

Lawford Parish Council



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 Rose Room of Lawford Parish Community Hub, The Avenue, CO11 2FR on Monday 20 April 2026 at 6.30pm

Present:

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

123/2026 Apologies for Absence were received and approved for Cllrs Castell and Thurlow.

124/2026 Members declarations of interest on items that appear on the agenda were received from Cllr Symon for item 128/2026 c and from Cllr Barrett for item 134/2026.

125/2026 Minutes

- a) Minutes of the parish council meeting held on Monday 16 March 2026 at 6.30pm to be approved and signed by the Chair.

126/2026 Public Participation – There were no members of the public in attendance.

127/2026 To receive reports and updates.

Councillor Reports:

- a) The District Councillor report. The report was noted.
- b) The County Councillor's report. The report was noted.
- c) Quasar Report. The report was noted.

128/2026 To receive general updates.

- a) Planning review. Cllr Chester reported that there was one planning application for consideration (26/00452/FULHH) and it was recommended that there were no comments from the parish council. This was agreed.
Tarchon Interconnector Project. This was discussed and it was agreed to wait for Tendring District Council's response and submit comments by 6 May 2026
- b) Manningtree as a Hub. Cllr Barrett reported that this was now doing well.
- c) Civic Building.
Hire schedule for March/April. The schedule was noted.
Name for smaller meeting room. It was recommended that this discussion be postponed until the next meeting.
1st Lawford Scouts Schedule of Use. The Clerk reported that she'd had a meeting with the Scouts where it had been proposed that the Clerk would obtain quotes for installing a gate in the hedge that connects both pieces of land. This was agreed. Clerk to action.
- d) Devolution and LGR update. It was agreed to take this item off the agenda for now as this was ongoing and nothing further to report.

129/2026 To receive Administration Committee updates:

Council's expenditure

- i) It was **resolved** to approve the list of expenditure for April 2026. See below:

Direct Debits		Amount	VAT	£
SSE Energy Solutions	Street Lights March 2026	223.36	44.67	268.03
Veolia	Waste collection - March 2026	56.50	11.30	67.80
Scribe	Accounts subscription	74.00	14.80	88.80
EE Limited	Office mobile phone	27.71	5.54	33.25
CF Corporate Finance	Printer rental			-
Documents Solutions	Photocopier usage and set up fee	53.24	10.65	63.89
Barclaycard payments				-
Furniture at Work	4 x meeting tables	376	75.2	451.20
Co-op	Various products of LPCH	13.98	2.80	16.78
BACS payments				-
Salaries		1,466.68		1,466.68
LGPS	Pension contribution	472.17		472.17
Dependable Dave	Handyman Services March	620.50		620.50
See The Light	Internet and phone	49.41	9.88	59.29
EON	Hub electricity March 2026	174.26	8.71	182.97
Evergreen Office Supplies	Various stationery for LPCH	72.56	14.51	87.07
A & J Lighting Solutions	Streetlight repair Colchester Road	449.00	89.80	538.80
Tom Pepper	Window/solar panel cleaning	125.00		125.00
Barclaycard	Balance	468.18		468.18
Manningtree TC	S137 Grant	400.00		400.00
Brantham PC	S137 Grant	10,000.00		10,000.00
Landscape Services	Grass cut verges	735.00	147.00	882.00
Landscape Services	Replace tree stake in School Lane	20.00	4.00	24.00
Landscape Services	Grass cut playing fields	577.50	115.50	693.00
Landscape Services	Grass cut Summers Park	367.50	73.50	441.00
Landscape Services	Lawford Green footpath	140.00	28.00	168.00
Landscape Services	Grass cut Pax Drive	80.00	16.00	96.00
Landscape Services	Grass cut The Hollies	40.00	8.00	48.00
Landscape Services	Grass cut playing fields/Pax Drive	657.50	131.50	789.00

Landscape Services	Grass cut to verges	735.00	147.00	882.00
Landscape Services	Lawford Green footpath	180.00	36.00	216.00
Landscape Services	Grass cut playing fields and Pax Drive 3200	657.50	131.50	789.00
Landscape Services	Grass cut Summers Park	367.50	73.50	441.00
EALC	Affiliation EALC / NALC	1,000.48		1,000.48
Playquip	Repairs to Waldegrave Playground	1,806.00	361.20	2,167.20
Dedham Works	IT support	50.00		50.00
Knights	Reg of land to the north west of Colchester Road (LAW8665/1)	8.00	0.60	8.60
Monthly Spend		17,042.55	671.86	19,649.41

- ii) It was **resolved** to approve the bank reconciliation for March 2026.
- iii) The Bank Statement for March 2026 of £45,597.99 was noted.
- iv) The budget variance report for March 2026 was noted.
- v) A request for a contribution to the Armed Forces Day 27 June 2026 was discussed and it was agreed to ask for some further information. Clerk to action.
- vi) Brantham Skatepark funding. This was discussed and it was **resolved** to award a grant of £10,000 to Brantham Parish Council towards the costs of the installing the Brantham Skatepark. Proposed: Cllr C Guglielmi, Seconded: Cllr V Guglielmi
- vii) Brantham Skatepark funding agreement. It was agreed to add a clause regarding Lawford children having access to the facility. It was also agreed that the Clerk would let the parish council know about Lawford's Pump Track project and the expectation that Brantham PC would consider a request for a contribution to funding for this project.
- viii) Earth Festival Funding update. The email from John Hall was noted.
- ix) Report on Quarter 4 review of accounts. Cllr W Saint James reported that the Quarter 4 accounts had been checked and all was fine. She explained that the Clerk was going to ask the auditor about whether the Internal Controls policy needs a clause on checking receipts. Clerk to action.
- x) Office IT. The Clerk reported that a company had come in to help with the IT set up as it contained a few anomalies which needed to be addressed. This was agreed.

130/2026 To receive Public Realm committee updates:

Bins

- a) Installation of new bins. The Clerk reported that a new bin had been ordered and would be installed at Manningtree Station when received.
- b) Dog Poo Fairy campaign. This was discussed and **resolved** to purchase the Spring 2026 Campaign Pack. Proposed: Cllr C Guglielmi, Seconded: Cllr Barrett

Street lighting

- c) Streetlighting on Summers Park and Riverview. The Clerk reported that this was ongoing.
- d) Streetlighting on Cox's Hill. Cllr C Guglielmi reported that he was waiting confirmation of a meeting.
- e) Streetlighting on Bromley Road. Cllr C Guglielmi reported that, as above, he was waiting confirmation of a meeting.

Grass cutting

- f) Discussions with Tendring District Council. Cllr C Guglielmi reported that the S151 Officer at TDC was going to write a Value for Money paper agreement which would come through in the next couple of weeks.
- g) Hedge at Bromley Road. The Clerk reported that Cadent had said they would make good when works completed.

General

- h) Petition for a safe road crossing on Wignall Street/Speeding. Cllr C Guglielmi confirmed that the petition had been submitted and sent to the cabinet office with over 1200 signatures and is now in the hands of Essex Highways.
- i) Youth Committee (including Pump Track). Cllr Barrett reported that the recommendation from the Public Realm Committee was, given the quote received, to carry out a consultation to ensure that the facility would be used. This was agreed and Cllrs Barrett and Castell will organise in due course.
- j) Village Sign at Manningtree Station. The Clerk reported that this had taken longer than expected but would be returned soon.
- k) Upkeep of War Memorial. The Clerk reported that the Air Cadets were going to discuss this at their next meeting on 29 April.
- l) Reinstatement of the Bus Shelter on Wignall Street. The recommendation from the Public Realm Committee was that Cllr Thurlow would obtain another quote. This was agreed.
- m) Request for a Vehicle Activated Speed (VAS) Sign. The recommendation from the Public Realm Committee was that it would be better to let the Quasar Project run speed checks to see their impact before purchasing a VAS. This was agreed.
- n) Annual Parish Assembly 20 May 2026. The two draft proposals were discussed, and it was agreed to hold a community funding evening and **resolved** that the parish council would award funding on the night of £850 shared between 3 prizes: 1st of £500, 2nd of £250 and 3rd of £100. Proposed: Cllr Kinsmore, Seconded: Cllr V Guglielmi.
- o) Request from Rotary Club for use of School Lane. It was agreed that the Rotary Club could use the field at School Lane for the Light the Night Walk Event being held on 9th August.
- p) Ownership of land on Lawford Dale. The email from Taylor Wimpey was noted and it was agreed to leave this for now and search for ownership as and when issues arose.
- q) Annual Newsletter. This was discussed and agreed it would be discussed again at the next meeting.

131/2026 Any Matters for Future Discussion There were no matters for future discussion.

132/2026 Any Items for information Cllr Castell sent a report in her absence as follows:

- a) Vivo Pizza did well on both visits to Lawford
- b) The Air Cadets were considering the upkeep of the War Memorial at their next meeting
- c) The Air Cadets are interested in using the car park for parading practise and will contact the Clerk
- d) The Earth Festival litter pick will take place on Saturday 30 May 2026
- e) Cllr Symon reported that the abandoned camper van was still on the road and Rose Builders had been informed.

133/2026 Any Emergency decisions There were no matters for emergency decision.

Closed Session

134/2026

- a) It was **resolved**, in accordance with the Public Bodies (Admission to Meetings) Act 1960, to exclude the public and press for discussion of a proposal for use of the Lawford Parish Community Hub where publicity might be prejudicial to the nature of the business. Proposed: Cllr C Guglielmi, Seconded: Cllr Barrett.
- b) After discussion it was agreed to open negotiations with a local group for use of the smaller meeting room as an office space on a long-term basis.

Signature (Chair):

Date: