



**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 19 May 2025 at 7pm**

**Present:**

Cllr D Thurlow (Chair)	Cllr D Harty
Cllr L Castell	Cllr T Barrett
Cllr B Chester	Cllr K Symon

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

**011/2025 Apologies for Absence** Apologies were received and approved for Cllrs C Guglielmi, V Guglielmi, Kinsmore and Saint James.

**012/2025 To receive members declarations of interest on items that appear on the agenda.**  
There were no declarations of interest received.

**013/2025 Minutes**

- a) Minutes of the previous parish council meeting held on Thursday 24<sup>th</sup> April 2025 were not approved as there was information missing from item 006/2025 d) Meeting Room Chairs. This has now been completed, and the minutes will be presented to the meeting on 16 June 2025 for approval and signature.

**014/2025 Public Participation.** Two members of the public attended to make representation regarding a bid for a grant for the North Essex and Suffolk Veteran Support Group. Another member of the public attended to update the council on his new business in playground consultancy.

**015/2025 To receive reports and updates.**

The Councillors and Police Reports:

- a) The District Councillor report. This report was noted.  
b) The County Councillor's report. This report was noted.

**016/2025 To receive general updates.**

- a) Planning review. Cllr Chester updated the meeting with one planning application – 25/00630/FULHH – for which he advised no comment was needed. This was agreed.  
b) Website and social media review. Cllr D Harty commented that the new website was not going ahead but would be looked at again when he had more time. He advised that the council needs to think about emergency planning for current arrangements which were dependent upon VCS Websites Limited.  
c) Manningtree as a Hub. Cllr Barrett reported that the Business Chamber was in a much better position as the Xmas lights issue had been mostly resolved. He reported that Manningtree Town Council had requested a contribution to the cost for the sand for the beach which would either be £400 or £200 depending on the overall cost. It was **resolved** to approve this request. Proposed: Cllr Barrett, Seconded: Cllr Symon. Cllr Barrett to inform councillors which amount it would be in due course.



- d) Civic Building. The update was discussed and the following agreed:
- There was discussion regarding the event on 24 June 2025 and it was agreed that it should not be the opening of the new parish office but the official handover. The opening of the building should be organised and delivered by Lawford Parish Council.
  - there was discussion regarding the new car park and whether it was needed. It was agreed to monitor the need before spending the monies on a new car park
  - it was agreed to delay the purchase of chairs and tables for the centre as storage was limited and councillors did not want to purchase too many until they knew what was needed
- e) VE Day 80 Event. The update was discussed and the following agreed:
- it was **resolved** to pay a bonus to the handyman for helping at the event. Proposed: Cllr Barrett, Seconded: Cllr Harty
  - Take forward proposal from two residents for a Bike Pump Track. This was to be discussed further at the Public Realm Committee.
- f) Play Zone. Cllr C Guglielmi has requested date for next bidding round and is waiting to hear.
- g) Operation Quasar Enforcement Powers. Cllr C Guglielmi has a meeting in the diary to meet with the new Chief Inspector, Stuart Austin to discuss.
- h) Devolution update. Contained in Cllr C Guglielmi's ECC update.
- i) TDC Consultation on Housing Allocations Policy. Cllr Chester reported that the consultation on the local plan showed minimal impact for Lawford as the nearest development was located at Horsley Cross.

## 017/2025 To receive Public Realm committee updates:

### Street lighting

- a) Streetlighting on Mill Hill. Cllr Thurlow reported this was in progress and ongoing.
- b) Streetlighting on Riverview. Cllr Thurlow reported this continued to be monitored.

### Grass cutting

- c) Discussions with Tendring District Council. Cllr C Guglielmi is waiting for a response from TDC.

### Trees

- d) Tree planting in Summers Park. The Public Realm Committee was holding on this until the goalposts were in situ.

### General

- e) Parking issues at Lawford School. The NEPP is installing red lines along The Avenue opposite the village green.
- f) Parking issue on Cotman Avenue. Cllr C Guglielmi is waiting for costs to come through.
- g) Dogs on leads enforcement. Cllr Barrett reported that the dog warden is going to carry out patrols in Lawford.
- h) Riverview footpath. Cllr Thurlow reported that the works would take place during the summer holidays 2025.
- i) Groundsman's Shed. Cllr Thurlow reported that he was liaising with HA Assurance regarding this project.

## 018/2025 To receive Administration Committee updates:

- a) Council's expenditure
- i) It was **resolved** to approve the list of expenditure for May 2025 as follows:

Direct Debits		Amount	VAT	£
BT	Office phone	67.49	13.49	80.98
EE	Office mobile phone	24.77	4.95	29.72

<b>Barclaycard payments</b>				-
Buzzsprout	Podcast facility*			-
<b>Items for BACS payment</b>				-
Salary	Month ending May 2025	1,339.63		1,339.63
LGPS	Month ending May 2025	552.18		552.18
Dependable Dave	Handyman Services April 2025	793.00		793.00
Dependable Dave	TDC grass cuts	82.50		82.50
Barclaycard	Buzzsprout, lights for VE Day, Gazebo, late payment fee	903.14		903.14
V. Guglielmi	Supplies for new office	137.67		137.67
V. Guglielmi	Supplies for new office	63.60		63.60
Greenbarnes Limited	Noticeboard	2,046.28	409.26	2,455.54
Gallagher Insurance	Insurance for new building	186.09		186.09
Gallagher Insurance	Insurance for the year	7,702.80		7,702.80
Rose Builders	Supply and install additional double socket to bin store	350.00	70.00	420.00
Rose Builders	Supply and install intruder alarm	1,707.75	341.55	2,049.30
Rose Builders	Supply and install PV panels	11,625.75	2,325.15	13,950.90
C. Guglielmi	Supplies for VE Day 80	153.00	30.60	183.60
C. Guglielmi	Supplies for VE Day 80	236.93	47.39	284.32
Marks Tey Radio	Mike/speakers for VE Day 80	220.00	44.00	264.00
B. Tighe	Refreshments for VE Day 80	192.50	38.50	231.00
Chelmer Marquees Ltd	Marquee for VE Day 80	800.00	160.00	960.00
Fairlop Brass	Brass band for VE Day 80	500.00		500.00
VCS Websites Limited	web hosting etc	182.50		182.50
Manningtree Community Bus	Section 137 - grant	1,500.00		1,500.00
Landscape Services	Grass cut verges 3043	700.00	140.00	840.00
Landscape Services	Grass cut playing fields 3045	550.00	110.00	660.00
Landscape Services	Grass cut Lawford Green - 3046	80.00	16.00	96.00
Landscape Services	Grass cut to Dale Hill 3037	350.00	70.00	420.00
Landscape Services	Grass cut Lawford Green - 3034	80.00	16.00	96.00

Landscape Services	Grass cut various - 3033	475.00	95.00	570.00
Landscape Services	Summers Park 3032	350.00	70.00	420.00
Landscape Services	Playing fields 3031	550.00	110.00	660.00
	<b>Monthly Spend</b>	<b>34,502.58</b>	<b>4,111.89</b>	<b>38,614.47</b>

\*\$18.00

- ii) It was resolved to approve the bank reconciliation for April 2025.
- iii) The bank statement for April 2025 was noted at £168,208.20.
- iv) Budget variance report April 2025 was noted.
- v) Annual Budget for 2025 – 2026 was noted.
- vi) Proposal to extend limit on Barclaycard. This was discussed and it was **resolved** to extend the limit to £2,000. The Clerk to action.
- vii) Insurance Renewal. The insurance renewal was noted.
- viii) Funding request for memorial in churchyard. This was discussed and understood that the applicant would need to apply to the church for a faculty before any works could be carried out. The East Essex Aviation Society was the applicant and a quote for works expected.
- ix) Funding request from North Essex & Suffolk Veterans Support Group. This was discussed and it was **resolved** to award the group £500. Proposed: Cllr Barrett, Seconded: Cllr Symon.
- b) Civic Building
  - i) No entry sign at exit gate. The Clerk to check the best location for the sign and then order.

#### 019/2025 Any Matters for Future Discussion

- a) Stand at Tendring Show 2025. The minute of meeting held on 12 May 25 was noted and Cllr Castell gave an update.
- b) Setting up a Youth Committee. Cllr Barrett said he would like to do this so the council could get feedback from young people. This was agreed and Cllrs Castell and Thurlow said they would be interested in getting involved with this.
- c) Solar Lights on Cox's Hill. Cllr Harty said he would like to see some lighting installed on Cox's Hill before the winter as it was too dark in the winter months for pedestrians leaving the station. This was agreed and Cllr Thurlow said he would investigate this as part of the overall solar light project.
- d) Location of play areas. Cllr Symon asked if the council could produce something that showed where the playgrounds in Lawford were located. This was agreed.

#### 020/2025 Any Items for information

- a) Swings on School Lane – Cllrs Harty and Thurlow to liaise on this later in the summer.

Signature (Chair)

Date: