



Clerk to the Council: Bridget Tighe

Lawford Parish Community Hub, Unit 1, The Avenue, Lawford CO11 2FR, Tel: 0798 396 0679

Email: clerk@lawfordparishcouncil.gov.uk

Members of the Council are hereby summoned to attend a meeting of the Parish Council to be held in the meeting room of Lawford Parish Community Hub, Unit 1, The Avenue, CO11 2FR on Monday 16 June 2025 at 6.30pm

AGENDA

011/2025 Apologies for Absence To receive and approve any apologies for absence.

012/2025 To receive members declarations of interest on items that appear on the agenda.

013/2025 Minutes

- a) Minutes of the Annual Council Meeting held on Monday 19th May 2025 at 6.30pm to be approved and signed by the Chair
- b) Minutes of the parish council meeting held on Monday 19th May 2025 at 7pm to be approved and signed by the Chair.
- c) Minutes of the parish council meeting held on Thursday 24th April 2025 at 6.30pm to be approved and signed by the Chair.

014/2025 Public Participation – There will be 15 minutes available for this session where members of the public may address the Council, including items for discussion on the agenda. A maximum of 3 minutes per speaker will be permitted.

015/2025 To receive reports and updates.

The Councillors and Police Reports:

- a) The District Councillor report. To follow.
- b) The County Councillor's report. See attached.

016/2025 To receive general updates.

- a) Planning review. See attached list of planning applications. Update Cllr Chester.
- b) Website, podcast and social media review. Update Cllr D Harty
- c) Manningtree as a Hub. Update Cllr Barrett.
- d) Civic Building. See attached update for discussion and agreement including:
Car park. See attached costings for discussion and agreement.
LHT event. Background and update. Cllr C Guglielmi
PACE Event. Update. Discussion and agreement.
Hire arrangements. See attached proposed hire policy for discussion and agreement.
Tables and chairs. See attached costings for discussion and agreement.
Meeting with Community Halls in Partnership. Brief report for discussion and agreement.
- e) Play Zone. Update Cllr C Guglielmi
- f) Operation Quasar Enforcement Powers. See attached proposal for discussion and agreement
- g) Devolution update. Update Cllr C Guglielmi.
- h) Stand at Tendring Show 2025. Update Cllr W Saint James. Minute of meeting held on 9 June 25 attached.



017/2025 To receive Public Realm committee updates:

Street lighting

- a) Streetlighting on Mill Hill. Update Cllr Thurlow
- b) Streetlighting on Riverview. Update Cllr Thurlow.
- c) Streetlighting on Cox's Hill. Update Cllr Thurlow

Grass cutting

- d) Discussions with Tendring District Council. Update Cllr C Guglielmi.

Trees

- e) Tree planting in Summers Park. Update from Public Realm Committee.

Parking

- f) Parking issues at Lawford School. Update Cllrs Guglielmi, Castell and Symon.
- g) Parking issue on Cotman Avenue. See attached costings for agreement. Update Cllr C Guglielmi.

General

- h) Dogs on leads enforcement. Update Cllr Barrett
- i) Riverview footpath. Update Cllr Thurlow.
- j) Groundsman's Shed. Update Cllr Thurlow.
- k) Defects/resurfacing works. Compilation of list for Cllr C Guglielmi. See attached email.

Playground

- l) Riverview. See quote for discussion and agreement.
- m) Lawford Green. See email from Rose Builders for discussion and agreement.

018/2025 To receive Administration Committee updates:

- a) Council's expenditure
 - i) A list of expenditure for June 2025 to be approved. To follow.
 - ii) A bank reconciliation for May 2025 to be approved. See attached.
 - iii) Bank Statement May 2025. See attached.
 - iv) Budget variance report May 2025. See attached.
 - v) Proposal to extend limit on Barclaycard. See attached.
 - vi) Potential Insurance Claim. See attached for information.
 - vii) Funding request for memorial in churchyard. Update.
 - viii) Electricity Provider. See quotes for discussion and agreement.
 - ix) New grant evaluation form. Proposal for discussion and agreement. See attached draft.
 - x) PACE grant request. See attached for discussion and agreement.

019/2025 Annual Return for the year ending 31st March 2025

End of year Accounts

- a) To receive and accept the Internal Audit Report for 2024-2025 (attached)
- b) To approve the end of year verification of accounts for 2024--2025 (attached)

Annual Governance and Accountability Return [AGAR] 2022-23

- c) To approve Section 1 of the AGAR – Annual Governance Statement 2024-25 (see attached).
- d) To approve Section 2 of the AGAR – Accounting Statements 2024-25 (see attached).

019/2025 Any Matters for Future Discussion

020/2025 Any Items for information

- a) Swings on School Lane – being removed by Cllr Harty in the spring/summer.

Signature (Clerk): *B Tighe*

Date: 11 June 2025