



**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 21 July 2025 at 6.30pm**

**Present:**

Cllr V Guglielmi	Cllr D Thurlow
Cllr D Harty	Cllr M Kinsmore
Cllr T Barrett	Cllr W Saint James

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

**032/2025 Apologies for Absence** were received and approved for Cllrs C Guglielmi, Chester, Castell and Symon.

**033/2025 Declarations of interest were received on items that appear on the agenda** from Cllr Kinsmore for 037/2025 a) and Cllr Saint James for 039/2025 a) vii.

**034/2025 Minutes**

- a) It was **resolved** to approve the minutes of the parish council meeting held on Monday 16 June 2025 at 6.30pm and they were signed by the Chair.

**035/2025 Public Participation** – There were two members of the public attending – one who put forward the idea of an outdoor gym and one to observe the meeting with a view to becoming a councillor. It was agreed to put the idea for an outdoor gym on the agenda for the next Public Realm Committee meeting.

**036/2025 To receive reports and updates.**

Councillors' Reports:

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

**037/2025 To receive general updates.**

- a) Planning review. The list was discussed and the following agreed:
  - 25/00834/TCA – No comment
  - 25/00904/WTPO – No comment
  - 25/00986/FULHH – No comment
  - 25/01023/TCA – Ensure permission has been granted for location of tree and tree officer has had input into decision.
  - 25/01025/TCA – Ensure permission has been granted for location of tree and tree officer has had input into decision.
  - 25/01015/FULHH – No comment
- b) Podcast, social media. Cllr D Harty reported that due to limited capacity there would be no new content via the podcasts which throughout had received 1500 listens. However, he had produced the flyer for the Tendring Show and launched the photography competition for 2025 which was open to adults and juniors.

- c) Manningtree as a Hub. Cllr Barrett reported the following:  
the Manningtree Xmas lights for 2025 would be completed by each store  
Tom West was, however, looking into putting up Xmas lights on the High Street  
the Barclays Pop Up shop was proving very popular  
the Vintage Shop would be closing.
- d) Civic Building. The update was noted and the following discussed:  
Car park. No decision was being made until monitoring the need has taken place.  
Hire Policy. It was **resolved** to adopt this policy. Proposed: Cllr Saint James, Seconded: Cllr Guglielmi  
General Terms and Conditions of Hire. It was **resolved** to adopt this Terms and Conditions of Hire agreement. Proposed: Cllr Barrett, Seconded: Cllr Kinsmore  
St. John's Ambulance T&Cs. It was agreed that this document could be sent to St John's Ambulance for its feedback and agreement.  
Meeting with Community Halls in Partnership. This was discussed and it was agreed to decline this offer for now but to revisit it in the future if required.  
Charges for use. The following hire charges were agreed:

Room (per hour)	Regular booking	One off booking	Social value discount – to be determined by parish council
Rose Room (seated capacity 40)	<b>£15.00</b>	<b>£20.00</b>	<b>£0.0</b>
Meeting Room (seated capacity 20)	<b>£10.00</b>	<b>£15.00</b>	<b>£0.0</b>
Both rooms	<b>£25.00</b>	<b>£30.00</b>	<b>£0.0</b>
Garden with room booking	<b>£30.00</b>	<b>£40.00</b>	<b>£0.0</b>

However, these charges would be renewed annually and more regularly, if needed, at the Council's discretion. It was also agreed that profit making organisations would not be included in the social value test.

Proposed: Cllr Kinsmore, Seconded: Cllr Thurlow

Enquiries for use. The enquiries were discussed and the following agreed:

PACE booking for 11 September

Katie Courts Yoga booking – from September every Wednesday evening from 6.15pm to 7.30pm and every Saturday morning from 8.30am to 10.30am.

Canasta Club booking for September and October

Date to be agreed for Community Open Day. This was discussed and it was agreed to wait till Cllr Castell was attending before agreeing a date but it would either be Saturday 20 or 27 September.

- e) Play Zone. There was no update on this item.
- f) Operation Quasar Enforcement Powers. A meeting had been scheduled for 20 August to discuss this further.
- g) Devolution update. Cllr Barrett reported that two business plans being prepared, one that will propose 5 new Unitaries and the other for 3 new Unitaries. If 5, the unitary would include the 3 authorities of Colchester, Tendring and Braintree and if 3, the unitary would also include Uttlesford.
- h) Stand at Tendring Show 2025 Review. Cllr W Saint James and all reviewed the event and agreed the following:  
it was a good first effort with lots of positive comments received  
Connect 4 was a big hit with the children  
next time focus on what the council thinks is most important  
in future provide prizes for children and more paper weights

Cllr Saint James asked the Clerk to prepare costings for the event  
Cllr Saint James presented the Clerk with a copy of the Volunteer Policy which noted her inspection of the site and a summary of the work undertaken by the volunteer.  
the minutes of the previous sub-committee meeting held on 7 July 25 were approved and signed by the Chair, Cllr Saint James.  
It was agreed to take the community garden project forward via the Public Realm Committee  
All thanked Cllr Saint James for her hard work in delivering the event

### **038/2025 To receive Public Realm committee updates:**

#### **Bins**

- a) Location of 5 new bins. It was agreed that the list so far was to be sent round to councillors and then followed up at the next Public Realm Committee meeting on 4 August.

#### **Street lighting**

- a) Streetlighting on Mill Hill. Cllr Thurlow reported this was ongoing.
- b) Streetlighting on Riverview. Cllr Thurlow reported this was ongoing.
- c) Streetlighting on Cox's Hill. Cllr Thurlow reported this was ongoing.

#### **Grass cutting**

- d) Discussions with Tendring District Council. No update received.
- e) Field at the end of Cornford Way (biodiversity). It was reported that the contractor cut this area as rats had been reported.

#### **Trees**

- f) Tree planting in Summers Park. This would be instigated in the autumn.
- g) Fallen Tree on Lawford Green. It was reported that the fallen tree had been cleared by the contractor.

#### **Parking**

- h) Parking issues at Lawford School. It was reported that the consultation had finished, and the 'red line' scheme would be going ahead. Notices will be placed in the local paper on 31<sup>st</sup> July and the scheme would come into effect on 1<sup>st</sup> September.
- i) Parking issue on Cotman Avenue. Update Cllr C Guglielmi.

#### **General**

- j) Riverview footpath. Cllr Thurlow reported that work had started this morning.
- k) Groundsman's Shed. Cllr Thurlow reported that this work was complete.
- l) Defects/resurfacing works. Compilation of list for Cllr C Guglielmi was ongoing.
- m) New bench for the football club. Cllr Thurlow reported that this would be located beside the pavilion. It was **resolved** to agree this proposal. Proposed: Cllr Thurlow, Seconded: Cllr Guglielmi
- n) New bench for bus stop on Wignall Street. This proposal was discussed and the quote agreed. It was **resolved** to go ahead with this work. Proposed: Cllr Harty, Seconded: Cllr Kinsmore.
- o) Pavement on Cox's Hill. This work was ongoing.
- p) Youth Committee. Cllr Barrett reported that he and Cllr Castell would be visiting schools from September to encourage membership and support for the committee. He would also meet with the young people interested in installing the Pump Track as it was noted that 7 visitors to the Tendring Show stand had expressed an interest in this. Cllr Harty suggested the committee could have its own budget. This was agreed.
- q) Noticeboard at Victoria Crescent. It was agreed not to replace this and see whether any residents asked for it to be so.

#### **Playground**

- r) Riverview goalposts. It was reported that the goalposts in Summers Park had been installed.
- s) Lawford Green new playground. It was reported that this would be signed over as soon as the signage was installed which would happen over the next couple of weeks.



- t) Pump Track. It was reported that another 12 young people were interested in this project which would be taken forward by the new Youth Committee.
- u) Swings on School Lane. This was discussed and it was agreed to leave the swings in situ for now and monitor their use.

## 039/2025 To receive Administration Committee updates:

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

Direct Debits		Amount	VAT	£
EE	Office mobile phone	24.77	4.95	29.72
Veolia	Waste collection	54.86	10.97	65.83
<b>Barclaycard payments</b>				-
Buzzsprout	Podcast facility*	\$18.00		-
D N Howells	Doorstops	11.00		11.00
Screwfix	Signage for Fire Emergency Plan	41.96	8.41	50.37
Co-op	Refuse sacks and charger	8.33	1.66	9.99
<b>BACS payments</b>				-
Salary	Month ending July 2025	1,339.63		1,339.63
LGPS	Month ending July 2025	552.18		552.18
Dependable Dave	Handyman Services June 2025	1,048.00		1,048.00
Dependable Dave	Grass cut TDC areas	165.00		165.00
Barclaycard	Various	924.41		924.41
Cross Reach Churches	Grass cutting churchyard	2,750.00		2,750.00
Rose Builders	Defibrillator and hearing loop	790.35	158.07	948.42
Nantmor Blinds	Supply and install blinds	2,558.00	511.60	3,069.60
A&J Lighting Solutions	32 School Lane	150.00	30.00	180.00
Atlantis Office	2 x tables	178.00	35.60	213.60
Furniture at Work	4 pack chairs	1,000.00	200.00	1,200.00
C J Electrical	PAT Testing	70.00	14.00	84.00
BT	Office phone	33.72	11.70	45.42
PHS Hygiene	Hygiene bin collection	46.16	9.23	55.39

Landscape Services	TDC grass cut Dale Hill 3078	350.00	70.00	420.00
Landscape Services	Summers Park - 3077	350.00	70.00	420.00
Landscape Services	Playing fields - 3076	550.00	110.00	660.00
Landscape Services	Playing fields - 3054	550.00	110.00	660.00
Landscape Services	Summers Park - 3055	350.00	70.00	420.00
Landscape Services	TDC area Waldegrave - 3068	475.00	95.00	570.00
Landscape Services	Lawford Green - 3070	80.00	16.00	96.00
Landscape Services	Grass cut verges - 3069	700.00	140.00	840.00
Landscape Services	Grass cut playing fields - 3083	550.00	110.00	660.00
Landscape Services	TDC area Waldegrave - 3085	475.00	95.00	570.00
Landscape Services	Grass cut to verges - 3086	700.00	140.00	840.00
Landscape Services	Grass cut Lawford Green - 3087	80.00	16.00	96.00
Landscape Services	Removal of dead tree - 3089	120.00	24.00	144.00
Landscape Services	Summers Park - 3090	60.00	12.00	72.00
Landscape Services	Dale Hill - TDC area - 3091	350.00	70.00	420.00
ASL Limited	printer lease	75.00	15.00	90.00
Signs Made Easy	No entry sign for Car Park	56.51	11.30	67.81
Kompan	Goal posts on Summers Park	7,391.04	1,478.20	8,869.24
Terra Firma 360	Fire Risk Assessment	450.00	90.00	540.00
Ogilvie Hall	Room hire 24.4.25	13.75		13.75
Evergreen Office Supplies	Various Tending Show	37.94	7.58	45.52
Evergreen Office Supplies	Post it notes	16.02	3.20	19.22
Highway Assurance	Groundsman's Shed at Lawford Football Ground	11,021.40	2,204.28	13,225.68
PACE	Grant award	180.00		180.00
North Essex & Suffolk Veterans Support Group	Grant award	500.00		500.00
	<b>Monthly Spend</b>	<b>37,228.03</b>	<b>5,953.75</b>	<b>43,181.78</b>

- ii) A bank reconciliation for June 2025 was approved.
- iii) The Bank Statement for June 2025 was noted at £120,639.21
- iv) The Budget variance report for June 2025 was noted.
- v) A new credit card. It was **resolved** to apply for a new credit card. Proposed: Cllr Guglielmi, Seconded: Cllr Harty. The Clerk to action.

- vi) Electricity Provider. The Clerk that the prices for the proposed supplier had gone up so she would look for an alternative and report at the next meeting.
- vii) Rotary Club grant request. This was discussed and it was **resolved** to award a grant of £500 for the Christmas Market 2025.
- viii) Grant request for Brantham Skatepark. It was agreed to discuss this further at the budget meeting in November.

b) Policies

- i) Annual Risk Assessment. It was **resolved** to adopt this updated policy. Proposed: Cllr Saint James, Seconded: Cllr Thurlow
- ii) Internal Controls Procedures. It was **resolved** to adopt this updated policy. Proposed: Cllr Barrett, Seconded: Cllr Kinsmore

**040/2025 Any Matters for Future Discussion**

- a) Cllr Saint James asked if the logo needed changing now that the council had moved to the new building. The Chair asked councillors to put forward suggestions.

**041/2025 Any Items for information**

There were no items for information.

The meeting was closed at 8pm

**Signature (Chair):**

**Date:**