***Clerk to the Council*:** Bridget Tighe
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Minutes of a meeting of the Parish Council held in the Rose Room of Lawford Parish Community Hub, The Avenue, CO11 2FR on Monday 19 October 2026 at 6.30pm

Present:	Cllr V Guglielmi	Cllr C Guglielmi
	Cllr D Thurlow	Cllr T Barrett
	Cllr M Kinsmore	Cllr K Symon
	Cllr W Saint James	Cllr B Chester

161/2026 Apologies for Absence were received and approved for Cllr Castell.

162/2026 Declarations of interest on items that appear on the agenda were received from Cllrs Chester and Symon for item 166/2026 e) i)**.**

163/2026 Minutes

a) It was agreed that the minutes of the Parish Council meeting held on Monday 21 September 2026 at 6.30pm were approved subject to the Clerk adding in the list of expenditure and could be signed by the Chair when she meets with the Clerk on Tuesday 20 October 2026.

164/2026 Public Participation – There were two members of the public in attendance: one to observe the meeting and one to raise issues regarding one of the new solar lights on Riverview. After some discussion it was agreed to monitor the solar light over the winter months, review and then call back the contractor to adjust if necessary.

165/2026 To receive reports and updates.

Councillor Reports:

a) The District Councillor report was noted.
b) The County Council report was noted.
c) The Quasar Report was noted, and it was agreed to award £6,000 to the project to cover the 2026 – 2027 period. Proposed: Cllr C Guglielmi, Seconded: Cllr Kinsmore

166/2026 To receive general updates.

a) Planning review. Cllr Chester reported that there were no concerns with these applications and therefore no comments. All agreed.
b) Nomination for inclusion on Tendring Local Heritage List. All agreed that this had been a very good submission for nomination.
c) Local Plan consultation response. All agreed the response composed by Cllr C Guglielmi with a few amendments – page 17 to read 'discourage car dependency' rather than encourage car dependency and on the last two pages which had switched from 'we' to 'I'.
d) Manningtree as a Hub. Cllr Barrett reported that all going well with the Business Chamber and plans for Xmas progressing.
Update on planning for Summer 2027 Event. Cllr Barrett reported that there was no update on this yet and it was suggested that a Summer 2027 organised by the parish council in the field at the hub might be a better option. This was agreed.
e) Civic Building.
   i) Hire schedule for October/November. This was noted.
   ii) Use of field by 1st Lawford Scouts and Lawford Buggy Club. The Clerk reported that the Scouts would be writing to the parish council after its meeting in November. It was agreed to ask LBC to put some grass seed on the field when they removed their equipment.
   iii) Lawford Football Club. Cllr Thurlow reported that the blue bins were now being used by the football club, and this was alleviating the issue. It was agreed that the Clerk would write to the football club with a view to setting up a meeting with councillors.

167/2026To receive Administration Committee updates:

a) Council's expenditure

i) A list of expenditure for October 2026 as below was approved. Proposed: Cllr V Guglielmi, Seconded: Cllr C Guglielmi.

Direct Debits		**Amount**	**VAT**	**£**
SSE Energy Solutions	Street Lights September 2026	205.63	41.13	246.76
Veolia	Waste collection - September 2026	131.25	26.25	157.50
Scribe	Accounts subscription	74.00	14.80	88.80
EE Limited	Office mobile phone	31.00	6.20	37.20
Documents Solutions	Photocopier usage and set up fee	5.40	1.08	6.48
Barclaycard payments				-
Amazon	5 x blue wheelie bins	249.96	49.99	299.95
Items for BACS payment				-
Salary 1	Clerk	1,479.86		1,479.86
Salary 2	Caretaker	330.46		330.46
LGPS	Pension contribution - Sep 26	581.28		581.28
EALC	Councillor Toolkit Training	136.50	27.30	163.80
Dependable Dave	Handyman Services August	464.00		464.00
See The Light	Internet and phone 15.9.26	43.62	8.73	52.35
T H Electrical	Air Con Service and Repair	803.20	160.64	963.84
LED Electrical Group Limited	Compliance inspections	270.00	54.00	324.00
Solar Vision	Remainder of costs for solar lights	3,736.65	747.33	4,483.98
Barclaycard	Balance	310.93		310.93
The Rotary Club	S137 - Manningtree Xmas Market	1,000.00		1,000.00
Evergreen Stationery	Wheelie Bin Liner for Handyman	40.08	8.02	48.10
Evergreen Stationery	Wheelie Bin Liner for football club	80.16	16.03	96.19
M Payroll Services Ltd	Monthly Payroll	81.00	16.20	97.20
Cleaning Services	24-Sep	37.50		37.50
Cleaning Services	30-Sep	37.50		37.50
Cleaning Services	06-Oct	37.50		37.50
Cleaning Services	13-Oct	37.50		37.50
	Monthly Spend	***10,167.48***	***1,177.70***	***11,382.68***

ii) A list of receipts for September 2026 as below were approved.

Hirer	Received
Breathing Space	75
U3A Canasta Group	120
U3A Bridge Club	150
Relax Your Soul	30.00
Rising Spring Tai Chi	120.00
Ultimate Performers	60
Boydens	80
THFC	941.5
Total Hub Hire	1576.50

iii) The bank reconciliation for September 2026 was approved.
iv) The bank statement for September 2026 was noted.
v) The budget variance report for September 2026 was noted.

b) Social Media Proposal. Cllr G Guglielmi reported that he had met with Dedham Works and proposed that for a 3-month trial period they would update the Council's social media with news about the council's work. This was agreed. Proposed: Cllr C Guglielmi, Seconded: Cllr Kinsmore. It was agreed that councillors would send all news they would like shared on social media to the Clerk so she could forward to Dedham Works.
c) Insurance. Incident in School Lane Car Park. The Clerk confirmed that this was ongoing.
d) External Auditor's Report 2025-2026. The Clerk confirmed that the internal auditor was coming in on 8 December to go through the 'except for' matters in the external audit and rectify ready for the new year.
e) Grant request for the Manningtree & Mistley Welcome Home Memorial Fund. This was discussed and an award of £250.00 was agreed. Proposed: Cllr Barrett, Seconded: Cllr C Guglielmi.
f) Administration Committee in November. The ideas for projects received so far for the 2027 – 2028 budget discussions were outlined by the Clerk, and it was agreed to add £1,000 for Events.
g) Resignation of Cllr M Naylor. The Clerk updated on this reporting that the Monitoring Officer had been informed, and a vacancy advert put on the website.

168/2026 To receive Public Realm committee updates:

Street lighting

a) Streetlighting on Summers Park and Riverview. Cllr Thurlow reported that this was now complete. See also note at 164/2026 above.
b) Streetlighting on Cox's Hill and Bromley Road Cllr C Guglielmi reported that there were no plans for streetlighting in this area so advised that the council could proceed and apply for licences for the streetlights to be installed. This was agreed. Cllr Thurlow to action.

Grass cutting

c) Discussions with Tendring District Council. Cllr C Guglielmi reported that this was with legal and ongoing.

General

d) Ownership of bus shelters in Lawford. Cllr C Guglielmi said that he would chase this.
e) Waldegrave Pump Track. The Clerk reported that she was waiting for contractor to get back to her. All agreed it would be good to have this installed by next summer.
f) Seat for Bus Stop at Station Road, Queensway. Cllr Thurlow reported that he was finishing off the licence application.
g) Works at the Pavilion, School Lane. It was agreed to accept the quote from A W Landscaping. Proposed: Cllr Thurlow, Seconded: Cllr Barrett
h) HGVs on Garden City. It was agreed to accept the quote from Signs Made Easy. Proposed: Cllr Symon, Seconded: Cllr Kinsmore. Clerk to action.

i) Dog Poo Bin at Pax Drive. The recommendation from Public Realm Committee of monitoring the situation for now was agreed.
j) Playground Inspections 2026 – 2027. The quote was considered and agreed. Proposed: Cllr Kinsmore, Seconded: Cllr V Guglielmi. Clerk to action.
k) Incident on Pax Drive. The Clerk reported that Rose Builders had put bollards either side of the pathway to prevent cars from entering.

169/2026 Any Matters for Future Discussion
There were no matters for future discussion.

170/2026 Any Items for information
a) The Clerk advised that Rose Builders had re-sited the bin on Dead Lane in accordance with Highways instructions.
b) It was agreed that the councillors would not take up the offer of a stall at the Tendring Show

171/2026 Any Emergency decisions
There were no emergency decisions.

The next item was held in closed session excluding the public from the meeting, under the Public Bodies (Admissions to Meetings) Act 1960.

172/2026 Staff Matters

a) Parish Clerk.
- The Clerk informed the meeting that currently 4 applications had been received.
- The meeting agreed that the interview panel would be made up of the Chair, Vice-Chair and the two Tendring District Councillors
- It was agreed that the interview process would include an 'agenda setting' scenario along with interview questions.

There being no further business the meeting was closed at 8pm.

Signature (Chair): **Date:**