



**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 19<sup>th</sup> August 2024 at 6.30pm**

**Present:**

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

**In attendance:** B. Tighe (Clerk)

**261/2024 Apologies for Absence** Apologies for absence were received and approved from Cllr Ben Chester.

**262/2024 To receive members declarations of interest on items that appear on the agenda.** There were no declarations of interest received.

**263/2024 Minutes**

- a) It was **resolved** to approve the minutes of the previous parish council meeting held on 15<sup>th</sup> July 2024 and they were signed by the Chair.

**264/2024 Public Participation** – There were two members of the public present. One member was there as an observer with a view to becoming a parish councillor and the other presented a proposal for non-plastic, more sustainable poppy wreaths for the Remembrance Service in November. It was agreed that the Councillors would discuss this over email to reach a decision.

**265/2024 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 not received.
- Feedback from meeting with Chief Inspector Ella Latham. Cllr D Thurlow reported that this was a good meeting and well worth attending again in the future. Cllr Thurlow had circulated information before the meeting regarding theft from local shops.
- Feedback from ASB week with PCSO Lucy Seager. Cllr V Guglielmi reported that she had met PCSO Seager and walked around the village pointing out various landmarks as the PCSO is new to the area.
- Fence on Cox's Hill. This is ongoing with owners to be written to.
- New play area at Lawford Green. It was confirmed that the meeting with Rose Builders was due to take place this week and councillors would report back at the next meeting.
- Civic Building. There was a short discussion regarding the size of the piece of land that goes with the new Civic Building and agreed that this would also be discussed with Rose Builders to look at possible options for its use.

**266/2024 To receive general updates.**

- a) Planning review. Councillors went through the planning list and agreed there was no comment on any of the applications.



- b) Website and social media review. This is ongoing work and there will be an update for the next meeting.
- c) Manningtree as a Hub. Cllr Barrett reported that the sand had been delivered to the beach in Manningtree and the Xmas lights for Manningtree Town Centre was ongoing.

### **267/2024 To receive Public Realm committee updates:**

#### **Street lighting**

- a) Streetlighting on Mill Hill. Cllr Thurlow reported that a licence application had been submitted and the outcome awaited.
- b) Solar Street Light on Riverview Pathway. Cllr Thurlow reported that this would be monitored when the evenings got a bit darker.

#### **Grass cutting**

- c) Discussions with Tendring District Council - grass cutting. Cllr C Guglielmi confirmed he had submitted the quote to officers at Tendring District Council for their consideration.

#### **Play parks**

- d) Cableway on Summers Park. The insurance and post installation inspection costs were agreed. Cllr V Guglielmi said feedback so far from older children was very positive and they said they would also like some goalposts. It was agreed that the cost for this would be put in the 2025-26 budget.
- e) Annual play park inspections. Updates:  
Riverview swings – to be replaced shortly.  
School Lane – swings on field to be put on eBay and the two cradle swings in play park to be replaced shortly.  
Minor works – this was ongoing and would be completed shortly.

#### **Footpaths**

- f) Widening Riverview footpath. Cllr Thurlow reported that this work had started and was due to finish by the end of the week.
- g) Footpath between Riverview and Manningtree High School. Cllrs T Barrett and D Thurlow reported that no further updates had been received.

#### **Trees**

- h) Memorial Tree on Cavendish Drive (Lebanese Wild Apple). Cllr V Guglielmi reported that she had signed the licence application and confirmation would be received shortly.
- i) Memorial Tree on Summers Park (Cherry). This would be purchased when licence above received.
- j) Commemoration Tree for D-Day 80 (Rowan). This would be purchased when licence above received.
- k) Tree at 55 School Lane. Cllr C Guglielmi reported that this tree would be felled in the autumn by Essex Highways.
- l) Tree at Cambridge Drive. This would be purchased when licence above received.

#### **Bins**

- m) Replacement bin on School Lane playing field. Cllr D Thurlow reported this had been completed.
- n) Replacement bin on Fitzgerald/Lawford Dale. Cllr D Thurlow reported that he would be looking at this over the next few weeks.

#### **General**

- o) Proposed Flatford bicycle route. No update at this meeting.
- p) Bus shelter on Wignall Street. Cllr C Guglielmi confirmed that he had submitted a scheme to the LHP for a new bus shelter.

### **268/2024 To receive Administration Committee updates:**

- a) Council's expenditure
  - i) It was **resolved** to approve the list of expenditure for August 2024 as below

BT	Office phone	59.84	11.96	71.80
Ogilvie Hall	Monthly Rent for the Parish Office	500.00		500.00
HM Land Registry	Title Register	3.00		3.00
HM Land Registry	Title Plan	17.94		17.94
Salary	Month ending August 2024	1,318.10		1,318.10
LGPS	Month ending August 2024	531.06		531.06
HMRC	PAYE payment			-
Dependable Dave	Handyman Services	680.00		680.00
Barclaycard	Title Register and title Plan	20.94		20.94
Landscape Services	Grass cutting verges	700.00	140.00	840.00
Landscape Services	Lawford Green	80.00	16.00	96.00
Landscape Services	Dale Hill	350.00	70.00	420.00
Landscape Services	Summers Park	350.00	70.00	420.00
Landscape Services	Playing fields	550.00	110.00	660.00
Landscape Services	Waldegrave Way and various	475.00	95.00	570.00
Landscape Services	Grass cutting verges	700.00	140.00	840.00
Landscape Services	Grass cut to playing fields	550.00	110.00	660.00
Landscape Services	Lawford Green	80.00	16.00	96.00
Landscape Services	Dale Hill	350.00	70.00	420.00
ASL	printer lease	27.00	5.40	32.40
A&J Lighting Solutions Ltd	Check of outage on Riverview	80.00	16.00	96.00
PKF Littlejohn LLP	Annual external audit	630.00	126.00	756.00
Cllr Harty	Buzzsprout facility	127.40		127.40
Cllr Harty	Google Map Licence	22.09		22.09
Cllr Harty	Integrate Google Drive	15.99		15.99
Cllr Harty	Promotional leaflets	234.91	46.98	281.89
Cllr Harty	New website hosting - Nov 23	21.84	4.37	26.21
Cllr Harty	New website hosting - Feb 24	13.17	2.63	15.80
Cllr Harty	New website hosting - May 24	13.96	2.79	16.75

Online playgrounds	Cradle swings and various	788.20	157.64	945.84
Manningtree Town Council	Contribution to the beach	400.00		400.00
Lawford Church	Upkeep of churchyard	2,750.00		2,750.00
Playsafety Limited	Post installation Inspection	415.00	83.00	498.00
Playquip Leisure	Aerial runway	13,569.00	2,713.80	16,282.80
Ogilvie Hall	Meeting rooms	40.70		40.70
Gallagher Insurance	Aerial runway	272.73		272.73
TDALC	Annual affiliation	20.00		20.00
	<b>Monthly Spend</b>	<b>26,757.87</b>	<b>4,007.57</b>	<b>30,765.44</b>

- ii) It was **resolved** to approve the bank reconciliation for July 2024.
- iii) The bank statement for July at £61,607.61 was noted.
- iv) The budget variance report was noted.
- v) The budget showing earmarked reserves report was noted.
- vi) It was **resolved** to Adopt of new Financial Regulations. However, it was agreed that the Clerk would asked NALC about the inconsistency of including and excluding of VAT.
- vii) It was **resolved** to agree the new regular payments, however, the Clerk would look into obtaining a new card to pay the direct debits.
- viii) The external audit report and certificate was noted.
- ix) Quote for renewal of Cyber Security. This was discussed and it was agreed that the Clerk would check with Cllr Harty whether this was a good option.
- x) Grant funding for 2024-2025. There was no update on this item.
- xi) Potential new councillor. This was discussed and it was agreed that the Clerk would send the resident more information about becoming a councillor.

#### **269/2024 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.
- c) Meet the Handyman session. It was agreed that this would take place at the September meeting.

#### **270/2024 Any Items for information**

- a) The Clerk informed the meeting that the corner of School Lane had been left in a very untidy state after the workmen had taken their equipment away. It was agreed that Cllr C Guglielmi would report this to Essex Highways.

**Signature (Chair):**

**Date:**