

Lawford Parish Council



Minutes of a meeting of the Parish Council held in the Small Hall, Ogivlie Hall, Wignall Street, Lawford, CO11 2JG on Monday 20 March 2023 at 6.30pm.

Present: Cllrs T Barrett, B Chester, C Guglielmi, V Guglielmi, D. Harty, M. Kinsmore, G. Payne, V. Pretty, D Thurlow,

116/2023 Apologies for Absence: Cllrs I Miles, B Newman-Wright

117/2023 Minutes of the Previous Meeting held on Monday 20 February 2023 were agreed and approved.

Proposed: Cllr Pretty, Seconded: Cllr Payne

118/2023 Actions from the previous meeting:

<u>HGVs on School Lane</u> Cllr Guglielmi is waiting for the next stage on this signage and would report at the next meeting.	Ongoing
<u>Mapping Project.</u> Cllr Guglielmi to organise maps after the May 2023 Election	Ongoing
<u>Defibrillators</u> Clerk to place order for defibrillator and organise installation	Ongoing
<u>Shield for Beacon</u> to be installed soon	Ongoing
<u>Accounting software</u> Clerk to provide 3 final quotes at next meeting	Ongoing
<u>King's Coronation Event</u> Clerk to arrange planning meeting for working group	Completed
<u>Mile Marker</u> to be installed when painted	Completed
Clerk to add Cllr Thurlow to the Ipswich Building Society signatories	Completed
<u>Street Lighting</u> Clerk to confirm to contractor Phase II has been agreed	Completed
<u>Summers Park Pond Planting</u> Clerk to speak to contractor regarding date for planting	Completed
<u>Summers Park Pond Planting</u> Clerk to speak to TDC regarding watering new plants	Completed
<u>Purchase of VAT Return facility</u> Clerk to purchase	Completed
<u>Purchase of Safeguarding Training</u> Clerk to purchase	Completed
<u>Purchase of Elections Briefing Training</u> Clerk to purchase	Completed
<u>Grant request from Manningtree Earth Festival</u> Clerk to inform group of grant award	Completed
<u>Grant request from Dedham Vale AONB</u> Clerk to inform group of decision	Completed
<u>Riverview pathway</u> Clerk to put on agenda for next meeting	Completed

119/2023 Declarations of Interest:

There were no declarations of interest received.

120/2023 Public Voice:

Representatives from Mermaids Against Sewage attended the meeting and asked the Council for support for their initiative through: writing a letter of support, help with promoting the survey and publicising the launch day on May 27th. This was agreed by the Councillors.

Action: Clerk to draft a letter of support and send to the Chair for Approval

121/2023 Reports and updates

The Councillors' and Police Reports were circulated before the meeting:

- a) The District Councillor – report noted.
- b) The County Councillor's report – report to be provided next month.
- c) Operation Quasar report – report noted.

122/2023 General Items

- a) Annual Parish Council Meeting – it was agreed that the Parish Assembly would now take place on 15 May 2023 and the Full Council and AGM meeting would take place on .
- b) Planning review – no planning applications received for March at this point.
- c) Website and social media review – Cllr Harty updated the meeting saying another podcast was planned and he would update at the next meeting
- d) Public Defibrillator – The Defibrillator had been ordered and once paid after this meeting, would be delivered and installed.
- e) King's Coronation Planning – The briefing paper was discussed and it was agreed the event would start at 8.30pm and lighting with a generator would be needed. It was also agreed that the firework display provider would be Dynamic Fireworks.

Action: Clerk to change start time and order lights and a generator

Action: Clerk to contact Dynamic Fireworks

- f) Five Estuaries Offshore Windfarm Consultation – This was discussed and agreed not to provide a response to this consultation.

123/2023 Public Realm committee:

- a) Bin installation – update from Cllr Thurlow
- b) Mapping exercise – update from Cllr C Guglielmi
- c) Street Lighting. Update from Cllr Thurlow
- d) Summers Park Pond – Update on treatment and planting
- e) Mile Marker- Cllr Thurlow confirmed that was now in place and the meeting agreed the mileage claim for picking up the mile marker.
- f) Shield for Beacon – It was confirmed that this would be installed shortly when weather improved.
- g) Inclusive Play Equipment – this request was discussed and the meeting agreed to a piece of inclusive play equipment being added to one of the play parks. It was also suggested that the resident be invited to the next Public Realm meeting.

Proposed: Cllr Barrett, Seconded: Cllr Pretty

Action: Clerk to find out more about the location and extend invitation to the next Public Realm meeting

- h) Installation of new baby swing – the quote for this work was agreed.

Proposed: Cllr Kinsmore, Seconded: Cllr Pretty

Action: Clerk to place order

- i) Tree Inspection Course – this was discussed and confirmed that Cllrs Thurlow, Chester and Kinsmore would potentially be interested and also agreed the Clerk would ask the Handyman if he would like to take the course.

Action: Clerk to find out costs and times for course

- j) Upgrade to Riverview Pathway – It was agreed that this would be the next project after the new street lighting had been completed.
- k) New dog fouling signage for School Lane – Cllr Thurlow confirmed a site visit to School Lane had taken place and new signage would be drafted for the next meeting's approval.

124/2023 Administration Committee:

- a) Council's expenditure
 - i) The meeting considered and approved the new Npower contract.
Proposed: Cllr Kinsmore Seconded: Cllr Barrett
 - ii) The meeting agreed to the recommendation from the Administration Committee to apply for a Credit Card.
 - iii) The meeting approved the purchase of Rialtas Suite Alpha Financial Management software.
Proposed: Cllr V Pretty, Seconded: Cllr C Guglielmi
Action: Clerk to place order for software
 - iv) The meeting considered and approved quote for 2 x dog fouling signs to be placed off Colchester Road close to the entrance to Waldegrave play area.
Proposed: Cllr Thurlow, Seconded: Cllr Barrett
Action: Clerk to order signage
 - v) The meeting considered and approved a grant to Dedham Vale AONB of £250.00.
Proposed: Cllr C Guglielmi, Seconded: Cllr V Guglielmi
Action: Clerk to inform Dedham Vale AONB
 - vi) A list of expenditure for March 2023 was circulated and approved by the meeting.
 - vii) A bank reconciliation for February 2023 had been circulated and was approved.
 - viii) Cllr Payne verified invoices, confirmed by initialling Expenditure Spreadsheet.
 - ix) Photograph Policy. This updated policy was approved.
Proposed: Cllr C Guglielmi, Seconded: Cllr Barrett
 - x) Press and Media Policy. This updated policy was approved.
Proposed: Cllr C Guglielmi, Seconded: Cllr Barrett
 - xi) Document Retention Policy. This updated policy was approved.
Proposed: Cllr C Guglielmi, Seconded: Cllr Barrett
 - xii) Grant Giving Policy. This updated policy was approved.
Proposed: Cllr C Guglielmi, Seconded: Cllr Barrett
 - xiii) Health & Safety Policy. This updated policy was approved.
Proposed: Cllr C Guglielmi, Seconded: Cllr Barrett
 - xiv) Lone Working Policy. This new policy was approved.
Proposed: Cllr C Guglielmi, Seconded: Cllr Barrett

125/2023 Matters for Future Discussion

There were no matters raised.

126/2023 Items for information

- a) It was agreed that Cllr Harty could order a banner advertising for new councillors to join the council and it would be placed on the fence at Summers Park Pond.
Action: Cllr Harty to order banner

The meeting closed at 8.30pm

Signature (Chair):

Date: