



ARDLEIGH PARISH COUNCIL

MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON 9 APRIL 2018 AT THE VILLAGE HALL AT 7.30PM

PRESENT: Cllr Barrott (Chair),
Cllr's Thompson, Chase-Gardener, Marshall, Andrews, Talbot, and Smith.
Clerk - Karen Thompson

ALSO IN ATTENDANCE: There were several members of the public in attendance

Chairman's Welcome

18/057 Apologies and reasons for absence

Cllr's Partridge, Halsey, Scott-Barrett and Fryer were absent from the meeting having submitted their apologies..
Cllr's Gugliemli and Stock (ECC and TDC respectively) were also absent.

18/058 Declaration of Interests - to receive any pecuniary or non-pecuniary interests relating to items on the agenda.

Cllr's Barrott and Talbot declared an interest in the agenda item 18/63.1 as they both were governors of St Mary's Primary School.

18/059 Public participation session with respect to items on the agenda and other matters that are of mutual interest

The village archivist presented an opportunity to commemorate the role that Ardleigh played in the wars with a permanent memorial sited on the Millennium Green. The Council was fully in favour of a memorial.

A further member of the public explained how they had to take extensive and expensive action to try and reduce surface water around their property to prevent internal flooding. They went on to say that ECC had not been helpful and although they were grateful for the support of the parish council with letters being written to landowners with ditches that had not been cleared or maintained , the risk was still high. There was also a concern that sewage had been pumped into a ditch which the Cllr Barrott agreed to speak to TDC Environment about.

18/060 Minutes of the last meeting of the Council held on 12 March 2018.

The minutes were agreed as accurate.

18/061 Clerk's Report

The clerk's report was presented and accepted,

18/062 District and County Councillors

There were no reports as both the TDC and ECC councillors were absent..

18/063 Planning

18/63.1 To decide any response to:

CC/TEN/07/18

Proposal: The continued use of a classbase for a temporary period until 31 August 2023 without compliance with condition 2 (time limit) attached to planning permission











CC/TEN/43/12

Location: St Marys C of E Primary School, Colchester Road, ARDLEIGH, CO7 7NS.

The council supported the continuing use of a temporary class base at St Mary's Primary

School.

Applications

- 18/00334/FUL [Erection of first floor extension to create two storey dwelling & provision of external render finish to whole dwelling.](#) 
Kuranda Colchester Road Ardleigh Colchester Essex CO7 7NS
The Parish Council had no objection to this application.
- 18/00420/FUL [Erection of single storey rear extension, alterations and change of materials to house. \(following demolition of garage and conservatory\).](#) 
St Helens Dedham Road Ardleigh Colchester Essex CO7 7QB
The Parish Council had no objection to this application.
- 18/00458/LUEX [Dwelling house without occupancy restriction.](#) 
The Pippins Waterhouse Lane Ardleigh Colchester Essex CO7 7TE
The Parish Council had no comment on this application.
- 18/00462/FUL [Installation of a galvanised duct by original chimney, and an extraction system.](#) 
Ardleigh Fish and Chip Shop Colchester Road Ardleigh Colchester Essex CO7 7NP
The Parish Council had no objection to this application.
- 18/00470/LUEX [Stationing of a mobile home for permanent residential purposes.](#) 
Land South of Wick Farm Wick Lane Ardleigh Colchester Essex CO7 7RE
The Council was concerned that a permanent mobile home residence may lead to a planning application for a dwelling on the site and therefore decided to request that the permission be time limited to 5 years.
- 18/00479/LBC [Installation of a galvanised duct by original chimney, and an extraction system.](#) 
Ardleigh Fish and Chip Shop Colchester Road Ardleigh Colchester Essex CO7 7NP
The Parish Council had no objection to this application.
- 18/00485/FUL [Proposed internal and external alterations.](#) 
New Forge House Station Road Ardleigh Colchester Essex CO7 7RR
The Parish Council had no objection to this application.
- 18/00491/ADV [1 fascia sign, 1 hanging sign, and 1 entrance sign, with frosted film to be applied to windows.](#) 
Ardleigh Fish and Chip Shop Colchester Road Ardleigh Colchester Essex CO7 7NP
The Parish Council had no objection to this application.
- 18/00492/LBC [1 fascia sign, 1 hanging sign, and 1 entrance sign, with frosted film to be applied to windows.](#) 
Ardleigh Fish and Chip Shop Colchester Road Ardleigh Colchester Essex CO7 7NP
The Parish Council had no objection to this application.
- 18/00500/FUL [Single storey side extension.](#) 
Woodview Lodge Chapel Lane Cockleford Heath Ardleigh Colchester Essex CO7 7BJ
The Parish Council had no objection to this application.

Decided Approvals:

The following were noted.

- 18/00343/DISCON [Discharge of condition 3 \(soft & hard landscaping & tree protection\) of planning permission 17/00457/FUL allowed at appeal APP/P1560/W/17/3180509.](#)
The Paddocks Chapel Lane Ardleigh Essex CO7 7BJ

- 18/00196/LUPROP [Replace current access point with new access 22 metres to the east.](#)
Field Between Trefoil and Whinstones Crown Lane North Ardleigh Colchester Essex CO7 7RA
- 18/00115/FUL [Removal of fencing and replacement with fencing and latticing, and the addition of timber gravel boards.](#)
Blue Barns Cottage Old Ipswich Road Ardleigh Colchester Essex CO7 7QL
- 17/02119/ADV [Proposed illuminated & non-illuminated elevational signage & freestanding signage.](#)
The Cottage Site Ipswich Road Colchester Essex CO4 9HB
Consent for advertisement
- Decided** The following were noted.
- Refusals:**
- 18/00095/OUT [Erection of one detached self-build or custom build dwelling](#)
The Nursery Bromley Road Ardleigh Colchester Essex CO7 7SQ
- 17/02190/OUT [Erection of four detached dwellings.](#)
Nobbys Place Bromley Road Ardleigh Colchester Essex CO4 3JG
- 17/02136/FUL [Development of currently vacant site by way of the erection of single storey building for mixed A3/A5 use incorporating a drive thru lane, car and cycle parking and associated landscaping and boundary treatment.](#)
The Cottage Site Ipswich Road Colchester Essex CO4 9HB
- Appeals** **Appeal lodged –APP/P1560/W/18/3196023**
17/02054/OUT – Hope Cottage Crown Lane South
Demolition of Hope Cottage and existing garages and build 2 four bed dwellings,
The council noted this appeal was currently on-going and not yet decided.
- 18/064** **Churchyard & Cemetery**
18/64.1 **To receive reports and consider any decisions on expenditure.**
None reported.
- 18/64.2** **Cemetery Fees and Regulations – proposed for 2018.**
The Council considered the proposed changes to the cemetery fees which would see the removal of a separate and sometimes confusing administration fee charged for applications, transfer of burial requests and cemetery searches by increasing the basic fees. It was hoped this would be easier for burial applicants and funeral directors to understand. The proposal to remove fees for child burial was also considered recognising that the Government were planning to remove the cost of child burials from families, but that the Council agreed that fee for adult burials would need to be increased so that revenue was maintained in order to keep the Cemetery in good order.
The Council resolved to amend the fees to the proposed levels with effect from 1 May 2018.
- 18/065** **Recreation, Play and Open Spaces including Colchester Road Play Area**
18/65.1 **To receive reports on condition of area and identify any health and safety risks of duty and consider any decisions for expenditure.**
It was noted that the rope walk way needed attention and a scramble net joint was missing and as this was a regular problem Cllr Thompson agreed to arrange a repair or replacement

- 18/65.2 To note the 3 Play Area Inspection Reports and decide any required actions.**
These were noted and as there were no immediate concerns (all low or very low risk reports) no action was thought necessary.
- 18/066 Environment and maintenance**
18/66.1 To receive reports and consider any decisions for expenditure.
The down ramp from the A12 leading onto the Old Ipswich Rd by the Jubilee Cafe was noted to have large holes appearing with lumps of gravel coming loose. It was agreed to photograph and report to ECC.

The planned local litter-pick was raised and the council wished to support it. It was confirmed that TDC could loan hi-vis vests and various bit of equipment.
- 18/66.2 To discuss risk of flooding in the Burnt Heath area and to note that some land owners in the area have been written to with a strong letter warning of possible action if ditches are not kept clear.**
This was noted and had been discussed during 18/59 – Public Participation and there was nothing further to add.
- 18/067 Public Rights of Way**
18/67.1 To receive reports and consider any decisions for expenditure.
None reported.
- 18/67.2 To receive an update on the state of Blacksmiths Lane.**
It was confirmed that the owner of Blacksmiths Lane had not given permission for it to be used by vehicles and it was also noted that the Gernon Rd resident using the lane for vehicle access to his rear garden was sweeping the lane regularly. It was felt that most of the mud was caused by deliveries to the garage build project taking place behind Cypress Cottage. The Council would wait to see what ECC said about the legal status of the lane before considering any action.
- 18/67.3 To consider the reply required to an investigation into an application to make the footpath into a restricted byway.**
Cllr Marshall agreed to look into this
- 18/67.4 To consider any action to be taken regarding overnight parking in Home Farm Lane in a no-waiting area with refrigeration units running (video circulated prior to meeting).**
The Council agreed that the video footage submitted of a resident trying to navigate past parked lorries in Home Farm Lane showed how dangerous the situation was. It was felt that the video could be submitted by the resident to the police to consider obstruction of the highway offences. It was noted that Cllr Gugliemli (ECC) had been sent a copy.
- 18/068 Funding Requests**
18/68.1 To decide if the parish council will fund a Dictaphone for the community speedwatch programme. Details Sony ICD-BX140 Digital Mono HVX/MP23 voice recorder with 4 GB built-in memory £21.99 on Amazon.
The Council agreed to support the speedwatch project by purchasing the equipment required for the group.
- 18/68.2 To note the request and consider supporting East Anglian Children’s Hospice.**
It was resolved to donate £100 to EACH as the local charity supporting children and families in the local area.
- 18/68.3 To note the request from a resident to support the Ardleigh Flower Festival in memory of**

a recently deceased resident.

It was resolved to donate £100 to support the flower festival event and also to sponsor a floral display.

18/68.4 To decide the request for some assistance in the purchase of a laptop for the Ardleigh Horticultural Society for use with their computerised show system and help with their accounts etc.

It was resolved to donate £25 to the Horticultural Society and suggest they approach the GCG Trust for further funding assistance. It was also agreed to invite the Horticultural Society to the Parish Assembly meeting.

18/069 Car Rally

To discuss plans for the Tendring Car Rally due to take place on 22nd April 2018.

It was agreed to drive the Ardleigh stage with a camera to record state of road, verges and hedges along the route before the car rally event.

18/070 Ringing for Peace Event

To discuss the Ringing for Peace event for Remembrance.

It was felt that a village working party could plan the Remembrance Events and the Parish Council would like to be part of any such group. Cllr Chase-Gardener agreed to speak to the village archivist about the idea.

18/071 TDALC

To receive any report or minutes from latest meetings.

The TDALC meeting minutes had been circulated before this meeting and were noted.

18/072 Annual Assembly and Annual General Meeting

To note the Annual Assembly or Parish Annual Meeting is set for Monday 30th April 2018 730pm in the village hall.

This was noted. It was suggested that Ardleigh Surgery be invited to attend and also the Parish Reverend.

18/073 Parish Council Finance

18/73.1 To receive report on Parish Council financial statement as at the 31 March 2018 (see attachment).

This was accepted.

18/73.2 To approve the bills for payment for Parish Council and Village Hall –Cheques/Bacs payments.

Clerk Pay (inc PAYE, pension, NI, holiday)	£	620.16
Employer Pension	£	14.88
Clerk Mileage.....	£	63.00
Clerk Expenses postage, parking.....	£	48.00

EALC Affiliation Fee £ 490.63

By authorising this payment Ardleigh Parish Council has agreed to subscribe to EALC for a further year.

18/73.3 To agree to close the 2017/18 accounts and submit to the internal auditor.

The end of year, 31 March, financial position was noted at 18/73.1 and it was agreed to submit the accounts to internal audit.

The end of year position on the Recreation Ground was also noted and it was agreed to submit the Recreation Ground accounts to internal audit.

18/73.4 To note the key dates for 2018/19 external audit.

The following dates were noted and it was agreed that the clerk would seek an extension of one week from 11th June to allow for the Parish Council meeting in June to agree the final Annual Report submission.

Key dates for the 2017/18 reporting season	
Deadline by which completed & approved AGAR and all applicable supporting documents or Exemption Certificate must be submitted to us (Please email us if this deadline cannot be met.)	Monday 11 June 2018
Statutory common period to be included in the smaller authority's period for the exercise of public rights	Monday 2 July – Friday 13 July 2018
Statutory deadline by which AGAR & signed external auditor report must be published by the smaller authority (this includes publishing on the smaller authority's website). The <i>Notice of Conclusion of Audit</i> must be published at the same time.	Sunday 30 September 2018

It was also noted that the Parish has been selected for an Intermediate Level review on the 17/18 financial year and therefore we would need to submit additional material with the Annual Return.

18/074 Information for the attention of the Clerk for the next meeting.

The Agenda specifies the business that it is proposed to transact (Local Government Act 1972 Sch.12 para 10 (2) (b) and the Council cannot lawfully decide any matter which is not specified in the Agenda (Longfield Parish Council v Wright (1918) 88 LJ Ch 119)

18/075 Meeting Closure & Date of Next Meeting

Monday 14 May 2018.

Signed by Meeting Chair on