



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

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 September 2025 at 6.30pm

Present:

Cllr V Guglielmi	Cllr C Guglielmi
Cllr T Barrett	Cllr D Thurlow
Cllr K Symon	Cllr W Saint James
Cllr B Chester	Cllr L Castell

052/2025 Apologies for Absence Were received and approved from Cllrs D Harty and M Kinsmore.

053/2025 To receive members declarations of interest on items that appear on the agenda.

Declarations of interest were received for item 057/2025 a) – planning application 25/01225/OUT from the following councillors: Cllr Saint James as her neighbour has submitted the planning application and Cllrs V Guglielmi and Thurlow as they are Trustees on the Cox and Hales Almhouse Board along with one of the planning applicants.

054/2025 Minutes

- a) It was **resolved** to approve the minutes of the parish council meeting held on Monday 18 August 2025 at 6.30pm and they were signed by the Chair.

055/2025 Public Participation – A representative from the Tendring District Local History Recorders attended to request a donation of £50.00 or more to pay for venue hire charges for meetings. Twenty residents also attended the meeting to speak about the planning application 25/01225/OUT. It was agreed that one of the residents would send the Clerk a list of objections and reasons. It was also agreed that Cllrs Barrett and C Guglielmi would speak with planners at Tendring District Council and would use both the residents' and planning information to advise the parish council on comments to be submitted on the proposed development.

056/2025 To receive reports and updates.

Councillor Reports:

- a) The District Councillor report. This report was noted.
b) The County Councillor's report. This report was noted with Cllr Guglielmi confirming the preferred 'devolution' structure to be the 3 councils of Colchester, Braintree and Tendring. He also commended the new Essex Energy Switch initiative.

057/2025 To receive general updates.

- a) Planning review. Cllr Chester recommended the following on the planning applications listed:
25/01182/FULHH – no comment
25/01240/TCA – no comment
25/01206/FULHH – no comment
25/01225/OUT – see above for actions agreed within 055/2025
25/01248/FULHH – no comment
25/01309/TCA – no comment
25/01337/FULHH – no comment
This was agreed.

- b) Manningtree as a Hub. Cllr Barrett reported the following dates:
 27 November – late night shopping in Manningtree organised by the Business Chamber
 8 December – the Xmas Fair in Manningtree organised by the Rotary Club.
 He said there would be Xmas lights in the town however, these would be provided by one of the local businesses rather than the Business Chamber. He also said local businesses were reporting that theft from shops had increased considerably.
- c) Civic Building.
 Hire schedule from September. This was considered and it was agreed to purchase cups/saucers/an urn and a dishwasher for the kitchen. Proposed: Cllr C Guglielmi, Seconded: Cllr Castell.
 Request from Little Pumpkins. The request for hire of the garden was agreed at no cost. Proposed: Cllr V Guglielmi Seconded: Cllr C Guglielmi
 Request from Rising Spring Tai Chi. The request for hire was cancelled in preference for an afternoon slot. The Clerk reported that a request for a Pilates class had come through for the evening slot instead.
 It was confirmed that an electrician was investigating whether a dimmer switch could be put in the larger room.
 Community Open Day - 27 September 2025. This was discussed and the following agreed:
 The Fire Engine to be located on the Hub car park so the Clerk to check with Venture Centre whether we could use their car park as an overflow;
 4 rolls of stickers to be purchased. Proposed: Cllr Symon Seconded: Cllr V Guglielmi
 Signage for building. This was discussed and it was agreed to accept the quote from Signs Made Easy. Proposed: Cllr Barrett, Seconded: Cllr Castell. Clerk to action.
 Camping Field. It was reported that the Scouts would be attending the next Public Realm meeting being held on Monday 6 October.
- d) Operation Quasar. This was discussed and it was agreed to send the response/proposal to the Chief Inspector recommended by Cllr Castell.
- e) Devolution update. See above at item 056/2025 b).
- f) Photographic Competition. Cllr Harty had sent an email through to say that the response so far had been underwhelming but more entries may come through by the deadline of 15 September. Cllr V Guglielmi reported that she had received Cllr Harty's resignation from the Council, however, he would remain on the Council until the November meeting.
- g) Request from Ardleigh Parish Council. It was reported that an alternative route had been proposed by National Highways regarding the A12 closures between junctions 29 and 33 which would take the traffic via A120 and B1035/B1352. This will be monitored.

058/2025 To receive Public Realm committee updates:

Bins

- a) Seven new bins. The location of the new bins was noted and a further proposal from a resident for another bench at Pax Drive would be considered at the next Public Realm meeting on 6 October.
- b) Quote for emptying 2 new bins. This was discussed and it was **resolved** to accept this quote. Proposed: Cllr Symon, Seconded: Cllr V Guglielmi.

Street lighting

- a) Streetlighting on Mill Hill. Cllr Thurlow reported that he and Cllr C Guglielmi had meant with a company today to talk through the requirements. Quotes are now awaited.
- b) Streetlighting on Riverview. As above.
- c) Streetlighting on Cox's Hill. As above.

Grass cutting

- d) Discussions with Tendring District Council. Cllr C Guglielmi reported this was ongoing and he would update at the next meeting.

Trees

- e) New tree planting in Summers Park. The Clerk reported that she was meeting with the Snr Forestry Officer at Essex CC and would update at the next meeting.
- f) Maintaining current trees on Summers Park. This work had been completed.



Parking

- g) Issues at Lawford School. It was reported that enforcement would start as soon as the new signage was up.
- h) Issue on Cotman Avenue. Cllr C Guglielmi is waiting for an update on this.
- i) Issue at School Lane. This was discussed and reported that the resident and the football club had arranged a meeting where they could discuss the issue.

General

- j) Riverview footpath. The proposal from Essex Highways was discussed and it was **resolved** to agree to the following:
To maintain the PROW from now on which includes from Riverview Car Park to the start of Owls Flight Dell (near the Beacon). Proposed: Cllr C Guglielmi, Seconded: Cllr Thurlow
To allow permissive cycling along the above route. Proposed: Cllr V Guglielmi, Seconded: Cllr Barrett
- k) Defects/resurfacing works. Cllr C Guglielmi said his next request list could be submitted in November, so councillors were asked to submit requests to him by then.
- l) New bench for the football club. Cllr Thurlow confirmed this had been ordered.
- m) New bench for bus stop on Wignall Street. Cllr Thurlow confirmed this had been ordered.
- n) Pavement on Cox's Hill. Cllr C Guglielmi confirmed this work had been scheduled.
- o) Youth Committee (including Pump Track). Cllr Barrett confirmed that 5 young people had shown an interest, and he would also be contacting the young people who had requested the Pump Track.
- p) Village Sign at Manningtree Station. The Clerk reported she was waiting for the quote for the works.

059/2025 To receive Administration Committee updates:

- a) Council's expenditure
 - i) A list of expenditure for September 2025. It was **resolved** to approve the expenditure for September as below:

Direct Debits		Amount	VAT	£
Veolia	Waste collection - August	54.86	10.97	65.83
Barclaycard payments				-
Printed Today	2 x Community Open Day banner	47.73	9.99	47.73
SP Industrial Supplies	10 Traffic Cones	107.00		117.69
Items for BACS payment				-
Salary	Month ending September 2025	1,596.72		1,596.72
LGPS	Month ending September 2025	658.19		658.19
HMRC	Quarter 2	1,732.43		1,732.43
Dependable Dave	Handyman Services August 2025	621.50		621.50
Dependable Dave	Grass cut TDC areas	165.00		165.00
DM Payroll Services Ltd	Payroll Services	81.00	16.20	97.20
PKF Littlejohn LLP	External Audit	630.00	126.00	756.00

Barclaycard	As per statement	56.87		56.87
Manningtree Rotary Club	Grant award for Xmas Market 2025	500.00		500.00
LED Electrical Group	Supply and install fire extinguishers	340.42	68.08	408.50
Tom Pepper	Window and solar panel cleaning	140.00		140.00
Highways Assurance	Riverview footpath works	23,242.86	4,648.57	27,891.43
NBB Recycled Furniture	Bench for the Football Club	398.00	79.60	477.60
NBB Recycled Furniture	Bench for the bus stop on Wignall St	340.50	68.10	408.60
ICO	Data protection fee	52.00		52.00
Kompan	Playground Inspections and reports	626.90	125.38	752.28
Scribe	Accounting software	968.00	193.60	1,161.60
Landscape Services	Hedge cutting Long Road/School Lane	550.00	110.00	660.00
Landscape Services	Trees on Summers Park	300.00	60.00	360.00
Landscape Services	Dead Lane - 3115	140.00	28.00	168.00
Landscape Services	Grass cut to verges - 3114	700.00	140.00	840.00
Evergreen Office Supplies	Cartridge, paper, pen etc	145.73	29.15	174.88
Furniture at Work	Chair Scoop Trolley	155.00	31.00	186.00
	Monthly Spend	34,350.71	5,744.64	40,096.05

- ii) A bank reconciliation for August 2025. This was approved.
- iii) Bank Statement August 2025. This was noted at £74,454.88
- iv) Budget variance report August 2025. This report was noted.
- v) Budget setting for 2026 – 2027. This was discussed and councillors agreed to put forward any spend ideas / requirements for 2026 – 2027 to the Clerk.
- vi) External auditor report. This was discussed and noted.
- vii) Grants for 2025 – 2026. This was discussed and it was agreed the Clerk would approach some local groups to see whether they needed any grant funding.
- viii) Proposed change to Clerk's hours. This was discussed and it was **resolved** to accept the proposal. Proposed: Cllr C Guglielmi, Seconded: Cllr Thurlow
- ix) A new credit card/Booker membership card. This was discussed and it was agreed not to apply for a new credit card but to apply for membership of Bookers Wholesale.
- x) Electricity Provider. The Clerk reported that she was still waiting to hear from EON.
- xi) New accounting software. The Clerk reported that the transfer to the new accounting software was now underway.

060/2025 Any Matters for Future Discussion

- a) Cllr C Guglielmi suggested that the Roadmap Project list be included as part of the 2026-2027 budget discussions. This was agreed.

061/2025 Any Items for information There were no items for information.

Signature (Chair):

Date: