



Clerk to the Council: Bridget Tighe

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Minutes of a meeting of the Parish Council held in the Small Hall, Ogilvie Hall, Wignall Street, Lawford, CO11 2JG on Thursday 24 April 2025 at 6.30pm

Present:

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

In attendance: B. Tighe (Clerk)

001/2025 Apologies for Absence were received and approved for Cllrs Harty and Thurlow.

002/2025 To receive members declarations of interest on items that appear on the agenda.
No declarations of interest were received.

003/2025 Minutes

- a) It was **resolved** to approve the minutes of the previous parish council meeting held on Monday 17th March 2025 and they were signed by the Chair.

004/2025 Public Participation – Members of the public attending the meetings included:

- Two officers from Tendring District Council to talk about the Public Space Protection Order (PSPO) in relation to dogs
- Volunteers at the Manningtree and District Community Bus to request a grant
- A resident to speak about directional signage required at Manningtree Station roundabout
- Members of the Frankenberg Partnership Association to request volunteers for the committee

005/2025 To receive reports and updates.

The Councillors and Police Reports:

- Actions from previous meeting for County Councillor. See items 006/2025 e), f), g), 007/2025 c), f) below. These actions were reviewed below.
- The District Councillor report. This reported was noted.
- The County Councillor's report. This reported was noted.
- Operation Quasar report. This report was noted, and the Clerk informed the meeting that monies for 2024 – 2025 had now been used up and there would be no further Quasar input until a decision had been taken on funding for 2025 - 2026.

006/2025 To receive general updates.

- Planning review. Cllr Chester updated the meeting and the following was agreed:
25/00448/FULHH – no comment
25/00460/LUPROP – no comment
25/00523/FULHH – no comment
25/00466/FUL – support
25/00586/ADV - support
- Website and social media review. Cllr D Harty to update at next meeting.
- Manningtree as a Hub. Cllr Barrett updated the meeting saying that the Manningtree Business Chamber was still looking into the costs for the Christmas lights.

- d) Civic Building. The update was discussed and the following agreed:
General Waste Collection. It was **resolved** to accept the Veolia quote. Proposed: Cllr C Guglielmi and seconded by Cllr V Guglielmi
Sanitary Waste Collection. It was **resolved** to accept the PHS quote. Proposed: Cllr Barrett and seconded by Cllr Castell
Removals. It was **resolved** to accept the Schofields quote. Proposed: Cllr Kinsmore and seconded by Cllr Symon
Intruder alarm. It was **resolved** to accept the Rose Builders quote for the dual com communicator. Proposed: Cllr Barrett and seconded by Cllr C Guglielmi
Police registration. It was **resolved** to accept the quote from Rose Builders. Proposed: Cllr V Guglielmi and seconded by Cllr Saint James
Blinds. It was **resolved** to accept the quote from Nantmor Blinds. Proposed: Cllr C Guglielmi and seconded by Cllr Barrett
It was agreed to go back to Rose Builders and ask them for a tarmac quote for the car park
Projector. It was **resolved** to accept the quote from Partsmaster. Proposed: Cllr Barrett and seconded by Cllr Kinsmore
Projector Screen. It was **resolved** to accept the quote for the screen from Partsmaster. Proposed: Cllr C Guglielmi and seconded by Cllr Symon
Meeting room chairs. It was **resolved** to accept the quote from Furniture at Work for stacking meeting room chairs and purchase 40. Proposed: Cllr V Guglielmi and seconded by Cllr C Guglielmi
all options for meeting room tables were considered and it was agreed to purchase 8 stacking tables
it was agreed to defer the decision on TV monitors for a later meeting.
Costings. The Clerk referred to the costings for the above and other equipment and it was **resolved** to use the underspend from the 2024-2025 budget for the new office purchases. Proposed: Cllr C Guglielmi and seconded by Cllr V Guglielmi.
Name of the Building A vote was taken on the shortlisted 6 names by writing preferences on a piece of paper, and the winning name was Lawford Parish Community Hub.
- e) VE Day 80 Event. The update was noted and the following agreed:
Marquee. It was **resolved** to accept the quote from Chelmer Marquees. Proposed: Cllr V Guglielmi and seconded by Cllr Kinsmore
Lighting. It was **resolved** to accept the quote from Speedy Hire. Proposed: Cllr Barrett and seconded by Cllr Castell.
It was agreed that Cllr V Guglielmi would check that the Summers Park gym could be used by the band.
- f) Play Zone. Cllr C Guglielmi reported that the process was ongoing.
- g) Operation Quasar Enforcement Powers. Cllr C Guglielmi confirmed he was waiting for a meeting with the new Chief Constable and would update at the next meeting.
- h) Devolution update. The attached update was noted.
- i) TDC Consultation on Housing Allocations Policy. Cllr Chester said he would update at the next meeting.
- j) Request from Little Pumpkins. This request was considered, and it was agreed that the Clerk would check with Rose Builders and give permission to the Nursery if it was up to the parish council to do so.
- k) Request from Manningtree and District Frankenberg Partnership Association This request was considered and it was agreed to put on the agenda for the Administration Committee.

007/2025 To receive Public Realm committee updates:

Street lighting

- a) Streetlighting on Mill Hill. Cllr Thurlow would be meeting with Rose Builders to scan the area and would report at the next meeting.
- b) Streetlighting on Riverview. Cllr Thurlow continued to monitor this.

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Grass cutting

- c) Discussions with Tendring District Council (TDC). Cllr C Guglielmi reported that the parish council has now sent TDC all the information requested and was waiting for a response.

Trees

- d) Tree planting in Summers Park. The Public Realm Committee had considered this request and recommended waiting until the goalposts had been installed. This was agreed.

General

- e) Parking issues at Lawford School. No update at this meeting but the situation will continue to be monitored.
- f) Parking issue on Cotman Avenue. Cllr C Guglielmi reported that he was waiting for an update.
- g) Bin emptying at Lawford Football Club. The Veolia contract was agreed as above at item 006/2025 d).
- h) Signpost for St Mary's Church. Cllr Thurlow had completed this.
- i) Dogs on leads enforcement. It was agreed that Cllrs C Guglielmi, Castell and Barrett would meet with the Dog Warden to discuss further.
- j) Riverview footpath. The quotes were considered, and it was **resolved** to accept the quote from Highways Assurance.
- k) Groundsman's Shed. The quotes were considered, and it was **resolved** to accept the quote from Highways Assurance.
- l) Proposal for temporary traffic lights at Manningtree Station. This was discussed and Cllr C Guglielmi said Highways would not consider this until they had received permission from Network Rail to carry out works on its land.

008/2025 To receive Administration Committee updates:

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

Direct Debits		Amount	VAT	£
SSE Energy Solutions	Street Lights 2025			-
BT	Office phone	62.15	12.43	74.58
Ogilvie Hall	Monthly Rent for the Parish Office	500.00		500.00
C F Corporate	printer lease			-
Barclaycard payments				-
Buzzsprout	Podcast facility*			-
Items for BACS payment				-
Salary	Month ending April 2025	1,339.63		1,339.63
LGPS	Month ending April 2025	552.18		552.18
Dependable Dave	Handyman Services March 2025	715.00		715.00
Defibrillator Warehouse	ZOLL AED Plus	1,355.00	271.00	1,626.00
Barclaycard	Buzzsprout March	14.36		14.36

EALC	Affiliation fees for EALC/NALC	993.58		993.58
RCCE	Membership	137.50	27.50	165.00
Rialtas	Alpha Software Accounts package	319.00	63.80	382.80
Ogilvie Hall	Room bookings Jan/Feb	41.25		41.25
Landscape Services	Tree cuts School Lane - 3010	500.00	100.00	600.00
Landscape Services	Lawford Green grass cut 3018	80.00	16.00	96.00
Landscape Services	Grass cut to playing fields - 3023	550.00	110.00	660.00
Landscape Services	Playing fields grass cut 3017	550.00	110.00	660.00
Landscape Services	Verges grass cut 3016	700.00	140.00	840.00
Landscape Services	Summers Park grass cut - 3015	350.00	70.00	420.00
Landscape Services	Cut back brambles on Riverview	60.00	12.00	72.00
Landscape Services	Grass cut to verges - 3026	700.00	140.00	840.00
V. Guglielmi	Plant and card	14.83		14.83
Schofield Removals	Moving offices	650.60	130.12	780.72
DHF Products Limited	Signage for Lawford Church	87.95	17.59	105.54
	Monthly Spend	10,273.03	1,220.44	11,493.47

*\$18.00 paid to Buzzsprout for podcast facility. I will know amount in £ when goes through bank.

- ii) The bank reconciliation for March 2025 was approved.
- iii) The Bank Statement March 2025 of £80,026.08 was approved.
- iv) The budget variance report for March 2025 was approved.
- v) The budget showing earmarked reserves report for March 2025 was approved.
- vi) VAT advice. This was considered and it was agreed to remain registered for VAT as this was the most straightforward option.
- vii) Brantham Parish Council request. The request to attend the Tendring Show stand was considered and agreed.
- viii) Funding request for memorial in churchyard. The Clerk was waiting to hear back from the applicant.
- ix) Funding request from Manningtree Community Bus. Further to hearing from the group at the beginning of the meeting it was **resolved** to award the group £1500.00. Proposed: Cllr C Guglielmi and seconded by Cllr Barrett.
- x) Funding request from North Essex & Suffolk Veterans Support Group. This would be considered at the next meeting when members of the group attended the public participation section of the meeting.
- xi) Section 137 Spending Limit for 2025/26. This limit was noted.
- xii) Office printer. It was agreed to leave this decision for the next meeting in May.
- xiii) Playground inspections 2025-206. The quotes were considered, and it was **resolved** to accept the quote from Kompan. Proposed: Cllr Castell and seconded by Cllr Kinsmore
- xiv) Goalposts for Summers Park. The quotes were considered, and it was **resolved** to accept the quote from Kompan. Proposed: Cllr Symon and seconded by Cllr Barrett.

- xv) SSE Energy Solutions. The notification of increased charges was noted.
- xvi) Parish Assembly 19 May 2025. This was discussed and it was agreed that because of the move into the new building there would be no parish assembly this year.

009/2025 Any Matters for Future Discussion

- a) Stand at Tendring Show 2025. Cllr W Saint James provided an update and the following was agreed:
the updated rota with Cllr Symon swapping with Cllr Harty
purchase of Costway Giant Connect from Amazon. Proposed: Cllr V Guglielmi and seconded by Cllr Barrett
purchase of 2 x double sided mobile whiteboards from Amazon. Proposed: Cllr Castell and seconded by Cllr Kinsmore

010/2025 Any Items for information

- a) Swings on School Lane – being removed by Cllr Harty in the spring.
- b) Cllr W Saint James said she has verified the final quarter accounts for the year on 22 April 2025.
- c) It was agreed to change the upcoming Administration Meeting from Wednesday 7th May to Monday 12 May at 6pm. This was because of the move and the VE Day preparations.

Signature (Chair):

Date: