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## **Minutes of the Full Council meeting held in the Small Hall, Oglivie Hall, Wignall Street, Lawford, CO11 2JG on 31<sup>st</sup> August at 6.30pm**

**Present:**

Cllr V Guglielmi (Chair)	Cllr D Thurlow (Vice Chair)
Cllr C Guglielmi	Cllr B Chester
Cllr T Barrett	Cllr B Newman-Wright
Cllr W Saint James	Cllr K Symon

**In attendance:** John Hall, PACE      B. Tighe (Clerk)

### **160/2023 Apologies for Absence**

Apologies for absence were received from Cllr D Harty and accepted by the Council.

### **161/2023 To receive members declarations of interest on items that appear on the agenda**

Declarations of interest were received from Cllrs T Barrett and Cllr D Thurlow for item 166/s

**162/2023 Minutes** – It was **resolved** that the minutes of the Full Council meeting held on Thursday 20 July be approved and signed by the Chair.

**163/2023 Public Participation** – John Hall spoke about the Community Solar Energy Scheme for the Manningtree, Mistley and Lawford area. It was **resolved** that the Parish Council would publish this scheme on its website and noticeboards.

### **164/2023 Reports and updates.**

The Councillors and Police Reports were circulated before the meeting.

- The District Councillor – report noted.
- The County Councillor's report – report noted.
- Operation Quasar report – report noted.

### **165/2023 General updates.**

- Planning review - Cllr Chester reported that there were no planning application concerns and no comments required.
- Website and social media review – Cllr D Harty had sent a written update saying that podcasts had slowed over the summer period but would be picking up again in September.
- Photography competition – Cllr D Harty had sent a written update saying the final competition was closing 1<sup>st</sup> September and whilst entries had been few the feedback had been very positive. Cllr V Guglielmi said she appreciated Cllr Harty's work on this project and would like to promote all the winning entries in some way.
- Norwich to Tilbury Consultation Round 2 - Cllr C Guglielmi's response to this consultation had previously been circulated and he reminded councillors of the meeting at Ardleigh Village Hall on Friday 15<sup>th</sup> September at 19.00
- Code of Conduct Training – Cllr C Guglielmi and Cllr T Barrett said that this training was well worth attending and encouraged councillors to attend when dates became available.
- Manningtree Station car park extension – this was discussed and it was **resolved** that Cllr Barrett would draft a response based on the outcome of the discussion for sending to the enforcement team at Tendring District Council.

# Lawford Parish Council



## 166/2023 Public Realm committee updates:

- a) Public Defibrillator – Cllr Guglielmi confirmed that Rose Builders were due to install the defibrillator imminently.
- b) Street Lighting. Cllr Thurlow updated the meeting. There was some discussion and reticence regarding installing solar lighting and it was **resolved** that Cllr Thurlow would ask the contractor to attend a meeting so councillors could ask him questions and he could expand on how solar lighting performed.
- c) Upgrade to Riverview Pathway – Cllr D Thurlow explained that this work would take place in the next financial year.
- d) New dog fouling signage for School Lane – Cllr T Barrett reported that dog fouling had recently increased on the football pitches, and it was **resolved** that the clerk would chase the signage to be installed as soon as possible.
- e) Byelaws – Cllr D Thurlow reported that this was currently in the consultation period and once finished would be sent to the Secretary of State for sign off.
- f) New memorial benches Summers Park and Cox's Hill –Cllr Thurlow reported that one was being delivered 1.9.23 to School Lane and the other shortly afterwards.
- g) Bin installation – Cllr Thurlow reported that this was now complete.
- h) End of school day traffic on Lawford Green – Cllr Symon reported that now the schools were returning he would continue to monitor to see how things go and report back at the next meeting.
- m) Potholes – Cllr C Guglielmi confirmed that these had been reported and works started.
- n) Mapping Project – Cllrs C Guglielmi provided a summary of the project with areas of responsibility and papers would be sent out after the meeting for agreement.
- o) Discussions with Tendring District Council - grass cutting Lawford Dale – Cllr C Guglielmi confirmed that a meeting had taken place with Tendring District Council regarding Lawford Parish Council taking on grass cutting for Lawford for a commuted sum. He would update at the next meeting with progress.
- p) Priority at Manningtree Station Bridge. This was discussed and it was **resolved** that Cllr C Guglielmi would ask Highways for a technical response to the reasons for the priority decision.
- q) Riverview Play Area – It was **resolved** to accept the quote and proceed with the required works. Cllr T Barrett remarked that in view of the anti-social behaviour taking place in the play parks and the costs the council was incurring as a result, the council should consider taking some action. It was **resolved** to look into installing decoy cameras as a deterrent.
- r) Waldegrave Play Area – It was **resolved** to accept the quote and proceed with the required works.
- s) Installation of fence at Football Club – Cllr Thurlow informed the meeting that Lawford Football Club would like permission to put a permanent fence at the front of the pavilion so the club could put temporary advertising on it on match days. It was **resolved** to give permission for this request.

## 167/2023 Administration Committee updates:

- a) Council's expenditure
  - i) A list of expenditure for August 2023 was circulated. It was **resolved** that the following payments be approved.

Direct Debits		Amount	VAT	£
Npower Business Solutions	Street Lights A0010421283	38.21	2.04	40.25
Npower Business Solutions	Street Lights - A0009232471	336.17	17.94	354.11
BT	Office phone	51.87	10.37	62.24

Ogilvie Hall	Monthly Rent for the Parish Office	500.00		500.00
<b>Items for BACS payment</b>				
Salary	Month ending August 2023	1,208.94		1,208.94
LGPS	Month ending August 2023	485.16		485.16
HMRC	Inland Revenue			
Dependable Dave	Handyman Services	720.00		720.00
Lawford Church	Grant	6,836.00		6,836.00
Tendring District Council	Play park inspections	329.70		329.70
Playquip Leisure	New nest swing	5,217.00	1,043.40	6,260.40
Landscape Services	Inv. 2696 - Acer on Queensway	80.00	16.00	96.00
Landscape Services	Inv. 2709 - Grass cut to verges	660.00	132.00	792.00
Landscape Services	Inv. 2703 - Playing fields	522.50	104.50	627.00
Landscape Services	Inv. 2704 Summers Park	330.00	66.00	396.00
Landscape Services	Inv. 2712 Hugerford L / Garden City	70.00	14.00	84.00
Landscape Services	Inv. 2713 - Lower branches Riverview	90.00	18.00	108.00
Landscape Services	Inv. 2714 - Playing fields	522.50	104.50	627.00
PKF Littlejohn LLP	External Audit	420.00	84.00	504.00
Signs Made Easy	Rewilding and Summers Park	317.30	63.46	380.76
ASL Ltd	Printing	11.79	2.36	14.15
NBB Recycled Furniture	Memorial seat and plaque	457.20	91.44	548.64
NBB Recycled Furniture	Memorial seat and plaque	662.00	132.40	794.40
Tendring District Council	Twice weekly bin collection	104.20		104.20
In Touch Magazine	Advertising Byelaws	108.00	21.60	129.60
		<b>Monthly Spend</b>	<b>20,078.54</b>	<b>1,924.01</b>
				<b>22,002.55</b>

- ii) A bank reconciliation for July 2023 was circulated. It was **resolved** that the reconciliation for July 2023 be approved.
- b) External and Internal Audits. The Clerk reported that the external audit for 2022-23 was now concluded and the Quarter 1 internal audit had also been concluded.
- c) Rialtas Accounting Software. The Clerk reported that this was now set up and in future financial reports would be from the new system.

- d) Grant application from BASICS Essex. This was discussed and it was **resolved** to award no grant on this occasion.
- e) Training - budgeting basics. It was **resolved** to agree this quote for training.
- f) Training – Understanding quotes, tenders and contract management. It was **resolved** to agree this quote for training.

**168/2023 Matters for Future Discussion**

There were none.

**169/2023 Items for information**

There were no items for information.

**Signature (Chair):**

**Date:**