

# Lawford Parish Council



Minutes of the **Annual Meeting of the Parish Council** held on **Monday 15 May 2023** at 6.30pm in the **small hall at Ogilvie Hall**, Wignall Street, Lawford CO11 2JG

## **Present:**

Councillors: Barrett, Chester, C Guglielmi, V Guglielmi, Kinsmore, Newman-Wright, Symon and Thurlow

Clerk: Bridget Tighe

Members of the public. Mr D Harty

## **AM/23/01 Election of a Chairman and Declaration**

- a) A nomination for Cllr V Guglielmi to be appointed as Chairman of the Council for the 2023-24 year was proposed and approved.

**Proposed:** Cllr Kinsmore **Seconded:** Cllr Thurlow **All Agreed**

- b) Cllr V Guglielmi signed the Declaration of Acceptance of Office for position of Chairman of the Council

## **AM/23/02 Election of Vice Chairman and Declaration**

- a) A nomination for Cllr D Thurlow to be appointed as Vice Chairman of the Council for the 2023-24 year was proposed and approved

**Proposed:** Cllr V Guglielmi **Seconded:** Cllr Barrett **All Agreed**

- b) Cllr D Thurlow signed the Declaration of Acceptance of Office for position of Vice Chairman of the Council

**AM/23/03 Apologies for Absence** No apologies for absence were received.

## **AM/23/04 Declaration of Interests**

Councillors were reminded of the requirement to update their Register of Interests:

- Disclosable Pecuniary Interests. Forms to be completed and returned to the Clerk or the Monitoring Officer.
- Other Disclosable Interests related to the meeting – none received.

## **AM/23/05 Minutes of the previous meeting**

The minutes of the previous meeting held on 16 May 2022 were agreed as a true and accurate record.

**Proposed:** Cllr C Guglielmi **Seconded:** Cllr Barratt **All agreed**

## **AM/23/06 Matters arising from the minutes**

There were no matters arising from the previous minutes.

## **AM/23/07 Appointment to Council Committees and Council Representatives**

### **7.1 Administration Committee**

- The Terms of Reference for the Administration Committee were reviewed and adopted by all present

- b. The following Councillors were appointed to the Administration Committee for 2023-24.

- Cllr V Guglielmi
  - Cllr C Guglielmi
  - Cllr Kinsmore
  - Cllr Thurlow

- c. It was agreed that the appointment of the Chairman of the Administration Committee for 2023-24 would take place at the first meeting of the Committee.
- d. It was agreed that the appointment of the Vice-Chairman of the Administration Committee for 2023-24 would take place at the first meeting of the Committee.

### **7.2 Planning Committee**

- a. It was agreed that Cllr Chester would continue to receive 'planning applications received and determined' information from the Clerk. He would go through them and let the Clerk know whether any of them needed to be discussed further. If this was the case the Clerk would put them onto the next Full Council meeting agenda.

### **7.3 Public Realm Committee**

- a. The Terms of Reference for the Public Realm Committee were reviewed and adopted.
- b. Seven Councillors were appointed to the Public Realm Committee for 2023-24 as follows:
  - Cllr Barrett
  - Cllr Chester
  - Cllr C Guglielmi
  - Cllr V Guglielmi
  - Cllr Newman Wright
  - Cllr Thurlow
  - Cllr Symon
- c. It was agreed that the appointment of the Chairman of the Public Realm Committee for 2023-24 would take place at the first meeting of the Committee.
- d. It was agreed that the appointment of the Vice-Chairman of the Public Realm Committee for 2023-24 would take place at the first meeting of the Committee.

### **7.4 Appointment of Council Representatives**

Councillors were appointed as Council representatives on the following organisations:

- a. Leech's Educational Foundation – Cllr Thurlow
- b. Ogilvie Hall Committee – Cllr Kinsmore
- c. Police Liaison – Cllr Newman-Wright
- d. Emergency Planning Committee – Cllr Newman-Wright

### AM/23/08 Council leads

The following leads for Council projects and activities were agreed.

- a. Tree Inspections – Cllr Symon, Cllr Thurlow in partnership with John Glover
- b. School Lane Football Club – Cllr Barrett (Youth representative), Cllr C Guglielmi, Cllr Thurlow
- c. The Council's Facebook page – Cllr Chester, Cllr D Harty when he is co-opted at the next meeting. It was also agreed that the Clerk would access the admin log-in.
- d. There were no other leads named.

### AM/23/09 Council meetings for 2023 - 24

The meeting considered and approved the proposed meeting cycle for the 2023-24.

Council Meeting Dates		May 2023 - May 2024
DATE	MEETING	TIME
25-May-23	Full Council	6.30pm Main Hall, Ogilvie Hall
25-May-23	Parish Assembly	7.30pm Main Hall, Ogilvie Hall
5-Jun-23	Public Realm	6.30pm Meeting Room, LPC Office
19-Jun-23	Full Council	6.30pm Small Hall, Ogilvie Hall
3-Jul-23	Administration	6.30pm Meeting Room, LPC Office
20-Jul-23 ☆	Full Council	6.30pm Small Hall, Ogilvie Hall
14-Aug-23 ☆☆	Public Realm	6.30pm Meeting Room, LPC Office
31-Aug-23 ☆	Full Council	6.30pm Small Hall, Ogilvie Hall
04-Sep-23	Administration	6.30pm, Meeting Room, LPC Office
18-Sep-23	Full Council	6.30pm, Small Hall Ogilvie Hall
02-Oct-23	Public Realm	6.30pm Meeting Room, LPC Office
16-Oct-23	Full Council	6.30pm, Small Hall Ogilvie Hall
06-Nov-23	Administration	6.30pm, Meeting Room, LPC Office
20-Nov-23	Full Council	6.30pm, Small Hall, Ogilvie Hall
04-Dec-23	Public Realm	6.30pm Meeting Room, LPC Office
18-Dec-23	Full Council	6.30pm, Small Hall, Ogilvie Hall
08-Jan-24	Administration	6.30pm, Meeting Room, LPC Office
22-Jan-24	Full Council	6.30pm, Small Hall, Ogilvie Hall
05-Feb-24	Public Realm	6.30pm Meeting Room, LPC Office
19-Feb-24	Full Council	6.30pm, Small Hall, Ogilvie Hall
04-Mar-24	Administration	6.30pm, Meeting Room, LPC Office
18-Mar-24	Full Council	6.30pm, Small Hall, Ogilvie Hall
08-Apr-24	Public Realm	6.30pm Meeting Room, LPC Office
22-Apr-24	Full Council	6.30pm, Small Hall, Ogilvie Hall
09-May-24 ☆	Administration	6.30pm, Meeting Room, LPC Office
23-May-24 ☆	Annual Council	6.30pm, Small Hall, Ogilvie Hall
23-May-24 ☆	Parish Assembly	7.30pm, Main Hall, Ogilvie Hall

Please note the following:

☆ These meetings are taking place on a Thursday.

☆☆ This meeting is on the second Monday of the month rather than the first.

Bank Holidays 2023: Monday 29 May Monday 28 August Monday 25 December Tuesday 26 December	Bank Holidays 2024: Monday 1 January Friday 29 March Monday 1 April Monday 6 May Monday 27 May
---	---

## AM/23/10 Governance

### Direct Debits and Standing Orders

- a. The meeting agreed the variable direct debits and standing orders on the Parish Council's current account as follows:

Name	Payments	Service
Npower	Monthly	Power to streetlights
BT	Monthly	Phone, IT

Ogilvie Hall	Monthly - £500.00	Office premises
CF Corporate Finance	Quarterly - £79.20	Large printer lease
ICO	Annually - £35.00	Data protection fee
GoFile	Annually - £35.94	Submitting VAT returns

### Current account mandate

- b. The signatories on the Council's current account were reviewed and it was agreed take off Cllrs Miles, Payne and Pretty and add Cllr Symon. Signatories will therefore be as follows:

Cllr C Guglielmi  
Cllr V Guglielmi  
Cllr Kinsmore  
Cllr Newman-Wright  
Cllr Thurlow  
Cllr Symon

### Online Banking

- c. The Council's use of online banking for the payment of invoices/salaries via bank transfer and the process of having such transfers reviewed by two Councillors prior to payments leaving the current account was reaffirmed. The three signatories for on-line banking were Cllrs V Guglielmi, Kinsmore and Thurlow.

### Policy Review Schedule

- d. The policy review scheduled was reviewed and agreed. Please see appendix a) with this minute.

### Asset Register

- e. To Council's Asset Register was reviewed and agreed. Please see appendix b) with this minute.

### Insurance cover

- f. Arrangements for insurance cover was reviewed and it was agreed to take up the offer of a long-term agreement of 3 years. It was noted however, that during this

period if items were taken off or added to the policy this may affect the cost.

**AM/23/11. Finance**

End of year Accounts

11.1 The Internal Audit Report for 2022-23 was received and accepted  
**Proposed:** Cllr V Guglielmi **Seconded:** Cllr Thurlow **All agreed**

11.2 The end of year accounts for 2022-23 were received and approved  
**Proposed:** Cllr V Guglielmi **Seconded:** Cllr Thurlow **All agreed**

Annual Governance and Accountability Return [AGAR] 2022-23

11.3 The Section 1 of the AGAR – Annual Governance Statement 2022-23 was approved.  
**Proposed:** Cllr V Guglielmi **Seconded:** Cllr Thurlow **All agreed**

11.4 The Section 2 of the AGAR – Accounting Statements 2022-23 was approved.  
**Proposed:** Cllr V Guglielmi **Seconded:** Cllr Woods **All agreed**

11.5 Anna Sallis was appointed the Internal Auditor for 2023-24

There being no further business the meeting closed at 7.30pm

Signature (Chairman): ..... Date: .....