



Clerk to the Council: Bridget Tighe

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Minutes of a meeting of the Parish Council held in the meeting room of Lawford Parish Community Hub, Unit 1, The Avenue, CO11 2FR on Monday 15 December 2025 at 6.30pm

Present:

Cllr V Guglielmi	Cllr C Guglielmi
Cllr L Castell	Cllr M Kinsmore
Cllr T Barrett	Cllr D Thurlow

082/2025 Apologies for Absence were received and approved for Cllrs Chester, Saint James and Symon.

083/2025 To receive members declarations of interest on items that appear on the agenda. There were no declarations of interest received.

084/2025 Minutes

- a) It was **resolved** to approve the minutes of the parish council meeting held on Monday 17 November 2025 and they were signed by the Chair.

085/2025 Public Participation – There were two members of the public in attendance: John Hall from PACE requesting a grant for Earth Festival 2026 and a resident who was interested in becoming a member of the parish council.

086/2025 To receive reports and updates.

Councillor Reports:

- The District Councillor report. This report was noted.
- The County Councillor's report. This report was noted.
- Quasar Report. This report was noted.
- Clerk's 2025 Round Up. This report was noted.

087/2025 To receive general updates.

- Planning review. The planning applications were discussed and the following agreed:
25/01690/WTPO – no comment
25/01709/FULHH – no comment
25/01727/VOC – no comment
25/01734/FUL – no comment
- Manningtree as a Hub. Cllr Barrett reported that the Business Chamber was finding it difficult to recruit a permanent Chair, however, local businesses said the Christmas Fair had seen the highest footfall ever.
- Civic Building.
Hire schedule for December/January. The hire schedule was noted.
1st Lawford Scouts Schedule of Use. The Clerk reported that she was waiting for a report from the scouts.
Asset improvement. The Clerk reported that she was waiting for quotes for the resurfacing works to the back of the building.
- Devolution and LGR update. Cllr C Guglielmi reported that Essex County Council elections would take place in May 2026 with the councillors elected being in post for a 2-year period. Mayoral elections would then take place in 2028.

Lawford Parish Council



088/2025 To receive Administration Committee updates:

Council's expenditure

i) It was **resolved** to approve the list of expenditure for December 2025 as follows:

Direct Debits		Amount	VAT	£
Veolia	Waste collection - November	54.86	10.97	65.83
EE Limited	Office mobile phone	23.20	4.64	27.84
Barclaycard payments				-
The Co-op	Kitchen Cleaner for LPCH	5.00		5.00
Timpson	3 x keys cut	18.00		18.00
Amazon	Push and Pull signs	3.79		3.79
BACS payment				-
Salary	Month ending Dec 2025	1,202.02		1,202.02
LGPS	Month ending Dec 2025	495.52		495.52
HMRC	NI Contributions	1,438.68		1,438.68
Dependable Dave	Handyman Services Nov 25	959.50		959.50
See The Light	Internet and landline	46.26	9.25	55.51
EON	Electricity for LPCH - Nov	195.17	9.76	204.93
Evergreen Office Supplies	Wheelie bin liners	34.95	6.99	41.94
Evergreen Office Supplies	Paper, keyrings and key safe	127.05	25.41	152.46
Barclaycard	As per statement	70.44		70.44
Signs Made Easy	2 x car park signs	52.50	10.50	63.00
Lawford Church	S137 Grant	3,500.00		3,500.00
Ardleigh Parish Council	S137 award	2,000.00		2,000.00
Binder	Repairs to Pumping Station	691.46	138.29	829.75
VCS Websites Ltd	Web hosting, emails	182.50		182.50
Clean Connexions	LPCH Cleaning	200.00		200.00
		Monthly Spend	11,300.90	215.81
				11,516.71

- ii) The bank reconciliation for November 2025 was approved.
- iii) The bank statement for November 2025 at £89,676.84
- iv) The budget variance report for November 2025 was noted.

- v) It was **resolved** to approve proposed budget for 2026 – 2027 with a precept of £174,783.77. Proposed: Cllr Thurlow, Seconded: Cllr Kinsmore
- vi) Proposal for new caretaker role. The proposal was discussed, and it was **resolved** to recruit to a new caretaker role. Proposed: Cllr Castell, Seconded: Cllr Barrett. It was also **resolved** to delegate authority to the Administration Committee to action the recruitment process. Proposed: Cllr C Guglielmi, Seconded: Cllr Thurlow
- vii) Grants Process Proposal. This was discussed and it was **resolved** in future to request a set of accounts from grant recipients who received a grant over £2,000.
- viii) Grant request from PACE. This was discussed and it was **resolved** to award a grant of £500 for the Earth Festival 2026 event. Proposed: Cllr Kinsmore, Seconded: Cllr C Guglielmi
- ix) Grant request from Manningtree and Mistley Bowls Club. This was discussed and it was **resolved** to award a grant of £500 for the Centenary Celebratory Events. Proposed: Cllr Thurlow, Seconded: Cllr Castell. It was also agreed to ask the club to consider changing its name to include Lawford.

089/2025 To receive Public Realm committee updates:

Bins

- a) Installation of new bins. Cllr Thurlow reported that this was ongoing and confirmed he would meet with the handyman to reconsider the location of the bins at School Lane and/or whether they could be emptied twice weekly to try and address the extent of waste in some of the bins.

Street lighting

- b) Streetlighting on Mill Hill and Riverview. Cllr Thurlow confirmed that he had submitted funding applications and was waiting to hear.
- c) Streetlighting on Cox's Hill. Cllr C Guglielmi confirmed that he was going to speak to someone at Essex Highways who could provide some advice on this.
- d) Streetlighting on Bromley Road. As above.

Grass cutting

- e) Discussions with Tendring District Council. Cllr C Guglielmi confirmed that he was still waiting to hear from officers regarding the contract.

Trees

- f) New tree planting in Summers Park. The Clerk confirmed that the trees were being purchased and would be planted soon.
- g) Request for new trees at 2,4 and 6 end of Sienna Grove. Cllr Thurlow confirmed that he had arranged to meet with the resident and would report back at the next meeting.
- h) Annual Tree Survey. Cllr D Thurlow reported that this had been completed with no substantial tree works required.

Parking

- i) Issue on Cotman Avenue. Cllr C Guglielmi confirmed that the new lines would be in place by 2 February 2026.

General

- j) Petition for a safe road crossing on Wignall Street. Cllr C Guglielmi reported that he had agreed to send some ECC policies to the residents and then would be promoting their petition.
- k) Youth Committee (including Pump Track). Cllr Barrett reported that he had arranged a meeting with Playquip to provide a quote for the Pump Track.
- l) Village Sign at Manningtree Station. The Clerk reported that the contractor would pick up the sign as soon as possible for repair.
- m) Upkeep of War Memorial. Cllr C Guglielmi confirmed that he was waiting to hear from the RAF Cadets and Scouts with a suitable date for a meeting.
- n) Invitation to attend a meeting with Mistley and Manningtree PCs to feedback on the Tendring District Local Plan. It was agreed that the Clerk would offer Manningtree TC and TDC the date of the next Public Realm meeting on 2 February for this meeting.

090/2025 Any Matters for Future Discussion

- a) Street cleaning schedule – it was agreed that the Clerk would write to TDC and ask for this.
- b) Leaves on Cox's Hill – it was agreed that the Clerk would ask the handyman to clear these up

c) It was agreed to invite Mark Naylor to join the parish council. Clerk to action.

091/2025 Any Items for information

There being no further business, the meeting closed at 8.20pm

Signature (Chair):

Date: