

Lawford Parish Council



Minutes of the **Administration Committee** held in the **Small Meeting Room, Ogilvie Hall, Wignall Street, Lawford, CO11 2JG** on **Monday 4 July 2022** at 7pm

Present:

Cllr V Guglielmi (Chair), Cllr M Woods (Vice-Chair), Cllr C Guglielmi, Cllr D Thurlow, Cllr M Kinsmore

Bridget Tighe, Clerk to the Council

1. Apologies for Absence: There were no apologies for absence

2. Minutes of the last meeting:

Minutes of the Administration Committee Meeting held on **3 May 2022** were agreed as a true record.

Proposed: Cllr Thurlow **Seconded:** Cllr C Guglielmi **All Agreed**

3. Actions from the previous meeting:

Clerk to progress on-line banking application and update at next meeting.	Complete
The Clerk to put out notice and add item to the agenda for the 16 May 2022 meeting regarding Lawford Parish Council joining the Local Government Pension Scheme.	Complete
Clerk to put the First Registration of School Lane Land as an item for the next Full Council meeting for discussion and agreement	Complete
Disciplinary Policy. Clerk to put on the agenda for the 16 May 2022 meeting of the Full Council	Complete
Grievance Policy. Clerk to put on the agenda for the 16 May 2022 meeting of the Full Council	Complete
First Registration of School Lane land. Clerk to sign agreement and authorise solicitors to proceed with this work	Complete
Insurance renewal questionnaire. Clerk to amend questionnaire and send to the Insurers	Complete
Clerk to send out agenda for the Parish Meeting 16 May 2022	Complete
Activities for the Beacon Ceremony. Clerk to canvass Councillors for ideas and then investigate	Complete

4. Declarations of interest: There were no declarations of interest

5. Financial and related matters:

a) Request for two further signatories for on-line banking. This was discussed and members agreed that Cllr Kinsmore and Thurlow would be signatories.

Proposed: Cllr V Guglielmi **Seconded:** Cllr Woods **All agreed**

b) New npower contract. This was discussed and it was agreed that the Parish Council would sign the new contract for one year.

Proposed: Cllr C Guglielmi **Seconded:** Cllr Thurlow **All agreed**

Action: The Parish Clerk to sign and send the contract



There was also some discussion on how the Council could save money on street lighting and it was agreed that the Clerk would speak to the contractor to get quotes for increasing number of LED lights and a timer for the street lights.

Action: Clerk to contact lighting contractor and organise an assessment of possible savings on street light costs.

- c) Items Councillors may wish to raise/discuss. Cllr Thurlow raised the issue of reserve funding and asked that consideration be given to costs for projects that were required. Examples of projects were the Riverview Car Park refurbishment, grant to the football club for a new pitch, contribution to the new parish council office, contribution to the church heating. It was agreed that this item would be put on the next agenda for more discussion.

Action: The Parish Clerk to put on the next Administration Committee meeting agenda to be held on 5 September 2022

6. Personnel:

- a) Sickness Absence Policy. Members discussed and agreed this policy. It was agreed that the Clerk would put on agenda for next Full Council meeting on 18 July for adoption by the Parish Council.

Proposed: Cllr Woods **Seconded:** Cllr Kinsmore **All agreed**

Action: The Parish Clerk to put on Full Council meeting agenda for 18 July

- b) Safeguarding Policy. Members discussed and agreed this policy including that the Parish Clerk would be the designated lead for safeguarding at Lawford Parish Council. Cllr Woods said there should be training provide to all Councillors to ensure they were aware of their responsibilities and an increased training sourced for the Clerk who was the designated lead.

Proposed: Cllr Woods **Seconded:** Cllr V Guglielmi **All agreed**

Action: The Parish Clerk to complete Policy and put on agenda for Full Council on 18 July so it could be adopted by the Parish Council

Action: The Parish Clerk to source Safeguarding training and inform members

- c) Co-opt of new Councillors. The process was discussed and agreed. It was also agreed that the Clerk would email the resident who had shown interest and invite him to the next Full Council meeting where he could be co-opted.

Proposed: Cllr C Guglielmi **Seconded:** Cllr Thurlow **All agreed**

Action: The Parish Clerk to email resident and invite him to the next Full Council meeting on 18 July

- d) Items Councillors may wish to raise/discuss. There were no further items for discussion.

7. Legal Updates:

- a) Regulations, Policies and Procedures. The policy review timetable was considered and prioritised with the following policies and procedures being highlighted as a priority: Standing Orders, Councillors Code of Conduct, Lone Working Policy, Photograph Policy, Press and Media Policy and Document Retention Policy. It was agreed that the Clerk would bring these to the next meetings for review.

Action: The Clerk to put the above policies onto the agenda for the upcoming Administration Committee meetings



b) Items Councillors may wish to raise/discuss. The Clerk raised some items asking for information:

- i. Churchyard Grant – it was agreed that this would be £2750.00 which was the same as 2021 however, this would be reviewed in the budget meeting in November
- ii. Bins – there was a discussion on bins as a request had been received for an additional bin on Strawberry Avenue. This was in hand as Cllr C Guglielmi had agreed with Shaun Garrod that the bins would be moved next week. However, it was agreed that emptying of waste bins by Tendring District Council was not adequate especially on the bank holidays when dog bins on School Lane were overflowing and a meeting was needed with Damian Williams to discuss. All agreed with this and asked that the Clerk email Damian and ask for a meeting. It was agreed that there should be a review of whether there were enough bins for the population which was growing. The Clerk mentioned that the handyman was going on holiday for two weeks and asked who would empty the bins in his absence. Carlo said he would do this.

Action: The Clerk to email Damian Williams and request help to address the issue of dog bins on School Lane

Action: Cllr C Guglielmi to empty bins when the handyman is on leave

- iii. Shop at Honey Croft Post office a complaint has been received regarding the mess outside the shop including crates and boxes. Cllr Guglielmi suggested writing a letter to the owner.

Action: The Clerk to write to the owner of the Shop at Honey Croft Post Office

- iv. Parking in Strawberry Avenue a couple of the residents continue to receive parking fines even though they are parked on their land. It was agreed that the Clerk would purchase a sign reading ‘Parking Reserved for Nos. 22 and 24 Strawberry Avenue’.

Action: The Clerk to sign as above.

- v. Cllr Kinsmore requested clarification on the Five Estuaries consultation which had been received and Cllr C Guglielmi confirmed that there were various proposals to bring new electricity infrastructure into Tendring. Five Estuaries was a separate development to the Pylons and Substation development. The existing substation would be extended by the size of 10 football pitches and it has been proposed that the consultation on this be extended.

The next meeting is scheduled for 5 September 2022

The meeting closed at 8.15pm

Signature (Chairman) Date: