



Clerk to the Council: Bridget Tighe

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Minutes of a meeting of the Parish Council held in the Small Hall, Ogilvie Hall, Wignall Street, Lawford, CO11 2JG on Monday 17th February 2025 at 6.30pm

Present:

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

In attendance: B Tighe (Clerk)

301/2024 Apologies for Absence Apologies were received and approved for absence from Cllr M Kinsmore.

302/2024 To receive members declarations of interest on items that appear on the agenda. Declarations of interest in item 306/2024 a) Planning application 25/00083/FULHH were received from Cllrs V Guglielmi and D Thurlow.

303/2024 Minutes

- a) There was one amendment to the minutes of the previous parish council meeting held on 20th January 2025 which was to change the Handyman invoice from October to December. It was then **resolved** to approve the minutes, and they were signed by the Chair.

304/2024 Public Participation – There were no members of the public attending.

305/2024 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.
- c) Operation Quasar report. No report received.

306/2024 To receive general updates.

- a) Planning review. Planning applications 25/00072/WTPO and 25/00083/FULHH were discussed, and it was agreed that no comments were required.
- b) Website and social media review. Cllr D Harty not in attendance and would update at the next meeting.
- c) Manningtree as a Hub. Cllr Barrett reported that there had been no change to the price for the Xmas lights and that both Mistley and Manningtree PCs were not now joining the Quasar Scheme.
- d) Civic Building. This was discussed and it was agreed that Cllr Castell would speak to Cllr Harty about working with Lawford School to name the building. Cllrs V and C Guglielmi reported that they had shown the First Responders round the building, and particularly the storage area. Cllr C Guglielmi said he was going to speak to Rose Builders regarding a car parking area at the back of the building and would report findings at the next meeting.
- e) Play Zone. Cllr C Guglielmi reported that bids were due to open in March/April when the Mistley and Lawford bids would be put forward by TDC.

- f) Devolution update. Cllr C Guglielmi provided a general update which was noted by all including: Essex confirmed as one of the areas accepted onto the Devolution Priority Programme, elections had been cancelled for 2025 and consultation on Devolution will be announced in the coming weeks.
- g) Operation Quasar Enforcement Powers. Cllr C Guglielmi reported that he had met with Cllr Castell and had agreed that they would like to invite the District Commander to a meeting at the new building in May 2025 and in the meantime, they would compile a list of items to be discussed.

307/2024 To receive Public Realm committee updates:

Street lighting

- a) Streetlighting on Mill Hill. Cllrs Barrett and Thurlow reported that this was ongoing and were waiting on a licence decision.
- b) Streetlighting on Riverview. Cllr Thurlow reported that he was asking for quotes and would report when all had been received.

Grass cutting

- c) Discussions with Tendring District Council. Cllr C Guglielmi reported that he was currently liaising with Tendring District Council, and it was **resolved** that he would ask for 18 months costs for taking on the grass cutting schedule for Lawford. **Proposed:** Cllr Barrett, **Seconded:** Cllr Thurlow

Trees

- d) John O'Mara Memorial Tree. Cllr L Castell agreed to send Cllr C Guglielmi a photo which he could forward to the family.
- e) Annual Tree inspections. Cllr Thurlow reported that this had been completed, and it was **resolved** to accept the quote for the works. **Proposed:** Cllr Thurlow, **Seconded:** Cllr Castell

General

- f) Bus shelter on Wignall Street. Cllr C Guglielmi reported that he had met with Highways and found that the parish council owned the bus shelter. Highways were going to send him options for a way forward. He suggested this item was taken off the agenda until the options were received.
- g) Pavement on Wignall Street. Cllr C Guglielmi reported that works were due to start in the second week in March 2025.
- h) Bus shelter on Queensway. Cllr Thurlow reported that this was ongoing.
- i) Parking issues at Lawford School. Cllr Castell reported that she had had a very positive meeting with the Head of Lawford School and planning for the Mosaic project was underway.
- j) Parking issue on Cotman Avenue. Councillors were in favour of adding 'red line' restrictions to the tight right-hand bend at the entrance to Cotman Avenue, however, Cllr C Guglielmi reported that he was waiting for the costs and would update at the next meeting
- k) Island at junction of Dedham Road/Harwich Road/Wignall St. Cllrs C Guglielmi reported that signage was awaited.
- l) COVID Day of Reflection Sunday 9th March. The Clerk reported that the Church was not holding a special service but would be adding a period of reflection at each of the services being held on that day.
- m) Bin emptying at Lawford Football Club. Councillors discussed the 3 options posed by Tendring District Council (TDC) including LPC taking on the task of emptying the bins and it was agreed that the Clerk would ask the handyman whether he was willing to empty the bins and, if so, then Cllr C Guglielmi would approach TDC officers to let them know the outcome and ask for recompense.
- n) The TDC Heritage List Consultation. The updated list was noted.
- o) Roadmap of capital projects. The updated list was noted.



- p) Identify bio-diverse grassed area on Summers Park. It was agreed to discuss this at the Public Realm meeting.
- q) Signpost for St Mary's Church. It was **resolved** to accept the quote of £96.00 for the sign. **Proposed:** Cllr V Guglielmi, **Seconded:** Cllr T Barrett. Cllr Thurlow to action.
- r) Anti-social behaviour on Lawford Dale. It was reported that the police had now visited the complainant.

308/2024 To receive Administration Committee updates:

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

Direct Debits		Amount	VAT	£
BT	Office phone	71.92	14.38	86.30
Ogilvie Hall	Monthly Rent for the Parish Office	500.00		500.00
Barclaycard payments				-
The Place for Plants	Memorial Cherry Tree	87.6		87.60
Buzzsprout	Podcast facility*			-
Items for BACS payment				-
Salary	Month ending February 2025	1,421.83		1,421.83
LGPS	Month ending February 2025	551.64		551.64
Dependable Dave	Handyman - February 2025	710.00		710.00
VCS Websites Ltd	New emails, new domain	144.00		144.00
EALC	Councillor training	300.00	60.00	360.00
Barclaycard	Minimum amount	15.22		15.22
A&J Lighting	Fitting light shield	150.00	30.00	180.00
Evergreen Office Supplies	Printer paper, paper clips	50.50	10.10	60.60
ASL Limited	printer lease	75.00	15.00	90.00
		Monthly Spend	4,077.71	129.48
				4,207.19

* \$18.00.

- ii) It was resolved to approve the bank reconciliation for January 2025
- iii) Bank Statement January 2025 was noted at £90,319.33.
- iv) Budget variance report January 2025 was noted.
- v) Budget showing earmarked reserves report January 2025 was noted.
- b) Policy Review:
Standing Orders. It was **resolved** to adopt the amended Standing Orders. **Proposed:** Cllr W Saint James, **Seconded:** Cllr Thurlow.

- c) Health and Safety. It was **resolved** to adopt the amended Health and Safety Policy. **Proposed:** Cllr W Saint James, **Seconded:** Cllr Thurlow.
Publication Scheme. It was **resolved** to adopt the amended Publication Scheme. **Proposed:** Cllr W Saint James, **Seconded:** Cllr Thurlow.

309/2024 Any Matters for Future Discussion

- a) Stand at Tendring Show 2025. Being discussed at Administration Committee
- b) VE Day 80 Event. Being discussed at Public Realm Committee.

310/2024 Any Items for information

- a) Swings on School Lane – being removed by Cllr Harty in the spring.
- b) The Earth Festival is not going ahead this year due to logistics and lack of funding.

Signature (Chair):

Date: