

ARDLEIGH PARISH COUNCIL



Minutes of the Meeting of Ardleigh Parish Council held on Monday 11 January 2021 at 7.30pm by remote Zoom link

PRESENT Cllr Tim Barrott (Chair), Cllrs Sally Bolingbroke, Jayne Marshall, Carolyn Mason, Rikki Talbot, Chris Whitfield

Cllrs Clive Salmon, Emma Thrower, Emma Twine, Jonathan Waters were co-opted at the meeting and joined from item 21.005

Clerk- Rachel Fletcher

ALSO IN ATTENDANCE Cllr Carlo Guglielmi Essex County Council (ECC), two members of the public were also in attendance

21.001 Chair's welcome and outline of proceedings on Zoom

The Chair welcomed those attending and confirmed how the Zoom meeting would work. All participants would remain muted and should raise their hand to speak and wait until invited to do so by the chair.

21.002 Apologies and reasons for absence

None

21.003 Public participation session relating to items on the agenda or matters of mutual interest

Matters raised under this item included

- Request for further details for co-option of councillors including where the vacancies had been advertised. It was confirmed that there had been details in the Ardleigh Advertiser over several months with those potentially interested asked to contact the Clerk. After the December meeting where it had been agreed to actively seek candidates those who had previously expressed an interest were contacted and there had been a campaign on social media which had led to additional interest and applications.
- Warning light on school traffic sign on Colchester Road (previously reported and discussed at surgery with Essex County Council)
- What had happened to a bus stop under the Old Ipswich Road bridge which seemed to have been removed.
- Damage to pavement on Old Ipswich Road caused by a crane manoeuvring to the site of the former golf range (also mentioned at previous meeting).

21.004 Co-option of Councillors

The Council considered applications to be co-opted to the Parish Council from Clive Salmon, Emma Thrower, Emma Twine and Jonathan Waters.

In accordance with the Casual Vacancies Co-option Policy adopted by the Council on 9 March 2020 (Minute Number 20.045) all had submitted written applications, had confirmed their eligibility and attended an informal discussion with current members of the Council.

Clive Salmon, Emma Thrower, Emma Twine and Jonathan Waters were nominated by Cllr Whitfield and seconded by Cllr Talbot and unanimously co-opted to join the Council by show of hands.

The declarations of acceptance of office were signed in view of the camera (and hence in the presence of the Proper Officer). New Councillors were declared co-opted and welcomed to the meeting.

It was confirmed that there was one further vacancy and the question of whether and when to actively to seek to fill this would be considered at the February meeting.

21.005 Declaration of Interests

There were no declarations of pecuniary or non-pecuniary interests relating to agenda items

- 21.006 Minutes of the last meeting of the Council held on 14 December 2020**
These were confirmed as a true and accurate record of the meeting
- 21.007 Planning**
The following comments were made on planning applications.
- Applications** It was noted that the Local Plan was expected to be considered by the full Tendring District Council on 26 January. Once the relevant sections were in place it was hoped that new developments outside the Settlement Development Boundary would be unlikely to receive permission.
- 20/01729/OUT [Erection of 1no. dwelling.](#)** Land adjacent 39 Harwich Road Lawford CO11 2LS
The Council objected to this application having already objected to a recent application for two new houses at this address and having expressed concerns about the number of new properties on this stretch of the A137 which was outside the Settlement Development Boundary.
- 20/01688/FUL [Erection of 9 dwellings and access.](#)** Land Sth of Turnpike Close Ardleigh CO7 7QW
The council objected to this application as it was outside the Settlement Development Boundary, would overdevelop a small site with loss of privacy for other properties and there were concerns about parking and road safety
- 20/01779/FUL [Erection of front porch, cladding to exterior of older part of the dwelling house and replacement front windows.](#)** Royston Waterhouse Lane Ardleigh CO7 7TE
The council had no objection
- 20/01771/FUL [Change of use of agricultural land to garden.](#)** Land rear of Mulberry Cottage Waterhouse Lane Ardleigh CO7 7TE
The council supported the application
- 20/01761/FUL [Proposed retention of existing B8 use with additional use of E\(g\) and B2 use.](#)** Freight Centre Systematic Business Park Old Ipswich Road Ardleigh CO7 7QL
The council had no objection
- 20/01677/FUL [Proposed ground mounted solar panels in 2 arrays.](#)** Yaffle Crown Lane North Ardleigh CO7 7RA
The council had no objection
- Other/ Appeals** The were no items relating to appeals, licensing or other planning matters to be considered or noted.
- Decisions** Planning decisions confirmed since the last meeting were noted. Full details could be found on the Tendring District Council web pages <https://www.tendringdc.gov.uk/planning/planning-applications> weekly updates were forwarded to members and were available online.
- 21.008 Tendring Local Plan, Tendring/Colchester Borders Garden Community, A133/ A120 Link Road Local Plan.** It was noted that the hearing sessions for the Local Plan Section 2 examination would be held virtually commence on Tuesday 23 February 2021.
- Garden Community.** The public engagement strategy was noted. Cllr Guglielmi provided a verbal update and confirmed the intention to engage with communities as soon as there was something to initiate discussions about. He confirmed that officers from the three councils were working on development plan documents (DPDs) but that he had not yet seen any drafts.
- There was a discussion on consultation during lockdown and it was noted that there had been reasonable engagement with our Neighbourhood Plan consultation via social media or Ardleigh Advertiser but that the Garden Community work may access other methods.
- It was noted that an update had been received from Crockleford and Elmstead Action Group (CEAG) including that they would be requesting to be a group that is consulted regarding the Garden Community design, concerns about the relative scale of the proposals – more dwellings than Ardleigh, Elmstead and Wivenhoe combined. Further, that they were keen for the relevant parish and town councils to meet regularly and to include CEAG
- Link Road** It was reported that the Link Road planning application would be submitted to the ECC planning committee which Cllr Guglielmi chaired and that there would be further consultation with the public.

21.009 Reports and Correspondence

21.009.1 District and County Councillor and Police reports

Cllr Guglielmi had provided a written report. He highlighted concerns about pressures on local hospitals due to rising infection rates of Covid -19 and of the impact on the whole community.

It was noted that each TDC member had £1000 to spend in their communities to recognised bodies to support expenditure related to the pandemic.

There was a brief discussion about lack of ECC funding to replace flashing signs and it was understood that there were now many out of action others across county.

There was no report from the Police.

21.009.2 Clerk's report

A written report on key correspondence and tasks undertaken since the last meeting was noted including correspondence on ECC review of Bus Shelters, Noticeboards, Census 2021, Coggeshall Road issues and concerns from residents.

21.009.3 Councillors' reports and responsibilities

No reports were given.

21.010 Neighbourhood Plan

A verbal update was given on recent meetings and activities of the Neighbourhood Plan Steering Group and Working Groups which continued to meet regularly. It was noted that Neighbourhood plan. Questionnaire was still live with 130 online plus 20 in hard copy by the previous week. This was felt to be a little disappointing and equated to around 7% of residents. The groups had been considering how to boost responses especially from 20 to 30 year olds. All present, including new Councillors were asked to try to promote the consultation within their own networks.

21.011 Health and Safety/ Recreation, Play and Open Spaces, Millennium Green

Verbal reports were given, safety checks had been completed and all was in order. The chair of the Millennium Green Trust had provided a written update and a request for the Council's views on types of noticeboards. It was felt that painted/ stained wooden boards were preferable to other options..

21.012 Community Projects, COVID-19 responses and requests for support

21.012.1

It was noted that the keep Ardleigh litter free campaign continued to have good engagement with people regularly picking in Spring Valley Lane, Jubilee Lane, Home Farm Lane, Little Bromley Road, Main Road into village, Colchester Road, Dead Lane, The Street, Dedham Road, John de Bois Hill, Harts Lane, Ingrams Piece, Mary Warner, Gernon, Aveline, Playing Field and Millennium Green, Harwich Road, Station Road, Reservoir.

The quantities and types of litter are consistent. Litter pickers felt that having the equipment provided made picking litter it easier and quicker but that some items were difficult to manage. The area around Wick lane was too dangerous and TDC had been asked by a member of the public to arrange to clear it. Old Ipswich Road was noted as a particular concern.

21/012.2

There was a brief discussion on COVID-19 restrictions, support to residents and volunteering work underway including at vaccination centres. The local helpline continued to operate. It was suggested that more councillors may wish to sign up for the Essex Wellbeing service as there were sometimes local requests for assistance.

21.013 Highways, Public Rights of Way and related issues

Updates were given on the following matters relating to highways, public rights of way and related issues.

- Ongoing closure of footpath 7 at railway crossing while work on railway line continued.
- Blacksmiths lane. land registry records had been provided by a resident (Land Title No EX70649) which appeared to confirm that the whole of Blacksmiths Lane was owned by Tendring District Council. The Clerk would- follow up to ask whether they accepted this and could arrange for regular maintenance and follow up about Mary Warner

Pavements at the same time.

- Ipswich Road Pavement-informal approaches to the company had not led to any action. It was suggested that a more formal approach be made. Action Clerk to write.

21.014 Churchyard & Cemetery

Safety checks had been completed and a report submitted. The handyman would be asked whether he could replace the 'flowers only' sign on the bin. Christmas wreathes would be sensitively removed in the coming weeks.

There was a discussion about the Cemetery extension. There had been informal discussions with a local landowner and with Essex Highways who owned land close to the current site. It was **resolved** that the Clerk should write to the landowner to seek to open a dialogue about the land.

21.015 Parish Council Staffing

21.015.1 To consider whether the meeting should be closed to the public for part or all of this item. This was not discussed as the item below was to be deferred.

21.015.2 To receive an update on staffing matters including proposed amendments to the Clerk's contract and proposals for Deputy Clerk (see attachment).

It was reported that a meeting had been arranged for 13 January to look at proposals for Deputy Clerk and to review Clerks salary and job description. An update would be given to update to the next meeting.

21.016 Parish Council Finance

21.016.1 It was **resolved** to accept the proposed budget for 2021-22. Total receipts £96,469, total payments £111,647 leaving a shortfall of £15,178 to be met by seeking additional grant funding/ a contribution from the Recreation ground charity and/or a transfer from general reserves if necessary.

21.016.2 It was **resolved** to agree the proposed reserves policy and levels of general and earmarked reserves for the Council, including an increase to £70,000 for the Cemetery extension. The Clerk would arrange to transfer funds from the current account to the Cemetery reserve account to reflect this change.

21.016.3 It was **resolved** that the precept demand to be made to Tendring District Council for 2021-22 would be £41,803. This represented a 0% change for the Parish Council contribution to the Council Tax.

21.016.4 The Parish Council Financial Statement and bank reconciliation at end December 2020 (were noted. The year-end position was still projected to be slightly better than budget.

21.016.5 The following bills were approved for payment for the Parish Council in addition to those paid by Direct Debit. Those marked * revised amounts following approval the previous month.

SSLC *	£166.00
Chenery Creative	£115.00
EALC	£36.00
Ardleigh Advertiser	£58.00
Clerk's expenses- drop box	£9.99
Clerks expenses other	£50.00
Acetech	£144.00
Eon	£147.39
Castle water	£22.40
J F Tree specialists	£456.00
The GlazingDivision	£195.00
Superfine Fencing (handyman)	£246.85
EALC	£2,000.00
Chester Jervis	£300.00
Salaries including pensions and HMRC	£1,216.21
	£4,996.84

21.017 Parish Council Policies

None this month

21.018 Parish Council Contracts

There were a number of contracts due to expire end March 2021. In light of the pandemic and difficulty in meeting contractors and site visits it was **resolved** that all existing contractors would be offered the opportunity to extend their contracts for another year to 31 March 2022. Any proposed changes to costs would be considered at a future meeting of the Council.

21.019 Ardleigh Village Hall

There were no urgent matters, it was noted that a separate meeting of the Parish Council as sole trustee to Ardleigh Village Hall would be held on 18 January.

21.020 To confirm date of next meeting. Meeting closure

The next meeting was confirmed for Monday 15 February (one week later than usual).

The Meeting closed at 9.43pm