



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 18th December 2023 at 6.30pm

Present:

Cllr V Guglielmi (Chair)	Cllr D Thurlow (Vice Chair)
Cllr C Guglielmi	Cllr T Barrett
Cllr D Harty	Cllr M Kinsmore
Cllr K Symon	Cllr W Saint James
Cllr B Chester	

In attendance: B Tighe (Clerk)
One member of the public

200/2023 Apologies for Absence No apologies for absence were received.

201/2023 To receive members declarations of interest on items that appear on the agenda.
No declarations of interest were received.

202/2023 Minutes - Minutes of the previous parish council meeting held on Monday 20th November 2023 to be amended to show attendance of Parish Clerk and VAT on expenditure.

203/2023 Public Participation – A member of the public attended the meeting to express concerns regarding the cabling works being carried out at Garden City which is causing considerable disruption. It was agreed that he would send the Clerk an email providing details of the disruption caused which would then be forwarded to Members' Enquiries.

204/2023 To receive reports and updates.

The Councillors and Police Reports were circulated before the meeting.

- The District Councillor – no comments received.
- The County Councillor's report – no comments received.
- Operation Quasar report – no comments received.

205/2023 To receive general updates.

- Planning review - Cllr Chester confirmed that there were no comments required for planning received during the month as all minor applications.
- Website and social media review – Cllr D Harty provided an update on the new website, Cloud Storage and JIRA for Issue Management. It was agreed that councillors would consider the three options and provide feedback to Cllr Harty.
- Response to the Biodiversity Duty 30 October 2023 – it was agreed to consider this at the next meeting of the Public Realm Committee on 5 February 2023.

206/2023 To receive Public Realm committee updates:

- Street Lighting on Coxs Hill. It was **resolved** to accept quotes for cutting back trees, changing streetlights to LED, angling them and setting at keeping on all night.
- Street Lighting on Mill Hill. Cllr Barrett reported that he had met with the resident on Mill Hill. It was agreed that the Clerk would do some research into where new streetlights could be located on this stretch of road.



- c) Solar Street Light on Riverview Pathway – Cllr Thurlow reported that the light was being replaced with another unit to see if this rectified the poor performance.
- d) End of school day traffic on Lawford Green – Cllr Symon reported that it seemed some parents were moderating their behaviour due to the new lines on the road, however, he would continue to monitor.
- e) Mapping project – Cllr C Guglielmi confirmed he was still waiting for the maps.
- f) Discussions with Tendring District Council - grass cutting – Cllr C Guglielmi he was still waiting to hear and a mini-management plan was expected soon.
- g) Repairs to School Lane (surfacing and equipment). It was **resolved** to accept quotes and instruct contractors for:
 - surfacing works
 - decking works
 - replacement of scramble net
- h) Repairs to Waldegrave Way Trim Trail. It was **resolved** to accept this quote and instruct contractor.
- i) Repairs to School Lane roundabout. It was **resolved** to accept this quote and instruct contractor.
- j) New cradle swings at Waldegrave. It was **resolved** to ask the handyman to carry out these works.
- k) Section 106 monies for Manningtree Station. Cllr C Guglielmi confirmed that Section 106 monies had been received and a meeting set up to discuss and he would update at the next meeting.
- l) Tree inspections and hedges. Cllr Thurlow confirmed that this had been completed and it was **resolved** to accept quotes for works required.
- m) Lawford Football Club access to Lawford Green Car Park. The Draft Memorandum of Understanding for the football club's access to Lawford Green car park was agreed and it was **resolved** to ask them to sign a copy and return to the Clerk.
- n) New roundabout Wignall Street / Bromley Road. This was discussed and it was **resolved** to email both the development management team at Essex Highways and the Strategic Development Engineer at Essex County Council.

207/2023 To receive Administration Committee updates:

- a) Council's expenditure
 - i) Expenditure for December 2023. It was **resolved** to approve the expenditure.

Payee		Amount	VAT	Total
SSE Energy Solutions	Streetlights	355.87	54.77	410.64
BT	Office phone	51.72	10.34	62.06
Ogilvie Hall	Parish Office Rental	500.00		500.00
Salary	Month end November 2023	1,777.30		1,777.30
LGPS	Month end November 2023	763.81		763.81
Dependable Dave	Handyman Services	1,055.00		1,055.00
Playquip Leisure	end caps on Riverview	210.00	42.00	252.00
Manningtree Hub	Grant	100.00		100.00

SLCC	Membership	188.00		188.00
CF Corporate Finance Ltd	Printer lease	66.00	13.20	79.20
Evergreen Office Supplies	Office printer	189.95	37.99	227.94
Evergreen Office Supplies	Black bin liners	32.00	6.40	38.40
Landscape Services	Hedge cutting Long Road	100.00	20.00	120.00
Landscape Services	Grass cutting to swales	150.00	30.00	180.00
	Monthly Spend	355.87	214.70	5,754.35

- ii) Bank reconciliation for November 2023. It was **resolved** to approve the reconciliation.
 - iii) Update to bank signatories on Co-op Bank Account. It was **resolved** that Cllr K Symon would become a signatory on this account.
 - iv) Update to bank signatories on Suffolk Building Society Account. It was **resolved** that the Clerk and Cllr K Symon would become signatories on this account.
- b) Adoption of amended Byelaws. It was **resolved** to adopt the amended Byelaws.

208/2023 Any Matters for Future Discussion

For future discussion in 2024

- a) Widening Riverview Pathway. To be discussed in new financial year.
- b) Cableway on Summers Park. To be discussed in new financial year.
- c) Climbing frame on Summers Park. To be discussed in new financial year.
- d) Solar Light pilot project. To be discussed and reviewed at end of winter period.
- e) Manningtree as a Hub. It was agreed that this item would go on future agendas.

209/2023 Any Items for information

There were no items for information.

210/2023 Urgent correspondence received after the agenda

An email had been received from Rose Builders regarding adoption of grass verges on Lawford Green with a deadline to respond of 5th January 2024. This was discussed and it was **resolved** to respond to the email asking for confirmation of a meeting date which had been proposed previously to walk around the area first.

Signature (Chair):

Date: