

# ARDLEIGH PARISH COUNCIL



## Minutes of the Meeting of Ardleigh Parish Council held on Monday 12 April 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. Clerk- Rachel Fletcher

**ALSO IN ATTENDANCE** Lizzie Cheeld, incoming Deputy Parish Clerk.

Cllrs Neil Stock Tendring District Council (TDC) and Carlo Guglielmi Essex County Council (ECC) Richard Greaves and Lauren Keeling ECC Planning Team invited for item 21.061

Three members of the public were also in attendance

### 21.058 **Chair's welcome and outline of proceedings on Zoom**

A minute's silence was observed by members as a mark of respect following the death of HRH Prince Philip, Duke of Edinburgh.

Members of the public were admitted to the meeting. 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.

### 21.059 **Apologies and reasons for absence**

Cllr Jonathan Waters had sent apologies.

### 21.060 **Public participation session relating to items on the agenda or matters of mutual interest**

Matters raised under this item related to planning matters to be considered at the meeting including 21/00388/OUT (26 Harwich Road) and 20/01786/FUL (Bengal Diner).

### 21.061 **Minerals Local Plan Review**

Two representatives from Essex County Council Planning Service provided information and answered questions relating to the Local Minerals Plan consultation <https://www.essex.gov.uk/minerals-local-plan-consultation>. It was noted that the Parish was rich in natural resources and that there were a number of quarries operating within the area. Sites were determined well in advance through the Minerals Local Planning process which was now being reviewed. There was no call for new sites.

It was noted that silica sand, essential for the building trade was quarried from a site within Ardleigh and that 10 years supply of this resource needed to be demonstrated. There were questions about how our Neighbourhood Plan should reflect the minerals issues, opportunities for reusing and recycling aggregate and how and whether former minerals and waste sites could be transformed to public open space.

It was noted that concerns about quarry and reservoir vehicles using various roads across the Parish had been raised with the company concerned and with Essex County Council. It was agreed that a proposal initiated by Elmstead Parish Council to seek weight restrictions along Wivenhoe Road had the support of the Council.

### 21.062 **Declaration of Interests**

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

### 21.063 **Minutes of the last meeting of the Council held on 8 March 2021**

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

### 21.064 **Planning**

The following comments were made on planning applications.

**Applications** **21/00368/FUL and 21/00369/LBC** [Proposed demolition of existing sunroom/conservatory, construction of new sloped roof extension, re-roofing of property and replacement of roof felt.](#) Chilvers Cottage Lodge Lane Ardleigh Colchester Essex CO7 7RD. *The Council had no objections. However, it was noted that the application appeared to have been validated without a planning statement or heritage statement as would have been expected.*

**Ref. No: 20/01786/FUL** [Retrospective planning application to retain lean to, marquee, pergolas, shed, concrete slab, play area and outside bar.](#) The Bengal Diner Fox Street Ardleigh Colchester Essex CO7 7PP *The site now appeared to be quite over-developed. The Council wished to support local businesses to survive and thrive during these challenging times and would therefore support temporary permission for temporary structures to assist with social distancing and outdoor dining. The Neighbourhood Plan consultation indicated that people want places to eat out in our Parish, the Bengal Diner is such a place. However, the Council felt that a noise management plan may be required and noted that potentially noisy events (such as weddings or large outdoor bookings) would be a cause of concern for nearby residential properties.*

Note on retrospective planning. *The Parish Council was concerned, in general, about use of retrospective planning applications where building work has been undertaken without permission. The Council felt this was unfair on applicants who follow the correct procedure and should be discouraged.*

**21/00537/FUL** [Proposed single storey rear extension, front porch extension and proposed new gates.](#) Inglenook Dedham Road Ardleigh CO7 7LL *The Council Supported this application*

**21/00365/NMA** [Non-Material Amendment to Planning Permission \(granted under Appeal ref: APP/P1560/W/18/3205269\) for 3 bedroom detached dwelling with external parking space at 22 Harwich Road, Ardleigh. Amendments to consist of removal of glazed roof, replaced with traditional tile and additional dormer in centre of roof, same size as proposed dormers at either ends of roof](#) The Lodge at 22 Harwich Road CO7 7LS *It was noted that this has been turned down as it was considered more than a non-material amendment and would require a full planning application.*

**21/00388/OUT** [Erection of one self-contained dwelling.](#)

Land East of 26 Harwich Road Ardleigh CO7 7LS *The Council strongly objected to this application along similar lines to previous applications to ribbon development along the A137 between Ardleigh and Lawford. The site is outside the settlement development boundary, the Council would not support additional housing on land which was originally Land Settlement Agency.*

**Other/  
Appeals**

*Minerals and Waste Local Mineral Plan Review. See [www.essex.gov.uk/minerals-consultation](http://www.essex.gov.uk/minerals-consultation). It was resolved to respond to the Local Minerals Plan consultation. The clerk would consult with Councillors and submit comments using delegated authority.*

**Decisions**

*There were no Planning Appeals or Licensing Applications considered at the meeting. Planning decisions confirmed since the last meeting were noted including retrospective planning permission which the Council regretted. 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.*

**21.065**

**Tendring Local Plan, Tendring/Colchester Borders Garden Community, A133/ A120 Link Road Local Plan.** It was noted that Part Two of the Local Plan was not yet adopted and signed off, but that this was expected within weeks.

**Garden Community.** An update was given on a briefing for Parish and Town Councils held on 6 April which several Councillors attended together with representatives from Wivenhoe and Elmstead. A meeting would be arranged with Gary Guiver, Assistant Director, TDC to discuss issues specific to Ardleigh.

**Link Road** It was reported that the planning application had been submitted and would therefore be considered at a future meeting once consultation opened.

**21.066**

**Reports and Correspondence**

**21.066.1**

**District and County Councillor and Police reports**

District Cllr Stock reported that he had authorised a £600 grant to assist with the additional costs of providing information to residents and to maintain noticeboards in the Parish. He provided an update on remote meetings legal challenge, a new TDC CCTV and Drone Policy in an effort to tackle fly-tipping and plans for summer tourism in the Tendring area.

County Cllr Guglielmi had provided a written report and highlighted the ECC 'Love Local' campaign, issues with crowding at recycling centres and the expected benefits of the designation of a

Freeport in Tendring- including dualling of the A120.

Other matters discussed, including a site meeting regarding parking restrictions in The Street, have been recorded at the relevant item in these minutes.

A Police 'Street Meet' would be taking place outside the Village Hall on 8 May at 15.30.

21.066.2 **Clerk's report**

The written report on key correspondence and tasks undertaken since the last meeting was noted.

21.066.3 **Councillors' reports**

Nothing was reported

**21.067 Neighbourhood Plan**

A verbal update was given on recent meetings and activities of the Neighbourhood Plan Steering Group and Working Groups. A template of the structure of the draft plan had been circulated to the Steering Group and work was underway regarding vision and draft policies. Work to prepare an action plan to prioritise and tackle suggestions outside of the scope of the plan had also started.

**21.068 Health and Safety/ Recreation, Play and Open Spaces, Millennium Green**

21.068.1 Verbal reports were given, safety checks had been completed and all was in order

21.068.2 There was a discussion about damage and disruption caused at Recreation Ground by vehicles pumping sewage, on behalf of Anglian Water. It was noted that the issue seemed to have worsened in recent months and was likely to indicate increasing issues with the infrastructure.

It was resolved to contact Anglian Water to complain about damage and disruption and to seek information and reassurances about long term intentions.

**21.069 Community Projects, COVID-19 responses and requests for support**

21.069.1 It was noted that the Keep Ardeleigh Litter Free campaign continued to have good engagement with 28 hours of picking recorded in March. 30 further kits were available for distribution to volunteers who would be able to keep the kits and to conduct picks at their own convenience (and at their own risk).

21.069.2 COVID-19 restrictions, public health information or actions for the Council. There was nothing report on this occasion.

**21.070 Scheme of Delegation and Remote meetings**

21.070.1 The position regarding remote Council meetings was noted, including a letter sent from Luke Hall MP, Minister of State for Local Government to Council leader and an associated 'Call for Evidence'. Several councillors had responded to the 'Call for Evidence' and others were encouraged to do so. It was noted that returning to Face-to Face meetings before restrictions were lifted and all Councillors had been vaccinated was potentially risky. It was agreed that a return to face-to face meetings should therefore be delayed if possible.

21.070.2 Changes to the scheme of delegation to permit decisions to be taken and enacted without face-to face/ official meetings taking place should this be necessary were agreed.

It was resolved to adopt the updated Scheme of Delegation. This could be used, as required, until further notice.

**21.070 Highways, Public Rights of Way and related issues**

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

- Spring Valley Lane. Vehicle damage to road and verge thought to have been caused by HGVs. Cllr Salmon would provide photographs for Cllr Guglielmi to follow up including a possible Local Highway panel (LHP) scheme to discourage vehicles above certain size/ weight.
- Wick Lane. This would be followed up, litter collection had been undertaken by TDC on A120 and A133 and once this was completed it was hoped that Wick Lane would be next.
- Lorries from waste transfer station and quarries- reports had been passed to the companies concerned.
- Colchester Road pavements had been swept following report to ECC.

21.071.2 *The Street Parking Restrictions.* It was noted that a site meeting with North Essex Parking Partnership (NEPP) had been held on the afternoon of the meeting. It was clear that the current situation was dangerous with cars driving on to the pavement to allow others to pass.

It was reported that NEPP would recommend proposing a red route with staggered double red lines so that parking would only be permitted on one, or other, side of the between the church and the entrance to the old Ardleigh Hall site. A formal proposal would be drawn up to be presented to the Local Highways Panel (LHP). Residents and businesses affected should be consulted.

The Council expressed support for the scheme, as discussed with NEPP, to be proposed to the LHP

**21.071 Parish Council Finance and Staffing**

21.071.1 The Parish Council Accounts and bank reconciliation at the end of the financial year (31 March 2021) were noted and approved. The year-end position showed total income of £98,663 and outgoings of £84,217 resulting in a surplus of £14,446. This was significantly better than budget. Income was more than £20,000 above budget (largely due to additional grant income and a payment from Network Rail for use of the car park). Overall outgoings were around £3000 less than the budget. An explanation of variances prepared as part of the annual governance and accountability process was noted.

21.071.2 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 March salaries including HMRC and Pension*	£3463.98
Planning Direct*	£2,524.20
Helping hands- litter picking kits*	£986.94
Mortimer Contracts	£216.00
Superfine Fencing (handyman)	£720.00
Drop Box (Clerk's expenses)	£9.99
EALC training	£216.00
eon	144.19
SSLC	£54.00
Chester Jervis	£300.00
EALC membership	£623.16
Philip Liverton	£184.80
Eurooffice	£140.26
J F Tree Specialist Ltd	£768.00
ICCM	£95.00
April gross salaries including new Deputy Clerk (plus HMRC and pension as required)	£2657.07

21.071.3 An update was given on the proposed process for internal and external audit in the light of changes to remote meeting arrangements. The internal audit had been brought forward and the files were already with the auditor. It was intended that the Annual Governance and Accountability Statement would be available to the considered at the remote meeting on 5 May as this would need to be approved by the full Council and could not be delegated.

21.071.4 The outcome of recent recruitment process to appoint a new Deputy Parish Clerk was confirmed including eligibility for membership of the Local Government Superannuation Scheme.

It was resolved that Elizabeth (Lizzie) Cheeld be appointed to the post of Deputy Parish Clerk from the date of the meeting. The post would be for 12 months initially, 15 hour per week, salary SCP point 12.

It was resolved that all employees, including the new Deputy Parish Clerk, were eligible for membership of the Local Government Pension Scheme. It was noted that a public notice had been served on 2 September 2019 which stated that 'all employees' would be eligible for the scheme

and the Deputy Parish Clerk role had been advertised with access to the LGPS included.

**21.072 Parish Council Policies**

It was noted that policies updated at the last meeting had been published. Further updates would be considered later in the year following the completion of the audit.

**21.073 Parish Council Contracts**

To note that costs of providing floral displays would increase for 2021 and it was resolved to accept the quote provided by Bland Landscapes to add to their existing contract for 2021.

**21.074 Ardleigh Village Hall**

It was noted that the latest guidance from ACRE on reopening Village Halls and the need to update risk assessments had been circulated. There was a discussion about whether it was realistic to plan for bookings after 17 May when some further easing of restrictions was expected, this included a request for an outdoor event from the Ardleigh Horticultural Society and a booking, for the outside toilet only, from Ardleigh Cricket Club. It was confirmed that arrangements could be made to allow the Cricket Club external access with risk assessment completed, but that it was premature to consider other bookings where the Hall itself would be needed at this time until the latest guidance had been scrutinised and risk assessments updated. It was noted that separate meetings of the Parish Council as sole trustee to Ardleigh Village Hall would be held as needed.

**21.075 Churchyard & Cemetery**

The Cemetery safety inspection had been completed and no issues of concern reported. Correspondence had been received expressing concern about soil from a nearby grave being left on another grave.

The updated charges agreed at the last meeting had been rounded up, circulated and published on the website and the Council confirmed that these new rates were applicable from 1 April 2021.

**21.076 Future Meetings**

It was confirmed that a brief remote Annual Parish Assembly would be held on 5 May at 7pm for up to 30 minutes. No reports would be requested.

The next meeting, which would be the Annual Meeting of the Parish Council, would be held on Wednesday 5 May at 7.30pm on Zoom.

The meeting closed at 9.43pm