



**Clerk to the Council:** Bridget Tighe

Council Offices, Ogilvie Hall, Wignall Street, Lawford CO11 2JG, Tel: 01206 395898

Email: [clerk@lawfordpc.org.uk](mailto:clerk@lawfordpc.org.uk)

## **Minutes of the Full Parish Council Meeting held in the Small Hall, Ogilvie Hall, Wignall Street, Lawford, CO11 2JG on Thursday 20 July at 6.30pm**

**Present:** Cllr V Guglielmi (Chair) Cllr D Thurlow (Vice Chair)  
Cllr C Guglielmi Cllr B Chester  
Cllr T Barrett Cllr B Newman-Wright  
Cllr W Saint James

**In attendance:** 2 members of the public B. Tighe (Clerk)

### **160/2023 Apologies for Absence**

Apologies for absence were received from Cllrs Harty and Symon and accepted by the Council.

### **161/2023 To receive members declarations of interest on items that appear on the agenda.**

Declarations of interest were received from Cllrs Kinsmore and Thurlow for item 168/2023 e) as they were volunteers at Lawford Church.

**162/2023 Minutes** – It was **resolved** that the minutes of the Full Council meeting held on Monday 19<sup>th</sup> June 2023 be approved and signed by the Chair.

**163/2023 Actions from the previous meeting:** this item not discussed as actions contained in various items on the agenda.

**164/2023 Public Participation** – There were two members of the public present who updated the Councillors on the work of the Manningtree and District Frankenberg Partnership Association.

### **165/2023 District, County and Police Reports**

- The District Councillor – this report was noted and the closure of Mistley Norman School discussed. Cllr C Guglielmi reported that the school was to be included in the new school build programme and would be subject to a survey by the Department of Education. Meanwhile Essex County Council was paying the transport costs for children to attend other schools which it would claim back from the Vine Trust.
- The County Councillor's report – this report was noted.
- Operation Quasar report – this report was not received.

### **166/2023 To receive general updates.**

- Planning review - Cllr Chester reported that there were no planning application concerns.
- Website and social media review – Cllr D Harty to update at the next meeting.
- Photography competition – Cllr D Harty to update at the next meeting.
- North Falls Offshore Wind Farm - Cllr Guglielmi said he would send the Clerk the Tendring District Council response which was against the proposal. Lawford Parish Councillors agreed with this approach.

### **167/2023 To receive Public Realm committee updates:**

- Public Defibrillator – Cllr C Guglielmi reported that he had not heard from the electrician and would update at the next meeting.



- b) Street Lighting. It was **resolved** to accept the quote from A&J Lighting Solutions and enter into a five-year streetlight maintenance agreement from 1<sup>st</sup> August 2023 to 31<sup>st</sup> July 2028.
- c) Upgrade to Riverview Pathway – Cllr D Thurlow reported that he was waiting for recommendations and costings before progressing the project. It was likely that initially one solar light would be installed to monitor its performance before installing more. He was also looking for funding and would be submitting a funding bid to the Community Initiatives Fund for which he had received letters of support.
- d) New dog fouling signage for School Lane – The Clerk reported that she was waiting for the provider to install the new sign.
- e) Byelaws – It was **resolved** to accept the quote for an advert which would advertise the consultation on the new byelaws.
- f) New memorial benches Summers Park and Cox's Hill – It was **resolved** to accept the costings of the two new benches and Cllr Thurlow could progress the project.
- g) Bin installation – Cllr Thurlow confirmed that the new bin had been installed on Long Road beside the bus stop.
- h) End of school day traffic on Lawford Green – It was **resolved** to monitor this situation and for Cllr G Guglielmi to approach Rose Builders regarding parking restriction lines.
- i) Dead Trees on Summers Park, Coxs Hill and other areas – It was **resolved** to accept the quote for this work.
- j) Cut to lower branches of tree on Riverview – It was **resolved** to accept the quote for this work.
- k) Feedback from Tree Inspection Course - Cllr Thurlow reported that the course had been very informative, and he had paperwork that he will bring into the office for the files.
- l) Widening of Riverview path and street lighting – this was a duplication of item 167/2023 c) above.
- m) Potholes – It was **resolved** that the Clerk would send Cllr C Guglielmi the pothole list so he could forward to Essex County Council.
- n) Mapping Project – Cllrs C Guglielmi and D Thurlow to provide update at next meeting. It was **resolved** that Cllr Saint James could monitor Area 2.
- o) Rewilding Signage for Summers Park It was **resolved** to accept the quote for signage and order four x 500mm diameter signs.
- p) Repair to goals on Waldegrave Way Playing Field – It was **resolved** to put this quote on hold as the reports from the recent play area inspections had just come through and the Clerk had sent the Waldegrave report to the contractor to ask for his advice. Clerk to update at the next Public Realm meeting.
- q) Bags of rubbish – It was **resolved** that the principal for an issue of this kind was that it would be reported as fly-tipping rather than asking the handyman to pick up as this would involve additional costs for the Parish Council.
- r) Discussions with Tendring District Council - grass cutting Lawford Dale – It was **resolved** that Cllr C Guglielmi would email Essex County Council members' enquiries regarding weeds on the road at Lawford Dale and the Clerk would email Quentin Cole and Andy White at Tendring District Council and invite them to a meeting to discuss.
- s) Land to the north west of Colchester Road – It was **resolved** that the Chair could sign the new amended plan and it could be sent back to Birkett Long for actioning.
- t) PACE Community Solar Energy Scheme for Manningtree Mistley and Lawford – This scheme was discussed and it was **resolved** to share the information and confirmed that John Hall of PACE would be attending the next meeting.
- u) Grass area at Riverview Car Park between the car park and the residential fence line – It was **resolved** to monitor this area.



## 168/2023 To receive Administration Committee updates:

### a) Council's expenditure

- i) A list of expenditure for July 2023. It was **resolved** that the following payments be approved.

Direct Debits		Amount	VAT	£
Npower Business Solutions	Streetlights	495.08	99.02	594.10
BT	Office phone	51.72	10.34	62.06
Ogilvie Hall	Monthly Rent for the Parish Office	500.00		500.00
Items for on-line payment				
Salary	Month ending July 2023	1,208.94		1,208.94
LGPS	Month ending July 2023	485.16		485.16
HMRC	Quarter ending 5 July 2023	1,119.31		1,119.31
HMRC	Quarter ending April 2023	745.00		745.00
Dependable Dave	Handyman Services	753.00		753.00
EALC	Safeguarding Training	75.00	15.00	90.00
MDFPA	Grant	100.00		100.00
A&J Lighting Solutions	Phase III streetlights to LED	6,360.00	1,272.00	7,632.00
TDALC	Affiliation Fee	20.00		20.00
A&J Lighting Solutions	Outage at Colchester Road/Mill Hill	465.50	93.10	558.60
DM Payroll Services Ltd	Administration charges	96.00		96.00
Suffolk New College	Tree Inspection training x 2	440.00		440.00
St Mary the Virgin Lawford	Grass cutting churchyard	2,750.00		2,750.00
Ogilvie Hall	room hire	59.00		59.00
Landscape Services	Grass cut to playing fields - 2692	522.50	104.50	627.00
Landscape Services	Grass cut to verges - 2686	660.00	132.00	792.00
Landscape Services	Grass cut to Summers Park - 2681	330.00	66.00	396.00



Landscape Services	Grass cut to playing fields - 2682	522.50	104.50	627.00
	<b>Monthly Spend</b>	<b>17,758.71</b>	<b>1,896.46</b>	<b>19,655.17</b>

- ii) A bank reconciliation for June 2023. It was **resolved** that the reconciliation for June 2023 be approved.
- iii) Cllr B Newman-Wright verified invoices, by initialling Expenditure Spreadsheet with green ink at the meeting.
- b) Policies to be adopted:
  - i. Complaints Policy. It was **resolved** to adopt this policy.
  - ii. Expenses Policy. It was **resolved** to adopt this policy.
  - iii. Reserves Policy. It was **resolved** to adopt this policy.
- c) Notice of Public Rights from 7 June 2023 to 21 July 2023. The Clerk reported that no requests had been received.
- d) Rialtas Accounting Software. The Clerk reported that the new system was due to go live on 1<sup>st</sup> August.
- e) To consider and approve grant application from Lawford Church. After some discussion it was **resolved** to award a grant of £6,836.00 for the preservation of an important historical local building that was an important community asset. It was agreed that the Clerk would draft a letter to the Diocese to ask for a contribution to the funding from them.

### 169/2023 Matters for Future Discussion

- a) A suggestion that Lawford Council have a stand at the 2024 Tendring Show.

### 170/2023 Items for information

- a) Monitoring of the booking system for the Recycling Centre was ending in September.
- b) The gate at Riverview Car Park would be monitored as it appeared that some contractor vehicles could not access the field
- c) The Street Lighting Scheme on Coxs Hill had been costed at £350,000 and had therefore been cancelled as it was too expensive
- d) The play park inspections had been received and were being reviewed for works required
- e) It was noted that the health and safety signage on Summers Park Pond was being vandalised.
- f) It was reported that the new swing on Riverview was being misused by some older children. It was agreed that the Clerk would ask the police to patrol the area over the summer.

Signature (Chair)

Date: