



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 18th November 2024 at 6.30pm

Present:

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

In attendance: B. Tighe (Clerk)

281/2024 Apologies for Absence were received and approved for Cllr B Chester.

282/2024 To receive members declarations of interest on items that appear on the agenda.
There were no declarations of interest received.

283/2024 Minutes

- a) Two amendments to the minutes of the previous parish council meeting held on 21st October 2024 were agreed and then the minutes were approved and will be signed by the Chair on Tuesday 19 November 2024.

284/2024 Public Participation – A representative from Rose Builders attended the meeting and spoke about the change of signage to Long Road because of the new estate. It was agreed that the Clerk would write to Mistley Parish Council and ask if they would like back-to-back signage with Lawford.

285/2024 To receive reports and updates.

The Councillors and Police Reports:

- The District Councillor report. This report was noted.
- The County Councillor's report. This report was noted.
- Operation Quasar report. This report was noted, and it was agreed that Cllr Castell would, if possible, attend a Quasar operation with the police.
- Fence on Cox's Hill. No update on this and it was agreed to take it off the agenda.

286/2024 To receive general updates.

- Planning review. The planning applications, [24/01580/TCA](#), [24/01590/FUL](#) and [24/01671/WTPO](#) were discussed and it was agreed that no comments were required.
- Website and social media review. Cllr D Harty updated the meeting on progress with the new .gov website and asked for agreement for the following:
Order – lawfordparishcouncil.gov.uk – domain
point it to the new website
set up new email for the Clerk and configure it for Microsoft
set up email for all councillors
ask if it would be possible to set up email mailing lists for the Full Council and two committees.
The above was agreed. The Clerk to action.

- c) Manningtree as a Hub. Cllr Barrett reported that there would be no clash of VE Day 80 celebrations as Manningtree was holding a picnic on the Saturday and Mistley was holding a service at the War Memorial on the Sunday. He said that both Manningtree and Mistley were now both interested in Quasar so there was a possibility that Quasar Operations could cover the whole area.

287/2024 To receive Public Realm committee updates:

Street lighting

- a) Streetlighting on Mill Hill. No update to report.
- b) Solar Street Light on Riverview Pathway. Cllr Thurlow reported that this was going well.

Bins

- c) Access to bins on School Lane. It was agreed that the Clerk would organise a meeting with the Football Club to discuss waste collection access to the bins located at the football club and safety at the Bromley Road Car Park at the weekends.

Grass cutting

- d) Discussions with Tendring District Council - grass cutting. No update to report.

Play parks

- e) Swings on School Lane. Cllr Harty reported that there had been little interest and therefore, it was agreed to set a deadline of 2 December when this could be discussed again at the Public Realm meeting.

Footpaths

- f) Footpath between Riverview and Manningtree High School. No update to report on this so it was agreed to take it off the agenda.

Trees

- g) Trees to be planted: Cllr Thurlow confirmed that the 4 trees below had been planted.
Memorial Tree on Cavendish Drive (Lebanese Wild Apple)
Memorial Tree on Summers Park (Cherry)
Commemoration Tree for D-Day 80 (Rowan)
Tree at Cambridge Drive (Rowan or White Beam)
- h) Tree to be felled at 55 School Lane. Cllr C Guglielmi said he would chase this.

General

- i) Proposed Flatford bicycle route. Cllr Harty said meetings had been taking place and the project was progressing. It was agreed that this would be taken off the agenda until the project was more established.
- j) Bus shelter on Wignall Street. Cllr C Guglielmi agreed to chase this.
- k) Road closures on Wignall Street. It was agreed that Cllr Guglielmi would send the Clerk the contact details for the Road Work Team so she could write to them about the road closures on Wignall Street which, it was agreed, seemed excessive.
- l) Parking issues at Lawford School. It was agreed that Cllr Lisa Castell would contact the Headteacher and arrange to meet her.
- m) Parking issue on Cotman Avenue. Cllr Guglielmi reported that he had met with a representative of the NEPP regarding putting further restrictions on this road. Price tbc for this work. He would report progress at the next meeting.
- n) Christmas Tree Festival. It was agreed that the Council would like to have a tree with a theme of the works of the Parish Council. The Clerk to action.
- o) Five Estuaries Consultation. This was discussed and it was agreed not to submit a response to the consultation.
- p) Lawford Green. It was agreed to remove the current 'Lawford' sign and replace with the Essex CC white sign as they will then maintain this and there will be no cost to the Parish Council. It was also agreed to ask Mistley Parish Council whether they would like a sign which could go back-to-back with the Lawford sign. Clerk to action.



288/2024 To receive Administration Committee updates:

a) Council's expenditure

- i) Updated Asset Register. This was shared for information, and it was **resolved** to accept the invoice to cover the revalued Pavilion and Groundsman's Shed. Proposed: Cllr T Barrett, Seconded: Cllr V Guglielmi.
- ii) A list of expenditure for November 2024 (below). It was **resolved** to approve this. Proposed: Cllr C Guglielmi, Seconded: Cllr T Barrett

Company	Item	Cost	VAT	Total
BT	Office phone	63.64	12.72	76.36
Ogilvie Hall	Monthly Rent for the Parish Office	500.00		500.00
C F Corporate	printer lease			-
Barclaycard payments				
Buzzsprout	Podcast facility. *NB will know amount in £ when statement comes through.	\$18.00		\$18.00*
Items for BACS payment				
Salary	Month ending November 2024	1,318.30		1,318.30
LGPS	Month ending November 2024	531.06		531.06
HMRC	PAYE payment	3,394.15		3,394.15
Dependable Dave	Handyman Services in October	785.00		785.00
Ogilvie Hall	Hall rental			-
Npower Business Solutions	Streetlight power for October	66.60	3.33	69.93
Manningtree District Business Chamber	Contribution to Xmas Lights	400.00		400.00
PACE	Sustainable Poppy Wreaths	27.25		27.25
VCS Websites Limited	Hosting	135.00		135.00
Signs Made Easy	30 mph Speed Limit	199.00	39.80	238.80
Nicholas Percival	Valuation of Pavilion	450.00	90.00	540.00
Gallagher Insurance	Insurance increase for pavilion	270.78		270.78
Landscape Services	Long Road Hedge Cutting	250.00	50.00	300.00
Landscape Services	Lawford Green Hedge Cutting	120.00	24.00	144.00
Landscape Services	Hedge cut at School Lane	300.00	40.00	340.00
Automated Systems Group Ltd	printer lease	75.00	15.00	90.00

Royal British Legion	Grant	150.00		150.00
	Total	9,035.78	274.85	9,310.63

- iii) A bank reconciliation for October 2024. This was noted and approved.
- iv) Bank Statement for October. This was noted at £103,544.12.
- v) Budget variance report. This was noted.
- vi) Budget showing earmarked reserves report. This was noted.
- vii) Proposed Budget for 2025 -2026. This was discussed and agreed. It was **resolved** to set the precept for 2025 – 2026 at £185,359.66. Proposed: Cllr C Guglielmi, Seconded: Cllr D Thurlow
- viii) To agree NALC pay award to the Clerk to be back dated to 1.4.24. It was **resolved** to approve this payment. Proposed: Cllr M Kinsmore, Seconded: Cllr T Barrett.
- ix) New card to make regular payments. Cllr W Saint James reported that the Clerk had checked the Buzzsprout Cancellation Policy and she was now content to continue the payments via Barclaycard.
- x) New .gov email. See above note at 286/2024 b).

289/2024 Any Matters for Future Discussion

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

290/2024 Any Items for information

- a) John O'Mara, memorial Tree. Cllr D Thurlow suggested that the Council might like to plant a memorial tree in remembrance of John O'Mara. This was agreed. Cllr D Thurlow to action.
- b) Cllr C Guglielmi reported that the banner at Lawford School had come loose and suggested the Clerk contact the resident who produced it to see whether they could look at it. This was agreed.
- c) Cllr D Harty suggested that, in light of preparing the budget, it would be helpful to prepare a strategy document/corporate plan where capital projects could be discussed and planned over say a 5-year period. This was agreed. The Clerk to put on the agenda for the Administration Committee.

Signature (Chair):

Date: