



Clerk to the Council: Bridget Tighe

Lawford Parish Community Hub, Unit 1, The Avenue, Lawford CO11 2FR, Tel: 01206 395898

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Members of the Council are hereby summoned to attend a meeting of the Parish Council to be held in the Rose Room of Lawford Parish Community Hub, The Avenue, CO11 2FR on Monday 21 September 2026 at 6.30pm

AGENDA

147/2026 Apologies for Absence To receive and approve any apologies for absence.

148/2026 To receive members declarations of interest on items that appear on the agenda.

149/2026 Minutes

- a) Minutes of the Parish Council meeting held on Monday 17 August 2026 at 6.30pm to be approved and signed by the Chair.

150/2026 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.

151/2026 To receive reports and updates.

Councillor Reports:

- a) The District Councillor report. See attached.
- b) The County Councillor update. Cllr C Guglielmi.
- c) Quasar Report. See attached.

152/2026 To receive general updates.

- a) Planning review. See attached list of planning applications – update Cllr Chester Tendring Hundred Waterworks Site. See attached email for your information. Local Plan Consultation. See attached poster for dates.
- b) Manningtree as a Hub. Update Cllr Barrett. Update on planning for Summer 2027 Event.
- c) Civic Building.
 - i) Hire schedule for September/October. See attached for information.
 - ii) Meeting with 1st Lawford Scouts and Lawford Buggy Club. See attached note of meeting. Update Cllrs C Guglielmi/Thurlow.
 - iii) Statement from Lawford Scouts. See attached for your consideration.
 - iv) Lawford Football Club. Update on Greener Game. See attached.
 - v) Lawford Football Club. Bins. Update Cllr Thurlow.

153/2026 To receive Administration Committee updates:

- a) Council's expenditure
 - i) A list of expenditure for September 2026 to be approved. See attached.
 - ii) A list of receipts for August 2026 to be approved. See attached.
 - iii) A bank reconciliation for August 2026 to be approved. See attached.
 - iv) Bank Statement August 2026. See attached.
 - v) Budget variance report August 2026. See attached.
- b) Social Media Proposal. Update Cllr G Guglielmi
- c) Insurance. Incident in School Lane Car Park. Update for information.
- d) Request for a grant from the Rotary Club. See attached for consideration and agreement.
- e) External Auditor's Report 2025-2026. See attached two documents for discussion.
- f) Quote for Internal Audit for 2026 – 2027. See attached for consideration and agreement.
- g) Administration Committee in November. Ideas/reminders for projects that need to be included in 2027-2028 budget discussions.

156/2026 To receive Public Realm committee updates:

Street lighting

- a) Streetlighting on Summers Park and Riverview. Update Cllr Thurlow.
- b) Streetlighting on Cox's Hill and Bromley Road Update Cllrs Thurlow & C Guglielmi

Grass cutting

- c) Discussions with Tendring District Council. See attached draft agreement and email for consideration. Update Cllr C Guglielmi.

General

- d) Ownership of bus shelters in Lawford. Update Cllr C Guglielmi.
- e) Waldegrave Pump Track. Cllrs Barrett and Castell
- f) Seat for Bus Stop at Station Road, Queensway. Update Cllr Thurlow
- g) Seat on Summers Park. See attached quote. Update Cllr Thurlow
- h) Scattering of ashes at memorial tree. Update Cllrs C Guglielmi/Thurlow
- i) Works at the Pavilion, School Lane. Cllr Thurlow
- j) HGVs on Garden City. Update Cllr Guglielmi
- k) Dog Poo Bin at Pax Drive. See attached email from resident. Update on poll Cllr Castell
- l) Damaged Memorial Tree on Summers Park. Cllr Barrett
- m) Request for an outdoor gym. See attached email for consideration.
- n) Playzone bid for Mistley. See attached for agreement to respond as a Parish Council.

157/2026 Any Matters for Future Discussion

158/2026 Any Items for information

159/2026 Any Emergency decisions

160/2026 Staff Matters

To be held in closed session excluding the public from the meeting, under the Public Bodies (Admissions to Meetings) Act 1960.

- a) Pay Award 2026 – 2027. See attached for consideration and agreement
- b) Caretaker. Update
- c) Parish Clerk. See attached job description, advert and pay scales. For consideration and agreement.

Signature (Clerk): *B Tighe*

Date: 16.9.26