

ARDLEIGH PARISH COUNCIL



Minutes of the Meeting of Ardleigh Parish Council held on Monday 8 March 2021 at 7.30pm by remote Zoom link

PRESENT Cllr Tim Barrott (Chair), Cllrs Sally Bolingbroke, Jayne Marshall, Carolyn Mason, Clive Salmon, Rikki Talbot, Emma Thrower, Emma Twine, Chris Whitfield and Jonathan Waters. Clerk- Rachel Fletcher

ALSO IN ATTENDANCE Cllr Carlo Guglielmi Essex County Council (ECC) was present. Three members of the public were also in attendance, with a fourth joining briefly at item 21.045

21.039 Chair's welcome and outline of proceedings on Zoom

The Chair welcomed those attending and confirmed that all participants would remain muted and should raise their hand to speak and wait until invited to do so by the chair.

21.040 Apologies and reasons for absence

None

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

Matters raised under this item included

- Proposals for parking restrictions in The Street in advance of a site meeting.
- Litter picking and fly tipping, including request for assistance from TDC litter pickers once they have completed work on A120.

21.042 Declaration of Interests

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

21.043 Minutes of the last meeting of the Council held on 15 February 2021

These were confirmed as a true and accurate record of the meeting

21.044 Planning

The following comments were made on planning applications.

Applications 21/00276/OUT [Outline permission for 2no. detached dwellings with garages \(All Matters Reserved\)](#) Burnt Heath House Frating Road Ardleigh CO7 7SY *The Council objected to this application, despite noting the desire for existing occupants to stay in the location. The site was outside the settlement development boundary and the Neighbourhood Plan consultation had provided clear evidence that residents wished to retain the rural feel of Ardleigh and did not want more houses.*

21/00203/FUL [Erection of self-contained two storey dwelling and adjoining family annexe with private amenity space, cartlodge for parking and stable block for equine housing and hay storage](#) Land Between Sangro and Bowtens Colchester Road Ardleigh CO7 7PQ *The Council strongly objected to this application. The site was outside the settlement development boundary and the Neighbourhood Plan consultation has provided clear evidence that residents wished to retain the rural feel of Ardleigh and did not want more houses. The Council noted that the site was currently agricultural that the loss of further farmland was undesirable and that the design and position/ frontage of the proposed development was not in keeping with nearby properties.*

21/00204/OUT [Outline planning for the erection of 1 no. self-contained dwelling \(All matters reserved\)](#) Land East of 24 Harwich Road Ardleigh Colchester Essex CO7 7LS *The Council strongly objected to this application. The Council objected. There were concerns about continuing ribbon development of Harwich Road between Ardleigh and Lawford, loss of agricultural/ horticultural capacity on former land settlement agency sites. The site was outside the settlement development boundary and contrary to residents views as expressed in Neighbourhood Plan consultation.*

21/00195/PIP [Erection of 1no. detached dwelling](#) Elizabeth Cottage Frating Road Ardleigh Colchester Essex CO7 7SY *The Council strongly objected to this application for reasons as*

above, the site was outside any settlement development boundary and contrary to views of residents as expressed in Neighbourhood Plan consultation.

21/00185/FUL [Erection of single storey Office Building \(Use Class B1a\) with associated parking, cycle shelter and landscaping](#) Land at Crown Business Centre Old Ipswich Road Ardleigh Colchester Essex CO7 7QR *The Council noted that this was a relatively modest development adjacent to an existing site where permission had been given which it was hoped may provide premises and employment opportunities for micro businesses. Small developments of this type received some support in the recent Neighbourhood Plan consultation. It was further noted that business use would seem to be more appropriate than housing on this site.*

**Other/
Appeals**

Minerals and Waste Applications Two applications were considered

- 1) Proposed western extension to Martells Quarry for the extraction, processing, sale and distribution of silica sand and gravel, and subsequent restoration using inert materials along with the creation of a new access. <https://planning.essex.gov.uk/planningapplication.aspx?AppNo=ESS/29/20/TEN>
- 2) Retrospective permission for the erection and use of a new modular office block on Land at Martells Quarry, Slough Lane, Ardleigh, CO7 7RU
<https://planning.essex.gov.uk/planningapplication.aspx?AppNo=ESS/14/21/TEN>

Although there was no objection, as such, it was noted that the quarries had an impact on the Parish and that vehicles should use direct routes to main trunk roads rather than roads through countryside and villages. Work to 'make good' areas previously quarried was noted. Concern was expressed regarding the retrospective nature of the second application.

Licensing Applications 21/00062/PREMGR Vine Lodge Jarrow House Vineyard Harwich Road Ardleigh CO7 7LT *The Council supported this application having received further information from the applicant that only products from the vineyard itself would be sold under the license.*

Appeals Land North of Wick Lane up to 50 houses. Application reference: 20/00592/OUT Appeal reference: APP/P1560/W/20/3260443. *The Council and more than 140 residents had submitted objections to the original application. The situation regarding the Local Plan and the availability of more than 5 years housing land supply had changed since the original application. Therefore, as the site was outside the Settlement Development Boundary, it was hoped that the Planning Inspector would reject the appeal. Nonetheless, the Council agreed to strongly object to the appeal and to publish its objection to assist residents who may wish to add their own comments.*

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.

21.045

Tendring Local Plan, Tendring/Colchester Borders Garden Community, A133/ A120 Link Road Local Plan. It was noted that the enquiry relating to Section 2 of the Local Plan had concluded the previous week. It was expected that TDC would be in a position to adopt the Plan during April and that this would make speculative development outside settlement development boundaries much more difficult in future.

Garden Community. Cllr Guglielmi reported that initial meeting dates for stakeholder consultation on the proposed Garden Community had been set. Preparatory work on ecology issues and Development Planning Documents was underway by officers.

Link Road It was reported that the planning application was expected to be considered by the Essex County Council Planning Committee in May, after the local elections.

21.046

Reports and Correspondence

21.028.1 District and County Councillor and Police reports

Cllr Guglielmi had provided a written report- updates on ongoing issues relating to Highways, Garden Community and Covid response were given and have been recorded at the relevant item in these minutes.

There was nothing directly relevant for Ardleigh to report from the Police. Any update received after the meeting would be shared with the Ardleigh Advertiser for publication.

21.028.2 Clerk's report

The written report on key correspondence and tasks undertaken since the last meeting was noted. It had been a busy month with year-end approaching and progress made since the last meeting just three weeks earlier.

21.028.3 **Councillors' reports**
Nothing was reported

21.047 Neighbourhood Plan

A verbal update was given on recent meetings and activities of the Neighbourhood Plan Steering Group and Working Groups including a presentation from Planning Direct at the Working Group meeting on 22 Feb and a discussion about this on 1 March. An updated version of the document 'about us' which would form part of the plan was expected before the end of March.

21.048 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, the log swing had been fixed, kindly funded by GCG Environment Trust.

It was noted that in the Colchester Play area, some nettles round the edge needed clearing. Repairs to a slippery ramp had been swiftly actioned following reports from members of the public, who had responded positively despite the enforced closure while awaiting repair.

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

21.049.1 It was noted that the eep Ardleigh Litter Free campaign continued to have good engagement with 30 hours of picking recorded by 17 people in February. 10 more kits had been given out and there was a waiting list of 8 people. The benefits of the scheme included less litter, more awareness, broad support from the community, and positive experiences for those involved. **It was resolved** that the Parish Council would fund a further 30 kits at around £30 per kit and that sponsorship would be sought to contribute to the cost.

21.049.2 COVID-19 restrictions, public health information or actions for the Council. It was reported that Tendring District was highest ranked in the country for vaccinations with 51% of adults receiving their first dose.

It was noted that the Village Hall had been booked for elections on 6 May, and that the deadline to apply for postal votes was 21 April. It was further noted that other face-to-face meetings and indoor bookings would probably not be possible until after 21 June, yet remote PC meetings may be disallowed after 6 May.

21.050 Highways, Public Rights of Way and related issues

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

- Blacksmiths Lane. Tendring DC staff had been out and made improvements-this was now on their monthly maintenance list. The obscured street light was in hand.
- Meeting with Elmstead PC and Highways about Wivenhoe Road weight restrictions on 17 March.
- Old Ipswich Road and nearby lanes. Help to clear litter had been requested from TDC and was expected to be arranged for Wik lane and Slough Lane once A120 work was complete.
- Colchester Road. Grit on the pavement along the stretch between the Wooden Fender and the Church. Remedial work had been requested.
- Footpath on route to the railway line required a gate to be opened and closed behind the walkers while passing through private property.

21.050.2 Options for The Street parking restrictions were considered which would then be discussed with North Essex Parking Partnership (NEPP). Proposals had been circulated before the meeting and ideas had also been flagged during public participation above. These were considered and all would be taken forward to a meeting with (NEPP) to for them to advise on the best options to be submitted to the Local Highways Panel.

21.051 Churchyard & Cemetery

- 21.051.1 The Cemetery safety inspection had been completed and no issues of concern reported. A spring clean had been completed by five Parish Councillors and one member of the public.
- Proposed new fee levels were considered. It was **resolved** to amend the charges with effect from 1 April 2021 based on a 7% uplift, with some additional increases and rounding to reflect market conditions.
- 21.051.2 Discussions had taken place with an adjoining landowner and an approach made to Essex County Council about acquiring land close to the existing site for a possible extension.

21.052 Parish Council Finance and Staffing

- 21.052.1 The Parish Council Financial Statement and bank reconciliation at end February 2021 were noted. The year-end position would be significantly better than budget due partly to unexpected income relating to the Cemetery and from Network Rail. It was noted that a VAT claim had not been made during the year and would now be deferred until after the new Deputy Clerk was in post. It was hoped that the next VAT claim would include back-dated claims relating to Village Hall expenditure as well as the Parish Council itself and this would require records from previous years to be manually checked.
- 21.052.2 The following bills were approved for payment including payments already made under delegated powers in addition to those paid by Direct Debit. Those marked * revised/actual amounts following approval the previous month.

Actual February salaries including HMRC and Pension*	£2574.54
Chair's allowance	£100.00
Drop Box (Clerk's expenses)	£9.99
Adobe Pro subscription	£181.10
Clerk's expenses, other	£42.58
CPRE	£36.00
Mortimer Contracts	£264.00
Jill Hamblin	140.92
Superfine (E Weidling)	£363.69
Planning Direct	£2524.20
Helping hands- litter picking kits	£900
March salaries including Clerk's accrued hours (plus HMRC and pension as required)	£2739.77

It was confirmed that expenditure could be made prior to year including £900 for litter picking kits, up to £4000 to Planning Direct for services to support the development of the Neighbourhood Plan and pay for the Clerk for additional hours accrued to end February.

- 21.052.3 The Asset Register for the Council and associated charities was received and noted.
- 21.052.4 An update on recruitment of the Deputy Clerk was given. The advertisement was live and the interview panel was confirmed as Cllrs Barrott, Marshall and Whitfield and the Clerk. It was **resolved** that equipment needed for the Deputy Clerk such as laptop and printer would be provided.

21.053 Parish Council Policies

It was **resolved** to adopt the following updated policies which had been circulated.

- Financial regulations
- Risk management policy and register
- System of internal financial control

Further enhancements to these policies and associated documents may be considered at a future meeting, such as the addition of a 'RAG rating' for the risk management register. Further updates to the system of internal financial control would be considered after the internal audit.

21.054 Parish Council Contracts

An update was given on proposed price uplifts for existing contractors willing to extend for 2021-22, It was **resolved** that the price changes requested by continuing contractors which had

been circulated should be agreed.

21.055 Ardleigh Village Hall

It was noted that a separate meeting of the Parish Council as sole trustee to Ardleigh Village Hall would be held on 15 March.

21.056 Climate Change

A letter from Tendring District Council seeking local support for TDC's Climate Change Policy was considered. It was agreed that the full policy would be circulated.

21.057 Future Meetings

The next meeting was confirmed for Monday 12 April at 7.30pm

It was noted that temporary legislation allowing virtual council meetings was due to expire after 6 May. It was **resolved** to change the date of the May meeting to Wednesday 5 May at 7.30pm to ensure that this could be held remotely. This would be the annual meeting of the Parish Council where the Chair and Vice-Chair would be selected and it was hoped that annual financial and accountability return and audit reports could also be dealt with at this meeting.

It was agreed to call a brief Annual Parish Assembly for 7pm on the same day (5 May) with a limited agenda to meet the requirement to hold such a meeting.

It was noted that Cllr Bolingbroke would not be able to attend on 5 May.

The meeting closed at 9.41pm