

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 21 November 2022 at 6.30pm.**

Present:

Cllrs Barratt, C Guglielmi, V Guglielmi (Chair), Harty, Kinsmore, Newman-Wright, Payne, Pretty, Thurlow (Vice-Chair),

73/2023 Apologies for Absence Cllrs Chester, Miles and Coley (District Councillor)

74/2023 Minutes of the Previous Meetings:

a) The minutes of the Council meetings held on **Monday 15 August, Monday 19 September and Monday 17 October 2022** which had been amended were approved.

75/2023 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
Cllr C Guglielmi to share leaflet on climate change with councillors	Ongoing
Clerk to add Cllr Thurlow to the Ipswich Building Society signatories	Ongoing
<u>Shrubs for Summers Park Pond.</u> Cllr C Guglielmi reported he had taken advice on shrubs to replace the fencing and agreed to take forward suggestion of natural hedging to be placed inside the fence.	Ongoing
<u>Mapping project.</u> Cllr Guglielmi to provide populated maps.	Ongoing
<u>Public Access to Defibrillators.</u> The Clerk to put this as an agenda item for the next Public Realm meeting with a view to holding an exploratory discussion with Rose Builders. Cllr V Pretty said the Rotary Club were interested in being a partner in this project.	Complete
<u>Fence surrounding the Summers Park Pond to be treated in the Autumn.</u> Clerk to arrange with handyman. To be discussed at this meeting. Cllr C Guglielmi suggested that instead of treating the fence which was a huge job it might be better to replace with foliage or wildflowers. It was agreed that the Clerk would put this on the agenda for the next Public Realm Meeting to be held on Monday 3 rd October.	Complete
<u>Lawford Church funding.</u> The Clerk to put this as an item on the November Full Council meeting budget agenda and letter to be sent to the Diocese.	Complete
<u>Parking on Colchester Road.</u> The Clerk to send any evidence received from resident to Essex Police regarding.	Complete
Clerk to circulate policies and other documents from the cancelled Administration Committee meeting of 7 th November	Complete
Clerk to write to Mistley and Manningtree Parish Council's to request co-ordination of activities for the Coronation	Complete
Clerk to write to Rose Builders for more details regarding the Bonfire Event and report back to the resident.	Complete

Clerk to put a notice on the website reminding residents to report crime	Complete
Clerk to put Climate Change workshop on Public Realm agenda 5 December 2022	Complete
Clerk to liaise with Lawford Football Club regarding taking over the electricity supply at the Tennis Courts	Complete
Clerk to put the King's Coronation on the Public Realm agenda for 5 Dec	Complete
Clerk to check the correct date for the Shield to go on the Jubilee Beacon.	Complete
Clerk to write to the Diocese of Chelmsford regarding paying half the costs for the structural engineer survey for the tower	Complete

76/2023 Declarations of Interest:

No declarations of interest were received.

77/2023 Public Voice:

- a) No members of the public attended.

78/2023 Reports and updates

The Councillors' and other Reports were circulated when received as follows:

- The District Councillor – no comments received
- The County Councillor's report – no comments received
- TDALC report – draft minutes of the September 2022 meeting were noted. Councillors were asked to let the Clerk know if they wished to attend this meeting as the Council's representative.
- Operation Quasar report – no comments received

79/2023 General Items

- Plastic Free Initiative – update from Cllr Newman-Wright was received. It was agreed that now this initiative was up and running it could be taken off the agenda as a regular item.
- Planning review
- no planning applications had been received during November for Lawford.
- East Anglia GREEN - EIA Scoping Notification and Consultation. This was discussed and Cllr C Guglielmi informed the meeting that Tendring District Council would be composing a consultation response.
- King and Queen's Coronation Saturday 6 May 2023- it was agreed that a working group would be set up to plan for this event and would be discussed at the next Public Realm meeting to be held on 5.12.22
- Christmas Tree Festival – it was agreed that the Council would take part in this festival.
- Items Councillors may wish to raise/discuss.

80/2023 Public Realm committee:

- Bin installation – Cllr Thurlow reported that the bins had been received and he and the handyman were looking at installing two per week
- Mapping exercise – The mapping paper was discussed and Cllr C Guglielmi said he would organise maps populated with assets and circulate to councillors
Action: Cllr Guglielmi to organise maps
- Street Lighting. It was agreed the streetlights would be switched to LED. It was agreed that Cllr Thurlow and the Clerk to go through the list and decide which lights would be changed.
Action: Cllr Thurlow and the Clerk to meet to discuss
- Summers Park Pond – Cllr Thurlow's report was discussed and agreed.
- Summers Park Pond – it was agreed that the fence would only be treated on the two sections either side of the gate.
Action: The Clerk to inform the handyman of the above decision.
- Summers Park Pond – the quote for immediate and longer-term works were agreed.

- Action:** The Clerk to inform contractor of the above decision
- g) Memorial Bench on School Lane – the payment of £589.50+ VAT was agreed.
Action: Cllr Thurlow to inform contractor
- h) Lawford Green Play Park – the quote for works of £750.00 was agreed.
Action: The Clerk to inform contractor
- i) Mile Marker- the quote for works of £400.00 + VAT was agreed
Action: The Clerk to inform contractor
- j) Shield for Beacon – the quote of £765.00 + VAT was agreed
Action: The Clerk to inform contractor
- k) School Lane nettles – this was discussed and it was agreed to look on RentMy.Com for a rotavator and the Parish Council would pay for the clearance.
Action: The Clerk to liaise with the football club
- l) Items Councillors may wish to raise/discuss.

81/2023 Administration Committee:

- a) Budget 2023-24 – discussion and agreement. See attached draft budget paper
- b) Council's expenditure
- i) A list of expenditure for November and a bank reconciliation for October will be circulated prior to the meeting for information
 - ii) A councillor will verify invoices, confirmed by initialling Expenditure Spreadsheet and Invoices with green ink.
- c) Grant applications. The applications from the Manifest Theatre and Manningtree First Responders were discussed and agreed.
Proposed: Cllr C Guglielmi Seconded: Cllr V Guglielmi
Action: Clerk to inform applicants
- d) Pay Agreement 2022 – 23 This was agreed.
- e) Shredding quote – This quote was agreed.
- f) Privacy Policy – This policy was reviewed and agreed.
- g) Publication Scheme – This new policy was discussed and adopted.
- h) Equality & Diversity Policy – This new policy was discussed and adopted.
- i) Dignity at Work Project – For discussion regarding signing up. Please see this link: [Civility and Respect Project \(nalc.gov.uk\)](https://www.nalc.gov.uk/civility-and-respect-project)
- j) Elections May 2023 – key dates. The contents of this document were noted. Councillors asked the Clerk to check whether they had to submit nomination forms by hand to the TDC office.
Action: Clerk to check whether nominations had to be submitted by hand to the TDC office.
- k) Items Councillors may wish to raise/discuss. The Chair brought to the meeting's attention an email that had been received from Manningtree 20's plenty working group. It stated that Manningtree Town Council had voted unanimously to apply to Essex County Council to set about making Manningtree a 20mph zone throughout. This was noted by the meeting.

82/2023 Update ref other Meetings attended, or to be attended, by Councillors.

No updates were received.

Signature (Chair):

Date: