



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 16 June 2025 at 6.30pm

Present:

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

In attendance: B. Tighe (Clerk)

021/2025 Apologies for Absence No apologies for absence received.

022/2025 To receive members declarations of interest on items that appear on the agenda.

Cllrs C and V Guglielmi declared an interest in item 26 d) as they are directors of Lawford Housing Trust.

023/2025 Minutes

- a) It was **resolved** to approve the minutes of the Annual Council Meeting held on Monday 19th May 2025 at 6.30pm and they were signed by the Chair
- b) It was **resolved** to approve the minutes of the parish council meeting held on Monday 19th May 2025 at 7pm and they were signed by the Chair.
- c) It was **resolved** to approve the minutes of the parish council meeting held on Thursday 24th April 2025 at 6.30pm and they were signed by the Chair.

024/2025 Public Participation – There were two members of the public in attendance: John Hall from PACE and Kate Brown from Essex County Fire and Rescue Service. John Hall requested a grant to help with sustainable travel for the Tendring Show and Kate Brown introduced the Essex Fire Business Safety Service.

025/2025 To receive reports and updates.

The Councillors and Police Reports:

- a) The District Councillor report. This report was noted.
- b) The County Councillor's report. This report was noted.

026/2025 To receive general updates.

- a) Planning review. Cllr Chester went through the planning list and the following was agreed:
 - 25/00756/FUL – no comment
 - 25/00780/FULHH – no comment
 - 25/00755/FUL – comment outside of settlement area and check whether land is for agricultural use
 - 25/00768/FULHH – support on safety grounds
 - 25/00784/FUL – register concern that development took place before planning permission obtained and checks on uses going forward as huge building for farm use.
 - 25/00801/FULHH – no comment
 - 25/00823/TCA – no comment

- b) Website, podcast and social media review. Cllr D Harty advised that in terms of the Tendring Show he would:
 send previous 'winning' photographs to Cllr Castell who would go through and pick a few to print for the stand
 produce slide for new photography competition
 promote the council's attendance on Facebook
 update the promotional leaflet and get 250 A5 size printed
 All agreed to this.
- c) Manningtree as a Hub. Cllr Barrett reported that the Business Chamber was now meeting again, and the Xmas lights issue had been resolved.
- d) Civic Building. The update was discussed as follows:
 Car park. There was no agreement reached on whether a car park was needed, and it was agreed to leave the decision until the next meeting.
 LHT event. Cllr C Guglielmi provided some background into how the new building was gifted to the parish council and there was discussion regarding the LHT event scheduled for 24 June.
 PACE Event. The Clerk updated the meeting on this event, and it was agreed for the use of the LPCH meeting room for the event.
 Hire arrangements. It was agreed to put this on the next Administration Committee agenda.
 Tables and chairs. It was **resolved** to purchase 30 chairs from Furniture at Work. Proposed: Cllr Kinsmore, Seconded: Cllr Castell. It was **resolved** to purchase 2 tables from Atlantis Office. Proposed: Cllr Castell, Seconded: Cllr V Guglielmi.
 Meeting with Community Halls in Partnership. It was agreed to discuss this in the next Administration Committee meeting.
 Cllr Symon suggested that an 'ideas box' be placed in the new building to encourage residents to put forward any project ideas for the parish council. This was agreed.
- e) Play Zone. Cllr C Guglielmi reported that there was no update.
- f) Operation Quasar Enforcement Powers. The proposal from Essex Police was discussed, and it was agreed to set up a meeting to discuss further. The Clerk to organise.
- g) Devolution update. Cllr C Guglielmi reported that there was no update.
- h) Stand at Tendring Show 2025. Cllr W Saint James updated the meeting with actions so far and it was agreed that:
 Cllr Barrett would have access to a trolley for Cllr Castell to take stationery etc to the field on the Saturday morning
 set up would be on the Thursday afternoon/evening and the Clerk would ask the handyman for the best time
 1 table was needed instead of 2

027/2025 To receive Public Realm committee updates:

Street lighting

- a) Streetlighting on Mill Hill. Cllr Thurlow reported this was ongoing.
- b) Streetlighting on Riverview. Cllr Thurlow reported this was ongoing.
- c) Streetlighting on Cox's Hill. Cllr Thurlow reported this was ongoing

Grass cutting

- d) Discussions with Tendring District Council. Cllr C Guglielmi reported he had received no update.

Trees

- e) Tree planting in Summers Park. This was postponed until the Autumn.

Parking

- f) Parking issues at Lawford School. The consultation was in progress and Cllr C Guglielmi reported that the Park Safe vehicle had attended the area twice, and he was waiting for an update on the outcome.
- g) Parking issue on Cotman Avenue. It was **resolved** to accept the quote for restriction lines of £2,300 in two instalments. Proposed: Cllr C Guglielmi, Seconded: Cllr Barrett.



General

- h) Dogs on leads enforcement. Cllr Barrett reported that he was reassured by meeting with the dog warden who had confirmed that Lawford is patrolled one day per week.
- i) Riverview footpath. Cllr Thurlow reported that this work was scheduled for August.
- j) Groundsman's Shed. Cllr Thurlow reported that this work was complete.
- k) Defects/resurfacing works. It was agreed that councillors would send Cllr C Guglielmi a list of defects/resurfacing works that they were aware of so he could propose their inclusion in the Essex Highways works list.

Playground

- l) Riverview. It was **resolved** to accept the quote for works to repair the 'pick up sticks' equipment at Riverview playground. Proposed: Cllr V Guglielmi, Seconded: Cllr Castell
- m) Lawford Green. It was agreed to open the new playground once the signage had been put up. Clerk to order signage.

028/2025 To receive Administration Committee updates:

- a) Council's expenditure
 - i) It was **resolved** to approve the list of expenditure for June 2025 as follows:

Direct Debits		Amount	VAT	£
SSE Energy Solutions	Streetlights May 2025			-
BT	Office phone			-
EE	Office mobile phone	29.35	5.87	35.22
C F Corporate	printer lease	66.00	13.20	79.20
Barclaycard payments				-
Buzzsprout	Podcast facility*			-
Items for BACS payment				-
Salary	Month ending June 2025	1,339.43		1,339.43
LGPS	Month ending June 2025	552.18		552.18
HMRC	PAYE contribution	1,616.84		1,616.84
Dependable Dave	Handyman Services	1,007.50		1,007.50
Dependable Dave	Grass cut TDC areas	165.00		165.00
Dependable Dave	VE Day support	200.00		200.00
ASL Limited	printer lease	256.60	51.32	307.92
Barclaycard	Various	352.15		352.15
Playquip	Repair to Riverview playground	130.00	26.00	156.00

Merrill's	Fridge	292.00	58.00	350.00
A&J Lighting Solutions	Victoria Cres and Harwich Road	741.45	148.29	889.74
Mrs J Stobart	Internal audit work	350.00		350.00
Landscape Services	Grass cut playing fields 3064	550.00	110.00	660.00
Landscape Services	Lawford Green grass cut 3059	80.00	16.00	96.00
Landscape Services	Grass cut to verges 3058	700.00	140.00	840.00
Landscape Services	TDC area Waldegrave 3056	475.00	95.00	570.00
Landscape Services	TDC area Dale Hill	350.00	70.00	420.00
Evergreen Office Supplies	Confidential Shredding	85.00	17.00	102.00
CES Alarms	Link to the police	701.98	140.40	842.38
DM Payroll Services Ltd	Payroll Services	81.00		81.00
	Monthly Spend	10,092.13	885.21	11,012.56

*\$18.00 paid to Buzzsprout for podcast facility. I will know amount in £ when goes through bank.

- ii) The bank reconciliation for May 2025 was approved.
- iii) The bank statement May 2025 totalling £131,836.69 was approved.
- iv) The budget variance report for May 2025 was noted.
- v) The decision of Barclaycard not to extend the limit was noted and it was agreed to look for another provider.
- vi) The potential insurance claim was noted.
- vii) Funding request for memorial in churchyard. The applicant was in talks with the church regarding permissions for the works.
- viii) Electricity Provider. The quotes were discussed, and it was **resolved** to change provider to Smartest Energy. Proposed: Cllr V Guglielmi, Seconded: Cllr Symon
- ix) New grant evaluation form. This new form was discussed and agreed. The Clerk to send out to any new grant recipients.
- x) PACE grant request. This was discussed and it was **resolved** to award a grant of £180.00. Proposed: Cllr Symon, Seconded: Cllr Castell.

029/2025 Annual Return for the year ending 31st March 2025

End of year Accounts

- a) The Internal Audit Report for 2024-2025 was received and accepted. Cllr Saint James said she would like to: reinstate the regular policy reviews, provide further scrutiny of accounts in her quarterly checks and drew the meeting's attention to the report's findings regarding preparing accounts on an Income and Expenditure basis. It was agreed to discuss this further at the Administration Committee. The Clerk to set up policy meetings.

- b) The meeting approved the end of year verification of accounts for 2024—2025.

Annual Governance and Accountability Return [AGAR] 2022-23

- c) It was **resolved** to approve Section 1 of the AGAR – Annual Governance Statement 2024-25 which was signed by the Chair.
- d) It was **resolved** to approve Section 2 of the AGAR – Accounting Statements 2024-25 which was signed by the Chair.

030/2025 Any Matters for Future Discussion

- a) Trees on Bromley Road obscuring street signage. It was agreed that Cllr C Guglielmi would speak to Highways about this.
- b) Broken concrete on steps from Cotman Avenue/Gainsborough. It was agreed that the Clerk would ask the handyman to repair
- c) The pathway between Station Road and the river was becoming impassable. It was agreed that the Clerk would ask the handyman to cut it back.
- d) Pavement clearance on Cox's Hill. It was agreed that the Clerk would send Cllr C Guglielmi photos so he could take them to Highways.
- e) Junction of Cavendish/Meadway. It was agreed that Cllr C Guglielmi would investigate this.
- f) It was agreed that Cllr Castell would send the Clerk a 'litter picking' poster for the noticeboard.

031/2025 Any Items for information

- a) Swings on School Lane – being removed by Cllr Harty in the spring/summer. There was no update on this.

Signature (Chair):

Date: