

ARDLEIGH PARISH COUNCIL



Minutes of the Meeting of Ardleigh Parish Council held on Monday 8 July 2024 at 7.30pm at Ardleigh Village Hall.

PRESENT: Cllrs Tim Barrott (Chair), James Blyth, Helen Fontaine, Jayne Marshall, Carolyn Mason, Emma Thrower and Jonathan Waters. Also present were Cllr Zoe Fairley (Tendring District Council) and Cllr Carlo Guglielmi (Essex County Council).

Officers, Clerk, Rachel Fletcher, and Deputy Clerk, Rachel Edwards (Minutes)

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

24.100	Chair's Welcome
	The Chair welcomed everyone to the meeting.
24.101	Apologies and reasons for absence
	Apologies were received from Cllrs Talbot and Whiteley.
24.102	Public participation session relating to items on the agenda
	No members of the public were present.
24.103	Declaration and Register of Interests and Dispensations
	Interests were declared by Cllr Fontaine as Trustee of the Millennium Green Trust. A non-pecuniary interest was declared by Cllr Blyth in relation to Minute number 24.108 a, proposed diversion of Public Rights of Way Footpath 19 by Essex County Council. 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.
24.104	Minutes of meeting held on 10 June 2024
	The Minutes of the meeting were approved as a true and accurate record.
24.105	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) 24/00774/FUL Extension to hotel to provide additional bedrooms together with alterations to the car park and all associated works. Premier Inn, Ipswich Road, Colchester CO4 9WP Council resolved not to object.</p> <p>b) 24/00925/FUL Replacement of existing garage/store. Former Packaging Shed at Morrow Lane Nurseries, Morrow Lane, Ardleigh CO7 7NG Council resolved to comment that the building must only be used for purposes stated on the application.</p> <p>c) 24/00767/FULHH Single storey flat roof conservatory. 1 Redbury Cottages, Colchester Road, Ardleigh CO7 7PQ Council resolved not to object.</p> <p>d) 24/00922/LBC and 24/00921/FULHH Listed Building Consent and Householder Application - remove cement render, lime plaster replacement. Repair wet rotted woodwork as necessary. Install 2 skylights. Bloomfields Farm, Wick Lane, Ardleigh CO7 7RF Council resolved not to object.</p> <p>e) 24/00883/DISCON Discharge of conditions application for 24/00324/FULHH - Condition 3 (Agreement of Materials). High View, Fox Street, Ardleigh CO7 7PS Council resolved not to object.</p>

	<p>f) 24/00909/NMA Non Material Amendment 24/00017/FULHH - finishes of garage roof to match adjacent bungalow. Bungalow rear of Woodland Lodge, Spring Valley Lane, Ardleigh CO7 7SD Council resolved not to object.</p> <p>g) 24/00956/S106 Legal Agreement re RAMS for application reference 24/00062/FUL. (Request for Legal Team to prepare agreement) Harveys Farm, Old Ipswich Road, Ardleigh CO7 7QS Council resolved to ask for more information. Cllr Fairley would pursue this.</p> <p>h) 24/00943/TCA Tree work maple, lime, oak. 3 The Limes, Ardleigh CO7 7RW Council resolved not to object.</p> <p>i) 24/00898/TCA Tree work in a Conservation Area: tree of heaven, 3 cypresses, dead tree, cherry. Crossways, The Street, Ardleigh CO7 7LD Council resolved not to object.</p> <p>Applications received after the date of the Agenda 24/00987/FULHH Proposed single storey annexe outbuilding. 6 Fox Street, Ardleigh CO7 7PP Council resolved to comment that the proposed annexe must be used in conjunction with the main dwelling.</p>
Other/ Appeals	<p>To note or consider any other applications including enforcement issues.</p> <p>a) 24/00035/FUL Proposed one dwelling in lieu of approved application 22/00359/COUNOT Barn A to the rear of 5 Hunters Chase, Ardleigh CO7 7LW. Planning Committee Agenda, 9 July 2024, 5pm, with site viewing in the afternoon.</p> <p>Council resolved to send apologies for non-attendance and reiterate previous objections.</p>
24.106	Other Planning and Infrastructure issues
	<p>a) Neighbourhood Plan (and related issues) To note updates since the last meeting. No response received from Tendring District Council (TDC) to date requested for the referendum of 5 September 2024. The Clerk had emailed to chase. Cllr Fairley would pursue it with TDC. Local Plan Committee meets on 23 July, 6pm, to agree TDC response. This meeting would benefit from Ardleigh Parish Council attendance. Questions could be asked by members of the public.</p> <p>b) Pylons, Substations, Windfarms and related Council resolved to confirm instruction of Simon Bell for legal advice and support prior to completion of documentation National Grid statutory consultation. The National Grid Submission Working Group would finalise the Council's response following his advice. Council resolved to support the Clerk to investigate crowdfunding options. Following Sir Bernard Jenkin's re-election, the Clerk would request a meeting for a status update.</p> <p>Council noted representations made to Five Estuaries National Infrastructure Project.</p> <p>c) Tendring/Colchester Borders Garden Community (and related issues) No updates since the last meeting. Examiner's final decision still unknown. Council would consider whether to ask Cllr Guglielmi to facilitate a meeting with the Chief Executive of Latimer (the Developer). The new government's plans to build more housing may affect the Garden Community. The timetable agreed should be adhered to which would lock in housing numbers until 2040 subject to review every 5 years.</p>
24.107	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).</p> <ol style="list-style-type: none"> Speedwatch report received for June. Cllr Blyth attended an informative meeting at the SRC (Bucbricks) site arranged by Manningtree Practical Actions for Climate and Environment group. A further meeting would be arranged for the reservoir site. A quarry liaison meeting had been arranged for 17 July. Cllr Guglielmi would forward details. <p>b) New Projects Council considered the S106 funding information from Tendring District Council. They agreed the following were highest priority and resolved to:</p> <ol style="list-style-type: none"> Earmark £30,000 towards possible open space purchase for allotments and/ or cemetery. Obtain quotes for re-surfacing the Village Hall car park. Obtain quotes for play area equipment and surfacing – see Minute 24.111 b.
24.108	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>i. Cllr Guglielmi reported updates and actions from the Catch-Up meeting held on 24 June 2024: Cemetery and Essex Highways, see Minute 24.111 d. Red route on Old Ipswich Road extended to prevent dangerous parking near Total Roofing. Thanks to the member of the public involved with this. Suggested meeting with Latimer, see Minute 24.106 c. Local Planning Committee, see Minute 24.106 a. Repairs in The Street to be pursued – Clerk would email. White lines in The Street being addressed. Plains Farm Close confirmed as responsibility of Essex County Council (ECC). Agreement needed between Tendring District Council (TDC) and ECC. Other areas may be included. Suggestions given re Village Hall car parking. Contacted TDC re S106 funding.</p> <p>ii. Cllr Blyth had been advised PRow Bridleway 13 no longer existed; partly closed in the 1960s and then finally in 1980s.</p> <p>a) Proposed diversion of Public Rights of Way Footpath 19 by Essex County Council Council resolved not to object and to comment the footpath should be re-routed as soon as possible.</p>																						
24.109	Reports and Correspondence																						
	<p>a) District and County Councillor reports To receive verbal updates from those present. Any written reports received from District and County Councillors are emailed to members.</p> <p>Cllr Fairley gave updates: Kerb side textile recycling service started 8 July. Run by third party, not Tendring District Council. Residents should check pet sellers/ boarders/ walkers etc are licensed. A120 Crown Exchange concrete road works begin in July and would take place overnight. Tendring Show was on 12 July and there would be an information stand about National Grid's plans. Thanks given to all involved. Clacton Air show would be 22/ 23 August.</p> <p>b) Councillors' reports including reports of training or meetings. None</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).</p> <p>Ardleigh Advertiser discussed. Council had been advised there would not be an issue for July but would be produced for August. Council resolved to pend action until September meeting. If there was no August edition further consideration would be needed for future actions/ alternatives. Clerks to respond highlighting Council disappointment and, as before, offer financial assistance.</p>																						
24.110	Parish Council Finance and staffing																						
	<p>a) To receive quarterly financial reports to 30 June 2024. (see attachments).</p> <p>Quarterly report distributed. The Clerk outlined large outlays for the Village Hall have exceeded budget. Village Hall could contribute, the Clerk would monitor.</p> <p>Income from cemetery higher than expected. Mainly from re-establishing ownership of sites. One burial booked in, first since October 2023.</p> <p>Finance files would be passed to Cllr Blyth for internal review.</p> <p>b) To confirm the bills for payment for Parish Council and Village Hall including payments made using delegated authority.</p> <table border="1"> <tr> <td>Tendring District Council</td><td>£139.20</td></tr> <tr> <td>Tim Barrott (Fun Day Event Licence Fee)</td><td>£21.00</td></tr> <tr> <td>Playquip</td><td>£3,121.00</td></tr> <tr> <td>Cloudy IT</td><td>£165.36</td></tr> <tr> <td>Adobe (Clerks exp)</td><td>£19.97</td></tr> <tr> <td>Ardleigh Village Hall</td><td>£105.00</td></tr> <tr> <td>Clerk's expenses</td><td>£8.10</td></tr> <tr> <td>RE Deputy Clerk expenses</td><td>£34.60</td></tr> <tr> <td>A & J Lighting solutions</td><td>£945.60</td></tr> <tr> <td>Npower</td><td></td></tr> <tr> <td>D M payroll</td><td>£84.00</td></tr> </table>	Tendring District Council	£139.20	Tim Barrott (Fun Day Event Licence Fee)	£21.00	Playquip	£3,121.00	Cloudy IT	£165.36	Adobe (Clerks exp)	£19.97	Ardleigh Village Hall	£105.00	Clerk's expenses	£8.10	RE Deputy Clerk expenses	£34.60	A & J Lighting solutions	£945.60	Npower		D M payroll	£84.00
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	European Administration Ltd T/A the Barrister Group	£3,840.00	
24.111	Amenities and Contracts		
	<p>To receive updates and take decisions on Parish Council amenities and contracts including:</p> <p>a) Council contracts and contractors – Council noted the Clerk is dealing with tree work needed at the Millennium Green and Recreation Ground. Council resolved to make additional verge cuts using existing funding from Essex Highways. Contractor would be engaged by the Clerk. Councillors would contact Clerk asap with suggested priority areas.</p> <p>b) Play and Exercise equipment – Council noted progress since last meeting relating to Play Equipment weekly inspections, processes, training attended and proposed, and liaison with contractors and other parties.</p> <p>Council resolved the following:</p> <ul style="list-style-type: none"> i. To award the operational inspections contract for 2024/ 25 to Online Playground. ii. To make it a condition that Officers/ Councillors/ Others undertaking weekly inspections to have attended a training course within the last two years. iii. To discuss repairs etc needed on the Millennium Green play area equipment with the Millennium Green Trust at the earliest opportunity. iv. To instruct Playquip to repair the Recreation Ground Teen Shelter. v. To instruct Playquip to inspect the swings on the Recreation Ground and undertake work needed on the zipwire seat. vi. To instruct Cottage Landscapes to complete the refurbishment of the Recreation Ground galleon sandpit as soon as could be scheduled in. vii. To obtain quotes for new gates for the fencing around the Recreation Ground galleon sandpit. viii. To obtain quotes for new springer equipment at the Colchester Road play area. ix. To obtain quotes for repair or replacement of the springer equipment at the Millennium Green play area. x. To obtain quotes for surfacing for items of play equipment. <p>The Deputy Clerk would action this where applicable.</p> <p>c) The Ardleigh Recreation Ground - Council noted response awaited from Essex Association of Local Councils regarding parking enforcement options.</p> <p>Council noted communication with Ardleigh Cricket Club and a member of the public regarding grass clippings. A letter had been sent to the person responsible for the clippings. A member of the Cricket Club spoke to Cllrs Blyth and Talbot and the Deputy Clerk and re-iterated the person responsible is not acting on behalf of the club.</p> <p>Council noted a meeting was held on site with Anglian Water regarding damage to grass by tankers.</p> <p>d) Cemetery/churchyard matters – Council noted email received from Essex Highways by Cllr Guglielmi. Response deemed as unacceptable – Highways suggested they would use the land to extend their depot in the future, road layout would make this impossible. Council resolved to ask Cllr Guglielmi to involve Sir Bernard Jenkin MP to gain leverage.</p> <p>e) Millennium Green – Council noted meeting with Millennium Green Trust in process of being arranged. Cllrs Barrott, Mason, Marshall and Whiteley would liaise with the Clerk and attend on behalf of the Council.</p> <p>f) Village Hall matters – Council noted the Clerk has progressed contact with the Rural Community Council of Essex about updating Village Hall Governing Documents (to allow formation of an Executive Committee etc). Cllrs Barrott, Thrower and Waters would also be involved.</p> <p>Council noted increased amount of rent offered by the Pre-school. Council resolved to agree. Council noted recent issue with the roof leaking. Council resolved that the Caretaker could instruct a contractor to repair the roof.</p> <p>g) Other Amenities and Open Spaces issues – Council noted overflowing bins reported by residents and reported twice to Tendring District Council by the Clerks had been emptied. Costed proposals for additional bins would be brought to a future meeting.</p>		

	<p>Allotment land. Council noted the Clerk was in contact with solicitors acting for beneficiaries in relation to possible purchase of allotment land. Deeds had been offered for inspection and requested by the Clerk.</p> <p>The Clerk had contacted the Tendring District Council portfolio holder for update on measures to tackle irresponsible dog owners. There may be a possibility to issue fines; enforcement may be a problem.</p>
24.112	Parish Council Governance
	<p>a) To consider and adopt revised Complaints Procedure.</p> <p>Council considered a revised Complaints Procedure. The Clerk had made changes following a recent complaint. A Complaint's Panel would be added with no further appeal beyond that. Council resolved to adopt the revisions.</p> <p>b) Council noted publication of new model Financial Regulations to be reviewed at future meeting.</p>
24.113	Legal and Staffing matters
	<p><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 and/or Staffing issues.</i></p> <p>a) To consider any legal matters requiring the Council's attention such as updates on Judicial Review appeal. No legal matters; no updates on Judicial Review appeal.</p> <p>b) Council noted the Staffing Committee would meet in August.</p>
24.114	Future meetings and meeting closure
	<p>a) To confirm the scheduled next meeting on Monday 9 September 2024, 7.30pm, Ardleigh Village Hall (with remote link) and to flag key issues for discussion.</p> <p>b) Meeting closed 9.25pm.</p>

Signed by Meeting Chairon.....