



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 20 October 2025 at 6.30pm

Present:

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

In attendance: B. Tighe (Clerk)

062/2025 Apologies for Absence were received and approved for Cllr D Harty.

063/2025 To receive members declarations of interest on items that appear on the agenda.

Declarations of interest were received from Cllr V Guglielmi for item 069/2025 x) and from Cllr Symon for item 067/2025 c).

064/2025 Minutes

- a) It was resolved to approve the minutes of the parish council meeting held on Monday 15 September 2025 at 6.30pm and they were signed by the Chair.

065/2025 Public Participation – There were two members of the public attending. One to speak about hiring a room at the new building for a pop-up shop event and the other to speak about the creation of a Padel Court in Lawford.

066/2025 To receive reports and updates.

Councillor Reports:

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

067/2025 To receive general updates.

- a) Planning review. Cllr Chester updated the meeting and the following was agreed:
Planning application 25/01511/WTPO – no comment
Planning application 25/01538/WTPO – no comment
Planning Application 25/01225/OUT. Cllr C Guglielmi reported that he has asked for advice from Essex County on this application and once received will circulate a draft response for agreement.
- b) Manningtree as a Hub. Cllr Barrett reported that the Business Chamber has no permanent Chair, and the Treasurer is leaving at Christmas. However, the financial situation is good.
- c) Civic Building.
Hire schedule for October/November. The scheduled was noted.
Signage for building. The invoice for the quote provided was discussed and it was agreed not to pay it as it was not made clear there was going to be a charge. It was also agreed to let Alex at Rose Builders know the situation.
Camping Field. The Council was waiting to hear more detailed plans from the Scouts.

- d) Devolution update. Cllr C Guglielmi reported that 9 out of 12 councils supported the single-tier unitary model and the outcome should be known at the end of February / March 2026.
- e) Photographic Competition. The competition was now complete, and it was agreed that the Clerk would put the photographs on the website.
- f) Findings from Community Open Day consultation. It was agreed to refer the findings to the Public Realm Committee.
- g) Padel Court. It was agreed to refer this to the Public Realm Committee.

068/2025 To receive Public Realm committee updates:

Bins

- a) Seven new bins. The locations for installation of the 5 remaining new bins was discussed and it was agreed that Cllr Castell would accompany Cllr Thurlow to check them. The Clerk advised that licences would be required before their installation, however, it was **resolved** to go ahead and install the bins without licences. Proposed: Cllr C Guglielmi, Seconded: Cllr T Barrett.

Street lighting

- a) Streetlighting on Mill Hill. Cllr Thurlow presented a proposal for the installation of solar lights in Lawford including 3 on the footpath close to the Community Orchard on Owl's Flight Dell, 3 by the footpath by Summers Park Pond, 6 on the Essex Way that runs between the schools and Dale Hall estate towards Riverview Car Park and 1 at the entrance to the old water works office block on Mill Hill. It was **resolved** to accept the proposal for Cllr Thurlow. Proposed: Cllr Kinsmore, Seconded: Cllr C Guglielmi. It was also agreed that in the first instance Cllr Thurlow would apply for grant funding to cover the costs for the project.
- b) Streetlighting on Riverview. As above.
- c) Streetlighting on Cox's Hill. It was agreed that Cllr Thurlow and Cllr C Guglielmi would meet with Essex Highways to discuss.

Grass cutting

- d) Discussions with Tendring District Council. Cllr C Guglielmi confirmed that he had been chasing but had not heard anything yet.

Trees

- e) New tree planting in Summers Park. The Clerk reported that she was waiting for the report from the contractor.

Parking

- f) Issues at Lawford School. Cllr C Guglielmi confirmed that he had requested deployment of the CCTV car in the area. Cllrs Castell and Symon said it looked like more parents were using the car park.
- g) Issue on Cotman Avenue. Cllr C Guglielmi reported findings from consultation awaited.

Playground

- a) Zip Wire. The quote was discussed, and it was **resolved** to accept it. Proposed: Cllr C Guglielmi, Seconded: Cllr T Barrett

General

- h) Defects/resurfacing works. The list was discussed, updated and agreed.
- i) New bench for the football club. Cllr Thurlow reported that this had been installed.
- j) New bench for bus stop on Wignall Street. Cllr Thurlow reported that this had been installed.
- k) New bench on Pax Drive. The Council waiting for the results of consultation with residents.
- l) Pavement on Cox's Hill. Cllr C Guglielmi reported that this was ongoing.
- m) Youth Committee (including Pump Track). Cllr Barrett reported on the meeting he and Cllr Castell had attended regarding a Lawford Pump Track. He said they needed to carry out more research and Cllr Castell was going to meet with the schools to gauge interest. It was agreed this item would be referred to the Public Realm Committee.
- n) Village Sign at Manningtree Station. It was **resolved** to accept the quote for the refurbishment of the village sign. Proposed: Cllr Thurlow, Seconded: Cllr V Guglielmi.
- o) Lawford Dale public realm. Cllr Barrett reported that the concrete missing from the Gainsborough steps was now back in situ and safe.



- p) Remembrance Sunday 9 November Wreath. It was **resolved** to pay the same amount of £150.00 this year which would include the purchase 1 wreath and a donation of £75.00 to the Royal British Legion. Proposed: Cllr Kinsmore, Seconded: Cllr V Guglielmi
- q) Norwich to Tilbury Invitation to Parish Workshop and Development Consent Order. It was agreed that the Clerk would send round the link to the Parish Council workshop taking place on 28 October at 3pm so councillors could join via Teams.

069/2025 To receive Administration Committee updates:

a) Council's expenditure

i) It was **resolved** to approve the list of expenditure for October 2025 as below:

Direct Debits		Amount	VAT	£
Veolia	Waste collection - September	54.86	10.97	65.83
Barclaycard payments				-
3 x Amazon Vouchers @ £100, £50 and £25	For winners of Photography Competition	175.00		175.00
BACS payment				-
Salary	Month ending October 2025	1,217.83		1,217.83
LGPS	Month ending October 2025	501.99		501.99
HMRC	Quarter 2			-
Dependable Dave	Handyman Services September 2025	743.50		743.50
Dependable Dave	Grass cut September TDC areas	165.00		165.00
Cllr D Harty	payment for printing flyers and leaflets	98.15		98.15
Barclaycard	As per statement	377.43		377.43
EON	Electricity Invoice for LPCH - Sep	24.57	1.23	25.80
EON	Electric Invoice for LPCH May - Sep	155.49	7.78	163.27
See the Light	Internet and landline - Aug	42.00	8.40	50.40
See the Light	Internet and landline - Sep	42.00	8.40	50.40
See the Light	Internet and landline - Oct	42.00	8.40	50.40
ASL Limited	Printing charges	75.00	15.00	90.00
Scribe	Accounts subscription	74.00	14.80	88.80
Primec Ltd	Legionella risk assessment and tests	423.00	84.60	507.60
Tom Pepper	Window cleaning of LPCH	45.00		45.00
Signs Made Easy	LPCH sign at entrance	478.52	95.70	574.22
Police, Fire and Crime Commissioner	Operation Quasar	6,000.00		6,000.00

for Essex				
Essex County Council	Footpath 4 closure to enable works	140.00		140.00
Evergreen Office Supplies	Stationery	40.84	8.17	49.01
Broxap Street Furniture	5 x litter bins	1,420.75	284.15	1,704.90
Merrill's	Dishwasher	308.32	61.67	369.99
Landscape Services	Grass cut TDC areas	475.00	95.00	570.00
Landscape Services	Grass cut Summers Park	350.00	70.00	420.00
Landscape Services	Grass cut Summers Park	150.00	30.00	180.00
Landscape Services	Strimming outside pond on Summers Park	150.00	30.00	180.00
	Total	13,770.25	834.27	14,604.52

- ii) The bank reconciliation for September 2025 was approved.
- iii) The balance of the bank statement at end September 2025 was noted at £36,059.79.
- iv) Budget variance report September 2025. This report was noted.
- v) Budget setting for 2026 – 2027. The upcoming Administration Committee meeting was noted.
- vi) Report on 6-month review of accounts. Cllr Saint James explained that she had reviewed the cash books, payments and receipts, and bank reconciliations, with reference to the underlying records (bank statements and minutes plus copies of accounts papers etc) as per the requirements of the internal control's procedure and all were in order.
- vii) Proposal to move £30K from current account to savings account. This was discussed and **resolved**. Proposed: Cllr V Guglielmi, Seconded: Cllr Symon. Clerk to action.
- viii) Grant request from Tendring District Local History Recorders. This was discussed and it was **resolved** to award a grant of £100.00. Proposed: Cllr Thurlow, Seconded: Cllr Symon.
- ix) Grant request from Manifest Theatre. This was discussed and it was **resolved** to award a grant of £2,500. Proposed: Cllr C Guglielmi, Seconded: Cllr Thurlow. It was also agreed that councillors would meet with the theatre to discuss how they could raise their profile in Lawford.
- x) Grant request from Acorn Village. This was discussed and it was **resolved** to award a grant of £1,000. Proposed: Cllr C Guglielmi, Seconded: Cllr Castell
- xi) Electricity Provider. The quotes were discussed, and it was **resolved** to opt for the EON 12-month quote. Proposed: Cllr C Guglielmi, Seconded: Cllr Kinsmore
- xii) New photocopier. The quotes were discussed, and it suggested to investigate the purchase of a photocopier with an ink contract. Clerk to action.

070/2025 Any Matters for Future Discussion. There were no matters for future discussion.

071/2025 Any Items for information

- a) It was agreed that Cllr Barrett would speak to TDC about removing the fireworks sign at Manningtree roundabout.
- b) It was agreed to switch the order of the Public Realm and Administration Committee updates in the meetings going forward.
- c) It was agreed not to provide a quote regarding the RSPB decision to seek new tenants/purchasers for its centre in Flatford but refer them to Dedham/East Bergholt parish councils.

Signature (Chair):

Date: