



Clerk to the Council: Bridget Tighe

Lawford Parish Community Hub, Unit 1, The Avenue, Lawford CO11 2FR, Tel: 01206 395898

Email: clerk@lawfordparishcouncil.gov.uk

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 19 January 2026 at 6.30pm

Present:

| | |
|------------------|--------------------|
| Cllr V Guglielmi | Cllr C Guglielmi |
| Cllr D Thurlow | Cllr T Barrett |
| Cllr K Symon | Cllr W Saint James |
| Cllr M Kinsmore | Cllr B Chester |
| Cllr M Naylor | |

092/2026 Apologies for Absence were received and approved for Cllr L Castell.

093/2026 Co-option of Mark Naylor Councillors voted unanimously to co-opt Mark Naylor as a new parish councillor. Proposed: Cllr Barrett, Seconded: Cllr V Guglielmi

094/2026 To receive members declarations of interest on items that appear on the agenda.

Declarations of interest were as follows:

098/2026 a) 25/01225/OUT – Cllr Saint James as the applicant was her next-door neighbour and Cllrs V Guglielmi and Thurlow as they were Trustees of the Cox and Hales Almhouses Charity along with the applicant.

098/2026 c) – Cllr Symon was a hirer of the Rose Room at the Lawford Parish Community Hub

095/2026 Minutes

- a) Minutes of the parish council meeting held on Monday 15 December 2025 at 6.30pm to be approved and signed by the Chair.

096/2026 Public Participation – There were several members of the public in attendance who were interested in voicing concerns regarding the Welbeck Land consultation on Lawford Tye Field. John Hall from the Lawford Tye Action Group (LTAG) spoke on their behalf. From the discussion that followed, the following points were made:

- a) the proposed site was not included as a preferred site within the Settlement Development Boundary for Lawford, Manningtree, Mistley and Bradfield
- b) there were no plans to include it within the Settlement Development Boundary
- c) after 26 January 2026 the applicable target for measuring housing supply will revert to 1063 which creates an opportunity to submit a planning application
- d) once a planning application has been submitted the parish council will organise an open meeting for residents and parish councillors to discuss further what the valid planning objections are
- e) the parish council will object to the planning application based on d) above
- f) in the meantime, residents can recruit people to get involved with objecting to the application when received.

097/2026 To receive reports and updates.

Councillor Reports:

- a) The District Councillor report. This reported was noted.
- b) The County Councillor's report. This report was noted.
- c) Quasar Report. No report was received but a meeting had been arranged with local police for Monday 26 January when the scheme will be discussed.



098/2026 To receive general updates.

- a) Planning review. Cllr Chester led the discussion on the planning applications received and the following was agreed:
 25/01832/OUT – no comment
 25/01871/WTPO – no comment
 26/00012/LUPROP – no comment
 25/01881/FULHH – no comment
 26/00038/LUPROP – no comment
 26/00049/WTPO – no comment
Welbeck Land consultation into proposals for land off Grange Road. See above note at 096/2026.
 25/01225/OUT – Valley Garden Supplies Limited second application. It was agreed that Cllr Chester would go through this in more detail and provide comments to all councillors and Cllr C Guglielmi would redraft comments if needed.
- b) Manningtree as a Hub. Cllr Barrett said there was no update as the business chamber did not meet in January.
- c) Civic Building.
 Hire schedule for January/February. The hire schedule was noted.
 1st Lawford Scouts Schedule of Use. There was no update as no schedule had been received from the Scouts.
 Asset improvement. The quotes were discussed, and it was **resolved** to accept the quote from Highways Assurance for a tarmacked hardstanding area. Proposed: Cllr Thurlow, Seconded: Cllr V Guglielmi. Clerk to action.
- d) Devolution and LGR update. Cllr C Guglielmi updated saying that Essex County Council did not want the May elections to be postponed however, Harlow, Basildon and Thurrock had requested a postponement. He also reminded the meeting that the Mayoral elections would now take place in May 2028.

099/2026 To receive Administration Committee updates:

Council's expenditure

- i) It was **resolved** to approve the list of expenditure for January 2026 as below:

| Direct Debits | | Amount | VAT | £ |
|-------------------------------|-----------------------------|----------|-------|----------|
| SSE Energy Solutions | Streetlights Dec 2025 | 288.50 | 57.70 | 346.20 |
| Veolia | Waste collection – Dec 2025 | 63.46 | 12.69 | 76.15 |
| Scribe | Accounts subscription | 74.00 | 14.80 | 88.80 |
| EE Limited | Office mobile phone | 28.22 | 5.64 | 33.86 |
| Barclaycard payments | | | | - |
| Hearts Delight | 2026 Calendar | 10.99 | | 10.99 |
| Items for BACS payment | | | | - |
| Salary | Month ending Jan 2026 | 1,202.02 | | 1,202.02 |
| LGPS | Month ending Jan2026 | 495.52 | | 495.52 |
| HMRC | Nat Ins Contributions | | | - |

| | | | | |
|----------------------------------|-------------------------------|-----------------|---------------|-----------------|
| Dependable Dave | Handyman Services Dec 2025 | 770.00 | | 770.00 |
| See The Light | Internet and landline | 45.34 | 9.07 | 54.41 |
| EON | Electricity for LPCH – Dec 25 | 276.90 | 13.84 | 290.74 |
| Business Stream | Water services for LPCH | 100.17 | 20.03 | 120.20 |
| Barclaycard | As per statement | 14.78 | | 14.78 |
| PACE | S137 Grant (Earth Festival) | 500.00 | | 500.00 |
| Manningtree & Mistley Bowls Club | S137 award (Centenary Events) | 500.00 | | 500.00 |
| Evergreen Office Supplies | Wheelie Bin Liners x 200 | 58.24 | 11.65 | 69.89 |
| DM Payroll Services Ltd | Payroll Services | 81.00 | 16.20 | 97.20 |
| Tom Pepper | Window cleaning | 45.00 | | 45.00 |
| SLCC | Membership Fee | 200.00 | | 200.00 |
| ASL Limited | Printing for Oct - Jan | 75.00 | 15.00 | 90.00 |
| Clean Connexions | LPCH Cleaning | 160.00 | | 160.00 |
| | Monthly Spend | 4,989.14 | 176.62 | 5,165.76 |

- ii) It was **resolved** to approve the bank reconciliation for December 2025.
- iii) The bank statement for December 2025 at £78,216.16 was noted.
- iv) The budget variance report at December 2025 was noted.
- v) The rateable value of LPCH at £9,900 and the 100% rate relief for the current year was noted.
- vi) New caretaker role. It was noted that the deadline for applications was 21 January 2026.
- vii) Purchase of new photocopier. The quotes were discussed, and it was agreed to go with the Toshiba ES2021ac brand new A3 colour device from Document Solutions.
- viii) Training on Canva. This was agreed.
- ix) Introduction to being a councillor training. This was discussed and agreed that Mark Naylor would go on the training in June. It was also agreed that the Clerk would send the dates to Cllr Chester in case he was free.
- x) Quote for Internal Audit 2025 – 26. This quote was agreed.
- xi) Request for another councillor to join the Administration Committee. Cllr Naylor said he would attend the next meeting with a view to seeing if he would like to become a member.
- xii) Request from Lawford Football Club. This was discussed and it was **resolved** to give the club permission to go ahead with any works that arose out of the energy audit. Proposed: Cllr C Guglielmi, Seconded: Cllr Thurlow.

100/2026 To receive Public Realm committee updates:

Bins

- a) Installation of new bins. See attached summary. Cllr Thurlow reported that he was waiting for the delivery of two more bins.

Street lighting

- b) Streetlighting on Mill Hill and Riverview. Cllr Thurlow reported that this was ongoing.
- c) Streetlighting on Cox's Hill. Cllr Thurlow reported that this was ongoing
- d) Streetlighting on Bromley Road. Cllr Thurlow reported that this was ongoing.

Grass cutting

- e) Discussions with Tendring District Council. Cllr C Guglielmi reported that there was no update.

Trees

- f) New tree planting in Summers Park. Cllr Thurlow reported that the contractor was going to plant when weather permitted.
- g) Request for new trees at 2,4 and 6 end of Sienna Grove. Cllr Thurlow reported that he was organising a meeting with Clive Dawson.

Parking

- h) Issue on Cotman Avenue. It was reported that the new parking restriction lines would be operational from 2 February 2026.

General

- i) Petition for a safe road crossing on Wignall Street. Cllr C Guglielmi reported that he had a further meeting with residents and offered advice on the petition and they will now start to collect signatures.
- j) Youth Committee (including Pump Track). Cllr Barrett reported that he had met a contractor on site at Waldegrave who had said that the site was a perfect site as it was a natural bowl. The contractor will be sending a quote to the Clerk which was expected to be approximately £20/£30K.
- k) Village Sign at Manningtree Station. The Clerk reported that the sign had been picked up yesterday for refurbishment.
- l) Upkeep of War Memorial. Cllr C Guglielmi reported that there had been no progress on this so it was agreed that the Clerk would contact the Cadets and Cllr C Guglielmi would contact the Scouts.
- m) Invitation to attend a meeting with Mistley and Manningtree PCs to feedback on the Tendring District Local Plan. Cllr C Guglielmi confirmed that a meeting had been arranged for Monday 2 February to be held after the Public Realm Committee at 7.30pm.
- n) New Sainsburys Proposal. Cllr Chester asked if Cllrs C Guglielmi and Barrett could ask at their upcoming meeting about the turning point for lorries accessing the site as it looked like pedestrian and lorry access were the same. He also asked about a pedestrian crossing to access the site both on Long Road and the B1035.

101/2026 Any Matters for Future Discussion

- a) Cllr Chester reported that there was someone riding an E motorcycle dangerously at high speed and the grass on Riverview had been churned up. It was agreed to report this to the police at the meeting on 26 January.
- b) The Clerk reported that the Brantham Skatepark project were very close to achieving their funding from Babergh District Council and asked if LPC could confirm it had allocated £10K in its 2026-2027 budget for the project. This was discussed and agreed. Clerk to action.
- c) Cllr Saint James suggested that the council's logo was changed to include the new building. This was agreed. Clerk to action.

102/2026 Any Items for information There were no items for information.

There being no further business the meeting closed at 8.05pm

Signature (Chair):

Date: