



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 Monday 15th July at 6.30pm

Present:

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

In attendance: B Tighe (Clerk)

251/2024 Apologies for Absence No apologies were received.

252/2024 To receive members declarations of interest on items that appear on the agenda.
No declarations of interest were received.

253/2024 Minutes

- a) It was resolved to approve the minutes of the previous parish council meeting held on 17th June 2024 and they were signed by the Chair.

254/2024 Public Participation One member of the public attended to observe the meeting and the organiser of Manningtree Pride attended to provide an overview of the event. He explained that three charities had shared over £6,000 which had been raised during the day and he would share an impact report with the Council which was currently being compiled.

255/2024 To receive reports and updates.

The Councillors and Police Reports:

- The District Councillor. This report was noted.
- The County Councillor. This report was noted.
- Operation Quasar. This report was noted and Cllr C Guglielmi asked the Clerk to remind the police of the issues at Grange Road and to ask for patrols in the area.
- Invitation to meet with Chief Inspector Ella Latham at Manningtree Fire Station on 25 July at 10.30am. It was agreed that Cllr D Thurlow would attend on behalf of the Council and any issues would be sent to him beforehand.

256/2024 To receive general updates.

- Planning review. There was general discussion on the planning list and the standard objection to new development outside the village settlement area. It was agreed that Cllr Chester, who had delegated authority to respond on behalf of the Council, would send comments to the Clerk for inputting on the TDC planning portal.
- Website and social media review. Cllr D Harty provided a general update on the podcasts and photo competition. He agreed to put the D Day 80 Event on the new YouTube Channel.
- Manningtree as a Hub. Cllr Barrett commented that this group remained a positive way of the three councils working together. It was confirmed that the bins at the Co-op were the responsibility of the Co-op.

257/2024 To receive Public Realm committee updates:

Street lighting

- a) Streetlighting on Mill Hill. Cllrs Barrett and Thurlow updated that this required an application for a licence which Cllr Thurlow was going to progress.
- b) Delegated authority to sign and bind the Council to the T&C of Streetlight Licence. It was **resolved** that the Clerk would have delegated authority to sign the licence.
- c) Solar Street Light on Riverview Pathway. Cllr Thurlow confirmed that this had now been moved and would be monitored.

Grass cutting

- d) Discussions with Tendring District Council - grass cutting. It was agreed that the quote from the contractor would be discussed at the next Public Realm Committee meeting to be held on Monday 5th August.
- e) Grass cutting on Blenheim Walk. It was agreed that this area was part of the Parish Council responsibility and is included in the contractor's schedule. It was agreed that because the area would be cut more frequently from now on the clumps of grass would be less, however, in the meantime, councillors would look at the area to check whether the area required clearing.

Play parks

- f) Cableway on Summers Park. This was being installed on 22 July 2024.
- g) Repairs to Seesaw on Summers Park. It was confirmed that this work had been completed.
- h) Annual play park inspections. This was discussed and following actions agreed:
Riverview – two cradle swings to be replaced.
School Lane – the decision on the spinning disc was delegated to Cllr Thurlow who would meet on site with the handyman; it was agreed the swings on field would be put on ebay by Cllr Harty; the two cradle swings would be replaced, and the spinning pole would be monitored.
Waldegrave Way – it was agreed that Cllr Thurlow would talk to the handyman about the Multi-use games area surfacing options and the fencing around the cess pit belonged to Anglia Water so the Clerk would contact them to let them know it needed repairing.
Minor works – it was **resolved** to accept the quote for the smaller works required in the various play areas. Proposer: Cllr Kinsmore, Seconder: Cllr Harty.

Footpaths

- i) Widening Riverview footpath. Cllr Thurlow confirmed that this was all booked in with the works being carried out in August.
- j) Footpath between Riverview and Manningtree High School. This was discussed and it was agreed that Cllr C Guglielmi would ask for advice from Essex Highways, Education and the PROW team to see whether they could help in keeping the footpath open.

Memorial Bench

- k) Memorial Bench on School Lane. Cllr Thurlow confirmed that this was now complete.

Trees

- l) Memorial Tree on Cavendish Drive. The change from Silver Birch to Lebanese Wild Apple was agreed.
- m) Delegated authority to sign and bind the Council to the T&C of Tree Licence. It was **resolved** that the Clerk would have delegated authority.
- n) Memorial Tree on Summers Park (Cherry). Awaiting the result of the licence application for l) above.
- o) Commemoration Tree for D-Day 80 (Rowan). Awaiting the result of the licence application for l) above.
- p) Tree at 55 School Lane. Cllr C Guglielmi confirmed that Essex Highways had agreed to fell this tree.
- q) Tree at Cambridge Drive. This was discussed and it was agreed to purchase a Rowan Tree for this roundabout.



Bins

- r) Replacement bin on School Lane playing field. Cllr Thurlow confirmed this had been delivered and would be installed this week.
- s) Replacement bin on Fitzgerald/Lawford Dale. It was agreed that Cllr Thurlow would meet with the handyman to look at this.

General

- t) Frontage of the Rose Builders Phase 4 Development on Long Road. Cllr T Barrett reported that Mistle PC had agreed to Lawford Council taking on this frontage and had sent a confirmation email of this decision to the Clerk. He also reported that he had approached the landowner regarding the fence along Cox's Hill/Lawford Place however, they said it did not belong to them. It was agreed that the Clerk would carry out a land search to find out who owns the land.
- u) Proposed Flatford bicycle route. Cllrs Chester and Harty confirmed they had attended a meeting with this group and would continue to update as and when more progress was made.
- v) Statutory Consultation for Norwich to Tilbury It was agreed that Cllr C Guglielmi would update his response and then send to the Clerk for her to submit on behalf on Lawford PC.
- w) Hedgehog Highway Project. This was discussed and it was agreed that Lawford PC, through its funding of Dedham AONB, already contributed to this project.
- x) VE Day 80. This was discussed and it was agreed that the Council would like to take part in this celebration next year. It was agreed that this would be discussed in more detail at the next Public Realm meeting including lighting and a brass band.
- y) Bus shelter on Wignall Street. This was discussed and it was agreed that Cllr C Guglielmi would submit a scheme to the LHP for a bus shelter.
- z) Permission for a contractor to gain access through Riverview Car Park on 28th, 29th and 30th Aug. This was discussed and agreed.

258/2024 To receive Administration Committee updates:

- a) Council's expenditure
 - i) It was **resolved** to approve the list of expenditure for July 2023 as follows:

		Amount	VAT	£
BT	Office phone	55.97	11.19	67.16
Ogilvie Hall	Monthly Rent for Parish Office	500.00		500.00
Salary	Month ending July 2024	1,318.30		1,318.30
LGPS	Month ending July 2024	531.06		531.06
Dependable Dave	Handyman Services	805.00		805.00
Barclaycard	Microsoft package & stamps	183.52		183.52
Npower	Streetlights - June 2024	53.00	2.65	55.65
Landscape Services	Grass cut to Dale Hill	350.00	70.00	420.00
Landscape Services	Grass cut to verges	700.00	140.00	840.00

Landscape Services	Grass cut to playing fields	550.00	110.00	660.00
Landscape Services	Grass cut to Summers Park	350.00	70.00	420.00
Landscape Services	Grass cuts various	475.00	95.00	570.00
Landscape Services	Grass cut to playing fields	550.00	110.00	660.00
Playquip Leisure	Repair Seesaw Summers Park	1,100.00	220.00	1,320.00
Evergreen Office Supplies	Copier Paper & Black Bags	53.10	10.62	63.72
Signs Made Easy Limited	Signage Strawberry Avenue	30.00	6.00	36.00
Broxap Limited	Litter bin	377.95	75.59	453.54
Colchester City Council	Lawford Green traffic measures	2,000.00	400.00	2,400.00
A&J Lighting Solutions	Annual maintenance	1,337.50	267.50	1,605.00
A&J Lighting Solutions	Moving Riverview Solar Light	350.00	70.00	420.00
Tendring District Council	Annual Play Inspections	290.00	58.00	348.00
	Monthly Spend	11,960.40	1,716.55	13,676.95

- ii) It was **resolved** to approve the bank reconciliation for June 2024.
- iii) The Bank Statement for June at £11,559.77 was noted.
- iv) The budget variance report was noted.
- v) The budget showing earmarked reserves report was noted.
- vi) Verification of bank reconciliations. Cllr Wendy Saint James confirmed she had carried this out for the first quarter of the year and stated that all cashbooks aligned with bank statements. She confirmed she would carry out this exercise 4 times per year as it was not a duplication of the internal audit. This was agreed.
- vii) Fund transfers. This was discussed and it was **resolved** to agree the two fund transfers.
Proposed: Cllr Barrett, Seconded: Cllr V Guglielmi
- viii) Assets and Insurance update. This was discussed and agreed to keep all assets as listed for now but to discuss further at the next Administration Committee meeting.
- ix) TDALC affiliation request. It was **resolved** to affiliate to the TDALC and approve the affiliation fee. Proposed: Cllr V Guglielmi, Seconded: Cllr Barrett

259/2024 Any Matters for Future Discussion

- a) Stand at Tendring Show 2025. Cllr W Saint James reported that she had looked into this and suggested it be discussed in more detail at the Administration Committee Meeting. This was agreed.
- b) Meet the Handyman session. This was discussed and agreed so the Clerk will arrange with the handyman.

260/2024 Any Items for information

- a) Cllr Thurlow reported that the 5-a-side football held at the weekend had been very successful
- b) Cllr Barrett reported that the Football Club would be writing to the Council for support with works to the boiler.
- c) Cllr Chester reported that the bin at Riverview Car Park was always full

Signature (Chair):

Date: