



ARDLEIGH PARISH COUNCIL
MINUTES OF THE MEETING OF THE PARISH COUNCIL
HELD ON 12 AUGUST 2019 AT THE VILLAGE HALL AT 7.30PM

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

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

19/0136 Chairman's Welcome and to note the resignation of Cllr Wilson
The Chairman welcomed all those attending and advised reminded all present that the Code of Conduct had been approved and set the standard for meetings.

19/0137 Apologies and reasons for absence
Cllr Culham was not present.

19/0138 Declaration of Interests - to receive any pecuniary or non-pecuniary interests relating to items on the agenda.
None declared.

19/0139 Public participation session with respect to items on the agenda and other matters that are of mutual interest
A member of the public said that he had been to the Tendring District Council (TDC) Planning Committee meeting recently and he expressed concern that although TDC were planning to submit their amended Sustainability Appraisal, after consultation, it would not be adequate. This would leave Ardleigh and other villages susceptible to single large-scale planning applications with no substantial infrastructure.

The subject of additional vehicles travelling along the A137 due to the overnight road closures of the A12 was raised. The Council resolved to ask Cllr Gugliemli (Essex County Councillor) if any measures could be taken to enforce speed limits along the road.

A further member of the public asked about visitor access to the Ardleigh Reservoir. Although general access to the existing reservoir is not available the reservoir extension currently being built will have public paths and access.

19/0140 Minutes of the last meeting of the Council held on 8th July 2019
Councillors resolved to accept the minutes of the meeting.

19/0141 Clerk's Report
The Council received the clerks report showing the status of outstanding actions from previous meetings. Cllr Chase-Gardener said that the fruit trees on the Millennium Green had fruit ready for picking and had posted on facebook to let people know. She also agreed to look to see what variety of apples were there and to let people know.

Cllr Mason asked about progress on Neighbourhood Plan and an initial session with a planning consultancy was confirmed.

19/0142 District and County Councillors
To receive the reports of the District Councillor and the County Councillor.
Neither Cllr Gugliemli (ECC) or Cllr Neil Stock (TDC Ward Councillor) were present.

19/0143 Planning

Applications

19/00903/LBC &
19/00902/FUL

[Proposed first floor pitched roof extension, create new first floor door opening through existing fire damaged gable wall and beam, and new thatched dormer to bedroom 3.](#)

Blue Barns Cottage Old Ipswich Road Ardleigh Colchester Essex CO7 7Q
The Council did not object to this planning application.

19/00952/FUL

[Proposed alterations to existing residential property incorporating erection of pool house and new entrance gates and boundary treatment.](#) 

Shrublands Dedham Road Ardleigh Colchester Essex CO7 7QA
The Council did not object to this planning application.

19/00943/TPO

[1 No. Oak - reduce lateral extension by 1.5m and crown lift to 5m.](#)

Land adjacent Fernview Turnpike Close Ardleigh Essex CO7 7QW
The Council did not object to this planning application.

19/00968/OUT

[Outline application for the erection of four detached dwellings with associated garaging, parking and a private drive.](#) 

Cherrytree Farm Harwich Road Ardleigh Colchester Essex CO7 7LT
The Council did object to this planning application because it is outside the Settlement Development Boundary and would see further detached houses in Ardleigh for which there is no requirement/need. The site is on the A137 near two very well used bus-stops which is also a school bus-stop. The junction with Home Farm Lane and the crest of a bend all make this an unsuitable and dangerous place to add further vehicles entering and exiting from the site.

19/00972/FUL

[Proposed rear 1.5 storey extension and internal alterations.](#) 


The Old Chapel Chapel Lane Ardleigh Colchester Essex CO7 7BJ
The Council did not object to this planning application.

19/01071/LUEX

[Occupation of the site address in non-compliance with conditions 2 and 3 of planning permission TEN/1959/87.](#) 

Kalm Oak Nursery Hunters Chase Ardleigh Colchester Essex CO7 7LW
The Council did not object to this planning application.

19/01088/LBC

[Conversion & linking of former stables & shelter shed to create single dwelling \(minor revisions to previous approval 18/01163/LBC\)](#) 

Lodge Farm Barn Lodge Lane Ardleigh Colchester Essex CO7 7PG
The Council did not object to this planning application.

19/01101/DETAIL

[Reserved matters application for erection of four detached dwellings.](#) 

Nobbys Place Bromley Road Ardleigh Colchester Essex CO4 3JG

19/01106/TPO

[1 No. Beech - reduce crown by 25%, 1 No. Silver Birch - reduce in line with neighbouring trees.](#) 

2 The Limes Harwich Road Ardleigh Colchester Essex CO7 7RW
The Council did not object to this planning application.

Decided Approvals

The Council noted the planning application decisions made by TDC.

Decided Refusals

The Council noted the planning application decisions made by TDC.

19/0144

Proposed Road Name – 4 house development at Fox Street.

To consider suggesting a road name to TDC for the 4-house development at Fox Street

The Council had been invited by TDC to consider the proposed name suggestion for a four-dwelling development off Fox Street. The name proposed was Borealis Viae. The advice of the local Archivist had been sought and after consideration the Council resolved to suggest 3 possible alternative and preferred names for the new road. These were: Fox Wood Chase, Brick Field Way and Beggars Oak which all have a historical reference to the site.

19/0145 Parish Council Finance

19/145.1 To receive the Parish Council Financial Statement as at the 31 July 2019.

This was received. It was noted that the year-end forecast anticipates an approximate income of £59,000 and with £8,000 being carried forward from 2018/19 and a spend of £68,000. The Council funds are £131,610 with over £50,000 of that being held to fund any additional cemetery that can be purchased.

19/145.2 To approve the bills for payment for Parish Council—Cheques/Bacs payments

The following invoices were approved for payment:

Clerks Pay net	£534.62
HMRC Tax and NI	£133.60
Pension Contribution	£ 48.72
Clerk expenses - mileage 13.50	£13.50
Cllr training expenses	£31.50
Bland Landscapes - contract	£427.78
Ace Tech - CCTV for village	£7,759.74
Scott Farrer - floral display watering	£630.85
JF Tree Specialist - contract	£864.00
ICO GDPR certificate	£35.00
Purchase of Back up drive	£42.00
paper + Accident book	£13.94
S137 Donation to pre-school	£500.00
Donation to village calendar	£200.00

19/0146 Recreation, Play and Open Spaces

19/146.1 To receive reports on condition of play areas and equipment and resolve to repair any urgent health and safety risks.

These were received and no action was decided. It was noted that the wooden benches on the Millennium Green had been replaced and the metal bench on the Recreation Ground had been repainted.

A proposal to replace the tugboat was approved and the design selected was the one titled Avenue Shipwreck. It was resolved that Cllr Barrott would sign the application for a grant from the GCG Environmental Trust for £13,925.

The Parish Council was reminded of the need, stated in the MOU between the Millennium Green Trustees and Parish Council, to include a specific agenda item to allow the Trustees of the Millennium Green to report any issues to the Parish Council. It was resolved to add this to future Parish Council meeting agendas.

19/0147 Churchyard & Cemetery

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

It was reported that the cemetery would benefit from a litter/debris clean up. It was resolved that Cllr Mason would arrange a date and invite Councillors to help.

NB post meeting note – date set for 3rd September.

19/0148 External Audit Comment

It was noted that the Parish Council had been informed that the following comment would be made by PKF Littlejohn as part of the external audit process.

Section 2, Box 2, the annual precept, does not agree to the figure published by the precepting authority. The figures in Boxes 2 and 3 should read £34,182 and £52,252 respectively. All grants, including Council Tax Support Grant, should be shown in Box 3, as per the guidance notes on the AGAR.

The Council noted and agreed that the comment was valid. The same error would be avoided in future.

19/0149

Parish Council Safety – provision of CCTV

Demonstration of implemented CCTV system and acknowledgement of policy, procedures and processes that need to be implemented.

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Demonstration of implemented CCTV system and acknowledgement of policy, procedures and processes that need to be implemented.

Cllr Chase-Gardener demonstrated the CCTV system as installed by AceTech. It provides high quality recording of images of the Village Hall Car Park, the Recreation Ground Car Park, the area around the Village Hall (all sides), the Hall Foyer and the Committee Room.

The Council expressed a vote of thanks to the GCG Environmental Trust for funding the project to improve security and deter crime in the village.

It was noted that the CCTV was a Parish Council asset and responsibility (not the village Hall Charity).

The Council agreed that the viewing monitor should not be available to view by the public and resolved that Cllr Chase-Gardener would remove the monitor.

Cllr Chase-Gardener confirmed that she had registered the system with the Information Commissioners Office (Reference Number ZA537616).

It was noted that the CCTV remote viewing required the application to hold over the broadband and this wasn't possible with a standard broadband dynamic IP address and the Council resolved to pay the additional £1pcm for a static IP address.

It was resolved that the following was required:

- Amended Privacy Statement for Parish Council and Village Hall
- Letter to regular hirers notifying them of the CCTV
- Amendment to Hirers Booking conditions of hire
- A CCTV Policy
- CCTV procedures

19/0150

Parish Council Policies

To approve the following:

- **Privacy Statement (GDPR)**

A draft Privacy Statement reflecting CCTV usage was proposed, amended and approved.

19/0151

Highways

19/151.1

To receive an update on the proposal to re-submitting a Local Highways Panel request to alter the restricted weight limit roads so that HGVs are effectively routed directly to the best main road.

The Clerk reminded the meeting that a Local Highways Panel (LHP) request had been submitted in 2017 to ECC to amend the weight restricted area for LGVs thus preventing large vehicles from travelling all of the lanes around Ardleigh and encouraging a route that included the A137, Station Rd, Bromley Rd and Slough Lane. This was raised as a response to complaints from residents who were suffering from excessive vehicle-caused vibration in dwellings without foundations. The LHP request was supported by Great Bromley Parish Council and Cllr Guglielmi. The LHP request was not taken forward by the LHP Panel as they indicated they would review all of the weight restricted areas. This was not done and is not planned to be done. In the light of this Great Bromley Parish Council asked that Ardleigh resubmit the request.

Cllr Chase-Gardener advised the Members that any proposal to amend the area of coverage of the weight restriction limits might see a significant increase in LGVs travelling through the village centre. It was decided delay submitting the request and resolved to write to Great Bromley Parish Council informing them that no action would be taken for the time being.

19/151.2

To consider any action to improve the lighting situation at the Salt Dome (ECC) site.

It was agreed to chase any ECC Highways Site Depot lighting improvements in September.

19/0152

Parish Council Website

To note that the Essex County Council provided website is being removed at 31st March 2020 and that an alternative site will need to be developed and hosted.

Cllr Chase-Gardener offered to develop a website as her (private) company had done this in the past. The Council resolved to accept this offer and requested that any site have the ability for the incoming Clerk to add/amend/delete pages, menus, photos etc. The Council preferred the domain name Ardleighpc.website.

19/0153

75th VE Day Commemoration Event

To receive an update from the VE75 event Working Group.

It was noted that the planning is progressing well and no action was requested of the Council.

19/0154

Coffee with Cops event

To receive a verbal report on the Coffee with Cops event on 8th August 2019.

Cllr Mason confirmed that the Coffee with Cops event had about 12 people attend and there was a good exchange of information. The main crimes affecting Ardleigh are theft of vehicles, theft from vehicles and theft from gardens. The residents raised speeding, anti-social behaviour and fly-tipping in the dialogue. PCSO Smith had advised that the online Essex Police Report It tool was the best method for reporting non-emergency crime. It was hoped that further events can be held.

The Clerk confirmed that PCSO Pat Smith, a member of the newly formed Community Policing Team from Harwich, would attend either the October or November Parish Council meeting to meet Councillors.

The police report should be available to the Council more regularly.

The Council resolved to report this information in the Ardleigh Advertiser report.

19/0155

Information for the next meeting

It was noted that the following was scheduled for the next meeting:

- Appointment of new clerk following interviews scheduled for 19th August.
- Presentation from Phase2 re detailed planning application Bromley Road

19/0156

Meeting Closure & Date of Next Meeting

The meeting closed at 2140 and the next meeting date was confirmed as Monday 9th September 2019.

Signed by Meeting Chair on