



## ARDLEIGH PARISH COUNCIL

### MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON 11 JUNE 2018 AT THE VILLAGE HALL AT 7.30PM

**PRESENT:** Cllr Barrott (Chair),  
Cllr's Thompson, Chase-Gardener, Partridge, Halsey, Scott-Barrett, Marshall, Andrews and Talbot  
Clerk - Karen Thompson

**ALSO IN ATTENDANCE:** There were several members of the public in attendance

#### **Chairman's Welcome**

#### **18/099 Apologies and reasons for absence**

Cllr's Fryer and Smith was absent from the meeting having submitted his apologies. Cllr's Guglielmi and Stock (ECC and TDC respectively) were also absent.

**18/0100 Declaration of Interests** - to receive any pecuniary or non-pecuniary interests relating to items on the agenda.  
None declared.

**18/0101 Public participation session with respect to items on the agenda and other matters that are of mutual interest**  
It was reported that the local volunteer community speedwatch team are getting ready to be active in the village and the TDC Association of Councils (TDALC) reported that it's possible that Tendring might deploy a TDC scheme with more powers into Ardleigh at random times. The aim is that a visible presence will have an effect of slowing down people coming through the village. At present one site is approved for community speedwatch but further sites are being assessed. It was also reported) but not confirmed that there may be a community safety team to look at the volume of lorries travelling through Ardleigh.

**18/0102 Minutes of the last meeting of the Council held on 14 May 2018.**  
The minutes were agreed as accurate.

**18/0103 Clerk's Report**  
The clerk's report was presented and accepted. It was agreed to further chase for the repair to the bus shelter in Burnt Heath. The issue of insuring the Recreation Ground was discussed and although public liability is in place the Council was not convinced that damage to the grassed area would be covered and should be looked at further. It was also decided to price and plan the work necessary to have a flashing and movable speeding sign similar to that in use in Ardleigh.

**18/0104 District and County Councillors**  
There were no reports as both the TDC and ECC councillors were absent.

**18/0105 Car Rally**  
**To discuss and report any feedback from residents and the Council to the Corbeau Seats Tendring Car Rally organisers.**  
The organisers from the Tendring Car Rally, the Chelmsford Motor Club, were present and asked for feedback from the parish. The Parish Council reported that the car rally had been well received by the majority of residents but there had been some issues for the parish including a noticeable presence of speeding cars on the roads nominated for the

route in the weeks prior to the event and the burning of a large hay bale sited for protection two days before the rally. The organisers said that the rally route is in the public domain as soon as the road closures orders are submitted so it would be impossible to keep the route secret but the hay bale issue was recognised and the bales would not be sited until 24 hours before the rally. It was also said that there is still a route planned in Ardleigh next year but was slightly amended. It was suggested that the organisers could put an information resource pack together for participants and the public highlighting local companies such as camping, eateries, garages etc so that those visiting the area could use them and bring much needed trade into the surrounding villages.

**18/0106**  
18/106.1

**Planning**

**To discuss progress re: Peake Fruit Refrigeration unit.**

It was thought that the planned refrigeration unit at Peake Fruit has been held up due to the discovery of a high pressure sewer main on the land. This may result in a amended or new planning application being required. The Parish Council agreed to approach Anglian Water to know the location of the Sewer Main and its potential to affect the site.

**Applications**

18/00718/FUL

**Proposed rear extension to existing dwelling and changes to existing facade, proposed conversion of existing barn into private annexe for main dwelling and change of use for rear land to residential use from agricultural.**

2 Hunters Chase Ardleigh Colchester Essex CO7 7LW  
The council had no objection to this application.

18/00764/FUL

**Proposed erection of a dwelling and attached cycle cafe, following demolition of existing retail unit.**

Weltons Dedham Road Ardleigh Essex CO7 7QA  
The council had no objection to this application.

18/00794/OUT

**Two dwellings.**

Land Between Chantry's and Nia Roo Fox Street Ardleigh Colchester Essex CO7 7PS  
The council objects to this application as it falls outside the settlement development boundary for Ardleigh Village and development should be resisted. It also objects to the site as it sits back from the road and is seen to be back yard development which should be resisted.

18/00864/TPO

**T1 Oak - Remove lowest primary lateral at 2.5m. T3 - Oak Reduce by 50%. T8 Oak - Reduce crown by 30%. T12 Oak - Reduce crown by 30%. T13 - Oak - Remove lowest primary lateral at 1.5m and reduce crown garden side by 3m. T1-T13 Oak - Raise crown to 5m.**

Willowell Spring Valley Lane Ardleigh Colchester Essex CO7 7SD  
The council had no objection to this application

It was also noted that planning applications had been received for the new superfast broadband cabinets.

**Decided**  
**Approvals:**  
**Decided**  
**Refusals:**

The approved planning decisions were noted.

The refused planning decisions were noted.

**Appeals**

The following was noted.

**Appeal lodged**

**Address:** Field House Bromley Road Ardleigh

- 18/0107 Churchyard & Cemetery**  
**18/107.1 To receive reports and consider any decisions on expenditure.**  
 It was decided to obtain quotes to strip and repaint the cemetery railings in black.
- The Council asked when the seeding of the grass area where the large tree used to be in the cemetery would take place and the clerk agreed to find out.
- It was decided to replace the regulations on the cemetery notice board.
- 18/107.2 To consider the quotes for cleaning up the churchyard war memorial.**  
 On receiving one quote for improving the churchyard war memorial it was decided to clean it rather than restore it. It was decided to seek a company to undertake this work.
- Cllr Barrott reported that he had met with the creator of the wooden Roll of Honour to investigate ways in which the visibility of the roll could be improved. The carpenter agreed to investigate and in the mean time suggested that the casing and legs be treated with a clear (non-varnish) styled wood treatment which Cllr Thompson agreed to do.
- 18/0108 Recreation, Play and Open Spaces including Colchester Road Play Area**  
**18/108.1 To receive reports on condition of area and identify any health and safety risks of duty and consider any decisions for expenditure.**  
 It was reported that the new fencing was installed around the Colchester Road play area but there was a small gap between the bottom of the fence in one area and the ground. The section was part of the fencing line alongside the school and may present a hazard. It was agreed to look closure at this before payment would be made.
- 18/108.2 To note that the TDC playground inspection for the Millennium Green did comment that the rope sections were worn and should be monitored and replaced as appropriate. This was deemed low risk.**  
 Cllr Thompson had arranged for another company to quote for replacing the scramble net and wooden piece on the Millennium Green. This may be completed shortly.
- 18/0109 Environment and maintenance**  
**18/109.1 To receive reports and consider any decisions for expenditure.**  
 Three councillors had met with the manager of the Ardleigh Highways Depot regarding their lighting. They reported that the depot requires 3-phase electricity to the site and when the new junction box is installed it will allow the tall overhead lights to be controlled individually and turned off when not in use. This should also reduce the intensity of the street lighting on that road bend. It is expected to achieve this later in 2018.
- 18/0110 Public Rights of Way**  
**18/110.1 To receive reports and consider any decisions for expenditure.**  
 It was noted that information had been circulated regarding the access permitted as part of the planning application for Cypress Cottage, which showed that there was no permission to use Blacksmiths Lane. The council decided that a search of the land registry should be taken to ensure that no permission had been granted over Blacksmith Lane before seeking to stop vehicle usage.
- It was also noted that the footpath diversion through the old Ardleigh Hall Squash Club had been made permanent.
- 18/0111 Highways**  
**To consider what action might be taken to raise safety concerns regarding the Home**

**Farm Lane road bridge over the main line railway.**

It was noted that the passing area on Home Farm Lane was still a problem with lorries parked for lengthy periods. There was concern about the volume of heavy vehicles over the railway bridge and its impact on bridge safety as it was reported that 2 lorries had tried to pass on the narrow railway bridge. It was also reported that Highways had recently conducted a traffic study on Home Farm Lane BUT had notified Peake Fruit of the survey in advance. It was noted that after the survey had ended a number of HGVs travelled across the bridge to Peake Fruit.

The Council agreed that no action would be taken at present.

**18/0112 Parish Councillor Allowances and Expenses.**

**To consider the report showing the possible allowances and expenses that could be paid to Councillors and decide on any implementation (see attachment).**

The Council noted the report and agreed that Councillor positions would not be paid an allowance but the Chair would continue to be paid £100 each quarter. It was also agreed that Councillors could claim mileage for Council business paid at £0.45 pence per mile and the policy would be amended to reflect this.

**18/0113 Council Audit**

**18/113.1 To consider the effectiveness of the system of internal control.**

**And to approve the Annual Governance Statement.**

The Council resolved that the system of internal control was suitable and effective for the Parish Council.

The Council resolved the approval of the Annual Governance Statement and its submission to the external auditors – Proposed by Cllr Chase-Gardener and seconded by Cllr Talbot.

**18/113.2 To consider the Annual Internal Audit Report of Accounts Year Ended 31 March 2018.**

The internal audit report was considered and noted.

**18/113.3 To consider the Accounting Statements (Section 2 of the Annual Return).**

**To approve the Accounting Statements, by resolution, and ensure the Accounting Statements are signed and dated by the Council Meeting Chair.**

The Accounting Statements were considered and agreed. The Council then resolved and the Chair signed and dated the Accounting Statements – Proposed by Cllr Chase-Gardener and seconded by Cllr Talbot.

**18/113.4 To decide the dates for the exercise of Public Rights of Inspection commencing between 4<sup>th</sup> June 2018 and 2<sup>nd</sup> July 2018 and running for a period of 30 working days. And 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’.**

The dates decided by the Council are 2<sup>nd</sup> July to 10<sup>th</sup> August for the exercise of Public Rights of Inspection.

**18/113.5 To note that the current internal auditor is unable to continue and another internal auditor should be found.**

It was noted that the internal auditor would not be able to continue in the role and the Council decided to ask a local company if they would take the role of internal auditor for Ardleigh Parish Council.

**18/0114 Insurance**

**To renew Council Insurance with Aon at £903.98.**

This was agreed and the clerk was also asked to find out if damage to the Recreation Ground is covered by the policy.

**18/0115**      **GDPR Privacy Notice**  
**To consider publishing the draft Parish Council and Village Hall Privacy Notice on the website.**  
This was agreed.

**18/0116**      **Ardleigh Memorial Events**  
Cllr Chase-Gardener suggested that more councillors be involved with the memorial event planning by attending the next meeting on 12<sup>th</sup> June. Cllr’s Barrott, Marshall and Talbot agreed.  
It was also agreed that the Parish Council would contribute to the overhead costs of organising the memorial events.

**18/0117**      **TDALC**  
**To receive any report or minutes from latest meetings.**  
Cllr Halsey reported that TDALC had received a presentation with the Local Highways Ranger and it was suggested that Local Highways Panel requests should be made as they would be accommodated where possible and affordable.

**18/0118**      **Parish Council Finance**  
**18/118.1**      **To receive report on Parish Council financial statement as at the 31 May 2018 (see attachment).**  
This was accepted.

**18/118.2**      **To approve the bills for payment for Parish Council and Village Hall –Cheques/Bacs payments .**

The following were approved for payment:

Clerk Pay (inc PAYE, pension, NI, holiday)	£	446.40
Employer Pension .....	£	8.93
Clerk Mileage.....	£	23.85
Clerk Stationery .....	£	31.98
JF Tree Specialist	£	2016.00
Council Insurance	£	903.98
Play Inspections TDC	£	105.55
OakView Nurseries Floral Display	£	1653.50
Internal Audit – S Wotten	£	200.00
J Hamblin Archivist	£	187.50
Playquip – col rd fencing	£	9151.62

**18/0119**      **Recreation Ground End of Year Audit**  
**To accept the end of year internal audit report (see attached).**  
These were accepted as the accounts to be submitted to the Charities Commission.

**18/0120**      **Information for the attention of the Clerk for the next meeting.**  
The Agenda specifies the business that it is proposed to transact (Local Government Act 1972 Sch.12 para 10 (2) (b) and the Council cannot lawfully decide any matter which is not specified in the Agenda (Longfield Parish Council v Wright (1918) 88 LJ Ch 119)

**18/0121**      **Meeting Closure & Date of Next Meeting**  
Monday 9<sup>th</sup> July 2018.

**Signed by Meeting Chair ..... on .....**