



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 March 2025 at 6.30pm

Present:

Cllr V Guglielmi	Cllr C Guglielmi
Cllr D Thurlow	Cllr M Kinsmore
Cllr W Saint James	Cllr T Barrett
Cllr B Chester	

In attendance: B. Tighe (Clerk)

301/2024 Apologies for Absence Apologies were received and approved for Cllrs Harty, Castell and Symon.

302/2024 To receive members declarations of interest on items that appear on the agenda.
Cllr C Guglielmi declared an interest in item 306/2024i.

303/2024 Minutes

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

304/2024 Public Participation – A member of the public attended the meeting to ask about the proposed traffic lights at Manningtree Station aimed at alleviating traffic. It was agreed that Cllr C Guglielmi would send him copies of recent email correspondence from Essex Highways.

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. This report was noted.

306/2024 To receive general updates.

- a) Planning review. The list of planning applications was discussed, and it was agreed that no comments were required.

At this point item 309/2024a) was discussed. The note of that discussion is below. Cllr W Saint James then left the meeting at approximately 7.10pm.

- b) Website and social media review. No update at this meeting.
- c) Manningtree as a Hub. Cllr Barrett reported that a planning application had been submitted by The Yard for 5 art spaces in the town centres and a memorial bench was being installed on Kiln Lane to commemorate women who had been executed as witches.
- d) Civic Building. The update was discussed and following agreed:
Defibrillator. It was **resolved** to accept the quote from Defibrillator Warehouse. Proposed: Cllr Kinsmore, Seconded: Cllr Thurlow
Broadband. It was **resolved** to accept the quote from 'See the Light'. Proposed: Cllr C Guglielmi, Seconded: Cllr Barrett
Noticeboard. It was **resolved** to accept the quote from Greenbarnes Limited. Proposed: Cllr Kinsmore, Seconded: Cllr Barrett
Wheelie bin. It was agreed to obtain an alternative quote. The Clerk to action.



Additional socket on bin store. It was **resolved** to accept this quote. Proposed: Cllr Thurlow, Seconded: Cllr V Guglielmi

The email regarding naming the building from Cllr Castell was noted.

- e) Play Zone. Cllr C Guglielmi reported there was no further update.
- f) Operation Quasar Enforcement Powers. Cllr C Guglielmi reported that this would not progress until new Chief Constable was in post.
- g) Devolution update. Cllr C Guglielmi reported that candidates for Mayor were expected to be announced at the end of May.
- h) Greater Essex Devolution Consultation. This was discussed and it was agreed that the Parish Council would not submit a response.
- i) Consultation for the Local Plan Review. This was discussed and it was agreed that the Parish Council would not submit a response.
- j) TDC Consultation on Housing Allocations Policy. This was discussed and it was agreed that Cllr Chester would attend one of the consultation sessions and report at the next meeting.

307/2024 To receive Public Realm committee updates:

Street lighting

- a) Streetlighting on Mill Hill. The licence agreement was discussed, and it was **resolved** to sign it. Proposed: Cllr Thurlow, Seconded: Cllr C Guglielmi
- b) Streetlighting on Riverview. Cllr Thurlow reported that this was ongoing.

Grass cutting

- c) Discussions with Tendring District Council. Cllr C Guglielmi said he would chase this and it was agreed that in the meantime, the contractor, would cut TDC grassed areas.

Trees

- d) Annual Tree inspections. Cllr D Thurlow reported this was now complete.
- e) Tree planting in Summers Park. It was agreed that this request would be discussed at the next Public Realm meeting.
- f) Thank you for memorial tree. This was noted.

General

- g) Pavement on Wignall Street. Cllr C Guglielmi reported that this was now complete.
- h) Bus shelter on Queensway. Cllr Thurlow reported that this was ongoing and to take off future agendas.
- i) Parking issues at Lawford School. The quote for the Mosaic project was discussed and it was **resolved** to accept it. Proposed: Cllr Barrett, Seconded: Cllr V Guglielmi
It was also agreed that the Clerk would check with NEPP on the status of the second red line on The Avenue.
- j) Parking issue on Cotman Avenue. Cllr C Guglielmi confirmed he would chase this.
- k) Island at junction of Dedham Road/Harwich Road/Wignall St. Cllr C Guglielmi reported this was ongoing.
- l) Bin emptying at Lawford Football Club. It was agreed that the Clerk would obtain another quote
- m) The TDC Heritage List Consultation. This was agreed. The Clerk to submit.
- n) Roadmap of capital projects. This was noted.
- o) Signpost for St Mary's Church. Cllr Thurlow reported that this had been ordered.

308/2024 To receive Administration Committee updates:

- a) Council's expenditure
 - i) It was **resolved** to approve the list of expenditure totalling £6,634.54 for March 2025.
Proposed: Cllr V Guglielmi, Seconded: Cllr Thurlow

Direct Debits	Amount	VAT	£
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SSE Energy Solutions	Streetlights February 2025	286.83	21.24	308.07
BT	Office phone	61.97	12.39	74.36
Ogilvie Hall	Monthly Rent for the Parish Office	500.00		500.00
C F Corporate	printer lease	66.00	13.20	79.20
Barclaycard payments				-
Buzzsprout	Podcast facility*			-
Items for BACS payment				-
Salary	Month ending March 2025	1,421.83		1,421.83
LGPS	Month ending March 2025	551.64		551.64
HMRC	NI contributions	1,238.23		1,238.23
Dependable Dave	Handyman Services Feb 2025	765.00		765.00
Barclaycard	Memorial tree, buzzsprout, EUKhost	119.34		119.34
Evergreen Office Supplies	Wheelie bin liners	56.56	11.31	67.87
Landscape Services	Various tree cuts	1,190.00	238.00	1,428.00
DM Payroll Services	Payroll Services Jan - March	81.00		81.00
Monthly Spend		6,338.40	296.14	6,634.54

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

- ii) The bank reconciliation for February 2025 was approved.
- iii) The bank Statement February 2025 at £86,531.81 was noted.
- iv) The budget variance report for February 2025 was noted.
- v) The budget showing earmarked reserves report for February 2025 was noted.
- vi) Proposal to join RCCE. This was discussed and it was **resolved** to become a member of RCCE. Proposed: Cllr V Guglielmi, Seconded: Cllr Kinsmore. Clerk to action.
- vii) Brantham Parish Council funding request. It was agreed to include this in the Tendring Show consultation.
- viii) Funding request for memorial. It was agreed to speak to the applicant about working with the church on this proposal.

309/2024 Any Matters for Future Discussion

- a) Stand at Tendring Show 2025. Cllr W Saint James provided an update and the following was agreed:
Terms of Reference for the Tendring Show Sub Committee was approved
The Risk Assessment was approved.
the minute of the first meeting of the sub-committee was noted
it was **resolved** to accept the Amazon quote for a gazebo plus 4 x sand weights.
Proposed: Cllr C Guglielmi, Seconded: Cllr Barrett
it was agreed that Cllr Saint James would get quotes for presentation notice boards
the rota for covering on the day was as follows:
8am to 10am Cllrs Castell and Kinsmore
10am to 12 midday Cllrs V and C Guglielmi

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| 12 midday to 2pm | Cllr W Saint James and Mr B Saint James |
| 2pm to 4pm | Cllrs Barrett and Thurlow |
| 4pm to 5pm | Cllr Chester |
| Dismantling the stand | Cllrs V and C Guglielmi, Handyman (TBA) |
- b) VE Day 80 Event. Being discussed at Public Realm Committee.
 - c) Identify bio-diverse grassed area on Summers Park. 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) Groundsman's Shed – Cllr Thurlow had received 3 quotes for this work which would come to the next Full Council for a decision.
- c) Riverview footpath – Cllr Thurlow had received 3 quotes for this work, which was discussed, and it was agreed to take out the shingled area close to the school. Therefore, another quote was required. Cllr Thurlow to action.
- d) Cox's Hill The Clerk reported a few complaints regarding Cox's Hill, and it was agreed to send these to Cllr C Guglielmi for his consideration.
- e) Enforcement – dogs on leads Cllr Barrett raised this issue and it was agreed that this would be discussed at Public Realm Committee.

Signature (Chair):

Date: