

ARDLEIGH PARISH COUNCIL



Minutes of the Meeting of Ardleigh Parish Council held on

Monday 14 July 2025 at 7.30pm at Ardleigh Village Hall

PRESENT: Cllrs Tim Barrott, James Blyth, Helen Fontaine, Jayne Marshall, Carolyn Mason and Martin Whiteley (from 7.50pm item 25.096b).

Cllr Carlo Guglielmi, Essex County Council (ECC) was also present.

Officers: Clerk, Rachel Fletcher (minutes).

ALSO IN One member of the public was present in person.

ATTENDANCE:

25.091	Chair's Welcome
	The Chair welcomed everyone to the meeting.
25.092	Apologies and reasons for absence
	Apologies received from Cllrs Richard Talbot, Jonathan Waters, Emma Thrower. Deputy Clerk, Rachel Edwards and Cllr Zoe Fairley, Tendring District Council (TDC), also sent apologies.
25.093	Public participation session relating to items on the agenda
	Concerns were raised regarding the maintenance and safety of the pavement on Colchester Road see 25.097 below.
25.094	Declaration and Register of Interests and Dispensations
	It was noted that previously agreed dispensations remained in place.
25.095	Minutes of meeting held on 9 June 2025
	The Minutes of the meeting were approved as a true and accurate record. Delegated decisions were noted/reconfirmed.
25.096	Planning Infrastructure and related issues
	<p>To note updates/ consider actions required relating to large developments and Nationally Significant Infrastructure Projects (NSIPs) proposed for Ardleigh including:</p> <ul style="list-style-type: none"> a) Adoption of the Tendring Colchester Borders Garden Community Development Plan Document by Tendring District (TDC) and Colchester City (CC) Councils. Tendring Colchester Borders Garden Community Development Plan Document (DPD). This was noted. Updates were provided on drainage concerns related to the link road. Correspondence from residents and councillors was discussed, highlighting compromised ditches and the need for further investigation. b) Briefing on community benefits process for NSIPs and windfarms – meeting held with TDC and Essex County Council (ECC) Officers on 7 July 2025. There was a discussion about next steps regarding the community benefits process and potential compensation related to infrastructure projects. The need for transparency and community involvement was emphasized. c) Consider response to consultation on community benefits (applies to windfarms) https://www.gov.uk/government/publications/community-benefits-and-shared-ownership-for-low-carbon-energy-infrastructure it was agreed that a general response would be submitted to ensure that benefits were compulsory and targeted to the localities most impacted. d) Norwich to Tilbury National Grid archaeology surveys and correspondence was noted. e) Planning Infrastructure Working Group update – first meeting held on 8 July 2025. Recommendations to be considered including engaging a barrister. Concerns about the impact of proposed substations and pylons- in particular the location of the EACN and the cumulative impact. The council discussed engaging legal support to represent local interests

	<p>at the National Grid hearing and the possibility of public meetings to raise awareness and funds. An initial teams meeting with the Barrister about the key issues and likely costs was agreed.</p> <p>f) Windfarms/ interconnector updates: Including North Falls and Five Estuaries Joint Onshore Substations Design Guide – it was noted that local consultation opens 18 August.</p> <p>g) Any other updates or issues for Council to consider relating to NSIPs or Garden Community. It was noted that a number of residents with land which could be impacted had received letters from National Grid and that this had been distressing for some residents..</p>
25.097	Highways, Public Rights of Way (PRoW) and related issues
	<p>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.</p> <p>There was a discussion during public participation about Colchester Road pavement especially two sections between Lodge Lane and Wick Lane. The pathway was narrow and unsafe for children (including those walking to the Primary School) pushchairs, and mobility scooters/ wheelchairs. numerous reports had been made to Essex Highways over several years. Cllr Guglielmi undertook to raise the matter direct following receipt of more details and photographs from the member of the public. A supporting statement from the School would also be sought with a view to expediting repairs and hedge maintenance/ vegetation encroachment prior to the new school year.</p> <p>A recent accident at the Wick Lane/ Dead Lane junction was noted. Unsafe parking on double red lines at Old Ipswich Road had been reported. Details to be passed to Cllr Guglielmi.</p>
25.098	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. A verbal report was given including reference to a crime survey and an update on local government reorganisation.</p> <p>b) Councillors' reports including reports of training or meetings. None given.</p> <p>c) Clerk's report - To receive a report on key tasks undertaken since the last meeting including delegated decisions and key correspondence. The written report was noted.</p>
25.099	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. Applications published/ received/ validated and/or decided since the last meeting were noted.</p>
	<p>a) 25/00933/NMA Non-Material Amendment to 20/00594/FUL: Change building form; feature glazed curtain walling introduced; external cladding colours changed; modifications made to ribbon window glazing; standard eaves detail amended; and alteration to internal layout. Land adjoining Ipswich Road and Wick Lane Ardleigh CO7 7QL. The Council strongly objected and did not consider that the matter qualified as a non-material amendment. Legal advice had been obtained, and it was agreed to submit a detailed objection based on the issues raised.</p> <p>b) 25/00883/FUL Change of use of annexe to independent dwelling, and erection of double garage. White House, Jubilee Lane, Ardleigh, CO7 7RY. The Council noted the location falls within the Garden Community development area. The council objected to an additional dwelling in this location.</p> <p>c) 25/00886/FULHH Two storey and single storey front, side and rear extensions, pitched roof dormer windows, and detached double garage. 26 Harwich Road, Ardleigh, CO7 7LS. Noted that neighbours had objected. Concerns would be raised about overdevelopment of site and traffic/ highways safety.</p>

	<p>d) 25/00943/LUPROP Proposed Use/Development for a summer house outbuilding, for storage/incidental enjoyment of the dwelling house. 4 Aveline Road, Ardleigh, CO7 7NT. The Council did not object this application.</p> <p>e) 25/00839/LUEX Lawful Development Certificate Application for Existing Use/ Development for erection of stable block. Holly Tree Nursery, Hungerdown Lane, Ardleigh, CO7 7LZ. No objection.</p> <p>f) 25/00868/WTPO Tree work (91/00006/TPO): Ash tree, 40% crown reduction. Remove ivy - overhanging neighbouring property. Stable House, Waterhouse Lane, Ardleigh, CO7 7NE. No objection.</p> <p>g) 25/01014/FULHH Proposed garage conversion to self-contained study environment 11 Beehive Way, Ardleigh, CO7 7TH. No objection.</p>
Other/Appeals	<p>To note or consider any other applications including enforcement issues.</p> <p>a) Flying Trade Group Application 20/00594/FUL see planning application 25/00933/NMA Non-Material Amendment to 20/00594/FUL above.</p>
25.100	Land purchase
	<p>A paper on the potential purchase of land designated as protected Local Green Space at Harwich Road, Colchester was noted and options for funding and future use/ covenants considered. The Council resolved to instruct Ellisons solicitors to proceed with the purchase with estimated legal costs of £4,500 plus disbursements and to seek use of S106 funding for the purchase itself using reserves for legal costs. It was to ask the lawyer to confirm the site was not registered as permanent allotments at present and to keep future options of the land open for public amenity potentially for hybrid with part of the site used for community growing./ allotments and part for Cemetery extension.</p> <p>It was noted that the Council still wished to secure the adjacent land at Glebe Corner from Essex County Council for community use which would allow more flexibility for the use of the site as a whole.</p>
25.101	Community Projects, events and assets
	<p><i>Community Projects and Initiatives</i> 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>a) Meetings or reports. The Community Speedwatch report was noted and a verbal update given. Correspondence had been received regarding traffic analysis devices which residents can fit to their properties.</p> <p>b) Requests for Support (none received)</p>
25.102	Amenities and Contracts
	<p>a) Council contracts and contractors it was noted that floral displays were not thriving. A review meeting with new contractors was suggested for September.</p> <p>b) Play and Exercise equipment regular checks were continuing and minor issues flagged and addressed. New systems appeared to be working well.</p> <p>c) Cemetery/churchyard matters regular checks continued. Noticeboard refurbishment had been requested. Discussion needed with churchwardens to clarify responsibilities (formal and informal) and clarify expectations.</p> <p>d) Village Hall matters to consider requests from hirers/ potential hirers, the PC had been asked to indicate whether an approach for extended early years provision (to include the Committee Room and for 51 weeks of the year daytime M-F) would be considered. It was noted that this was a matter for the Village hall trustee but it was felt that this might be inconsistent with the charitable aims and could reduce hall access for other users.</p> <p>e) Other Amenities and Open Spaces issues the 2025 Tree Survey and a report from the Church regarding yew trees were considered. Cllrs Mason and Barrott would review the tree report before prioritising the key work needed. The Church had sought advice from arboriculture specialists and requested the council to remove 6 of the Irish yew trees at the entrance to the church. Concerns were expressed about removing healthy trees and the character of the area. A meeting would be sought with representatives of the Church to consider options</p>

	including further banding and seeking feedback from residents- and seeking relevant permissions. f) Biodiversity issues and updates none raised.																														
25.103	Parish Council Governance and related items																														
	<p>a) To confirm amendments to Terms of Reference of Planning Infrastructure Working Group. The amended terms of reference were approved.</p> <p>b) The new requirement for IT policy and identify key issues for inclusion to be brought to September meeting together with updates to Financial Regulations and Standing Orders. Some guidance about when to reply to all and how to communicate internally and externally might be included.</p> <p>To note that existing policy documents are available at https://ardleigh.website/formal-documents and continue to apply to the work of the Council and to Councillors acting in that capacity.</p>																														
25.104	Parish Council Finance and Staffing																														
	<p>a) To receive financial reports to 30 June 2025 drawing attention to</p> <p>b) To confirm the bills for payment for Parish Council and Village Hall including payments made using delegated authority.</p> <p>Council resolved to confirm payments as follows including payments to lawyers (for land purchase and advice re planning application):</p> <table border="1"> <tr><td>Adobe (Clerk expenses)</td><td>£19.97</td></tr> <tr><td>Deputy Clerk Expenses</td><td>£39.36</td></tr> <tr><td>ICCE</td><td>£105.00</td></tr> <tr><td>Turtle- Cemetery deposit</td><td>£100.00</td></tr> <tr><td>Superfine fencing/Evan Weindling</td><td>£162.59</td></tr> <tr><td>JF Tree Specialist</td><td>£420.00</td></tr> <tr><td>Cottage Landscapes</td><td>£1,056.00</td></tr> <tr><td>NALC</td><td>£84.00</td></tr> <tr><td>Ardleigh Village Hall</td><td>£28</td></tr> <tr><td>Great Oaktree land Services</td><td>£1,038.00</td></tr> <tr><td>Clerk Expenses</td><td>£4.05</td></tr> <tr><td>DM payroll Services</td><td>£93.00</td></tr> <tr><td>Go Daddy (reimburse Clerk)</td><td>£215.88</td></tr> <tr><td>European Administration Ltd (the Barrister Group)</td><td>£1,080.00</td></tr> <tr><td>Ellisons</td><td>£4500 plus disbursements</td></tr> </table> <p>c) To note that Internal Audit report actions would be brought at September meeting following a pre-meeting to be arranged with Cllrs Whiteley, Waters and Barrott and the Clerk/ Responsible Financial Officer.</p> <p>d) A verbal update on staffing matters was given. Staffing committee had been kept informed of recent developments.</p>	Adobe (Clerk expenses)	£19.97	Deputy Clerk Expenses	£39.36	ICCE	£105.00	Turtle- Cemetery deposit	£100.00	Superfine fencing/Evan Weindling	£162.59	JF Tree Specialist	£420.00	Cottage Landscapes	£1,056.00	NALC	£84.00	Ardleigh Village Hall	£28	Great Oaktree land Services	£1,038.00	Clerk Expenses	£4.05	DM payroll Services	£93.00	Go Daddy (reimburse Clerk)	£215.88	European Administration Ltd (the Barrister Group)	£1,080.00	Ellisons	£4500 plus disbursements
Adobe (Clerk expenses)	£19.97																														
Deputy Clerk Expenses	£39.36																														
ICCE	£105.00																														
Turtle- Cemetery deposit	£100.00																														
Superfine fencing/Evan Weindling	£162.59																														
JF Tree Specialist	£420.00																														
Cottage Landscapes	£1,056.00																														
NALC	£84.00																														
Ardleigh Village Hall	£28																														
Great Oaktree land Services	£1,038.00																														
Clerk Expenses	£4.05																														
DM payroll Services	£93.00																														
Go Daddy (reimburse Clerk)	£215.88																														
European Administration Ltd (the Barrister Group)	£1,080.00																														
Ellisons	£4500 plus disbursements																														
25.105	Future meetings and meeting closure																														
	<p>a) To confirm the scheduled next meeting on Monday 8 September 2025, 7.30pm, Ardleigh Village Hall (with remote link) and to flag any proposed changes to the format or key issues for discussion. There is no meeting planned in August.</p> <p>Meeting closed 9.34pm.</p>																														

Signed by Meeting Chair.....on.....