

# ARDLEIGH PARISH COUNCIL



## Minutes of the Meeting of Ardleigh Parish Council held on Monday 14 March 2022 at 7.30pm at Ardleigh Village Hall with members of the public attending via remote Zoom link

**Present** Cllr Tim Barrott (Chair), Cllrs Sally Bolingbroke, Carolyn Mason, Clive Salmon, Richard Talbot, Jonathan Waters. Clerk- Rachel Fletcher

**Also in attendance (via Zoom)** Cllrs Jayne Marshall, Emma Thrower, Chris Whitfield  
4 members of the public

### 22.036 **Chair's welcome and explanation of expectations regarding conduct of meeting**

The Chair welcomed all present and confirmed the arrangements for those participating via Zoom. Councillors who were not present in the room would not be permitted to vote, but could contribute to discussions at the invitation of the chair.

### 22.037 **Apologies and reasons for absence**

Cllr Emma Twine had sent apologies due to work commitments, reasons which were accepted. Cllrs Marshall, Thrower and Whitfield were attending via Zoom, due to COVID, and these reasons were accepted. District Councillor Neil Stock and County Councillor Carlo Guglielmi had sent apologies.

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

Members of the public raised questions and suggestions about the following topics which were within the remit of the Parish Council and/or operating within its area. Other matters raised outside the scope of the meeting were not recorded:

- Garden Community consultation
- Highways issues; Fox Street temporary traffic lights, potholes
- Neighbourhood Plan progress
- Jubilee Celebrations
- Local collection points for Ukraine.

### 22.039 **Declaration of Interests**

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

### 22.040 **Minutes of Previous Meetings**

The formal minutes of the Full Council meeting held on 20 January 2022 were approved as an accurate record. The notes and recommendations of the advisory discussion on 14 February were confirmed as an accurate record.

### 22.041 **Ratification of decisions using Delegated Authority**

Decisions taken and implemented by the Parish Clerk since 20 January 2022, using delegated authority, in consultation with the members of the Council, were ratified (outlined in notes of advisory meeting and Clerk's report). The Delegated Authority provisions agreed on 5 May 2021 and confirmed on 11 October 2021 remain in force.

### 22.042 **Planning**

The applications published, received and/or validated since the last meeting were noted. Where appropriate to the application, it was confirmed that objection comments would include the status of the Local Plan/5+ years housing land supply, the Settlement Development Boundary (SDB), Neighbourhood Plan consultation and emerging policies and that the Parish Council regretted the ribbon development which took place while there was no local plan or 5 years housing land supply blurring the boundaries between Colchester, Ardleigh and Lawford, in particular.

**Applications** See <https://www.tendringdc.gov.uk/planning/planning-applications> for current applications. These were normally sent to Councillors via the weekly lists provided by Tendring District Council. [22/00360/COUNOT](#) and [22/00359/COUNOT](#) Proposed conversion of two agricultural buildings into dwelling houses (Barn B) and (Barn A), 5 Hunters Chase, Ardleigh CO7 7LW. *The Parish Council objected to these applications.*

[22/00121/FUL](#) Proposed 2no. detached commercial buildings. DTE Scaffolding, Old Ipswich Road, Ardleigh, CO7 7QR. *The Parish Council objected to this application.*

[22/00314/NMA](#) Non-material amendments to 21/02051/FUL to add more glazing to the south elevation to maximise solar gain in the winter months and the reduce energy requirements of the heating system plus other changes. Woodland Lodge, Spring Valley Lane, Ardleigh, CO7 7SD. *The Parish Council had no objection.*

[22/00257/FULHH](#) Proposed loft conversion, rear dormer and rear balcony terrace. With garage conversion for private use. Mahala, Colchester Road, Ardleigh, CO7 7PQ. *The Parish Council had no objection.*

[22/00243/FUL](#) Erection of detached replacement dwelling (variation of design as approved 09/01061/FUL). Trap House, Colchester Road, Ardleigh, CO7 7PQ. The Council felt there was insufficient information and noted the long gap since permission had been granted. *The Parish Council objected to the application and felt there was insufficient information.*

[22/00155/FULHH](#) and [22/00156/LUPROP](#) Proposed erection of a timber single storey granny annexe and proposed use of land for siting a mobile home both for ancillary use to the main dwelling. Paddock Cottage, Chapel Lane, Ardleigh, CO7 7BJ. The Parish Council *supported this application subject to conditions to ensure new buildings can only be ancillary to the main dwelling as per the emerging Neighbourhood Plan policy.*

[22/00145/FULHH](#) Proposed demolition of existing garage/rear extension, construction of new extension and front porch, car port etc. Meldreth, Dead Lane, Ardleigh, CO7 7PF. *The Parish Council had no objection.*

[22/00137/DETAIL](#) Reserved matters application for the erection of a detached 3 bedroom bungalow considering details of appearance, landscaping and scale re: 17/01768/OUT (approved on appeal APP/P1560/W/18/3207377). Land adjacent Hilary, Colchester Road, Ardleigh, CO7 7PB *The Parish Council had no objection.*

[22/00099/DISCON](#) Discharge of condition 7 (PWA Drawings) of application 21/01780/FUL. Good Hall, Coggeshall Road, Ardleigh, CO7 7LR *The Parish Council had no comment.*

**Other/  
Appeals/  
Key  
Decisions**

The following other planning matters were discussed.

[21/01481/OUT](#) Outline approval for 4 no. detached dwellings. Land North of Bromley Road Ardleigh CO4 3JG.

The response from TDC Head of Planning to the Council's letter of complaint was noted. The response confirmed that future decisions, of this type, would normally be referred to the Planning Committee should the officers be minded to approve.

Ongoing Surya Foods application ([20/00594/FUL](#)) an update had been submitted by Highways England- there was a discussion about whether to engage Planning Direct to respond to the issues raised. A quote would be requested.

**22.043**

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

Updates were provided including a report of the inaugural meeting of the Tendring/Colchester Borders Garden Community Joint Committee held on 28 February 2022 and Section 18 consultation on the Draft Plan from 14 March 2022 for 6 weeks see <https://talk.tcbgardencommunity.co.uk/> with consultation events at Ardleigh Village hall on 31 March. The Council objected to the latest plans and expressed a desire to protect Crockleford Heath, beyond the narrow area in the proposals. There were concerns about the development itself joining the Bromley Road, the density of the proposed developments and concerns about loss of beautiful landscape and agricultural land. The Council's response would be further considered at the next meeting once members had considered the documentation and/or attended consultation events.

**22.044**

**Reports and Correspondence**

22.044.1

***District and County Councillor and Police reports*** Neither the District nor County Councillor were in attendance. It was noted that regular reports and updates would continue to be forwarded to members by email.

22.044.2

***Report of Clerk and Deputy Clerk and delegated decisions and actions***

A report on key correspondence and tasks undertaken since the last meeting including delegated decisions and actions taken, following consultation with Councillors and key data for the last month was noted.

- 22.044.3 **Councillors' reports**  
No updates had been circulated.
- 22.045 Neighbourhood Plan (and related issues)**
- 22.045.1 An update was given on the draft Neighbourhood Plan which was due to be submitted to Tendring District Council within days. This was the culmination of two years' work and thanks were noted to those who had contributed to the process including members of the Working and Steering Groups which had met 75 times. Despite the work taking place during the pandemic, there had been a good level of public engagement with updates provided through social media and within each edition of the Ardleigh Advertiser.
- 22.046 Amenities and Contracts**
- Updates on Parish Council amenities and contracts were given and decisions made including.
- 22.046.1 **Parish Council Contracts** It was noted that the working group made up of Councillors Barrott, Marshall and Talbot with the Deputy Clerk had met three times to review the bids received in detail. The recommendations were approved by the meeting. It was **resolved** that the following contractors be appointed from 1 April 2022 for three years.
- Section 1/2: Floral Displays & Watering: 1a. 1b. 1c. -Peter Josselyn. 1d. 2a. 2b. -Cottage Landscapes.
  - Section 3: Grassed areas & hedges inc Churchyard & Cemetery:- Cottage Landscapes (except 3q) 3q. Colchester Road Play Area-Superfine Fencing
  - Section 4: Highway Verges:- Philip Liverton Ltd
  - Section 5: Millennium Green:- Bland Landscapes
  - Section 6: Recreation Ground & Village Hall:- Bland Landscapes
  - Section 7: Street Lighting:- A & J Lighting
  - Section 8: Tree Survey:- Mortimer Contracts
- Thanks were noted to Lizzie Cheeld, Deputy Parish Clerk for her work to prepare on the contracts.
- 22.046.2 It was confirmed that **Play Equipment** safety checks were completed weekly and there was a prioritised list of outstanding issues.
- 22.046.3 **The Ardleigh Recreation Ground** there had been no further contact with Anglian Water.
- 22.046.4 Safety checks had been completed at the **Ardleigh Cemetery**. One grave needed levelling
- 22.046.5 **Millennium Green (MG)**. Some outstanding maintenance work was noted.
- 22.046.6 **Village Hall** A separate meeting of the Council as Sole Trustee to the Hall would take place before the end of the financial year. Other matters were discussed including the rate to be charged for a charity event. Ardleigh Pre-School had been asked clear the top shelves in the cupboard following safety inspection.
- 22.046.7 No other amenities, open spaces or trees issues were raised.
- 22.047 Highways, Public Rights of Way (PRoW) and related issues**
- 22.047.1 It was confirmed that ongoing updates on highways, public rights of way and related matters would take place outside the meeting. The proposed parking restrictions at The Street were under consultation. Issues at Old Ipswich Road (potholes) Fox Street (roadworks) and a complaint to TDC about fly posting were mentioned.
- 22.047.2 It was noted that all parties had agreed to a joint meeting between Ardleigh, Langham and Dedham Parish Councils and the respective County Councillors to discuss issues of mutual concern and interest. A date would be set as soon as possible. Cllrs Barrott, Talbot, Mason and/or Marshall offered to attend subject to availability.
- 22.048 Community projects, meetings and events**
- 22.048.1 There was an update on Jubilee plans including a suggestion to provide commemorative mugs. The Council would be willing to provide some financial support to village events (via a grant application), but did not wish to fund commemorative mugs.
- 22.048.2 A date was set for the Annual Parish Assembly Meeting for 9 May 2022 (prior to the Annual Parish Council Meeting) at Ardleigh Village Hall.
- 22.048.3 There was a brief discussion on community support for Ukraine with local collection points arranged by local resident/businesses- thanks were noted to the member of the public who was present at the

meeting. No immediate action was planned on other initiatives such as Community Ambitions, Climate Action, Keep Ardleigh Litter Free or Community Speedwatch due to workload.

**22.049 Parish Council Staffing and Finance**

22.049.1 Under the Public Bodies (Admissions to Meetings) Act 1960, it was **resolved** to exclude the press and public during the discussion of agenda item 22.049.2 as the Council would be considering information about individual members of staff.

22.049.2 The recommendations/ decisions from the Ardleigh Parish Council Staffing Committee held on 8 March 2022 were noted. The fixed term contract of the Deputy Parish Clerk would end on 11 April 2022. Additional hours/ untaken leave of the Clerk and Deputy Clerk would be paid through the payroll in March (Clerk) and April (Deputy Clerk). Alternative arrangements for providing management and bookings support to the Village Hall, administrative and governance support to the Clerk, and arrangements for asset /contract management would be considered by the Council and/or Staffing Committee in due course. It was noted that the National Joint Council for Local Government Services (NJC) had agreed on the new rates of pay applicable from 1 April 2021 with a 1.75% uplift on all points and would be paid to all staff with the March 2022 payroll.

22.049.3 The financial reports and bank reconciliation at end February 2022 were received and noted.

22.049.4 To confirm the bills for payment for Parish Council and Village Hall (attachment) including payments already made under delegated authority. The annual pay award for all staff and payment of accrued additional hours for Clerk and Deputy Clerk (see above) were confirmed.

The bills for payment for Parish Council below were agreed including payments already made under delegated authority. In addition, Village Hall payments totalling £429 were agreed.

Planning Direct	£1,800.00
Superfine Fencing E Weindling	£487.56
Planning Direct (balance for VDS)	£742.5 plus VAT
Planning Direct (balance NP)	£1306.75 plus VAT
Drop Box and Adobe Acrobat (Clerk's expenses)	£25.16
Clerk Expenses	£40.89
Deputy Clerk Expenses	£4.73
Total Salaries (excluding pension and HMRC to be calculated)	£5485.30

22.049.5 The updated Asset Register for the Parish Council was noted. Total assets £187,407 excluding land values.

**22.050 Governance and Policies**

The following policies and governance documents were reviewed.

22.050.1 Financial regulations. Updates were considered to incorporate the model financial regulations. It was **resolved** to accept the proposed revisions- a final version with changes accepted would be circulated. It was noted that an investment strategy was recommended. This would be considered during 2022-23.

22.050.2 Standing Orders. It was **resolved** that current Standing Orders were up to date and fit for purpose, no changes were required.

22.050.3 System of Internal Control. It was **resolved** to accept the revised document.

22.050.4 Risk Management Strategy. It was **resolved** to accept the revised document.

**22.051 Future meetings and Meeting Closure**

The date for the next meeting would be 11 April 2022 at 7.30pm. Venue and format to be confirmed.

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