement issues.</p> <p>i. Appeal Blue Barns Farm, Old Ipswich Road, Ardleigh. <a href="https://acp.planninginspectorate.gov.uk">https://acp.planninginspectorate.gov.uk</a> Reference APP/P1560/W/24/3338236</p> <p>ii. To note confidential enforcement update received from TDC (confidential attachment)</p>
<b>24.075</b>	<b>Other Planning and Infrastructure issues</b>
	<p><b>a) <i>Tendring/Colchester Borders Garden Community (and related issues)</i></b> To note updates since the last meeting including Planning Inspector hearing in week beginning 7 May.</p> <p><b>b) <i>Neighbourhood Plan (and related issues)</i></b> To note updates since the last meeting, final report received (attachment) and referendum proposed for 27 June.</p> <p><b>c) <i>Pylons, Substations, Windfarms and related</i></b> To note updates since the last meeting.</p> <p>i. Council to discuss Public Meeting held on 10 May relating to the National Grid consultation and note any actions arising.</p> <p>ii. To discuss proposed Parish Council response to National Grid consultation.</p> <p>iii. Council to consider Five Estuaries Windfarm Representation.</p>
<b>24.076</b>	<b>Community Projects, events and assets</b>
	<p><b>a) <i>Community Projects and Initiatives</i></b> To receive updates on any developments including reports received (eg Litter Pickers, Community Speedwatch (attachment), Ardleigh Practical Actions for Climate and Environment (APACE), Police reports).</p>
<b>24.077</b>	<b>Highways, Public Rights of Way (PRoW) and related issues</b>
	<p>Note that updates on highways, public rights of way and related issues usually take place outside the meeting and should be reported direct <a href="http://www.essexhighways.org/tell-us">www.essexhighways.org/tell-us</a>.</p>
<b>24.078</b>	<b>Reports and Correspondence</b>
	<p><b>a) <i>District and County Councillor reports</i></b> To receive verbal updates from those present. Any written reports received from District and County Councillors are emailed to members.</p> <p><b>b) <i>Councillors' reports</i></b> including reports of training or meetings.</p> <p><b>c) <i>Clerk's report</i></b> - To receive a report on key tasks undertaken since the last meeting including delegated decisions and key correspondence (see attachment).</p>
<b>24.079</b>	<b>Council Roles</b>
	<p>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 and/or whether any other roles should be allocated:</p> <ul style="list-style-type: none"> <li>• Cemetery (and Churchyard) health &amp; safety inspections</li> <li>• Cemetery Management</li> <li>• Councillor to conduct/ check Internal financial controls</li> <li>• Landfill Site/Quarry Liaison</li> <li>• Neighbourhood Planning Liaison</li> <li>• Police Liaison (reinstate)</li> </ul>

	<ul style="list-style-type: none"> <li>• Participation in the Catch-up Meetings with Cllrs Fairley and Guglielmi</li> <li>• Tendring District Association of Local Councils</li> <li>• Footpaths and Public Rights of Way Liaison (reinstate)</li> <li>• Tree Warden (new)</li> <li>• Environment/APACE liaison (new)</li> <li>• Other assets (eg Checking signage, street furniture, benches etc) (new)</li> </ul>
<b>24.080</b>	<b>Council Working Groups and Committees</b>
	<p>a) To consider whether the following working groups and committees are needed and if so to confirm membership and terms of reference (ToR) (see attachment).</p> <ul style="list-style-type: none"> <li>i. Neighbourhood Plan Working Group and Steering Group/Committee</li> <li>ii. Staffing Committee - four councillors.</li> <li>iii. Local Events Working party - three councillors.</li> </ul> <p>b) To discuss whether any other working groups or committees are required (eg Village Hall executive group). Any proposals and ToR to be brought to a future meeting.</p>
<b>24.081</b>	<b>Amenities and Contracts</b>
	<p>To consider the need for risk assessment and health and safety training for all Councillors and Officers. To receive updates and take decisions on Parish Council amenities and contracts including:</p> <p><b>a) Council contracts and contractors</b></p> <p><b>b) Play and Exercise equipment</b> <i>Items in confidence. Under the Public Bodies (Admissions to Meetings) Act 1960, the press and public may be excluded during all or part of the discussion of this agenda item as the Council will be considering legal issues.</i></p> <ul style="list-style-type: none"> <li>i. Council to consider latest update following the incident on 7 April 2024</li> <li>ii. Council to consider latest Play Inspection reports particularly any action needed on the galleon gates and small playground fence. Council to review what equipment should be prioritised for repair or removal from Council play areas. Inspection regime to be revisited and future actions//training/methods of reporting decided upon.</li> </ul> <p><b>c) The Ardleigh Recreation Ground</b></p> <p><b>d) Cemetery/churchyard matters</b></p> <ul style="list-style-type: none"> <li>i. Council to consider the latest risk assessment for the cemetery. Council to decide whether the long-grass biodiversity area should be smaller to meet health and safety considerations.</li> <li>ii. Council to consider correspondence from churchwardens (attachment). Requests made regarding cutting back trees along the path, replacing the hedge round the War Memorial, identifying a grave and siting a noticeboard.</li> </ul> <p><b>e) Millennium Green</b></p> <ul style="list-style-type: none"> <li>i. Council to consider whether risk assessments and signage for the Millennium Green should be the responsibility of the Millennium Green Trust, and if so, whether this also includes the play equipment. Note the existing Memorandum of Understanding and consider whether update/review required (attachment).</li> </ul> <p><b>f) Village Hall matters</b></p> <p><b>g) Other Amenities and Open Spaces issues</b></p> <p><b>h) Biodiversity issues and updates</b></p>
<b>24.082</b>	<b>Parish Council Governance and related items</b>
	<p>All documents available at <a href="https://ardleigh.website/formal-documents">https://ardleigh.website/formal-documents</a>. (Date of last review in brackets)</p> <p><b>a)</b> To review and readopt the following (available as above):</p> <ul style="list-style-type: none"> <li>i. Standing Orders (March 24)</li> <li>ii. Financial Regulations (February 24)</li> <li>iii. Statement of Internal Control (February 24)</li> <li>iv. Asset Register (March 24)</li> <li>v. Scheme of Delegation (May 23)</li> <li>vi. Complaints Policy (April 24)</li> <li>vii. Vexatious Complaints Policy (April 24)</li> </ul>

	<p>viii. GDPR Privacy Statement (March 24)</p> <p>ix. Model Publication Scheme (March 24)</p> <p>x. Social Media Policy and Guidelines (April 24)</p>
<b>24.083</b>	<b>Parish Council Finance</b>
	<p>a) To confirm the bills for payment for Parish Council and Village Hall including payments made using delegated authority and to confirm subscriptions and direct debits currently in place. (see attachment)</p> <p>b) To confirm banking arrangements, signatories and administrators for all bank accounts and investments held by Ardleigh Parish Council and its associated Charities. To update mandates if necessary.</p> <p>c) To confirm arrangements for insurance cover in respect of all insurable risks, and to confirm agreements in place with third parties for professional services including payroll, IT support and Village Hall management support, plus contracts in place following tenders (see attachment).</p>
<b>24.084</b>	<b>Future meetings and meeting closure</b>
	<p>a) To confirm the scheduled next meeting on Monday 10 June 2024, 7.30pm, Ardleigh Village Hall (with remote link). Meeting dates for 2024 were agreed at the November 2023 meeting (see Minute 23.163). Meeting dates for 2025 up to and including the next annual meeting are proposed as 13 January, 10 February, 10 March, 14 April and 12 May.</p> <p>b) Meeting closes.</p>