



Clerk to the Council: Bridget Tighe

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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 18 August 2025 at 6.30pm

Present:

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

In attendance: B. Tighe (Clerk)

042/2025 Apologies for Absence were received and approved for Cllrs B Chester and D Thurlow.

043/2025 To receive members declarations of interest on items that appear on the agenda.
There were no declarations of interest received.

044/2025 Minutes

- a) It was **resolved** to approve the minutes of the parish council meeting held on Monday 21 July 2025 at 6.30pm and they were signed by the Chair.

045/2025 Public Participation – There were no members of the public in attendance.

046/2025 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.

047/2025 To receive general updates.

- a) Planning review. The list was discussed and the following agreed:
25/01121/TCA – no comments.
- b) Manningtree as a Hub. Cllr Barrett reported that there was no update as next meeting scheduled for September.
- c) Civic Building.
Hire schedule from September. The hire schedule was noted, and it was agreed there would be no charge for the Fraud Officer talk booking.
Community Open Day - 27 September 2025. This was discussed and it was agreed that councillors would send invitations to the organisations they knew and would let Cllr Castell when they had done this.
Garden Planning. The update from the Public Realm Committee which was to leave the space as it is for now and use it for camping and events was discussed and agreed. It was agreed to make contact with the Scouts and invite them to the next Public Realm meeting so the camping opportunity could be discussed in more detail.
Sign for building. The Clerk confirmed she was waiting for quotes which she would bring to the next meeting.
Cleaning. This was discussed and agreed to appoint Clean Connexions on a trial period.
Proposed: Cllr V Guglielmi, Seconded: Cllr Kinsmore

- d) Operation Quasar. Cllr C Guglielmi reported that a meeting had been arranged for Wednesday 20 August where this would be discussed and the outcome brought to the next meeting.
- e) Devolution update. Cllr C Guglielmi reported that ECC's preferred option is for 3 unitaries however, Southend and Thurrock will be submitting two alternatives, one for 5 and the other for 4. The submission will be 26th September with a response from Government not expected till February/March 2026. ECC will be debating the options at its full meeting on 18 September.
- f) Photographic Competition. Cllr D Harty confirmed that the deadline for submissions was 14 September 2025.

048/2025 To receive Public Realm committee updates:

Bins

- a) Five new bins. After some discussion it was agreed to purchase 5 bins in addition to the 2 new bins on Pax Drive, Lawford Green, a total of 7 bins. Locations of the 5 bins are: the top of Grange Road, near Lawford Pool by the public footpath entrance, by the cycle path entrance on Dead Lane / Hebe Gardens, 168 Colchester Road (by the bus stop), by the bus stop at Manningtree Station and at the junction of Waldegrave field and Long Road. It was agreed that the Clerk would ask TDC for a quote for emptying the two new bins. It was agreed that the Clerk would purchase 'dog waste bin' stickers for all bins in case there was any confusion that residents could not put dog poo in the general waste bins. It was agreed that the Clerk would ask Rose Builders whether there were any more bins in the pipeline. It was **resolved** to purchase 5 bins in line with the quote received from Cllr Thurlow. Proposed: Cllr Barrett, Seconded: Cllr Castell.

Street lighting

- a) Streetlighting on Mill Hill. In Cllr Thurlow's absence it was confirmed that this was ongoing.
- b) Streetlighting on Riverview. In Cllr Thurlow's absence it was confirmed that this was ongoing.
- c) Streetlighting on Cox's Hill. In Cllr Thurlow's absence it was confirmed that this was ongoing.

Grass cutting

- d) Discussions with Tendring District Council. Cllr C Guglielmi confirmed that there had been a change of personnel within the Open Space department, and he was waiting for a cost.
- e) New areas on Lawford Green. The map was considered, and it was agreed that the Clerk would confirm with Rose Builders whether the residents were looking after the grassed area at the Hollies. It was agreed the Clerk would then let the contractor know.

Trees

- f) New tree planting in Summers Park. The Clerk confirmed she would be emailing the contacts provided by the Mistley PC Clerk.
- g) Maintaining current trees on Summers Park. It was agreed to accept the quote from the contractor and proceed with the maintenance works.

Parking

- h) Issues at Lawford School. Due to the summer holidays the area had been very quiet. Cllr Castell said she would encourage residents to respond to the consultation regarding the 20mph TRO plans which had been submitted to Highways recently.
- i) Issue on Cotman Avenue. Cllr C Guglielmi confirmed that he was waiting to hear from Andy Nepean who was asking NEPP for an update.

General

- j) Riverview footpath. It was confirmed that the footpath widening works had been completed, however, Essex Highways wanted confirmation from the parish council as to whether they were willing to maintain the PROW from now on and whether it would allow permissive cycling on the land. This was discussed and it was agreed that the Clerk would take advice from the council's insurers regarding its liability in this regard.
- k) Defects/resurfacing works. Cllr C Guglielmi confirmed that he had submitted defects for this round and those outstanding would be submitted in the next round. They were the potholes at Cooksons roundabout and Grange Road.



- l) New bench for the football club. It was **resolved** to accept the quote for this new bench. Proposed: Cllr C Guglielmi, Seconded: Cllr Kinsmore
- m) New bench for bus stop on Wignall Street. It was **resolved** to accept the quote for this new bench. Proposed: Cllr Kinsmore, Seconded: Cllr V Guglielmi.
- n) Pavement on Cox's Hill. Cllr C Guglielmi confirmed that this work was now scheduled with Essex Highways and would be completed in due course.
- o) Request for Outdoor Gym. Cllr Barrett provided the update from the Public Realm Committee which agreed to recommend to Full Council not to go ahead with this request because of competition with local gyms, liability to the council, the cost of insurance and maintenance and evidence of little use in other areas and limited use throughout the year because of the weather. This was agreed and that the Clerk would let the resident know.
- p) Youth Committee (including Pump Track). Cllr Barrett reported that he had heard from some parents interested in letting their children be part of the committee and he would update at the next meeting.
- q) Village Sign at Manningtree Station. The Clerk reported that she was waiting for a quote for the refurbishment works.
- r) Wooden posts on perimeter of Lawford Place. Cllr Kinsmore reported that the person responsible for this fencing was aware that it needed some maintenance.

Playground

- s) Lawford Green new playground. The contents of the park and likely costs were noted.

049/2025 To receive Administration Committee updates:

- a) Council's expenditure
 - i) A list of expenditure for August 2025 to be approved. It was **resolved** to approve the list of expenditure for August as below:

Direct Debits		Amount	VAT	£
EE	Office mobile phone	24.00	4.80	28.80
Items for BACS payment				-
Salary	Month ending August 2025	1,339.43		1,339.43
LGPS	Month ending August 2025	552.18		552.18
Dependable Dave	Handyman Services July 2025	1,291.00		1,291.00
Dependable Dave	Grass cut TDC areas	165.00		165.00
Barclaycard	Various	13.75		13.75
See the Light	Activation fee, internet and phone	200.45	40.09	240.54
See the Light	June	42.00	8.40	50.40
See the Light	July	42.00	8.40	50.40
Gallagher Insurance	Insurance increase	52.00		52.00
Design Clark Ltd	Sign at new play area at Pax Drive	780.00		780.00
NBB Recycled Furniture	Captain's Treble Seat - Football Club	435.00	87.00	522.00

Landscape Services	Grass Cut at Dale Hill	350.00	70.00	420.00
Landscape Services	Grass Cut, Waldegrave	475.00	95.00	570.00
Landscape Services	Grass cut playing fields	550.00	110.00	660.00
Landscape Services	Grass cut Lawford Green	80.00	16.00	96.00
Landscape Services	Grass cut verges	700.00	140.00	840.00
Landscape Services	Pine Tree on Lawford Green	250.00	50.00	300.00
Landscape Services	Grass cut to playing field	550.00	110.00	660.00
Landscape Services	Grass cut Summers Park	350.00	70.00	420.00
	Monthly Spend	8,241.81	809.69	9,051.50

- ii) A bank reconciliation for July 2025 to be approved. It was **resolved** to approve the bank reconciliation for July 2025.
- iii) Bank Statement July 2025 at £77,370.11 was noted.
- iv) Budget variance report July 2025 was noted.
- v) A new credit card. No update reported.
- vi) Electricity Provider. No update reported.
- vii) Local Government Services Pay Agreement 2025/26. This was discussed and it was **resolved** to award the Clerk this pay increase. Proposed: Cllr Castell, Seconded: Cllr Symon. Clerk to action.
- viii) Costs for Tendring Show. The costs of £617.10 were noted.
- ix) Accounting Software. This was discussed and it was agreed to accept the quote from Scribe. The Clerk to action.

050/2025 Any Matters for Future Discussion

- a) Cllr Barrett raised the issue of weeds on the Leftleys Estate and asked if the handyman could look at these. The Clerk to action.
- b) It was agreed to ask the handyman to cut the overhanging tree branches on Bromley Road so the signage and bus stop were visible.

051/2025 Any Items for information

- a) A resident had reported speeding on Wignall Street, and it was agreed that this would be discussed at the meeting on 20 August 2025 with the Chief Inspector.

Signature (Chair):

Date: