

ARDLEIGH PARISH COUNCIL



Minutes of the Meeting of the Annual Meeting of Ardleigh Parish Council held on Wednesday 5 May 2021 at 7.30pm by remote Zoom link

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

Also in attendance- Lizzie Cheeld, Deputy Parish Clerk.

21.078 To Elect a Chair

Cllr Tim Barrott was proposed, seconded and unanimously elected as Chair of the Parish Council.

21.079 To Elect a Vice-Chair

Cllr Richard Talbot was proposed, seconded and unanimously elected as Vice-Chair of the Parish Council.

21.080 Minutes of the last meeting of the Council held on 12 April 2021 and ratification of decisions taken at that meeting.

The minutes of the last meeting were agreed as a true and accurate record of the meeting. All decisions taken at the meeting, including the Scheme of Delegation, were unanimously ratified.

21.081 To receive the Chairman's declaration of acceptance of office

This was signed in full view of the meeting.

21.082 Annual business – see Standing order 2j

It was noted that the order of business of the annual meeting was set in Standing Orders. It was agreed to consider the items below later in the meeting or to defer to a future meeting.

- Appoint representatives to outside bodies. *See item 'Council Roles' below*
- To appoint committees and sub-committees. *See item 'Council working groups and Committees' below*
- To consider the payment of any subscriptions falling to be paid annually. *Included with list of payments below*
- Review of inventory of the Council's land and assets including buildings and office equipment. *Defer (Asset Register last reviewed March 2021)*
- Review of the Council's and/or employees' memberships of other bodies. *Included with list of payments below.*
- Establishing or reviewing the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998. *Defer to future meeting*
- Establishing or reviewing the Council's policy for dealing with the press/media. *Defer to future meeting*

It was noted that the Council would review the Standing Orders in due course and that Standing order 2j may need to be updated.

21.083 There was no item 21.083 (error in numbering on agenda)

21.084 Apologies and reasons for absence

Cllr Sally Bolingbroke had sent apologies

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

There were no members of the public present

21.086 Declaration and Register of Interests

The requirements for declarations of interest, dispensations and updating the published register were confirmed. No pecuniary or non-pecuniary interests were declared relating to the agenda.

21.087 Reports and Correspondence

21.087.1 District and County Councillor and Police reports

No reports had been received.

It was noted that a Police 'In Your Street' meeting was due to take place the following Saturday.

- 21.087.2 **Councillors' reports** including reports of training or meetings attended
Youth Engagement Conference- Cllr Mason had prepared a written report which had been circulated. There was potential to consider this areas alongside work on the Neighbourhood Plan and 'community ambitions'. It was noted that Essex County Council had a youth strategy team to assist with community capacity building which could be contacted in due course.
- 21.087.3 **Clerk's report** A written report on key correspondence and tasks undertaken since the last meeting was received and noted and emergency decisions ratified. It was noted that a bank account held by the Parish Council as Trustee for the Recreation Ground had been closed due to inactivity. The possibility of moving banks was raised and could be considered at a future meeting.

21.088 Planning

The following comments were made on planning applications.

Applications	<p>21/00614/TCA No. Norway Maple - reduce by 2m and balance canopy, 1 No. Lime - reduce by 3m and balance canopy. 3 The Limes Ardleigh CO7 7RW and 21/00613/TPO 2 No. Birch - fell. 3 The Limes Ardleigh CO7 7RW <i>The Council supported both applications.</i></p> <p>21/00576/TPO 1 No. Holm Oak - Reduce crown to all aspects by 2m to suitable growth points and remove deadwood, 1 No. Holm Oak - Reduce lateral extension to south by 3-4m to suitable growth points, reduce height by 2m to suitable growth points to leave a balanced crown and remove deadwood. 23 Ingrams Piece Ardleigh CO7 7PZ <i>The Council supported the application.</i></p> <p>21/00554/FUL Variation of Conditions 4 (Ancillary Use of Bungalow) and 10 (Approved Plans) of Approved Planning Permission ref: 19/01949/FUL (Proposed construction of new two storey dwelling, conversion of bungalow to form garage/office, upgrading of existing vehicular access & landscaping. Changes to include retention of more of existing structure and re-cladding of bungalow Pond House Hunters Chase Ardleigh CO7 7LN <i>The Council supported the application as more of the existing property would be retained. The application was for domestic use for private guests ancillary to the main dwelling.</i></p> <p>21/00552/NMA Non Material Amendment of approved application 19/00297/FUL, to move the building northwards on the site in order to maximise the south facing garden. The Lodge at 22 Harwich Road Ardleigh CO7 7LS <i>The Council noted that permission was already in place and this application sought to reposition the dwelling which remained set back from the road. The Council has previously objected to further housing development along the A137.</i></p> <p>21/00603/FUL Retrospective application for the retention of a Biomass boiler house that provides district heating to estate. 20 Harwich Road Ardleigh Colchester Essex CO7 7LT <i>In principle, the Council would support use of low carbon and sustainable energy, where possible. However, it was very concerned about the use of retrospective applications and considered that the installers ought to have known that a planning application would be required.</i></p> <p>21/00559/HHPNOT Proposed rear single storey extension with pitched roof to existing property Fox Hollow Fox Street Ardleigh CO7 7PN <i>The Council had no comment</i></p> <p>21/00485/FUL Erection of detached car/cycle garage 42C Harwich Road Lawford CO11 2LS <i>The Council had no comment</i></p> <p>21/00441/FUL Erection of single storey front extension and rear lean-to extension 6 Wheatlands Station Road Ardleigh Essex CO7 7RS <i>The Council objected to the application in the conservation area and not in keeping with neighbouring properties or the Village Design Statement.</i></p>
---------------------	---

Other/ Appeals

CC/TEN/31/21 New link road between the existing A120 and A133 with other associated works and landscaping. *It was noted that the proposed link road was largely outside the Parish of Ardleigh. It was decided that the Council would not submit any comments on this occasion.*

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.

21.089 Audit and Annual Governance and Accountability Return

- 21.089.1 The Annual Internal Audit Report of Accounts Year Ended 31 March 2021 was noted and approved.

- 21.089.2 The Council considered the effectiveness of the system of internal control and **resolved** to approve the Annual Governance Statement (Annual Governance & Accountability Return (AGAR)-section 1)
- 21.089.3 The Council considered the Accounting Statements (AGAR- section 2). It was **resolved** to approve the Accounting Statements and arrange for the Accounting Statements to be signed and dated by all required parties including the Chair and Clerk of this meeting.
- 21.089.4 The dates for the exercise of Public Rights of Inspection were confirmed between 21 June and 30 July 2021 inclusive. The requirement 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' was noted.
- 21.089.5 It was **resolved** to reappoint Heelis and Lodge as internal auditors for 2021-22.

21.090 Council Roles

The following Councillors were appointed to the following roles of responsibilities. Back-up could be provided by Officers where necessary.

- Play and fitness equipment routine health & safety inspections (Colchester Road, Recreation Ground, Millennium Green)- Cllr Talbot.
- Churchyard and Cemetery routine health & safety inspections- Cllrs Marshall and Mason
- Cemetery Management- Cllr Barrott
- Councillor to conduct/ check Internal financial controls- Cllr Bolingbroke
- Footpaths and Public Rights of Way liaison. Cllrs Salmon and Twine. Liaison would be needed with ex-Cllr Fontaine who had previously taken the lead in this area.
- Police Liaison- Cllr Mason
- Landfill Site Liaison /Quarry Liaison- Cllrs Barrott, Marshall and Talbot
- Tendring District Association of Local Councils- Cllr Marshall
- Social media- led by officers, Cllrs Bolingbrook, Thrower and Twine would provide support and post agreed content.
- Village Hall- responsibilities and arrangements for regular safety checks would be considered at the Sole trustee meeting for the Village Hall.

21.091 Council Working Groups and Committees

- 21.091.1 The terms of reference of the Neighbourhood Plan Working Group and Steering Group/Committee were confirmed. Membership of the Steering Group was confirmed as Cllr Whitfield (chair), Cllr Mason (Secretary) and Cllr Barrott (Vice-Chair) with the Parish Clerk in attendance.
- 21.091.2 Staffing committee. Terms of reference of a new Staffing Committee were confirmed. Members were Cllrs Marshall, Whitfield and Waters. Cllr Barrott would be an ex-officio member.

21.092 Community Projects and Issues

An update on litter picking was circulated. It was noted that reported activity had dropped. There were 19 adult kits and 15 children kits available to be distributed.

21.093 Parish Council Finance and Staffing

- 21.093.1 The Parish Council Finance Report and Bank Reconciliation at end April 2021 was accepted.
- 21.093.2 The following payments were approved, including actual salary payments made in April.

Actual Salaries for April 2021 including pension and HMRC	£3274.28
Drop Box	£9.99
Zoom	£71.94
EALC	£228.00
Ardleigh Advertiser	£180
JF Tree Specialist	£1,008.00
Heelis and Lodge	£250.00
BHIB Councils' Insurance	£807.52
May salaries gross payments excluding HMRC and employer pension	£2,709.16
Caretaking (Village Hall (VH))	£610.77
Paul Wareing- plumbing (VH)	£60.00
Hallmaster (VH)	£220.80
Other VH payments to be authorised by signatories as required	amounts tbc

The following memberships and subscriptions were reviewed and confirmed in accordance with the requirement to review payments of subscriptions annually

- Rural Community Council for Essex x2 (Parish Council and Village Hall))
- Essex Association of local councils (ALC)/ National ALC
- ICCM Institute of Cemetery Crematorium Management
- CPRE- the countryside charity
- SLCC- Society of Local Council Clerks
- Drop Box
- Go Daddy (website)
- Adobe Acrobat
- Google Pro
- Zoom
- Information Commissioner ICO (x2)
- Hallmaster
- PRS/PPL (music licences)
- TDALC (Tendring Association of local councils)
- Storage/ archiving costs (Chester Jervis)

It was confirmed that Direct Debits could be set up/ continued for all utilities for the Parish Council and Village Hall, including, but not limited to, those listed below.

- ICO (see above)
- Castle Water
- TDC rates
- Opus energy (gas)
- Opus energy
- B-online (wifi)
- Castle water
- Affinity water

21.093.3 The allocation of of general and earmarked reserves was updated in light of the balances at the end of 2020-21 as follows;

Type of reserve	Description	£
Earmarked	Cemetery	71000
Earmarked	Handyman/ noticeboards	600
Earmarked	Staff sickness/cover	2636.21
Earmarked	Elections costs	3000
Earmarked	External audit	1000
Earmarked	Village Hall	5000
General Reserve	Based on 8 months budgeted expenditure	70,431.33
	Total reserves	153,667.54

21.094 Tendring Local Plan, Tendring/Colchester Borders Garden Community, A133/ A120 Link Road

It was noted that the Link Road planning application had been discussed earlier in the meeting. Members of the Neighbourhood Plan Steering Group had met a representative of the Crockleford and Elmstead Action Group in preparation for a forthcoming meeting with TDC.

21.095 Highways, Public Rights of Way and related issues

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

- Old Ipswich Road including potholes.
- Kerb stone outside the church.
- Smells from landfill site of Slough Lane- Environment agency.
- Footpath crossing rail line (northern). Expected to remain closed.
- Bonfires. Close to site of allotment- visit from TDC reported.
- Mary Warner road parking. It was reported that an ambulance was unable to gain access.

21.096 Neighbourhood Plan

An update on progress since the last meeting was given, including ongoing liaison with Planning

Direct. A meeting was scheduled with key officers from TDC to discuss the draft plan and the impact on Crockleford Heath of the proposed Garden Community and how such matters could be addressed in the Neighbourhood Plan.

21.097 Ardleigh Village Hall

A brief update was given on Village Hall matters prior to the next meeting of the Council as sole Trustee for the Village Hall. It was agreed that no further bookings would be confirmed until detailed risk assessments were in place and that the earliest date would be 21 June 2021 when step 4 of the roadmap out of lockdown was expected to be reached.

21.098 Health and Safety-Recreation, Play and Open Spaces, Millennium Green

Health and Safety reports received were noted. It was noted that a swing was missing on the Recreation ground play area. The annual ROSPA approved inspection was due to take place.

A contractor had been asked to cut back hedges around the Recreation Ground to discourage tankers, accessing the pumping station, from driving on to the grass.

21.099 Churchyard & Cemetery

The Cemetery safety inspection had been completed- ivy growing up the front wall was noted as it could affect the brick work. The Village handyman would be asked to timetable the work.

21.0100 Parish Council Policies

It was confirmed that existing Standing Orders, Financial Regulations, statement of internal control were up to date, no immediate were edits required and all remained applicable. These were available at <https://ardleigh.website/formal-documents>

21.0101 Future Meetings

It was noted that a High Court judgement was made on 28 April, confirming that the provision for Councils to meet remotely would cease after 6 May. It was confirmed that the Council supported continuation of the option to meet remotely and had functioned successfully with remote only meetings for more than a year. It was noted that practical, health and safety and logistical issues of face-to -face meetings would be significant- particularly if this occurred before Covid-19 restrictions were fully lifted.

The Council **resolved** to continue to 'meet' on zoom at the time and date of scheduled Council meetings in the form of advisory/ consultative meetings with decisions to be taken/ enacted under the Scheme of Delegation. This would be reviewed at the following (remote) meeting which would take place on Monday 14 June 2021 at 7.30pm.

The meeting closed at 9.08pm.