



ARDLEIGH PARISH COUNCIL

MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON 10 JUNE 2019 AT THE VILLAGE HALL AT 7.30PM

PRESENT: Cllr Barrott (Chair),
Cllr's Bolingbroke, Chase-Gardener, Marshall, Mason, Talbot, Thompson and Whitfield
Clerk - Karen Thompson

ALSO IN ATTENDANCE: Cllr Guglielmi of Essex County Council (ECC) and Cllr Neil Stock of Tendring District Council (TDC) were present until item 19/104 was concluded. There were also members of the public in attendance.

19/097 Chairman's Welcome

The chair welcomed all to the first meeting of this current parish council.

19/098 Apologies and reasons for absence

The Council resolved to accept the apologies of Cllr Culham and Fontaine.

19/099 Declaration of Interests - to receive any pecuniary or non-pecuniary interests relating to items on the agenda.

There were none declared.

19/0100 Co-option of Councillors

Rachel Wilson had applied to fill one of the Councillor vacancies and she was unanimously approved as a co-opted councillor and joined the council table having signed her declaration of office.

19/0101 Public participation session with respect to items on the agenda and other matters that are of mutual interest

A member of the public sought information on the TDC position on planning now that the new Council was in place and what progress was being made on the Garden Communities and Local Plan development.

19/0102 Minutes of the last meeting of the Council held on 13 May 2019

Councillors resolved to accept the minutes of the meeting as an accurate record.

19/0103 Clerk's Report

The Council received the clerks report showing the status of outstanding actions from previous meetings. This included an update on a resident working with ECC Highways to get the bus stop at the school properly established and marked. The clerk reported on a letter received from the Essex Association of Local Councils offering free adult mental health awareness training for councillors and local groups. The Parish Council resolved to arrange for a session to be delivered. The Clerk also reported that the Council had intended to start the neighbourhood plan project after the new Council was in place and the Council resolved to start this with an "understanding session" before committing resources to this.

19/0104 District and County Councillors

To receive the reports of the District Councillor and the County Councillor.

Cllr Guglielmi (ECC) updated the meeting on the ECC Domestic Abuse initiative. He also provided an update on the position of the A120 dualling between Braintree and Colchester. He commented that the ECC Children's Services was recently rated as outstanding. He updated the meeting with news that the white lines at Morrow Rd/ Waterhouse Lane were imminently due to be repainted.

Cllr Stock advised that TDC had a new administration with Neil Stock remaining leader and

Carlo Gugliemli being deputy leader. He also said that a Housing Infrastructure Fund (HIF) bid had been submitted to assist the infrastructure elements of the Garden Community. If successful it could see a link road from the University Campus on the A133 to the A120. He commented on the parking of cars on the bridge by the Hyundai garage and said if the Parish Council were not successful in getting the garage owner to not use the bridge then TDC had powers which could be enforced.

19/0105 Planning

Applications

19/00678/FUL

[Proposed rebuild of existing cartlodge.](#)

Plains Farm Plains Farm Close Ardleigh Essex CO7 7QU

The council had no objection to this application.

19/00679/LBC

[Proposed rebuild of existing cartlodge.](#)

Plains Farm Plains Farm Close Ardleigh Essex CO7 7QU

The council had no objection to this application.

19/00751/TPO

[1 No. Silver Maple - reduce by 3m, 1 No. Norway Maple - reduce by 3m](#)

The Maples Mary Warner Road Ardleigh Colchester Essex CO7 7RP

The council had no objection to this application.

ESS/57/04/TEN /LA3

Details pursuant to (water monitoring) obligation within Legal Agreement associated with ESS/57/04/TEN. ESS/57/04/TEN permitted "Winning & working of minerals, removal of surplus soils & erection of a low profile processing plant, concrete batching plant & ancillary buildings (inc a workshop). Interim restoration to lakes and then public water storage reservoir with landscaping and an area of open space" Location: Crown Quarry (Ardleigh Reservoir Extension), Wick Farm, Old Ipswich Road, Tendring, Colchester, CO7 7QR

The council had no objection to this application.

Decided Approvals
Decided Refusals
Appeals

The Council noted the planning application decisions made by TDC.

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The dismissed appeal - Lamberts, Chapel Lane, Ardleigh CO7 7BJ.
18/00963/OUT was noted.

19/0106 Audit

19/106.1

To consider the effectiveness of the system of internal control and to approve the Annual Governance Statement.

The Council considered the system of internal control and were satisfied that it was suitable and resolved to approve the Annual Governance Statement as part of the Annual Governance and Accounting Return to the Essex External Auditors, PKF Littlejohn.

19/106.2

To consider the Annual Internal Audit Report of Accounts Year Ended 31 March 2019.

The Council considered the following recommendations made by Heelis and Lodge in the internal audit report:

Recommendation (1): To update Standing Orders to incorporate reference to the Public Contracts Regulations 2015.

Recommendation (2): To include reference to GDPR in the Council's Risk Assessment

Recommendation (3): To review Fidelity Cover in line with the recommended guidelines of year end balances plus 50% of the precept.

Recommendation (4): Copy of P60 to be maintained in Audit File as part of year - end process.

Recommendation (5): When applicable, the council's response to the Internal Audit

recommendations should be contained in the minutes of the meeting.
The Council noted that recommendation 2 had already been actioned and the meeting resolved to implement the other recommendations.

- 19/106.3 **To consider the Accounting Statements (Section 2 of the Annual Governance and Accounting Return).**
To approve the Accounting Statements, by resolution, and ensure the Accounting Statements are signed and dated by the Council Meeting Chair.
The Council considered and resolved to approve the Accounting Statements.
- 19/106.4 **To decide the dates for the exercise of Public Rights of Inspection commencing between 30th June 2019 and 26th July 2019 and running for a period of 30 working days. And to publish a notice of the Public Right of Inspection at least 1 working day before the period of inspection on the Council website along with the ‘Council Accounts: A Summary of Your Rights’.**
The Council decided that the Public Rights of Inspection would commence on 24th June 2019 and conclude on the 2nd August 2019. The accounting and governance reports would be published on the Council website and the notice of the Public Rights to Inspection would be published by Friday 21st June 2019.
- 19/106.5 **To appoint Heelis and Lodge as internal auditors for 2019/2020.**
It was resolved to appoint Heelis and Lodge as internal auditors for 2019/20.
- 19/0107 **Parish Council Finance**
- 19/107.1 **To receive the Parish Council Financial Statement as at the 31 May 2019.**
After 2 months of the financial year the Council has recorded a spend of £8080 and has received income of £23,034 which includes 50% of the parish precept being received in April. The bank holdings £142618 which includes £58000 of ring-fenced funds for handyman work and a new cemetery, should suitable land be found.
- 19/107.2 **To approve the bills for payment for Parish Council–Cheques/Bacs payments including EALC affiliation fee.**
The following were approved for payment:
- | | | |
|---|---|----------|
| Clerks net pay | £ | 579.11 |
| HMRC Tax and NI | £ | 156.71 |
| Pension Contribution | £ | 53.23 |
| Clerk expenses | | |
| Mileage 40.50, postage 2.68, stationery 11.98+16.98, | £ | 103.17 |
| refreshments for mtg 8.24, postage 7.32, new key 1.60 | | |
| Liverton Ltd - Verge cutting | £ | 1,500.00 |
| EALC Training course - Memorials TB | £ | 110.00 |
| Bland Landscapes – grass cutting | £ | 1,712.20 |
| JF Tree specialist – Churchyard and cemetery | £ | 1,728.00 |
| Oak View Nurseries – Floral Displays | £ | 1,773.20 |
| Councillor Training | £ | 108.00 |
| Jill Hamblin Archivist Invoice | £ | 198.88 |
| S Farrer – floral watering | £ | 291.94 |
| Mistley computer services – laptop repair | £ | 135.00 |
- 19/107.3 **To sign the mandate for the Recreation Ground Trust Charitable Funds (COIF) Account.**
This was signed by Cllr’s Barrott, Talbot and Chase-Gardener.
- 19/0108 **Recreation, Play and Open Spaces**
- 19/108.1 **To receive reports on condition of play areas and equipment and resolve to repair any urgent health and safety risks.**
The report was received, and no items were in need of repair.
- 19/108.2 **To consider action required arising from the Annual Play Area Inspection Report for the Colchester Rd Play Area.**

The Council resolved to raise the item concerning the railings on the new equipment with PlayQuip who supplied the items. It was also resolved to ask Bland Landscapes to cut back the tree in the play area.

19/108.3 To consider action required arising from the Annual Play Area Inspection Report for the Recreation Ground play area.

Cllr Thompson agreed to look at the report findings in closer detail and confirm those actions to be taken forward.

19/108.4 To consider action required arising from the Annual Play Area Inspection Report for the Millennium Green Play Area.

Cllr Thompson agreed to look at the report findings in closer detail and confirm those actions to be taken forward.

19/0109 Churchyard & Cemetery

To receive the councillor inspection report and consider any urgent health & safety repairs.

Cllr Mason had carried out the churchyard and cemetery health and safety checks and submitted the report. The cemetery report identified that litter need to be picked up; the notice board could include a disclaimer notice and the benches need a rub down and staining. It was resolved to ask the handyman to treat the benches. A future project should look at the pathways to make sure they are accessible by all.

There are branches that need to be cut back in the churchyard and Cllr Barrott to speak to Rev'd Wilson before arranging for the work to be carried out. The pathways will; also need attention at some point in the future.

19/0110 To approve the following:

- Risk Management Policy and Risk Register
- Asset Register

The council resolved to approve these policies.

19/0111 Application to GCG Trust

To confirm the application to the GCG Trust for the following:

- New toilet cisterns
- CCTV
- Replacement doors
- Plumbing safety issues
- Planning, design and build of outside toilet building

Cllr Chase-Gardener agreed to take forward the work on the CCTV and establish two quotes. It was confirmed that the estimates for toilet cisterns was £1558, plumbing safety issues £178, replacement cubicle doors are £750 + £500 fitting and the likely cost of a new outside toilet block is £35,000.

19/0112 Public Rights of Way (PROW) and Highways

19/112.1 To consider any action on the overgrown sides of the cut through from Gernon Rd to Mary Warner Rd.

The clerk informed the meeting that the public footpath that links Blacksmiths Lane to the Millennium Green is owned by TDC as part of their Mary Warner estate. They initially denied responsibility but now acknowledge it is theirs. Our request for having the footpath cut back has been passed to their Open Spaces team.

19/112.2 To consider action to reduce fly tipping.

The meeting noted that fly-tipping is increasing but felt the Council had no powers to deal with it. It was agreed to remind residents of the reporting routes (TDC and the phone app FixMyStreet) in the Ardleigh Advertiser and also to see if TDALC (Tendring District Association of Local Councils) might ask TDC to reverse the decision to restrict the types of product and vehicles that can use the local recycling sites.

19/112.3 To consider the parking in Wick Lane.

The Council decided to record evidence of the possibly illegal parking in Wick Lane without lights to the NEPP (North Essex Parking Partnership).

19/0113

TDALC update

To receive a verbal report from the last TDALC meeting.

Cllr Marshall said that the meeting had focussed on fly tipping and the recent Tendring Car Rally.

19/0114

75th VE Day Commemoration Event

To establish a working group to organise the VE Commemoration event in 2020.

Several Councillors (Chase-Gardener, Barrott, Mason and Marshall) volunteered to be part of the Working Group established to organise the VE75 village events over the weekend of Friday 8, Saturday 9 and Sunday 10th May 2020. Cllr Chase-Gardener agreed to invite Jill Hamblin (Village Archivist) to chair the Working Group and hold the first meeting.

19/0115

Information for the next meeting – Annual Parish Council meeting

No information was identified.

19/0116

Meeting Closure & Date of Next Meeting

The meeting closed at 2120 and the next meeting date was confirmed as Monday 8th July 2019.

Signed by Meeting Chair on