



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 20 July 2026 at 6.30pm

Present:

Cllr V Guglielmi	Cllr C Guglielmi
Cllr T Barrett	Cllr M Kinsmore
Cllr L Castell	Cllr W Saint James
Cllr M Naylor	

In attendance: B. Tighe (Parish Clerk)

147/2026 Apologies for Absence were received and approved for Cllrs Chester, Symon and Thurlow.

148/2026 To receive members declarations of interest on items that appear on the agenda. There were no declarations of interest received.

149/2026 Minutes

- a) Minutes of the Parish Council meeting held on Monday 15 June 2026 at 6.30pm were approved and signed by the Chair.

150/2026 Public Participation – Attendees at this session included:

- Representatives from Cadent Gas who explained the timings and phases of the upcoming road closures in Lawford,
- Representatives from Dynamic Recoveries Limited who outlined their plans for a new Well Being Centre/Gym in Lawford ([26/00852/FUL](#))
- Representatives from the Lawford Buggy Club attended and updated the meeting saying they had successfully engaged with both Colchester Institute and Manningtree High School whose students were interested in their project. They had received half of the funding they requested from the Tudwick Foundation.
- Cllr Pat Murray explained that Essex County Council had published its 100-day action plan and would send a copy to the Clerk for dissemination

151/2026 To receive reports and updates.

Councillor Reports:

- a) The District Councillor report. This report was noted.
- b) County Councillor update. Cllr C Guglielmi reported on a meeting he had attended with the new Councillor, Cllr Pat Murray where they had talked through issues important to the Lawford area. He outlined the new process for reporting potholes which was to report via the Tell Us online reporting tool and once a reference number is received send this onto Cllr Pat Murray who would then chase.
- c) Quasar Report. Councillors agreed that this was a good report and Cllr Castell mentioned she had written to the police to thank them for their work on Quasar.

152/2026 To receive general updates.

- a) Planning review. The list of planning applications was discussed and the following agreed:
- 26/00917/TCA – no comment
 - 26/00777/FULHH – no comment
 - 26/00831/WTPO – no comment
 - 26/00898/FUL – report concern of the impact on listing building and neighbouring properties
 - 26/00921/VOC – no comment
 - 26/00925/FULHH – no comment

26/00938/FULHH – no comment

26/01008/WTPO – support

Tarchon Interconnector Consultation/Project. Cllr C Guglielmi went through the briefing he had provided and said he would send a copy of John Hall's summary of a meeting PACE had attended for circulation to all councillors.

Update on Sainsbury's Planning Application. Cllr C Guglielmi updated the meeting saying planning has stopped until City and Country engaged with Acorn Village.

TRO works to Long Road. The email received from Rose Builders regarding bringing forward the 30mph TRO works to Long Road was discussed. It was agreed that the Clerk would write to Rose Builders to confirm councillors had no objection in principle to the temporary loss of the Lawford Gateway signage but would like to know how long this would be for. Councillors were more concerned that the illustrated pedestrian crossing refuges would be provided along with a continuous path between Lawford Green and Manningtree Park. The Clerk to ask for confirmation on these two points.

- b) Manningtree as a Hub. Cllr Barrett said things were looking very positive with the Business Chamber who had a good social media campaign underway with lots of events planned. He said the Manningtree council representative on the Three Parishes Group had left and they were waiting for his replacement. He added that planning for the Summer 2027 Event would start after an evaluation of the August 2026 Rotary event. Cllr C Guglielmi informed the meeting that he had been appointed as one of the Governors of the Stourview Church of England Academy (old Mistley Norman School) which was due to open in mid-2028. He would be promoting the school across the area.

c) Civic Building.

- i) Hire schedule for July/August. The schedule was noted.
- ii) 1st Lawford Scouts. The Clerk explained that she was waiting for one more quote for the gate and when received would bring to the Public Realm meeting.
- iii) Lawford Buggy Club. The hire agreement was approved, and the hire would start from 16th August 2026. Proposed: Cllr G Guglielmi, Seconded: Cllr Barrett. It was agreed that the Clerk would contact the group to organise an induction to the building.
- iv) THFC Agreement. The licence agreement and staff induction were discussed and approved. Proposed: Cllr C Guglielmi, Seconded: Cllr Barrett. It was agreed the Clerk would arrange an induction with THFC representatives.
- v) EV Charging Points. The possibility of EV Charging Points in the car park was discussed and it was agreed that the Clerk would write to the Highfields School, where the enquiry had come from, and ask for more information.

153/2026 To receive Administration Committee updates:

a) Council's expenditure

- i) The list of expenditure for July 2026 was approved as follows:

Direct Debits		Amount	VAT	£
SSE Energy Solutions	Street Lights July 2026	153.27	30.65	183.92
SSE Energy Solutions	Streetlights			-
Veolia	Waste collection - May 2026	129.21	25.84	155.05
Scribe	Accounts subscription	74.00	14.80	88.80
EE Limited	Office mobile phone	33.76	6.75	40.51
Documents Solutions	Photocopier usage and set up fee	3.36	0.68	4.04
Barclaycard payments				-
High Speed Training	Manual Handling and Legionella	57.00	11.40	68.40

High Speed Training	Fire Awareness and Fire Extinguisher	55.00	11.00	66.00
Tesco	Glass cleaner and cloths	3.14		3.14
Timpson	8 keys cut	144.00		144.00
Items for BACS payment				-
Salary 1	Clerk	1,202.02		1,202.02
Salary 2	Caretaker	264.46		264.46
LGPS	Pension contribution - Jul 26	472.17		472.17
Dependable Dave	Handyman Services June	858.50		858.50
See The Light	Internet and phone	46.26	9.25	55.51
EON	Hub electricity June 2026	28.22	1.41	29.63
ASL	Old photocopier charge	75.00	15.00	90.00
Barclaycard	Balance	359.50		359.50
Playquip Leisure	Repairs to Riverview playground	573.16	114.63	687.79
Tendring District Council	Twice weekly collection bin on Long Rd	118.22		118.22
CES Alarms	1 year maintenance & 24 hour monitoring	525.00	105.00	630.00
A&J Lighting	Annual maintenance	1,337.50	267.50	1,605.00
Dedham Works	On-site IT support	45.00		45.00
Manningtree Town Regatta	S137 Grant	250.00		250.00
Manningtree Community Bus	S137 Grant	1,000.00		1,000.00
We Care Wildlife Rescue	S137 Grant	250.00		250.00
Binder	Pump Service	114.50	22.90	137.40
Tom Pepper	Window Cleaning	45.00		45.00
Landscape Services	Playing fields, Pax Drive - 3239	657.50	131.50	789.00
Landscape Services	Lawford Green - 3240	180.00	36.00	216.00
Landscape Services	Verges - 3241	735.00	147.00	882.00
Landscape Services	Summers Park - 3245	367.50	73.50	441.00
Landscape Services	Waldegrave Way etc - 3246	498.75	99.75	598.50
Landscape Services	Playing fields, Pax Drive - 3250	657.50	131.50	789.00
Landscape Services	Lawford Green - 3251	180.00	36.00	216.00
Landscape Services	Dale Hill - 3252	367.50	73.50	441.00

Landscape Services	Verges - 3253	735.00	147.00	882.00
Landscape Services	Waldegrave Way etc - 3257	498.75	99.75	598.50
Landscape Services	Little Pumpkins Nursery - 3258	120.00	24.00	144.00
	Monthly Spend	13,214.75	1,636.31	14,851.06

ii) The list of receipts for June 2026 was approved as follows:

2026/2027 Income from Hire		April		May		June	
Hirer	Unpaid @ 1.4.26	voiced	Received	Invoiced	Received	Invoiced	Received
Breathing Space	195.00	187.5	195.00	71.25	187.50	123.75	71.25
U3A Canasta Group	120.00	150	120.00	120	150.00	110	120
U3A Bridge Club	0.00	0	0.00	0	0.00	187.5	
Debbie Millar	22.50	0	22.50	0	22.50	0	0
Embody Pilates	120.00	120	0.00	120	240.00	75	120
Relax Your Soul	60.00	30	60.00	30	30.00	30	30.00
Rising Spring Tai Chi	120.00	60	120.00	75	60.00	105	75.00
Yoga Nut	150.00	150	150.00	0	150.00	18.75	0
Ultimate Performers	0.00	60	0.00	0	60.00	0	0
Baby First Aid	0.00	0	0.00	30	0.00	0	30
Wayleave Agreement	0.00	0	0.00	0	0.00	0	1.15
Allorian Accountants	0.00	0	0.00	0	0.00	67.5	
Boydens	0.00	0	0.00	0	0.00	40	
Total Hub Hire	787.50	757.50	667.50	446.25	900.00	650.00	447.40

- iii) The bank reconciliation for June 2026 was approved.
- iv) The bank statement for June 2026 at £73,587.64 was noted.
- v) The budget variance report for June 2026 was noted.
- vi) The request for a grant from BASICS Essex was considered and it was agreed not to provide funding because the council already support both St John's Ambulance and the Manningtree First Responders and had a very limited budget.
- vii) The request for a grant from East of England Ambulance Service Charity was considered and it was agreed not to provide funding because the council already support both St John's Ambulance and the Manningtree First Responders and had a very limited budget.
- viii) Request for a grant for the Christmas lights. This was considered and it was agreed to provide funding of £400. Proposed: Cllr Kinsmore, Seconded: Cllr V Guglielmi
- b) IT Proposal. The proposal for the Microsoft 365 Business Basic package was considered and approved. Proposed: Cllr C Guglielmi, Seconded: Cllr Castell. Clerk to action.
- c) Social Media Proposal. Cllr G Guglielmi reported that he had spoken with Dedham Works and recommended that Lawford Parish Council take up the proposal for producing social media that promotes the work of the council. This was approved. Proposed: Cllr C Guglielmi, Seconded: Cllr Barrett.
- d) Annual Newsletter. It was agreed to focus on social media rather than write an annual newsletter.

154/2026 Policies for adoption. The following policies were adopted. Proposed: Cllr Saint James, Seconded: Cllr C Guglielmi

- a) Equality & Diversity.
- b) Expenses Policy.
- c) Freedom of Information.
- d) Grant Giving.
- e) Fire Safety Policy.

155/2026 Health & Safety

- a. Risk Assessment Summers Park Pond. This assessment was noted.
- b. Manual Handling Risk Assessment. This assessment was noted.
- c. Risk Schedule 2026 for LPCH. This schedule was noted.
- d. Daily/Weekly Checklist for LPCH. This checklist was noted.
- e. Areas of potential risk identified. Car Park lighting and becoming icy in winter were discussed. It was agreed to get a quote for additional lighting and to purchase a salt bin that could be used in the winter months.
- f. Training identified. The training identified and already carried out by the Caretaker were Legionella Awareness and Manual Handling. Further training which had been purchased but yet to be delivered was Fire Safety Awareness and Use of Fire Extinguishers.

156/2026 To receive Public Realm committee updates:

Playgrounds

- a) Riverview Playground repairs The quote for this work was approved. Proposed: Cllr Kinsmore, Seconded: Cllr C Guglielmi

Street lighting

- a) Streetlighting on Summers Park and Riverview. Works due to start in August 2026.
- b) Streetlighting on Cox's Hill and Bromley Road This was ongoing.

Grass cutting

- c) Discussions with Tendring District Council. Cllr C Guglielmi reported that an agreement was expected imminently.

General

- d) Ownership of bus shelters in Lawford. Cllr C Guglielmi said he was waiting for a response from Members Enquiries.
- e) Cost of new bins. This cost was noted.
- f) Manningtree Roundabout. Cllr C Guglielmi confirmed that he would respond to this letter on behalf of the council. This was agreed.
- g) Petition in Support of Waldegrave Pump Track. Cllr Barrett reported that he had received over 150 signatures in support of the new Pump Track. It was agreed that the Clerk would write to Eastlight Community Homes and let them know a Pump Track was being installed at the back of two of their properties.
- h) Upkeep of War Memorial. It was agreed to take this off the agenda and just contact the Scouts nearer the time so they could manage the cleaning and clearance of the memorial for the Remembrance Day Service. It was also agreed to speak to Vanessa to see whether a police car could be provided on the day. The Clerk to action.

157/2026 Any Matters for Future Discussion. None

158/2026 Any Items for information. None

159/2026 Any Emergency decisions. None

There being no further business the meeting was closed at 8.30pm

Signature (Chair):

Date: