

Lawford Parish Council



Minutes of a meeting of the Parish Council held in the Wignall Room, Ogivlie Hall, Wignall Street, Lawford, CO11 2JG on Thursday 25 May 2023 at 6.30pm.

Present: Cllrs V Guglielmi, C Guglielmi, K Symon, T. Barrett, B. Chester

138/2023 Apologies for Absence received from Cllrs Mark Kinsmore, Ben Newman-Wright, Dave Thurlow

139/2023 Minutes of the Previous Meeting:

- a) The minutes of the Council meeting held on **Monday 17 April 2023** were approved.
Proposed: Cllr C Guglielmi Seconded: Cllr K Symon

140/2023 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>New dog fouling signage for School Lane</u> – New signage to be ordered	Ongoing
<u>Shield for Beacon</u> to be installed soon	Complete
<u>Accounting software</u> Clerk to provide 3 final quotes at next meeting	Complete
<u>King's Coronation</u> – Clerk to order generator, lights and speak to Fireworks Company	Complete
<u>Application for Credit Card</u> – waiting for signatures to proceed with application	Complete
<u>Mermaids Against Sewage</u> – Clerk to draft letter of support	Complete
<u>Riverview pathway</u> Clerk to put on agenda for next meeting	Complete
<u>Inclusive play equipment</u> - Clerk to find out more about the location and extend invitation to the next Public Realm meeting	Complete
<u>Tree Inspection Course</u> – Clerk to find out times and dates	Complete
<u>Order for banner promoting volunteer opportunities in the Council</u>	Complete

141/2023 Declarations of Interest:

Cllr C Guglielmi declared an interest in item 146/2023 a) as he was receiving back monies which he had expended for the King's Coronation event.

142/2023 Public Voice:

- a) Wendy St James applied to become a member of the Parish Council. This was agreed by all and the Clerk was asked to proceed with the Co-option process.

Proposed: Cllr V Guglielmi Seconded: Cllr C Guglielmi

Action: Clerk to Co-opt Wendy St James to the Council

143/2023 Reports and updates

The Councillors and Police Reports are circulated when they become available.

- a) The District Councillor – no report received.
b) The County Councillor's report – the report was discussed, and it was agreed that councillors would send the Clerk all instances of potholes they found so these could be forwarded to Essex Highways.

Action: Clerk to compile list of potholes

- c) Operation Quasar report – no report received.

144/2023 General Items

- a) Co-option of new Councillor – it was agreed to Co-opt Daniel Harty as a Parish Council.

Proposed: Cllr V Guglielmi Seconded: Cllr C Guglielmi

Action: Clerk to Co-opt Daniel Harty to the Council

- b) Planning review - Cllr Chester updated the meeting and it was agreed to object to planning application 23/00605/FUL.

Proposed: Cllr B Chester Seconded: Cllr C Guglielmi

Action: Clerk to submit objection to Planning

- c) Website and social media review – Daniel Harty reported that podcasts continued to be going well. He asked if he could move the banner from Summers Park to another location and it was agreed to move it to the gate on School Lane. It was also agreed that he could open an Instagram Account for the Council.

Action: D. Harty to move banner and create an Instagram Account for the Council

- d) Photography competition – this was discussed, and it was agreed that D. Harty would proceed with actioning a School Holiday Photo Competition and update the Council at the next meeting. It was also agreed that prizes would be vouchers.

Action: D. Harty to action and update at next meeting.

- e) Public Defibrillator – Cllr Guglielmi reported he was waiting for a date from the electrician.

- f) North Falls Offshore Wind Farm – Cllr Guglielmi informed the meeting that he was attending an event in Great Bentley regarding this initiative and would report back at the next meeting.

Action: Cllr Guglielmi to update the Council at the next meeting.

- g) CCTV – The Clerk reported that the CCTV had been installed on Riverview and she was waiting to hear how long it would be up as it was a temporary measure. It was agreed that the Clerk would ask the police for an update.

Action: Clerk to ask the police for an update.

145/2023 Public Realm committee:

- a) Street Lighting. It was agreed that the contractor could go ahead with Phase III.

Proposed: Cllr C Guglielmi Seconded: Cllr T Barrett

- b) Summers Park Pond – It was reported that the treatment on the gate had been completed on approximately 1 metre either side of the gate. Cllr B Chester said the plants should be monitored to ensure that they provided an adequate barrier before the fence was allowed to rot as the fence was there as a barrier to stopping people entering the pond. It was agreed that the plants would be monitored.

- c) Upgrade to Riverview Pathway – Cllr D Thurlow was not present at this meeting.

- d) New dog fouling signage for School Lane – It was agreed to purchase new signage for School Lane to see how it was received.

Action – Clerk to action and update at next meeting

- e) Byelaws – the Clerk reported that these had now been submitted and decision awaited.
- f) Lawford Football Club Pitch Maintenance Agreement – it was agreed to sign the Site Owner and Site User Grass Pitch Maintenance Agreement. Cllr V Guglielmi signed the document at the meeting.

Action: Clerk to send signed agreement to Lawford Football Club

146/2023 Administration Committee:

- a) Council's expenditure
 - i) A list of expenditure for May 2023 was circulated prior to the meeting and was agreed.
 - ii) A bank reconciliation for April 2023 was circulated prior to the meeting.
 - iii) Cllr B Chester verified invoices, confirmed by initialling Expenditure Spreadsheet and Invoices with green ink at the meeting.
- b) Grant request. The grant request from the Rotary Club was discussed and agreed to award £500.00.

Proposed: Cllr C Guglielmi Seconded: Cllr T Barrett
- c) Grant request from Lawford Football Club for contribution to replacement lights in the dressing rooms. This was discussed and agreed to award £850.00.

Proposed: Cllr C Guglielmi Seconded: Cllr K Symon
- d) Grant request from Lawford Football Club for a Pitch Maintenance Grant. This item was duplicated from item 145/2023 f) above.
- e) Agreement for Direct Debit Mandate for Credit Card. This was agreed by all and signed at the meeting by Cllr V Guglielmi.

Proposed: Cllr V Guglielmi Seconded: Cllr T Barrett
- f) To approve Section 2 of the AGAR – Accounting Statements 2022-23. This was agreed by all and signed at the meeting by Cllr V Guglielmi

Proposed: Cllr C Guglielmi Seconded: Cllr T Barrett
- g) Offer to purchase speaker and microphone. This was discussed but declined as the Councillors would like a more modern speaker.
- h) New Code of Conduct. This was discussed and agreed it would be adopted by the Parish Council.

Proposed: Cllr V Guglielmi Seconded: Cllr B Chester
- i) Register of Personal Interest Forms. These forms were noted by those present and signed at the meeting.

147/2023 Matters for Future Discussion

- a) Works to mini-roundabout on Wignall Street – to be discussed at Public Realm meeting 5.6.23.
- b) Suggestion of Skatepark / Zip Wire – to be discussed at Public Realm meeting 5.6.23
- c) Bin installation – to be discussed at Public Realm meeting 5.6.23

148/2023 Items for information

- a) Cllr K Symon reported that he had been approached by a local resident who is concerned about the traffic on Lawford Green at the end of the school day. The resident has seen cars driving on the pavement to avoid the traffic. This was discussed and agreed that the Clerk would contact the School and the police about this matter.

Action: Clerk to contact both the school and the police.

Signature (Chair):

Date: