

ARDLEIGH PARISH COUNCIL



Minutes of the Meeting of Ardleigh Parish Council held on Monday 12 May 2025 at 7.30pm at Ardleigh Village Hall.

PRESENT: Cllrs Tim Barrott (Re-Elected as Chair), James Blyth, Jayne Marshall, Carolyn Mason, Richard Talbot, Emma Thrower, Jonathan Waters and Martin Whiteley. Cllr Zoe Fairley, Tendring District Council (TDC) was also present.

Officers: Clerk, Rachel Fletcher and Deputy Clerk, Rachel Edwards (Minutes)

ALSO IN ATTENDANCE: Three members of the public were present in person.

ATTENDANCE:

25.057	Election of Chair of Ardleigh Parish Council
	Cllr Barrott was nominated by Cllr Marshall, seconded by Cllr Waters. All Cllrs in favour.
25.058	Declaration of Acceptance of Office
	Cllr Barrott signed Declaration of Acceptance of Office as Chair of Ardleigh Parish Council.
25.059	Election of Vice-Chair of Ardleigh Parish Council
	Council resolved to retain the post of Vice-Chair for 2025-26. Cllr Marshall was nominated by Cllr Waters, seconded by Cllr Whiteley. All Cllrs in favour.
25.060	Chair's Welcome
	The Chair welcomed everyone to the meeting and thanked them for their hard work in the previous year.
25.061	Apologies and reasons for absence
	Cllr Fontaine sent apologies. Cllr Carlo Guglielmi, Essex County Council (ECC) also sent apologies.
25.062	Public participation session relating to items on the agenda
	The three members of the public present raised issues relating to ECC Minerals Planning – see Minute 25.065c for details. They were asked to write to District Cllr Fairley via the Clerks; she would investigate further, liaising with Essex County Cllr Guglielmi before responding.
25.063	Declaration and Register of Interests and Dispensations
	It was noted that dispensations remained in place (See Minute 23.122 for full details).
25.064	Minutes of meeting held on 14 April 2025
	The Minutes of the meeting were approved as a true and accurate record. Delegated decisions were noted/reconfirmed.
25.065	Infrastructure and other planning issues
	<p>a) Tendring/Colchester Borders Garden Community (and related issues) To note updates.</p> <p>The Clerk attended a Joint Committee meeting for the planned development on 1 May 2025. She spoke about governance of the Garden Community. There was a proposal for Tendring to conduct a Community Governance Review which would look at parish boundaries and whether all areas of the new Community would be 'parished'. The Council met with the Garden Community Developer, Latimer, before their Exhibition Event on 9 May 2025. Latimer were unaware of implications of houses using well water or having septic tanks for wastewater and sewage when discussing scheduled works. Councillors felt information provided at the exhibition was incomplete and potentially misleading.</p> <p>Work on the Link Road was causing traffic delays; a green lane restricted byway had been opened by a landowner to ease traffic issues resulting in complaints from residents. Funding for completion of the Link Road could be dependent on construction of up to 4000 houses.</p> <p>Cllr Fairley would meet with TDC's Director of Planning to raise these issues. She would suggest a Statement of Common Ground could be completed to clarify the ongoing situation.</p>

	<p>Sir Bernard Jenkin had been lobbying the Secretary of State for Transport about funding for completion of the Link Road prior to permission/occupation of any houses.</p> <p>b) Pylons, Substations, Windfarms and related To note updates since the last meeting. The BBC would be coming to Ardleigh to film a report on the issue of pylons/infrastructure. Essex Suffolk Norfolk Pylons Group would send information to a local business detailing impact of pylons/infrastructure on them; they would deal with any issues independently of the campaign group. Tarchon were investigating drainage using trenching – 500cm deep. Reports that the National Grid haul road would be moved further towards the A12. 150m of hedging on both sides of Wick Lane would be removed (300m total) towards Old Ipswich Road.</p> <p><i>From District Councillor reports (see Minute 25.067a)</i></p> <p>Cllr Fairley updated the Council on her meeting with the TDC Planning Policy Officer. Pylons/infrastructure submissions discussed. Main focus of TDC's submission was National Grid's failure to comply with Section 47. The TDC Officer would support residents through these infrastructure processes.</p> <p>Cllr Fairley voiced concern that the magnitude of change caused by the East Anglia Connection Node was not understood and appreciated outside of TDC/Ardleigh Parish Council. ECC pushing business needs aside; TDC views differ on impact on businesses. She was working to better inform businesses of how they would be impacted, and ECC of business needs. Huge impact on farming not appreciated by ECC.</p> <p>Parish Councillors would prepare a more detailed landscaping plan and impact statement. Several major businesses in Ardleigh affected and impact on tourist industry must be noted. The Examiner was aware of impact to Dedham Area of Natural Beauty.</p> <p>Cllr Fairley would attend a Community Aspiration meeting with Little Bromley and Ardleigh Parish Councils and the TDC Planning Policy Officer on 14 May 2025. A broad strategic plan would be needed after consultations with residents.</p> <p>Cllr Fairley advised the importance of Parish Council representation at a North Falls open meeting on 18 June. The meeting may only be online.</p> <p>c) Essex Minerals Planning</p> <p>Members of the public present at the meeting raised the issue of slip roads linking Bromley Road with the A120 as part of ECC Minerals Planning. A field along Bromley Road appeared to have been cleared in preparation. Garden Community planning consultations had given assurances the planned link road for that development would not join Bromley Road. Noise/dust disturbance to residents from the quarry also raised.</p> <p>d) Call for Heritage Sites Tendring District Council was running a six-month 'Call for Heritage Sites' public consultation. Council to re-consider whether to submit comments following suggestions from resident (attachment).</p> <p>Any locations suggested may be listed by TDC as Heritage Sites and impact their future policy. Cllr Whiteley would liaise with the resident who sent comments and confirm a list for the Clerks to put forward before the consultation closed at 5pm on 2 June 2025.</p>
25.066	Highways, Public Rights of Way (PROW) and related issues
	Note that updates on highways, public rights of way and related issues usually take place outside the meeting and should be reported direct www.essexhighways.org/tell-us .
25.067	Reports and Correspondence
	<p>a) District and County Councillor reports To receive verbal updates from those present. Any written reports received from District and County Councillors are emailed to members. Cllr Fairley reported an increasing amount of casework suggesting residents have more concerns including housing, Public Rights of Way and byways. Updates given re pylons/infrastructure – see Minute 25.065b for details.</p> <p>b) Councillors' reports including reports of training or meetings. None</p> <p>c) Clerk's report - To receive a report on key tasks undertaken since the last meeting including delegated decisions and key correspondence (see attachment).</p> <p>The Clerk and Chair met with the Internal Auditor (IA) on 8 May 2025: very thorough and time-consuming. The IA part of the Annual Governance and Accountability Return (AGAR) had been</p>

	<p>signed off. The IA report would be reviewed, and all elements of the AGAR would be considered by the Council at the June meeting.</p> <p>The Chair thanked the Clerk for the large amount of work done to prepare for this year's audit.</p>
25.068	Planning Applications
	<p>Applications published, received, validated and/or decided since the last meeting were noted. Comments on new applications and appeals were agreed as outlined below.</p> <p>It was noted that, where appropriate, reference would be made to the Neighbourhood Plan policies/Village Design Statement when commenting on planning applications. See https://www.tendringdc.gov.uk/planning/planning-applications for current applications. It was noted that weekly lists provided by Tendring District Council (TDC) were sent to Councillors.</p>
	<p>a) 25/00575/FUL Change of use: Pastureland to residential land. Erection of tractor/implement shed, games room building, assoc. driveway. Ashfield, Crown Lane North, Ardleigh CO7 7RB Council resolved to request a condition the buildings remain for purpose listed on application and not to become dwellings.</p> <p>b) 25/00609/FULHH Single storey flat roof side extension. Birchwood Bungalow, Harts Lane, Ardleigh CO7 7QH Council resolved to request that working hours/days be restricted to reduce impact on residents.</p> <p>c) 25/00619/DISCON Discharge of conditions (21/00185/FUL): Vehicular Turning Facility, External Lighting Details, Ventilation, Air Conditioning, Refrigeration or Mechanical Extractor System Details. Crown Business Centre, Old Ipswich Road, Ardleigh CO7 7QR Council resolved not to object.</p> <p>d) 25/00635/LUEX Lawful Development Certificate for Existing Use or Development for siting of up to 35 mobile homes. Land to The North-East of Home Farm Lane and Peake Fruit Ltd Council resolved to comment that 35 mobile homes should be the maximum allowed, and to request the site be checked by TDC to ensure this is adhered to.</p> <p>e) 25/00605/TCA Conservation Area Tree Work: crown reduce 1 Alder. 5 Wheatlands, Station Road, Ardleigh CO7 7RS Council resolved not to object.</p> <p><i>Received after the publication of the agenda:</i></p> <p>f) 25/00684/FUL Demolition of short length of wall. Wall adjacent to highway, Ardleigh Court, Ardleigh CO7 7LA Council resolved to make comment in reference to boundary requirements listed in Ardleigh's Neighbourhood Plan.</p>
Other/Appeals	To note or consider any other applications including enforcement issues.
25.069	Council Roles*
	<p>To appoint Councillors to the following roles of responsibilities including membership of external/liaison groups and to consider whether officers should play an increased role in any of these areas and/or whether any other roles should be allocated:</p> <ul style="list-style-type: none"> • To discuss and confirm arrangements for representing the Council at external meetings and reporting back such as planning inspections relating to energy infrastructure. <p>Council resolved that responsibility for this would be flexible amongst Cllrs/Clerks. The Clerks would be advised if an individual attended consultations etc as a representative of the Council. Councillors were appointed to the following roles of responsibility:</p> <ul style="list-style-type: none"> • Cemetery (and Churchyard) health & safety inspections – Cllrs Marshall and Mason. • Cemetery Management – Cllr Barrott • Councillor to conduct/check Internal Financial Controls – Cllr Blyth • Landfill Site/Quarry Liaison – Cllrs Barrott and Talbot • Police/Transport Liaison – Cllr Fontaine • Participation in the Catch-up Meetings with Cllrs Fairley and Guglielmi and Clerks – Cllrs Barrott, Marshall, Mason and Whiteley • Tendring District Association of Local Councils – Cllrs Barrott and Marshall • Environment/APACE liaison – Cllr Mason

	<ul style="list-style-type: none"> • Other assets (eg Checking signage, street furniture, benches etc) – Cllrs Blyth and Talbot • Footpaths and Public Rights of Way Liaison (consider reinstating this role) – Cllr Blyth • Tree Warden (new - to be considered) – Council resolved this role was not required. • Ardleigh Reservoir Committee liaison (added at the meeting) – Cllrs Marshall, Mason and Talbot <p>Cllr Thrower left the meeting at 8.40pm due to work commitments.</p>
25.070	Council Working Groups and Committees*
	<p>a) The Council resolved the following working groups and committees were needed. Membership and Terms of Reference (ToR) were confirmed.</p> <ul style="list-style-type: none"> i. Staffing Committee – Cllrs Barrott, Marshall and Waters. ii. Local Events Working Group – Cllrs Mason, Talbot and Waters. iii. Pylons and Related Infrastructure Working Group. <p>Council resolved to add Minerals Planning to this group and consider setting it up as a formal committee, as opposed to a working group. ToR would be brought to the June meeting to be considered and agreed.</p> <ul style="list-style-type: none"> iv. To confirm the Neighbourhood Plan (NP) groups are no longer required. <p>Council resolved to defer this decision as the NP would need to be updated in the future.</p> <p>b) To discuss whether any other working groups or committees are required. Any proposals and ToR to be brought to a future meeting.</p> <p>No suggestions were made. Cllrs would bring proposals to the Clerks for a future agenda.</p>
25.071	Community Projects, events and assets
	<p>Community Projects and Initiatives To receive updates on any developments including reports received (eg Litter Pickers, Community Speedwatch (attachment), Ardleigh Practical Actions for Climate and Environment (APACE), Police reports, Millennium Green).</p> <p>Community Speedwatch report received for April and distributed to Cllrs. VE Day events were excellent. Litter pickers would be removed from this list in future (as now part of APACE).</p>
25.072	Amenities and Contracts
	<p>a) Council contracts and contractors</p> <p>All contracts had been issued; new contractors had started. Cllrs discussed verge cutting; some felt it was done too soon, and all work should be cleared with Clerks, others felt this was micromanaging and not the best use of Clerks' time. Also, residents often complain if verges are not cut. The Clerks would review the guidance and speak to the contractor if needed.</p> <p>b) Play and Exercise equipment – To note the Deputy Clerk's report (see attachment). Wicksteed were appointed to make Annual Inspections, work was on hold on the galleon fencing until after their report. The Millennium Green (MG) Trustees had been advised their play equipment would be included in the Council's Annual Inspection this year. All repairs/findings would be the MG Trustees' responsibility. Siting of new litter bins would be reviewed. The Council's self-employed handyman was enrolled on an Inspection Course in October 2025. Cllr Talbot requested to be enrolled on the same course.</p> <p>c) Cemetery/churchyard matters – Inspection report forwarded. The Clerks would ask the Council's self-employed handyman to replace the Perspex in the cemetery noticeboard.</p> <p>d) Village Hall matters – There would be a Trustee meeting on 3 June 2025.</p> <p>e) Other Amenities and Open Spaces issues – No updates.</p> <p>f) Biodiversity issues and updates – No updates.</p>
25.073	Parish Council Governance including items required at Annual Meeting*
	<p>All documents available at https://ardleigh.website/formal-documents. (see dates in brackets)</p> <p>Note there are other policies such as the Code of Conduct which form part of the overall governance documents and policies of the Council.</p> <p>To review and readopt the following (available as above):</p> <ul style="list-style-type: none"> i. Standing Orders <p>(Review Date May 25 – this version adopted March 24, 24.044, readopted May 2024, 24.082)</p>

	<p>Clerks propose to readopt and review again, later in the year.</p> <p>ii. Financial Regulations (Review Date May 25 – adopted February 24, 24.028, readopted May 2024, 24.082)</p> <p>Clerks propose to readopt and review again, later in the year.</p> <p>iii. System of Internal Control (Review Date May 25 – adopted February 24, 24.028, readopted May 2024, 24.082)</p> <p>iv. Asset Register (amendments following S106 funded work and changes to maintenance arrangements for Millennium Green)</p> <p>v. Scheme of Delegation (including review of arrangements for delegation) (Review Date May 25 – adopted May 23, 23.079.2, readopted May 2024, 24.082)</p> <p>vi. Complaints Policy (Review Date May 25 – adopted July 24, 24.112a, readopted May 2024, 24.082)</p> <p>vii. Vexatious Complaints Policy (Review Date May 25 – first adopted April 24, 24.063b, readopted May 2024, 24.082)</p> <p>viii. GDPR Privacy Statement (Review Date May 25 – adopted March 24, 24.044, readopted May 2024, 24.082)</p> <p>ix. Model Publication Scheme (Review Date May 25 – first adopted March 24, 24.044, readopted May 2024, 24.082)</p> <p>x. Social Media Policy and Guidelines (Review Date May 25 – adopted April 24, 24.063c, readopted May 2024, 24.082)</p> <p>Council resolved to re-adopt these policies with Standing Orders and Financial Regulations to be reviewed and brought to Council later in the year.</p>																																						
25.074	<p>Parish Council Finance including items required at Annual Meeting*</p> <p>a) To confirm the bills for payment for Parish Council and Village Hall including payments made using delegated authority and to confirm subscriptions and direct debits currently in place. (see attachment)</p> <p>Council resolved to confirm payments as follows.</p> <table border="1"> <tr><td>Superfine Fencing</td><td>£486.27</td></tr> <tr><td>Millennium Green Trust</td><td>£6500.00</td></tr> <tr><td>Adobe (Clerk expenses)</td><td>£19.97</td></tr> <tr><td>Deputy Clerk Expenses</td><td>£29.92</td></tr> <tr><td>Npower</td><td>TBC</td></tr> <tr><td>Tim Barrott (Chair allowance 24-5/VE Day licence)</td><td>£221.00</td></tr> <tr><td>PPL/ PRS</td><td>£233.57</td></tr> <tr><td>Cottage Landscapes</td><td>£528.00</td></tr> <tr><td>Ardleigh Village Hall</td><td>£96</td></tr> <tr><td>Great Oaktree Land Services</td><td>£936.00</td></tr> <tr><td>Paul Wareing</td><td>£134.40</td></tr> <tr><td>Cottage Landscapes</td><td>£1,056.00</td></tr> <tr><td>Clerk expenses</td><td>£110.34</td></tr> </table> <p>Council reconfirmed that all utilities for Parish Council and Village Hall (including but not limited to those listed below) may be paid by direct debit and the following Direct Debits were approved.</p> <table border="1"> <tr> <th>Parish Council</th><th>Village Hall</th></tr> <tr><td>Information Commissioner's Office</td><td>TDC (rates)</td></tr> <tr><td>Three Mobile (for Caretaker)</td><td>Crown Energy x 2 (gas & electric)</td></tr> <tr><td>B online (wifi)</td><td>TV Licence</td></tr> <tr><td>Castle Water</td><td>Castle Water</td></tr> <tr><td>N Power</td><td>Affinity/Anglian Water</td></tr> </table> <p>A list of subscriptions and memberships was provided and approved.</p> <p>b) To confirm banking arrangements, signatories and administrators for all bank accounts and investments held by Ardleigh Parish Council and its associated Charities. To update mandates if necessary.</p> <p>Council resolved to retain existing signatories of Cllrs Barrott, Marshall and Talbot for all accounts and investments including charities where the Council was Sole Trustee (Ardleigh Village Hall and The Recreation Ground, Ardleigh). The Clerk would be added where needed to allow electronic payments and administration of the accounts.</p>	Superfine Fencing	£486.27	Millennium Green Trust	£6500.00	Adobe (Clerk expenses)	£19.97	Deputy Clerk Expenses	£29.92	Npower	TBC	Tim Barrott (Chair allowance 24-5/VE Day licence)	£221.00	PPL/ PRS	£233.57	Cottage Landscapes	£528.00	Ardleigh Village Hall	£96	Great Oaktree Land Services	£936.00	Paul Wareing	£134.40	Cottage Landscapes	£1,056.00	Clerk expenses	£110.34	Parish Council	Village Hall	Information Commissioner's Office	TDC (rates)	Three Mobile (for Caretaker)	Crown Energy x 2 (gas & electric)	B online (wifi)	TV Licence	Castle Water	Castle Water	N Power	Affinity/Anglian Water
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	<p>c) To confirm arrangements for insurance cover in respect of all insurable risks, and to confirm agreements in place with third parties for professional services including payroll, IT support and Village Hall bookings, plus contracts in place following tenders (see attachment). Council resolved to confirm arrangements as listed. Insurance would be renewed soon. The Clerk would circulate quotes for Council confirmation.</p> <p>d) To confirm budget for 2025-26 including updated general and earmarked reserves and confirm arrangements for S137 expenditure in the current year. (see attachment) Council resolved to re-confirm the budget. Total income £141,975 including precept of £97,309. Total expenditure balanced at £141,975 of which £49,574 was amenities costs and £82,401 was administration, including staffing, professional fees and subscriptions. General reserves at the start of the year were just under 5 months expenditure at £53,146 and there were earmarked reserves of £73,000 for a possible Cemetery extension.</p>
25.075	Future meetings and meeting closure*
	<p>a) To confirm the scheduled next meeting on Monday 9 June 2025, 7.30pm, Ardleigh Village Hall (with remote link). Meeting dates for 2025, from January to May were agreed at the May 2024 meeting (see Minute 24.084), and from June until December were agreed at the January 2025 meeting (see Minute 25.014). Meeting dates for 2026 up to and including the next annual meeting are proposed as 12 January, 9 February, 9 March, 13 April and 11 May. Council confirmed these dates.</p> <p>b) Meeting closed 9.09pm.</p>

(* see Standing Order 5j for items required at Annual Meeting)

Signed by Meeting Chair.....On.....