

# ARDLEIGH PARISH COUNCIL



## Minutes of the Meeting of Ardleigh Parish Council held on Monday 9 February 2026 at 7.00pm at Ardleigh Village Hall

**PRESENT:** Cllrs Tim Barrott, Helen Fontaine, Jayne Marshall, Carolyn Mason, Sharon Smith, Richard Talbot, Martin Whiteley and Chris Whitfield. Cllr Zoe Fairley, Tendring District Council (TDC) and Cllr Carlo Guglielmi, Essex County Council (ECC) were also present.

Officers: Clerk, Rachel Fletcher, Deputy Clerk, Rachel Edwards, (minutes), Assistant Clerk, Karen Clarke

**ALSO IN** 1 member of the public was present.

**ATTENDANCE:**

<b>26.015</b>	<b>* Chair's Welcome</b>
	Chair welcomed everyone to the meeting. The new temporary Assistant Clerk, Karen Clarke, was formally introduced to all Councillors. The Chair thanked everyone who had been involved with organisation at former Councillor, James Blyth's funeral on behalf of himself and the Blyth family.
<b>26.016</b>	<b>* Starring of items and approval of unstarred items without discussion</b>
	Unstarred items after this point would be presented for collective approval with one motion and a single vote, without separate discussion. Starred items would be discussed. a) <b>To identify any changes</b> the Council wished to make to the items currently starred/ unstarred. Cllr Whitfield proposed star 26.023f. Cllr Mason proposed to star 26.023g, 26.028b and 26.028c. Council agreed. b) <b>To resolve to approve unstarred items</b> including recommendations contained within reports. Council <b>resolved</b> to approve the unstarred items as detailed below.
<b>26.017</b>	<b>* Apologies for absence</b>
	Apologies were received from Cllr Jonathan Waters.
<b>26.018</b>	<b>* Declaration and Register of Interests and Dispensations</b>
	It was noted that previously agreed dispensations remained in place. Cllr Guglielmi declared an interest in 26.021c as he was Chair of TDC's Local Plan Committee.
<b>26.019</b>	<b>* Public participation session relating to items on the agenda</b>
	Items covered were: <ul style="list-style-type: none"> <li>Former Councillor, James Blyth's funeral. The Blyth family thanked the Parish Council and wider community for their support.</li> <li>Ardleigh Chronicle (see Minute 26.024 for details).</li> </ul>
<b>26.020</b>	<b>Minutes of meeting held on 12 January 2026</b>
	The Minutes of the meeting were <b>approved</b> as a true and accurate record. Delegated decisions were noted/reconfirmed. Document approved: 26.020 Minutes Meeting 1 – 12 January 26
<b>26.021</b>	<b>Planning Infrastructure and related issues</b>
	a) <b>* To receive a report from the Planning Infrastructure Working Group and consider any recommendations.</b> (includes update on forthcoming hearings, legal support, crowd funder) Cllr Whitfield updated the Council on behalf of the PIWG. The National Grid Norwich to Tilbury examinations would begin 10 February 2026. Preliminary meetings would commence in Ipswich followed by open floor meetings and then issue specific meetings held further afield. The barrister acting on behalf of Ardleigh Parish Council and Little Bromley Parish Council would attend and speak. Two residents would also attend and speak. The Inspectorate had made passing site visits. Representation would be made that 13 possible venues/sites should be visited more thoroughly to allow Inspectorate to make fully informed judgements.

	<p>PIWG members thanked for their time and effort.</p> <p><b>b)</b> To note Phase 2 engagement Five Estuaries and North Falls Joint Substations Design Guide. Noted – documents distributed to Councillors.</p> <p><b>c)</b> To note updates on Local Plan reviews for <a href="#">Colchester</a> and <a href="#">Tendring</a>.</p> <p>A Planning Policy Team Leader from TDC would meet with the Council on March 12 to discuss the TDC Local Plan Review. Cllr Guglielmi was Chair of the Local Plan Review Committee. He gave an overview of the Review. Ardleigh had more protection from additional housing due to the Ardleigh Neighbourhood Plan.</p> <p>Colchester City Council would keep the Council informed of applications which would affect Ardleigh.</p>
<b>26.022</b>	<b>Reports and Correspondence</b>
	<p><b>a) <i>District and County Councillor reports</i></b> To receive written reports from these Councillors and/or * to note items raised in public participation which are District or County matters. Update from Cllr Guglielmi: Essex County Council election would take place in May; boundaries would move. Footpath along Colchester Road, Ardleigh had been partially cleared by ECC Highways.</p> <p><b>b) <i>Councillors' reports</i></b> including reports of training or meetings. Note training booked. Cllr Talbot attended ROSPA training. Qualifications of Annual Inspectors must be checked. Cllrs Barrott, Smith and Whiteley would attend training in February. Cllr Fontaine reported on Speedwatch (see Minute 26.024 for details).</p> <p><b>c) <i>Clerk's report</i></b> - To receive a report on key tasks undertaken since the last meeting including delegated decisions and key correspondence (see attachment).</p> <p>Question raised about the requested skate park; this would be discussed at the proposed Council Strategy/Planning Session.</p> <p>Documents approved: 26.022c Clerks' Report February 2026, 26.022c Confidential appendix to Clerks' Report February 2026</p> <p>Attachments: 26.022a ECC Report February 2026, 26.022a TDC Report February 2026</p>
<b>26.023</b>	<b>Planning Applications</b>
	<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 <a href="https://www.tendringdc.gov.uk/planning/planning-applications">https://www.tendringdc.gov.uk/planning/planning-applications</a> 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 in a separate paper.</p> <p>To consider recommendations circulated prior to meeting/ items to be individually starred.</p> <p><b>a)</b> <a href="#">26/00051/FULHH</a> Erection of single storey rear extension. Addition of side door and replacement garage doors to detached garage. 8 Church View Ardleigh CO7 7TG</p> <p><b>b)</b> <a href="#">25/01691/FUL</a> Installation of ground mounted solar array. The Sanctuary Lyndhurst Bromley Road Ardleigh CO7 7SF</p> <p><b>c)</b> <a href="#">26/00035/DISCON</a> Discharge of condition 3 for 25/00737/FUL - Fire Prevention Plan and Risk Reduction Strategy. Verge at Waste Transfer Station Ardleigh CO7 7SL</p> <p><b>d)</b> <a href="#">25/01851/VOC</a> Application for Variation of Condition 2 for 25/00168/VOC to include outbuildings and pool. 2 Goodhall Cottages Coggeshall Road Ardleigh CO7 7LR</p> <p><b>e)</b> <a href="#">26/00076/LUEX</a> Lawful Development Certificate Application for Existing Use or Development for the creation of a kerbed island within the car park. Premier Inn, Ipswich Road, CO4 9WP</p> <p>Council <b>resolved</b> to agree with the suggested planning comments for the above applications.</p> <p><b>f)</b> * <a href="#">26/00088/LBC</a> and <a href="#">25/01640/FULHH</a> Proposed single storey rear extension and minor alterations. Wheelwrights Colchester Road Ardleigh CO7 7NP</p> <p>After consideration, Council agreed not to comment.</p> <p>Council <b>resolved</b> not to object.</p>

	<p><b>Application received after publication of the agenda:</b></p> <p>g) * <a href="#">26/00192/FUL</a> Conversion of existing outbuilding to an independent self-build dwelling, and erection of double garage. White House, Jubilee Lane, Ardleigh CO7 7RY</p> <p>Council considered self-build status of this application and agreed the applicant was attempting to circumvent local planning policies. Property also falls within the Garden Community.</p> <p>Council <b>resolved</b> to object.</p> <p>An email sent by the Chair criticising TDC Planning Department was discussed. Council agreed the comments made were inaccurate and unwarranted, particularly in view of the support Ardleigh Parish Council had received in relation to Infrastructure Projects.</p> <p>The Chair apologised for the email, sent in frustration when the TDC Planning Portal software failed. He acknowledged the strong support received from TDC Planning Department and the error in judgment at sending the email. He also apologised to Cllrs Fairley and Guglielmi.</p> <p>Document approved: 26.023 Suggested planning comments February 2026</p>																																				
Other/Appeals	<p>To note or consider any other applications including enforcement issues.</p> <p>a) To note updates on the Flying Trade Group Application <a href="#">20/00594/FUL</a> None</p> <p>b) To note updates on Asphalt Plant Application <a href="#">25/01445/FUL</a> None</p>																																				
<b>26.024</b>	<b>Community Projects, events and assets</b>																																				
	<p><b>Community Projects and Initiatives</b> To receive updates on any developments including reports received (eg Community Speedwatch, Ardleigh Practical Actions for Climate and Environment (APACE), Police reports, Millennium Green, Ardleigh Chronicle- see attachments).</p> <p>a) The member of the public in attendance reported the first issue of the Ardleigh Chronicle had been well received. Enquiries had been received to place adverts and include content in the next issue. Little Bromley had requested the Chronicle be distributed there; the Council agreed. There would be sufficient copies to cover the increased distribution area. Councillor Fontaine was thanked for organising distribution within Ardleigh, thanks were given for Council assistance to date and to all those involved with the new magazine.</p> <p>b) Community Speedwatch were struggling to get volunteers. Difficult to complete sessions because of low volunteer numbers, and ill health of existing volunteers. Numbers of speeding vehicles were increasing and new volunteers were needed.</p>																																				
<b>26.025</b>	<b>Parish Council Finance and Staffing</b>																																				
	<p>a) To confirm the bills for payment for Parish Council and Village Hall including payments made using delegated authority (see attachment).</p> <table border="1"> <tr><td>Playquip</td><td>£5235.60</td></tr> <tr><td>Norfolk Parish Training and Support</td><td>£78.00</td></tr> <tr><td>SLCC</td><td>£200.00</td></tr> <tr><td>Richard Talbot</td><td>£44.10</td></tr> <tr><td>Play Safety Ltd</td><td>£438.00</td></tr> <tr><td>Deputy Clerk expenses</td><td>£33.92</td></tr> <tr><td>Adobe Rachel Fletcher (Clerk expenses)</td><td>£19.97</td></tr> <tr><td>Clerk expenses</td><td>£8.10</td></tr> <tr><td>European Administration Ltd t/a The Barrister Group</td><td>£12,600.00</td></tr> <tr><td>Tendring District Council</td><td>£113.46</td></tr> <tr><td>Norfolk Parish Training and Support</td><td>£78.00</td></tr> <tr><td>Cottage landscapes</td><td>£528.00</td></tr> <tr><td>Cloudy Group</td><td>£15.06</td></tr> <tr><td>N Power</td><td>tbc</td></tr> <tr><td>Ardleigh Village Hall</td><td>£10.00</td></tr> <tr><td>Superfine Fencing</td><td>£45.00</td></tr> <tr><td>Craft Nurseries</td><td>£1,682.40</td></tr> <tr><td>Salaries x 4 incl. National Insurance excl. pensions</td><td>c. £4000</td></tr> </table>	Playquip	£5235.60	Norfolk Parish Training and Support	£78.00	SLCC	£200.00	Richard Talbot	£44.10	Play Safety Ltd	£438.00	Deputy Clerk expenses	£33.92	Adobe Rachel Fletcher (Clerk expenses)	£19.97	Clerk expenses	£8.10	European Administration Ltd t/a The Barrister Group	£12,600.00	Tendring District Council	£113.46	Norfolk Parish Training and Support	£78.00	Cottage landscapes	£528.00	Cloudy Group	£15.06	N Power	tbc	Ardleigh Village Hall	£10.00	Superfine Fencing	£45.00	Craft Nurseries	£1,682.40	Salaries x 4 incl. National Insurance excl. pensions	c. £4000
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	<p><b>b)</b> To note there would not be an interim audit, the internal audit would take place in May. To note changes to the guidance for the Annual Governance and Accountability Return <a href="https://www.nalc.gov.uk/resource/practitioners-guide-2025.html">https://www.nalc.gov.uk/resource/practitioners-guide-2025.html</a>.</p> <p>Noted.</p> <p><b>c)</b> To confirm delegated decision to appoint a temporary Assistant Clerk.</p> <p>Noted.</p> <p>Document approved: 26.025a Payments list February 2026</p>
<b>26.026</b>	<b>Amenities and Contracts</b>
	<p>To receive reports and updates and agree actions on matters relating to Parish Council amenities including Council contracts and contractors, Play and Exercise equipment, Cemetery and churchyard matters, Village Hall matters, Other Amenities and Open Spaces issues, Biodiversity issues and updates (see attachments)</p> <p><b>a)</b> * To note updates on Early Years provision at the Village Hall including a proposed new licensee from September.</p> <p>Council considered the proposals from Yellow Brick Nursery and agreed to move forward with them as licensee subject to a detailed licence agreement. Aspects of the proposal need to be discussed in more detail at a Village Hall Trustee meeting. Community Halls in Partnership would assist the Clerk with the licence agreement.</p> <p><b>b)</b> To note recent correspondence and updates relating to proposed land purchase. Noted.</p> <p><b>c)</b> * To consider a proposal from Cllr Talbot in relation to parking at the Village Hall/ Recreation Ground and approaching local businesses to discuss parking.</p> <p>Council discussed these car parks. They are solely for users of the Hall/recreation areas, excluding SOCOTEC who have a lease with the Council dating back to the 1980s. Staff from other businesses and residents were parking, taking up spaces intended for amenity users.</p> <p>Council considered the options of leafleting, gates and enforcement. They <b>resolved</b> to agree with Cllr Talbot’s proposal to visit the companies in the area to discuss the problem. Cllrs Talbot and Whiteley would action and report back at the March meeting.</p> <p><b>d)</b> To note delegated decision to repair the Recreation Ground access road and gravelled area. To note updates on Village Hall car park repairs. Noted.</p> <p>Further extensive repairs to both car parks discussed. Details, including funding and moving the disabled spaces, would be discussed at the proposed Council Strategy/Planning Session.</p> <p><b>e)</b> * To consider survey feedback about Yew Trees at the churchyard including additional information received (see attachment).</p> <p>The Council considered the survey results; the results were inconclusive. The survey would remain open; Clerks would share updated information and survey again on socials. The church would be asked to involve church users. The survey would close March 3 at 5pm to allow a decision to be reached by the Council at the next meeting on March 9.</p> <p><b>f)</b> * To note/ discuss proposed change of contractor for floral displays. (see attachment).</p> <p>Cllr Mason visited Craft Nurseries to discuss the Village floral displays. Quote received to replace old planters and plant for the season. Watering would remain with current contractor.</p> <p>Council <b>resolved</b> to instruct Craft Nurseries in accordance with their quote.</p> <p>Documents approved: 26.026 APC Checklist for Cemetery 02.02.26, 26.026 Defibrillator Purchase WIP Report, 26.026 Play Area Report February 2026, 26.026f Floral Tubs for Ardleigh Parish Council</p> <p>Attachments: 26.026e Yew Tree Survey – initial results, 26.026e Yew Trees at the Church</p>
<b>26.027</b>	<b>Parish Council Governance and related items</b>
	<p>All documents available at <a href="https://ardleigh.website/formal-documents">https://ardleigh.website/formal-documents</a>. (see dates in brackets)</p> <p>To consider reconfirming the following existing documents or identify updates required to be prepared for the March 2026 meeting prior to year-end (see attachments).</p> <p><b>a)</b> Standing orders</p> <p><b>b)</b> Asset register</p> <p><b>c)</b> Risk Management Policy with Risk Register</p>

	<p>Council <b>resolved</b> to reconfirm the Asset Register and the Risk Register. Standing Orders would be reviewed further at the March meeting.</p> <p>Documents approved: 26.027b Asset Register updated February 2026, 26.027c Risk Management Policy with Risk Register updated February 2026.</p> <p>Attachments: 26.027a Standing Orders updated February 2026</p>
<b>26.028</b>	<b>Future meetings and Meeting closure</b>
	<p><b>a)</b> To confirm the scheduled next meeting on Monday 9 March 2026, 7.00pm, Ardleigh Village Hall (with remote link) and to flag any key issues for discussion.</p> <p><b>b) *</b> To confirm date and time for officer and member strategy/ planning session. Council requested Clerks circulate suggested dates.</p> <p><b>c) *</b> To confirm date and time for Annual Parish Assembly (between 1 March and 1 June) Council <b>resolved</b> to pend the decision.</p> <p><b>d)</b> Meeting closed 20.16</p>

Signed by Meeting Chair.....Date.....