



Clerk to the Council: Bridget Tighe

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Minutes of a meeting of the Parish Council held in the Rose Room of Lawford Parish Community Hub, The Avenue, CO11 2FR on Monday 17 August 2026 at 6.30pm

Present:

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

In attendance: B. Tighe (Parish Clerk)

147/2026 Apologies for Absence were received and approved for Cllr T Barrett.

148/2026 To receive members declarations of interest on items that appear on the agenda.
Declarations of interest were received from Cllr Symon and Chester for 152/2026 c) i)

149/2026 Minutes

- a) Minutes of the Parish Council meeting held on Monday 20 July 2026 at 6.30pm were approved and signed by the Chair. Proposed: Cllr C Guglielmi, Seconded: Cllr Castell

150/2026 Public Participation There were several residents from Garden City to speak about HGVs using the road as a turning point causing potholes, damage to verges, damaging branches on trees and widening the opening in the centre of the road. There were 3 HGVs in one day last week alone. Residents wanted to know what could be done to prevent HGVs entering the road. It was pointed out that drains had also been damaged and need repairing. Several options were discussed with councillors such as:

- 'No HGV' signage
- Make opening smaller so HGVs cannot enter
- Obtain licence for planters at either end of the road
- Email TDC regarding dead branches on trees

It was agreed, in the first instance, to write to Cllr Pat Murray and invite him to a site meeting where the above could be discussed. Clerk to action.

151/2026 To receive reports and updates.

Councillor Reports:

- a) The District Councillor report. This report was noted.
b) The County Councillor report. This report was not received.
c) Quasar Report. The report was discussed, and it was agreed that the Clerk would contact Lawford Service Station and explain the benefits of the Quasar Project and ask about the recent police presence at the garage.

152/2026 To receive general updates.

- a) Planning review. Cllr Chester reported that there were very few applications so far this month and the following was agreed:
26/01160//TCA – no comment
Update on Sainsbury's Planning Application. Cllr C Guglielmi reported the following: Sainsbury's had accepted 30mph to provide access to the site, two bus stops would be provided on Highways land, there would be 2 metre widened pavement on the northern side, a footpath from Sainsbury's to Manningtree Park and a Puffin crossing on Clacton Road but not on Long Road. The determination date would be the end of October.
b) Manningtree as a Hub. Update expected at the next meeting from Cllr Barrett including an update on the plans for the Summer 2027 Event.

c) Civic Building.

- i) Hire schedule for August/September. This was discussed including the track which had been laid by the Lawford Buggy Club (LBC). It was explained that the Scouts were concerned the track was a trip hazard to the children accessing their activities and so large that it would prevent them from camping. Therefore, it was agreed to invite both the Lawford Scouts and the LBC to a meeting with councillors where this could be discussed. Clerk to action. In the meantime, it was agreed to give the LBC permission to put banners on the railings to advertise the activities.
- ii) 1st Lawford Scouts. The Clerk reported that she was still waiting for the second quote.
- iii) THFC. The Clerk reported that the staff had moved in and everything was going well. The quote for a new router was agreed. Proposed: Cllr C Guglielmi, Seconded: Cllr Thurlow
- iv) Caretaker/Cleaner. The Clerk reported that the Caretaker had resigned, and she would like approval to hire a temporary Caretaker for a Fixed Term of 3 months whilst the paperwork was updated, and the post could be advertised. This was agreed.
- v) EV Charging Points. Cllr C Guglielmi said he was waiting to hear from the school as to whether they would like to go ahead with this.

153/2026To receive Administration Committee updates:

a) Council's expenditure

- i) The list of expenditure for August 2026 was approved as follows:

Direct Debits		Amount	VAT	£
SSE Energy Solutions	Streetlights July 2026	164.12	32.82	196.94
Veolia	Waste collection - July 2026	105.35	21.07	126.42
Scribe	Accounts subscription	74.00	14.80	88.80
EE Limited	Office mobile phone	31.00	6.20	37.20
Documents Solutions	Photocopier usage and set up fee	8.56	1.72	10.28
Items for BACS payment				-
Salary 1	Clerk	1,202.02		1,202.02
Salary 2	Caretaker	245.30		245.30
LGPS	Pension contribution - Aug 26	472.17		472.17
Dependable Dave	Handyman Services July	454.00		454.00
See The Light	Internet and phone	47.36	9.47	56.83
Barclaycard	Balance	226.32		226.32
Terra Firma 360 Ltd	Fire Risk Assessment	475.00	95.00	570.00
Manningtree Business Chamber	S137 grant - Christmas Lights	400.00		400.00
Landscape Services	Various grass cutting - 3259	280.00	56.00	336.00
Landscape Services	Various grass cutting - 3260	540.00	108.00	648.00
Monthly Spend		4,725.20	345.08	5,070.28

- ii) The list of receipts for July 2026 was approved as follows:

	July	
	Invoiced	Received
Breathing Space	195	123.75
U3A Canasta Group	150	114.00
U3A Bridge Club	150	187.5
Embody Pilates	105	75.00
Relax Your Soul	30.00	30.00
Rising Spring Tai Chi	30	105.00
Yoga Nut	0	18.75
Allorian Accountants	0	67.5
		721.50

- iii) The bank reconciliation for July 2026 was approved.
 iv) The Bank Statement for July 2026 was noted at £60,416.95.
 v) The Budget variance report for July 2026 was noted.
 b) Social Media Proposal. Cllr G Guglielmi was arranging a meeting for September and would provide an update at the next meeting.

156/2026 To receive Public Realm committee updates:

Street lighting

- a) Streetlighting on Summers Park and Riverview. Cllr Thurlow reported that the works would commence on 2/3 September when 8 solar lights would be installed.
 b) Streetlighting on Cox's Hill and Bromley Road Cllrs Thurlow & C Guglielmi reported that this was ongoing.

Grass cutting

- c) Discussions with Tendring District Council. Cllr C Guglielmi confirmed that the quote for Waldegrave had been sent to Tendring District Council and a draft agreement had been received which the Clerk would circulate to all councillors for their consideration.

General

- d) Ownership of bus shelters in Lawford. Cllr C Guglielmi to chase this.
 e) Waldegrave Pump Track. The Clerk reported that she had registered on the Find A Tender service and would proceed with advertising the contract for the Pump Track as soon as possible.
 f) Seat for Bus Stop at Station Road, Queensway. The Public Realm recommendation of installing a seat at this bus stop was agreed and Cllr Thurlow reported that he had written to Cllr Pat Murray asking for his support which needed to be included in the licence application.
 g) Scattering of ashes at memorial tree. The Public Realm Committee recommendation of agreeing to this request was approved. Proposed: Cllr C Guglielmi, Seconded: Cllr Thurlow
 h) Pavilion at School Lane. Cllr Thurlow reported that he was seeking quotes for one of the paths at the pavilion at School Lane as the drain covers were protruding and causing a trip hazard. This work was approved. Proposed: Cllr V Guglielmi, Seconded: Cllr Saint James

- i) HGVs on Garden City. See above at item 150/2026 for the note on this item.

157/2026 Any Matters for Future Discussion.

- a) Cllr Thurlow reported that he had received a request for a replacement bench at Summers Park close to the small play park. This was approved and agreed that Cllr Thurlow would obtain a quote.
- b) Cllr Castell reported that the dog poo bin at Pax Drive was full again. It was agreed that she would carry out a poll regarding moving the bin from the play area and locating elsewhere.

158/2026 Any Items for information None

159/2026 Any Emergency decisions None

At this point it was **resolved** to exclude the public from the meeting, under the Public Bodies (Admissions to Meetings) Act 1960 to discuss staffing matters. Proposed: Cllr C Guglielmi, Seconded: Cllr V Guglielmi. After discussion, it was agreed that the Clerk would draft a job description and other papers for the Parish Clerk role which could initially be discussed at the next Administration Committee being held on Monday 7 September.

Signature (Chair):

Date: