



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 Council held in the meeting room of Lawford Parish Community Hub, The Avenue, CO11 2FR on Monday 17 November 2025 at 6.30pm

Present:

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

In attendance: B. Tighe (Clerk)

072/2025 Apologies for Absence were received and approved for Cllrs Barrett and Chester.

073/2025 To receive members declarations of interest on items that appear on the agenda.

Declarations of interest were received from Cllrs Kinsmore and Thurlow for item 078/2025 v) grant application from Lawford Church and from Cllr Symon for item 077/2025 c).

074/2025 Minutes

- a) It was resolved to approve the minutes of the parish council meeting held on Monday 20 October 2025 at 6.30pm and they were signed by the Chair.

075/2025 Public Participation – Members of the public attending the meeting were as follows:

- a resident proposing a zebra crossing for Wignall Street and a reduction in the speed limit to 20 mph. He was advised that Cllr C Guglielmi would contact him regarding setting up a petition for the proposal.
- a resident proposing planting additional trees along Sienna Grove because since some of the trees had been removed there had been a reduction in the visual and acoustic barrier to the road and also a reduction in habitat. She was advised that this proposal would be considered at the next Public Realm meeting.
- a representative from Lawford Church explaining the reasons for its application for a grant to the Council. It was agreed that this would be discussed later in the meeting at item 078/2025 v) and the Lawford Church would be contacted regarding the outcome.

At this point Cllr V Guglielmi reminded everyone that this was Cllr Harty's last meeting, and she thanked him for all his hard work whilst he had been a councillor including setting up and recording over 20 podcasts, setting up and managing photographic competitions for children and in 2025 for adults, managing the parish council's move to the new website and the .gov email addresses, producing the Parish Council's promotional leaflet and finally for his valuable contributions at meetings.

076/2025 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.
- c) Quasar Report. This report was expected shortly.

077/2025 To receive general updates.

- a) Planning review. The planning applications received, and the agreement response was as follows:



25/01572/VOC – no comment

25/01585/FULHH – no comment

25/01600/FULHH – no comment

25/01636/FULHH – no comment

Planning Application 25/01225/OUT. The comments on this application submitted by LPC were noted.

b) Manningtree as a Hub. No update for this meeting.

c) Civic Building.

Hire schedule for December/January. The hire schedule was noted.

Camping Field. Cllr C Guglielmi reported that he had spoken to the Scouts about providing a detailed plans for their usage of the camping field. He said they would send this to the Clerk for circulation.

d) Devolution update. Cllr C Guglielmi reported that the council was waiting for a decision.

e) Padel Court. The feasibility study was discussed, and it was agreed not to go ahead with this proposal as a sample test of local residents had highlighted concerns regarding floodlights, noise and car parking. However, Cllr Thurlow suggested referring the resident onto Brantham Leisure Centre as they were very keen to have a Padel Court as part of their offer. The Clerk to action.

078/2025 To receive Administration Committee updates:

Council's expenditure

i) It was **resolved** to approve the expenditure for November 2025 as follows:

Direct Debits		Amount	VAT	£
SSE Energy Solutions	Streetlights October 2025	244.17	48.83	293.00
Veolia	Waste collection - October	91.56	18.31	109.87
Scribe	Accounts subscription	74.00	14.80	88.80
EE Limited	Office mobile phone	23.86	4.77	28.63
Barclaycard payments				-
Amazon	Clock for Rose Room	14.98	3.00	17.98
Amazon	3 toilet roll holders	17.46	3.51	20.97
Hearts Delight	Thank You Gift for Councillor	8.49		8.49
Items for BACS payment				-
Salary	Month ending November 2025	1,202.22		1,202.22
LGPS	Month ending November 2025	495.52		495.52
HMRC				-
Dependable Dave	Handyman Services October 2025	784.00		784.00
See The Light	Internet and landline			
EON	Electricity for LPCH - October	59.73		59.73

Barclaycard	As per statement	341.97		341.97
Royal British Legion	S137 Grant	150.00		150.00
Acorn Village	S137 Grant	1,000.00		1,000.00
Tendring History Recorders	S137 Grant	100.00		100.00
Manifest Theatre	S137 Grant	2,500.00		2,500.00
Lee Bruce Electrical Services	Dimmer switch, cables tidied and phone installed	345.69		345.69
Playquip	Modify zip wire bearings	150.00	30.00	180.00
A&J Lighting Solutions	Repair Cox's Hill	139.95	27.99	167.94
Clean Connexions	Weekly cleaning of the hub	330.00		330.00
Landscape Services	Trees on School Lane	275.00	55.00	330.00
Landscape Services	Trees on Taylor Drive	550.00	110.00	660.00
Monthly Spend		8,898.60	316.21	9,214.81

- ii) The bank reconciliation for October 2025 was approved.
- iii) The bank Statement for October 2025 was noted at £98,350.19.
- iv) The budget variance report for October 2025 was noted.
- v) Proposed budget for 2026 – 2027 was discussed and the following agreed:
 - Clerk's salary budget to be reduced by £5,000 to £32,500
 - The Business rates to have its own nominal code so it could be separated out from office expenses
 - Office expenses budget to be reduced by £2,000 to £8,000
 - Training budget to be reduced by £1,500 to £1,000
 - Section 137 budget to be reduced by £3,500 to £22,500 as the grant to the church could come out of this year's budget
 - Events budget to be reduced by £3,000 to £2,000
 - Major projects budget to be reduced by £15,000 to £60,000. This was due to a new quote for streetlights and an agreement to only carry out Phase 1 of the works in 2026 – 2027 and put further works in 2027 – 2028.
 - Grant of £2,500 for Manifest Theatre. It was agreed to leave this in the budget for 2026-2027 however, the spend would have to be agreed later after a meeting with the theatre.
 - Grant of £10,000 for Brantham Skatepark. It was agreed to leave this in the budget for 2026 – 2027 however, the spend would have to be agreed later when it was known whether the council had been successful in its other bids. It was also agreed to speak to Brantham PC about contributing financially to the Pump Track.
 - Grant of £3,500 for Lawford Church. This was discussed and it was **resolved** to award this grant out of this year's budget. Proposed: Cllr C Guglielmi, Seconded: Cllr Symon
 - Asset improvement. The proposal to resurface the area between the black gate and the footpath was discussed and it was agreed that this cost could come out of this year's budget. Cllr Thurlow to obtain a quote along with quotes for other possible groundworks required in Lawford Green.

- Proposal to contribute to legal costs for Public Enquiry into Norwich 2 Tilbury. This was discussed and it was **resolved** to contribute £2,000 to the costs during 2025 - 2026. Proposed: Cllr C Guglielmi, Seconded: Cllr Thurlow.
 - i) New photocopier. This was discussed and it was agreed to purchase a photocopier and enter a contract for the servicing and consumables.
- Council policies
- i. Standing Orders. It was **resolved** to adopt the updated standing orders. Proposed: Cllr Saint James, Seconded: Cllr Castell.
 - ii. Councillors Code of Conduct. It was **resolved** to adopt the updated Councillors Code of Conduct. Proposed: Cllr Saint James, Seconded: Cllr Symon.

079/2025 To receive Public Realm committee updates:

Bins

- a) Installation of 5 new bins. Cllr Thurlow reported that 2 of the new bins had been installed at School Lane to cope with the growing amount of dog waste and 2 had been installed at Hebe Gardens and Grange Road. The Clerk had reported the latter 2 to Tendring for collection.
- b) Proposal to purchase 2 new bins. It was agreed to purchase 2 more bins. Proposed: Cllr Harty, Seconded: Cllr V Guglielmi

Street lighting

- c) Streetlighting on Mill Hill. Cllr Thurlow explained that the quote for a single solar light was very expensive and therefore he had decided to include this in the quote which included the lights for Riverview.
- d) Streetlighting on Riverview. These quotes were considered, and it was **resolved** to accept the quote from Solar Vision for 7 solar lights. Proposed: Cllr Thurlow, Seconded: Cllr C Guglielmi. Cllr Thurlow said he was submitting funding bids for this work and would update at the next meeting regarding their success. It was agreed these lights would be installed on Riverview and Mill Hill.
- e) Streetlighting on Cox's Hill. Cllr C Guglielmi reported that he had written to Highways and was waiting to hear back.

Grass cutting

- f) Discussions with Tendring District Council. Cllr C Guglielmi reported that he was still waiting for the proposal from TDC.

Trees

- g) New tree planting in Summers Park. It was agreed to swap the Birch tree for another and the Clerk to ask the contractor for his advice.
- h) Request for new trees at 2,4 and 6 end of Sienna Grove. It was agreed to refer this to the Public Realm Committee for discussion and recommendation to Full Council.
- i) Tree works at Taylor Drive. The Clerk reported that this had been completed.
- j) Annual Tree Survey 2025. Cllr D Thurlow reported that this was underway.

Parking

- k) Issues at Lawford School. Councillors agreed to take this off future agendas as all traffic management actions had been delivered.
- l) Issue on Cotman Avenue. Cllr C Guglielmi said he was still waiting for an update on this.

Playground

- m) Zip Wire. The Clerk reported that the works had been completed, and the zip wire should now run a bit faster.

General

- n) Defects/resurfacing works. Cllr C Guglielmi reported that he was waiting for his next date.
- o) Pavement on Cox's Hill. Cllr C Guglielmi reported that these works were underway.
- p) Request for a safe road crossing on Wignall Street. It was agreed that this request would be referred to the Public Realm Committee for its discussion and recommendation to Full Council.

- q) Youth Committee (including Pump Track). Cllr Castell reported that she and Cllr Barrett would be visiting the Pump Track at Ipswich and would report back at the next meeting.
- r) Village Sign at Manningtree Station. The Clerk reported that the works had been ordered, and the sign would be picked up soon.
- s) Norwich to Tilbury Parish Workshop and Development Consent Order.
The notes from the parish council workshop meeting were noted.
The email request from Bernard Jenkin MP was noted and agreed. However, councillors said they would wait for the comments from TDC before sending views to the Planning Inspectorate.

080/2025 Any Matters for Future Discussion

- a) It was agreed that reports of speeding on The Avenue would be reported to the police.

081/2025 Any Items for information

Signature (Chair):

Date: