

Minutes of the Lawford Parish Council Meeting held via Zoom on Monday 16 November 2020 at 7.15pm.

Members of the public were welcome to attend, and links were emailed to those requesting to attend. Requests had to be received by 11am on the morning of the meeting.

Clerk to Council: Mrs Peachey

<u>Please remember Parish Council meetings are held in open session and are recorded. Comments made by councillors</u> <u>and the public may be reported in the media.</u>

Present:

Councillors C Guglielmi (Host) *(Left to attend a meeting at 8.30pm)*, Cllr Adcock-Jones (Chair) Payne, Pretty, Kinsmore, Thurlow, V Guglielmi *(Left meeting at 8.23pm due to an earlier operation)*, Miles, Barrett, Newman-Wright and Cllr Woods *(Joined 19.41 having had technical issues)* Clerk: Mrs Peachey (Co-Host) **Also in attendance** 1 Member of the public **Apologies: 151/2020 Minutes of the Previous Meetings:**

The minutes of the Council meeting held on **19 October 2020** were approved.

Proposed: Cllr C Guglielmi Seconded: Cllr Payne Agreed

Clerk will deliver minutes to Chair for signing

152/2020 Actions from the previous meeting:

Clerk to post cheques	Completed
Clerk to compose a statement in conjunction with Cllr C Guglielmi for publishing on website & Facebook that advises the car park is ready for use.	Completed
Clerk to contact Mr Duchars advising him of council's decision to allow a coffee van to be sited at School Lane car park during the week and seek his thoughts about siting the coffee van at weekends.	Completed
Solicitors quotes to put in place an agreement between LPC & Lawford C of E Primary School had been circulated to the Car Park Working Group. Decision to made as to who to appoint	On Agenda
Cllr Adcock-Jones to compose letter to send to resident's ref cutting back foliage	Ongoing
20/01184/COUNOT to be discussed further at the Planning Meeting on 2 November 2020.	Completed

153/2020 Declarations of Interest:

Cllr C Guglielmi – a) Zoom subscription paid on behalf of Council

b) item 156/2020 this is part of his Portfolio as District Councillor

Cllr Adcock-Jones – item 157/2020 e) i) is employed by Sparlings Solicitors

154/2020 Public Voice:

No members of the public wished to speak during Public Voice.

155/2020 Reports were circulated as they became available and published on council's Website:

- a) The District Councillor
- b) The County Councillor
- c) Crime report

156/2020 Riverview Purchase:

To formally agree the amended Transfer Deed (email circulated)

Proposed: Cllr Adcock-Jones Seconded: Cllr Miles Agreed

Cllr C Guglielmi abstained from voting having declared an interest

157/2020 Administration Committee: (Minutes of the meeting held 2/11/20 circulated)

a) Grant request from Age Concern – Viv Dawson gave an account of how residents had benefitted from Age Concern and the work it does, advising it is wholly dependent on Grant Funding and donations. Age Concern provides help for those in the later years of their life and had helped 33 residents in Lawford, providing help for those socially isolated, a befriending service which introduces and helps people to obtain services such as Blue Badge, carers, attendance allowance, welfare services and so on. Pre pandemic this would be carried out face to face but now via the telephone, which is more difficult. They also provide services, information, and assistance for those suffering with, or helping those with, Dementia and courses for those wishing to learn more about the condition and how to act around those with Dementia. This is an important service. Age UK Suffolk had to close due to lack of funding and Age Concern has expanded considerably over the last year because of need. In 2018 they employed 3 staff and now have 25 staff (not all are full time) and 214 volunteers providing a whole suite of services.

Cllr C Guglielmi felt it was refreshing that people were benefitting from their services. He expressed interest in the Dementia Awareness session to give greater understanding about how to communicate and act with those that have Dementia. Viv Dawson said she would ask the organisations Dementia Co-ordinator to contact the Clerk regarding the awareness course.

Cllr Pretty, as Chairman of Crossroads, has done a virtual Dementia awareness course, which she found to be very informative. It was proposed that a £500 Grant be given to Age Concern

Proposed: Cllr Barrett Seconded: Cllr V Guglielmi Agreed Action - Clerk

b) **Given formal approval:** Cllr Pretty advised the Clerk should have been receiving an allowance for working from home of £70 per month, to cover heating and lighting. To be backdated to April.

Proposed: Cllr Adcock-Jones Seconded: Cllr Pretty Agreed
 c) Agree 2021 - 2022 Budget (copies posted and emailed to all councillors)

Proposed: Cllr Pretty **Seconded**: Cllr Miles Agreed **Ref items d) and e) below** following discussion 2021/22 projects and suggested additional expenditure for 2020/21 were agreed in principle – those able to be approved will be voted on, the remainder to be discussed in detail at either the next Public Realm or Administration meeting.

Proposed: Cllr C Guglielmi Seconded: Cllr Miles Agree

17.41pm Cllr Woods joined the meeting

- d) Agree 2021 2022 Projects (to be funded from reserves and Grants) approved in principle and to be discussed in detail at the Public Realm meeting on 7 December 2020 Action Clerk
- e) Review the suggested Projects/Expenditure (below) that fall outside the agreed 2020/21 budget to determine projects Council wish to approve spend/completion
 Note: some approved projects will of necessity be completed later into 2021, when the correct conditions prevail

Cllr Woods took the Chair as Cllr Adcock-Jones had declared an interest.

i) Appoint solicitor to put in place Agreement between Lawford Parish council and Lawford C of E School, ref Lawford Green Car Park (*emails circulated*)
 Birkett Long £1,520.00 - £1,900.00 + vat
 FJG £750.00 - £1000.00 + vat
 Sparlings - £600.00 + vat Cllr Guglielmi asked Cllr Adcock-Jones to give his view on what work the different quotes covered. Cllr Adcock-Jones believed they ranged from only putting in place the agreement to dealing with the entire process of negotiating terms and putting in place the agreement. Cllr C Guglielmi reiterated that much time was put into broadly agreeing Heads of Terms, therefore Council do not need an appointed solicitor to negotiate terms, only to put in place the agreement. The main points of the agreement were insurance of the site, which will be LPC's responsibility, the school will have 40 spaces in front of school, the council 4 spaces at the far end of the car park, a oneway system will be in place. The school's Resource Committee were due to discuss the terms and come back to Council but to date no response has been received. Clerk requested to contact the school. **Action - Clerk**

It was felt that given Heads of Terms had been agreed it was proposed Sparlings Solicitors be appointed to put in place the agreement.

Proposed: Cllr Pretty Seconded: Cllr Kinsmore Agreed

Cllr Adcock-Jones abstained from voting Action - Clerk

Cllr Adcock-Jones resumed position of Chair

ii) Appoint Surveyor to provide Insurance Reinstatement Valuation for the Pavilion and War Memorial, as requested by council's insurers

Fenn Wright £600 + vat £600.00 + vat for Football Pavilion only - suggested a stonemason for the War Memorial

Nicholas Percival £575.00 + vat for both Pavilion & War Memorial

It was proposed Nicholas Percival be appointed to provide a Reinstatement Valuation for the Pavilion and War Memorial **Proposed**: Cllr Pretty **Seconded:** Cllr Miles **Agreed**

Action Clerk

For information: Clerk has arranged a phone call with Ross Bullard of Came & Co to go through the Asset Register and determine what, if any, increases should be made for Council's other assets. This has been carried out face to face in previous years, but not now possible due to COVID.

For information: Any additional Car Parks, Play Areas or land acquired/to be acquired, at Summers Park, Lawford Green or anywhere else in Lawford, are covered under council's current policy no amendments are required.

iii) Agree to proceed with repairs to Play equipment in School Lane (as outlined in the earlier inspection report) Playquip £9,251.00 (Waldegrave & Riverview repairs already approved) Given the cost Cllr C Guglielmi suggested enquiries be made as to the cost of replacing as opposed to spending money to repair.

Clerk will enquire about the options available, but to speed up necessary repairs if other options were not viable it was proposed the spend be approved with approval being given to carry out repairs that become necessary on the monitored equipment, without coming back to council. Quote approved £40,443.00 Proposed: Cllr Pretty Seconded: Cllr V Guglielmi Agreed Action - Clerk

For information:

Sovereign total for urgent repairs and those to be monitored £43,838.16) Other companies have advised they do not repair equipment they did not install.

iv) Agree on layout of signs for School Lane and who is to provide them
 Signs Made Easy, Aluminium composite sign panels, printed and gloss laminated - A3
 Supplied as flat panels / predrilled holes - £29.00 + vat
 Supplied with metal fence/railing fixings - £29.00 + vat
 Supplied with fixings for lamp columns - £38.00 + vat each
 Design Clark £270.00 + vat (*Email circulated for visuals*)
 It was proposed Signs Made Easy be engaged.

Proposed: Cllr Kinsmore Seconded: Cllr C Guglielmi Agreed Action - Clerk

- v) Proceed with grassing the areas at School Lane where equipment was removed by Playquip the existing tiles will be removed and disposed of to a recycling centre, the concrete bases below will be broken up and removed to tip. Topsoil will be imported to fill the voids created before good quality turf is laid over the new soil. Please note: Playquip cannot water the turf once installed, in long hot spells it is recommended to water new turf at least twice a week.
 a) Old Seesaw area £1,954.00
 b) Free Standing Slide area £3,410.00
 No concrete or tiles to remove on the below items
 c) Climbing Frame area £100.00
 d) Rocking Rocket area £280.00
 Total: £5,744.00
 Whilst it was agreed this should be done because it is a trip hazard, further quotes will be obtained.
- vi) Install a Basketball net at Waldegrave Way **Playquip** quote £1,886.00 *(email circulated)* Clerk to speak with Playquip. Action - Clerk
- vii) Remove Tennis court Fencing 135 linear metres, to remove all chain-link fencing and posts from the perimeter of the existing tarmac tennis court area and dispose of to tip, including all wood panelling. Existing base will be reinstated where posts are removed to make safe.

Playquip cost inclusive of equipment and disposal £7,425.00 (Playquip)

Expenditure agreed in principle, Clerk will obtain two other quotes.

Proposed: Cllr C Guglielmi Seconded: Cllr Payne Agreed Action – Clerk

20.23pm Cllr V Guglielmi left the meeting

viii) Quotes for a temporary path/hard standing at the back of Highfields School are awaited from Council's Handyman, in their absence the Administration committee suggest an allocation of £10,000. Colne Contracts, tarmac quote £10,900.00 + vat, provides a permanent solution once Riverview is owned by LPC. Verbal Resin Quote (via telephone) acquired by Cllr Thurlow and based on the figures from Colne Contracts - around £22,000 + vat (company based in Chelmsford). Semi-permanent quote to lay concrete received of £2,750.00 + vat. Following discussion, it was agreed it would be more cost effective to lay a permanent surface.

Proposed: Cllr C Guglielmi Seconded: Cllr Kinsmore Agreed Action - Clerk (investigate quotes)

ix) Agree other projects not included in the 2020/21 Budget that Council may wish to undertake. To be discussed by Public Realm at its meeting in December. Action - Clerk

20.30pm Cllr C Guglielmi left the meeting

f) Councils expenditure:

For information: cheques will be signed as in previous months (checked and signed by three councillors in isolation)

- i. A list of expenditure will be circulated
- ii. In line with audit guidelines (approved at Full council August 2018) the first councillor invoices and cheques are delivered to will to verify invoices and the prepared cheques agree, confirmed by initialling Expenditure spreadsheet, cheques, and invoices with green ink.

Proposed: Cllr Pretty Seconded: Cllr Miles Agreed

Action – Clerk

Cllr C Guglielmi abstained from voting having declared an interest

158/2020 Planning: (Minutes of the meeting held 2/11/20 circulated)

- a) Applications received 2/11/20
 - i) 20/01407/LUEX Lawful development certificate for existing Valley Garden Supplies Mrs H Elkin and continued use for the manufacture of Wignall Street Lawford, CO11 2JL

Initials.....Date.....

fine concrete and timber garden products (use class B1(c)).

	ii)	20/01415/LUPROP	Single storey flat roof rear extension.	160 Colchester Road	
		Mr Jason Dunne		Lawford, CO11 2BP	
b) Applications Received 09/11/20					
	i)	20/01454/FUL	Proposed steel portal framed agricultural	77 Hungerdown Lane	
		Mr James Wallis	building 12.2m by 9.2. m.	Lawford, CO11 2LX	
	ii)	20/01472/FUL	Proposed single storey rear extension.	3 Strawberry Avenue	
		Thompson		Lawford, CO11 2DR	
			No. alteration to an		

No objection to any of the above applications

Proposed: Cllr Payne Seconded: Cllr Newman-Wright Agreed Action - Clerk

c) Applications Determined

20/00935/OUT	Mr and Mrs Allin	Proposed erection	Land adjacent 55
Approval - Full		of one dwelling.	Harwich Road,
30.10.2020 Delegated Decision			Lawford, CO11 2LS

159/2020 Public Realm:

- a) Update: Cllr C Guglielmi ref gates between Lawford Green Car Park & Lawford School and the possibility of opening the car park for use by parents. No update available at the meeting
- b) For information: permission having been granted to site a mobile Coffee Van at School Lane during the week, the Football Club were consulted about weekends and will be confirming weekends when Football games will not be played, and the Coffee van can be sited on those weekends. Clerk will be advised of the dates.

160/2020 Other Meetings attended, or to be attended, by Councillors

Request from a resident for access over Waldegrave recreation ground to reduce his trees.

Clerk will approve under delegated authority Action

The next Full Council Meeting is scheduled for **Monday 21 December 2020** – details will be confirmed on Council's Website.

Signature (Chairman):Date: