



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 16th December 2024 at 6.30pm

Present:

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

In attendance: B. Tighe (Clerk)

281/2024 Apologies for Absence were received and approved from Cllr W Saint James.

282/2024 To receive members declarations of interest on items that appear on the agenda.

Cllr D Thurlow declared an interest in item 286/2024 a). The VOC for St Marys Church.

283/2024 Minutes

- a) It was resolved that the minutes of the previous parish council meeting held on 18th November 2024 were approved and signed by the Chair.

284/2024 Public Participation – a member of the public attended to speak about the Local Cycling and Walking Infrastructure Plan (LCWIP) and to encourage parish councillors to respond to the on-line survey. It was agreed that councillors would respond individually. At this point the member of the public left the meeting.

The TDC Heritage List consultation was then discussed, and it was agreed that councillors would think about which features/buildings in the Lawford public realm they would like to add to the list. The consultation closes on Monday 2 June 2025.

285/2024 To receive reports and updates.

The Councillors and Police Reports:

- The District Councillor report. This reported was noted.
- The County Councillor's report. This report was noted.
- Operation Quasar report. This report was noted. Cllr Castell reported that she had attended a Quasar session with the local PCSO and it was agreed that Cllr C Guglielmi would contact Essex Police regarding the enforcement powers of the Quasar Officers.

286/2024 To receive general updates.

- a) Planning review. Cllr Chester gave an overview of the planning applications and the following was agreed:
- 24/01680/VOC - .support
 - 24/01686/WTPO – conditions to be attached
 - 24/01697/FULHH – no comment
 - 24/01714/VOC – no comment
 - 24/01741/FULHH – no comment
 - 24/01796/WTPO – ask advice from PACE
 - 24/01785/FUL – no comment

24/01798/FULHH – no comment

- b) Website and social media review. Cllr D Harty reported that new .gov domain and emails set up and he was preparing an 'end of year' podcast which would be held with the Chair and Clerk.
- c) Manningtree as a Hub. Cllr Barrett reported that the Christmas lights were not as many as had been planned so the parish council's contribution to next year should be considered on this basis.
- d) Civic Building. Councillors considered the following costs:
PV Panels at £11,625.57. It was **resolved** to accept this quote and purchase. Proposed: Cllr C Guglielmi, Seconded: Cllr K Symon
Intruder Alarm at £1,707.75. It was **resolved** to accept this quote and purchase. Proposed: Cllr M Kinsmore, Seconded: Cllr T Barrett
Hybrid Batteries at £17,966.22. This was discussed and it was agreed to ask Rose Builders for more information on whether this many were needed. However, this purchase was agreed in principle. Proposed: Cllr C Guglielmi, Seconded: Cllr L Castell.
- e) Play Zone. Cllr C Guglielmi reported that he was meeting with TDC in January and waiting to hear back from Mistley PC as to whether they would put aside a contribution in their budget for 2025-2026 for this purchase.

287/2024 To receive Public Realm committee updates:

Street lighting

- a) Streetlighting on Mill Hill. Cllr Thurlow reported awaiting decision from licensing. Cllr C Guglielmi said he would chase this.

Grass cutting

- b) Discussions with Tendring District Council - grass cutting. Cllr C Guglielmi reported that he was waiting for a decision.

Play parks

- c) Swings on School Lane. It was agreed that Cllr D Harty would remove these in Spring 2025.
- d) Lawford Green Maintenance Schedule. This schedule was noted.

Trees

- e) Tree to be felled at 55 School Lane. Cllr C Guglielmi reported that the Arboriculture team have now recommended an alternative to tree removal. Instead, they have suggested reducing the weight of the limb, removing the basal growth from ground level up to 6 metres, and conducting annual inspections to monitor the extent of hollowing within the trunk. The tree works are scheduled to take place before Christmas.
- f) John O'Mara Memorial Tree. Cllr D Thurlow was waiting to hear from the family regarding the preferred tree.
- g) Annual Tree inspections. Cllr D Thurlow reported this has been started and is ongoing.

General

- h) Bus shelter on Wignall Street. Cllr C Guglielmi said he would chase this.
- i) Bus shelter on Queensway. Cllr Thurlow reported he was trying to find the owner of a piece of land on Station Road and would report at the next meeting.
- j) Road closures on Wignall Street. This email on the process for road closures was noted.
- k) Parking issues at Lawford School. Cllr Castell reported that she had sent an email to the Head and would be meeting with her in the new year. Cllr Symon reported a privet hedge that bordered the school and a resident and was encroaching on the resident's property. Cllr Thurlow agreed to include this as part of the tree survey work.
- l) Parking issue on Cotman Avenue. Cllr C Guglielmi said he would chase this.
- m) Lawford Green. Long Road Junction signage. It was agreed to take this item off the agenda.

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- n) Pavement on Cox's Hill. Cllr Castell reported that she had walked along Cox's Hill, and it was agreed to send her pictures to the owner of the land. The Clerk to action.
- o) Christmas Tree Festival. It was noted that a tree had been entered into the tree festival.

288/2024 To receive Administration Committee updates:

- a) Council's expenditure
 - i) It was **resolved** to approve the list of expenditure for December 2024 as follows:

Direct Debits		Amount	VAT	£
SSE Energy Solutions	Streetlights - Oct 2024	286.83	21.24	308.07
BT	Office phone	61.97	12.39	74.36
Ogilvie Hall	Monthly Rent for the Parish Office	500.00		500.00
C F Corporate	printer lease			-
Barclaycard payments				
Hearts Delight	Xmas lights	4.99		4.99
Argos	Xmas tree	9.00		9.00
B&M	Batteries, wire lights, garland	19.50		19.50
Card Factory	Silver Tags	1.38		1.38
Home Bargains	Tinsel, glue, misc	3.44		3.44
Co-op	Glue	3.50		3.50
Buzzsprout	Podcast facility*	\$18.00		\$18.00
BACS payments				
Salary	Month ending December 2024	1,725.83		1,725.83
LGPS	Month ending December 2024	716.26		716.26
HMRC	PAYE payment			-
Dependable Dave	Handyman Services in November	655.00		655.00
Npower Business Solutions	Streetlight power for October	53.85	2.69	56.54
Landscape Services	Invoice 2950 - various	300.00	60.00	360.00
Landscape Services	Strawberry Fields	100.00	20.00	120.00
Landscape Services	Blenheim Walk	200.00	40.00	240.00

DM Payroll Services Ltd	Payroll administration Oct - Dec 24	81.00		81.00
Mythic Beasts	Registration of .gov.uk domain for 10 years	192.00	38.40	230.40
Barclaycard	Minimum amount	5.00		5.00
Barclaycard	Pay statement	43.31		43.31
SLCC	Membership fee	190.00		190.00
	Monthly Spend	5,152.86	194.72	5,347.58

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

- ii) It was **resolved** to approve the bank reconciliation for November 2024.
- iii) Bank Statement for November was noted with £97,939.71 in the current account.
- iv) Budget variance report for November was noted.
- v) Budget showing earmarked reserves report for November was noted.
- vi) New .gov email. Cllr Harty reported that all councillors and the clerk had now got .gov email accounts.
- vii) BT digital line. This contract was discussed however, it was brought to the Council's attention that the site had a restricted contract for Internet Service Providers so it was agreed that the Clerk would check with Rose Builders as to whether the Parish Council could carry on with its BT contract.
- viii) Request from Dedham Vale Society. This was discussed and the recommendation by the Public Realm Committee not to award a grant to this organisation was agreed.
- ix) Roadmap of capital projects. It was agreed that this would be discussed at the January Full Council meeting.

289/2024 Any Matters for Future Discussion

- a) Stand at Tendring Show 2025. Being discussed at Administration Committee
- b) VE Day 80 Event. Being discussed at Public Realm Committee.

290/2024 Any Items for information

- a) Cllr Castell said she would like to undertake some new councillor training, and this was agreed.
- b) Cllr Kinsmore reported that the zip wire was not sliding from side to side easily so asked if the contractor could look at this. This was agreed. Clerk to action.

The meeting closed at 8.40pm

Signature (Chair):

Date: