



Clerk to the Council: Bridget Tighe

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

Email: clerk@lawfordpc.org.uk

Minutes of a meeting of the Parish Council held in the Small Hall, Ogilvie Hall, Wignall Street, Lawford, CO11 2JG on Monday 20th May at 6.30pm

Present:

Cllr V Guglielmi	Cllr C Guglielmi
Cllr B Chester	Cllr M Kinsmore
Cllr D Harty	Cllr T Barrett

In attendance: B Tighe (Clerk)

241/2024 Apologies for Absence were received and approved for Cllrs D Thurlow, K Symon, W Saint James.

242/2024 To receive members declarations of interest on items that appear on the agenda.
Cllr T Barrett declared an interest in items 247/2024 q and 248/2024 c).

243/2024 Minutes

- a) It was **resolved** to approve the minutes of the previous parish council meeting held on 22nd April 2024 and they were signed by the Chair.

244/2024 Public Participation – Two members of the public attended representing Bromley Parish Council to voice their concerns regarding the National Grid Pylons. In particular they had concerns about the time the works would take (3/4 years) which would affect local roads connecting Lawford to major routes such as the A120 and the A12. This in turn would affect local businesses, people commuting to work and so on. They asked if there was anything Lawford Parish Council could do to raise awareness. Lawford Parish Councillors stated they had put notices on the website of consultation dates and a copy of the response from Cllr C Guglielmi. He stated he was also working on another consultation response which would be put on the website. It was agreed that Bromley Parish Council would share information with the Clerk who would put these on the Lawford Parish Council website.

A member of the public attended and requested support from Lawford Parish Council on exploring the possibility of creating a bicycle route from Flatford to Manningtree Station. It was agreed that the Clerk would forward contact details of Cllrs B Chester and D Harty who were interested in working on this project on behalf of the Council.

245/2024 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.

246/2024 To receive general updates.

- a) Planning review. Cllr Chester updated the meeting saying that the applications received were all minor with no negative impact so therefore he suggested the Council had no objection. However, he suggested that in future, the Council could respond on the Tendring District Council website even if the response was no objection. This was agreed. The Clerk to action from May 2024.

- b) Website and social media review. Cllr D Harty updated the meeting as follows:
he confirmed he had ordered the leaflets for distribution. The Clerk to send an email reminding Councillors of their 'mapped' areas;
he would be running the young people's photographic competition again this summer and would provide details in due course;
social media going well;
the website revamp was ongoing.
- c) Manningtree as a Hub. Cllr Barrett said the first meeting was due to take place on 30 May and it was good to have a link established between the 3 councils as it was an opportunity to collaborate. He said Lawford Council would probably receive a formal request for funding next month and the Clerk confirmed that a contribution to the beach could be made via Section 19 of the Local Government (Miscellaneous Provisions) Act 1976.

247/2024 To receive Public Realm committee updates:

- a) Streetlighting on Mill Hill. Cllr Barrett confirmed this was ongoing and the resident was being kept up to date with progress.
- b) Solar Street Light on Riverview Pathway. Cllr Thurlow would update at the next meeting.
- c) End of school day traffic on Lawford Green. Cllr C Guglielmi updated saying there had been several emails between NEPP and Essex Highways and the red line and other works were due to take place at the end of this month.
- d) Discussions with Tendring District Council - grass cutting. Cllr C Guglielmi confirmed that a meeting had been arranged with himself, Cllr D Thurlow and the Clerk to compile a list of grass cutting areas which would then be sent to Tendring District Council for their agreement. He would update at the next meeting.
- e) New roundabout Wignall Street / Bromley Road. Cllr Guglielmi said works had been going on this week including installation of tactiles on either side of Wignall Street close to Parrington Way as it was the shortest distance on the road. This would enable pedestrians to cross the road. He said lines were also being painted on the new roundabout to increase its visibility.
- f) D-Day 80 Commemoration Thursday 6th June. Documents were discussed and it was agreed that Cllr T Barrett would pick up the gazebo from the Council office. It was also agreed that the Clerk would send out an email to all Councillors reminding them of their roles for the night.
- g) Cableway on Summers Park. The Clerk confirmed that this was due to be installed in the next 6 weeks ready for the summer holidays.
- h) Repairs to Seesaw on Summers Park. The Clerk confirmed that this was due to be repaired by the end of the month.
- i) Widening Riverview Pathway. Cllr Thurlow had sent an update to the meeting via the Clerk to say in view of the potential urgent works to the School pathway he had reduced the works to the Riverview pathway and would like agreement for this and the amended quote. It was **resolved** to accept the reduced works to Riverview pathway and the amended quote.
Proposed: Cllr C Guglielmi Seconded: Cllr V Guglielmi
- j) Memorial Bench on School Lane. The Clerk reported that this was ongoing and Cllr Thurlow would update at the next meeting.
- k) Memorial Tree on Cavendish Drive. Cllr C Guglielmi confirmed that a licence application had been submitted. He also confirmed that a memorial cherry tree was to be put on Summers Park. This was agreed.
- l) Tree Planting for D-Day 80 Commemoration. Cllr C Guglielmi confirmed this was ongoing as all three memorial trees would be ordered together.



- m) Tree at 55 School Lane. Cllr C Guglielmi confirmed that he would speak to Essex Highways about this tree to see if it could be removed. He would report at the next meeting.
- n) Resurfacing works at Lawford Green play area. The Clerk confirmed that these were due to take place at the end of the week.
- o) Pathway between Riverview and Manningtree High School. The Clerk confirmed that she was sending a request to HM Land Registry to establish ownership of the land.
- p) Frontage at the Town and Country Development. Cllr T Barrett confirmed he could not confirm whether this request was accepted until the next Mistley Parish Council meeting on 1st July. He would update at the next meeting.
- q) Review of agreement with Lawford Football Club for use of Lawford Green Car Park. It was **resolved** to let this agreement run on. Proposed: Cllr C Guglielmi Seconded: Cllr V Guglielmi
- r) Replacement bin on School Lane playing field. It was **resolved** to accept the quote and replace the concrete bin on School Lane. Proposed: Cllr T Barrett Seconded: Cllr M Kinsmore
- s) Proposed bicycle route from Flatford to Manningtree Station. This was discussed during public participation section of the meeting. See above note.

248/2024 To receive Administration Committee updates:

- a) Council's expenditure
 - i) It was **resolved** to approve the list of expenditure for May 2024. Proposed: Cllr V Guglielmi Seconded: Cllr M Kinsmore

Company	Expense	Amount	VAT	TOTAL
SSE Energy Solutions	Street Lights - March 2024	286.83	21.24	308.07
BT	Office phone	56.22	11.24	67.46
Ogilvie Hall	Monthly Rent for the Parish Office	500.00		500.00
C F Corporate	printer lease			
HM Land Registry	Title Plan	7.00		7.00
HM Land Registry	Land Search	3.00		3.00
HM Land Registry	Land Search	3.00		3.00
HM Land Registry	Land Search	3.00		3.00
Jax First Aid Supplied	10 x high vis jackets with Logo	33.89	6.78	40.67
Salary	Month ending May 2024	1,285.40		1,285.40
LGPS	Month ending May 2024			516.12

HMRC	PAYE payment			
Dependable Dave	Handyman Services	725.00		725.00
VCS Websites Ltd	Support and MS office 365	266.00		266.00
Essex Playing Fields and Children's Play	Entry to BKPF Competition	48.00		48.00
Frankenberg Association	Grant	100.00		100.00
ASL	Printer annual support and printing	243.15	48.63	291.78
Npower	Street Lights - April 2024	65.29	3.26	68.55
Ms A Sallis	Internal audit	275.00		275.00
Police, Fire and Crime Commissioner for Essex	Operation Quasar 24 - 25	5,350.00		5,350.00
Landscape Services	Summers Park	350.00	70.00	420.00
Landscape Services	Playing fields	550.00	110.00	660.00
Landscape Services	Verges	700.00	140.00	840.00
Landscape Services	Playing fields	550.00	110.00	660.00
Landscape Services	Dale Hill	350.00	70.00	420.00
Landscape Services	Waldegrave Way	375.00	75.00	450.00
Landscape Services	Grass cut to verges	700.00	140.00	840.00
	Monthly Spend	12,825.78	806.15	14,148.05

- ii) The bank reconciliation for April 2024 was approved.
- iii) The Bank Statement for April (£54,993.61) was approved.
- iv) Budget variance report. This reported was noted and approved.
- v) Budget showing earmarked reserves report. This report was noted and approved.
- vi) Confirmation of 4th quarter internal audit. This report was noted and approved.
- b) Appointment of Councillor to verify reconciliations. It was **resolved** that Cllr M Kinsmore would perform this role in line with Clause 2.2 of the Financial Regulations. Proposed: Cllr V Guglielmi Seconded: Cllr D Harty.
- c) Grant Request Manningtree has Pride. It was **resolved** to award a grant of £250.00. Proposed: Cllr V Guglielmi, Seconded: Cllr C Guglielmi
- d) Grant Request Rotary Club. It was **resolved** to award a grant of £500.00. Proposed: Cllr C Guglielmi Seconded: Cllr D Harty
- e) Grant Request Dedham Vale National Landscape and Stour Valley Project. It was **resolved** to award a grant of £100.00.
- f) Asset Register. It was agreed that members of the Administration Committee to work on the Asset Register throughout the year so it could be explained to other members of the Council.
- g) Insurance for 2024-2025. It was **resolved** to accept this quote. Proposed: Cllr V Guglielmi Seconded: Cllr M Kinsmore
- h) Review of Parish Clerk Salary. It was **resolved** to increase the Clerk's salary by one SCP point with effect from 1 April 2024. Proposed: Cllr V Guglielmi Seconded: Cllr M Kinsmore.

- i) Review of agreement with Lawford Football Club for use of Lawford Green Football Club.
This was already discussed above at item 247/2024 q.

249/2024 Any Matters for Future Discussion

There were no matters for future discussion.

250/2024 Any Items for information

There were no items for information.

Signature (Chair):

Date: