



**Minutes of the Lawford Parish Council meeting held in the Main Hall, Ogilvie Hall, Wignall Street, Lawford, CO11 2JG on Monday 16 July 2018 at 7.15pm.**

**Present:**

Councillor – V Guglielmi (Chair), C Langstone, Baker, Woods, Smith, Adcock-Jones, Miles and Pretty

**Also in attendance:**

Clerk: Mrs Peachey

0 Members of the press

4 Member of the public

**Apologies:**

Councillors C Guglielmi, Brown and Elkin

**22/1819 Minutes of the Previous Meetings:**

The minutes of the meeting held on **Monday 18 June 2018** were approved

**Proposed:** Cllr Payne **Seconded:** Cllr Langstone **Agreed**

**23/1819 Actions from the previous meeting:**

Report on Actions and Progress:

Clerk to post cheques	Completed
Specials - suggestion Manningtree and Mistley be approached and a meeting arranged to discuss further, and that Les Hawkins also be invited	Completed
The residents Action Group set up to fight Gladman Homes requested funds to fight Gladman Homes. To Finance Committee	Completed
LPC formulate its objection ref the proposed Gladman Homes development when the appeal date is known. <i>Take to planning.</i> <b>Note:</b> the committee awaits the date of the appeal to formulate its response.	Completed
It was proposed the lights not be disconnected at School Lane Tennis Courts and the quote provided be accepted. <i>Clerk to renew contract</i>	Completed
Clerk to advise PIPS Trees & Landscaping ref removal of tree at School Lane	Completed
Clerk to advise Lawford Football Club ref LPC's approval to use School Lane recreation ground for the Annual '5 a Side' football match on 8 July 2018.	Completed
Following issues with parking at Riverview the Contractor requested a 'No Parking' sign be put in place. Approved. <i>Clerk to organise</i>	Completed
Proposed Alan Coley is co-opted to sit on the Emergency Planning Committee. <i>Clerk to contact Mr Coley</i> <b>Note:</b> Mr Coley has accepted	Completed
Clerk requested to confirm dates with EALC to run the Chairman's course locally. <b>Note:</b> now arranged for Monday 13 <sup>th</sup> August 2018	Completed
It was proposed that a member of the Finance Committee be on the FFF Committee for the next event. <i>To finance Committee.</i> <b>Note:</b> Cllr Pretty has volunteered to stand on the committee for the next event	Completed
Cllr Pretty advised work on Ogilvie Hall will be starting on 27 July 2018 and requested information regarding council offering short term funding be clarified. <i>To Finance Committee</i>	Completed
Cllr C Guglielmi proposed that the Clerk write to the headmistress (Miss Morris) of Manningtree High	Completed

School showing support for getting a roof on the swimming pool.	(school email used)
LPC's Website: It was proposed a member from each of the Personnel, Finance and Amenities Committee form a working group to investigate. <i>To the three committees for volunteers. Note:</i> Cllrs Langstone and Brown have volunteered from Finance and Personnel Committees	Amenities remaining
<b>From May Meeting</b>	
GDPR – to appoint LCPAS as DPO <b>Note: legislation/guidelines may be amended and Parish Councils may not now have to appoint a DPO therefore no action taken at this time</b>	Remains Ongoing
Update of new Code of Conduct following the review by Personnel, Policies and Regulations	Ongoing

#### 24/1819 Declarations of Interest:

- a) Cllr V Pretty – item 26/1819 b) Ogilvie Hall (on Ogilvie Hall Committee)
- b) Cllr Woods – item 26/1819 d) Planning Course
- c) Cllr Baker – item 26/1819 a) Cllr is providing assistance to the action group.

#### 25/1819 Public Voice:

- a) Report from Mr Roberts who recently returned from Gorkha, Nepal; Mr Roberts spent 2.5 months volunteering with Raleigh International to improve the quality of life for some of the country's poorest people. Volunteers worked to achieve a positive sustainable change, focusing on water, hygiene, sanitation and small business development. Part of the volunteering programme includes 'Action at Home' – using the skills he acquired/improved while in Nepal to make a difference in Britain after he returned from Nepal. Mr Roberts intends to use the skills he acquired to help change attitudes to global issues and climate change. He wants to spread awareness of the global issues, making people conscious of the impact their actions have on the world. To make people aware of UN17 – 17 goals set by the United Nations in 2015 for sustainable development. To have a Forum for prioritising issues, sharing ideas and finally an Action Group to put the ideas into practice. *Councillors suggested Mr Roberts contact schools/Scouts/Guides to give a talk about his experiences and goals. Also that he provide an article and photographs for the council's Facebook page*
  - b) **David Blackiston M.B.E** provided information on the Community Speed watch in order to seek support from council;
    - i. Supported by Essex Police and run by volunteers
    - ii. They do not receive funding
    - iii. The concept is education not prosecution
    - iv. They work at 31 locations with a further 11 to be reviewed. Within Lawford two spots on Wignall Street, one on Long Road and one on Cox's Hill have been identified as problematic.
    - v. Volunteers are trained by Essex Highways
    - vi. 2-3 volunteers are deployed at a location. Information is sent to Essex Police and warning letters are sent out. 1<sup>st</sup> letter provides information, for repeat offenders a 2<sup>nd</sup> letter will be stronger and a 3<sup>rd</sup> event a police officer or PCSO will visit the offender.
    - vii. Police Officers sometimes accompany the volunteers
    - viii. The Wignall room has been booked for training on Saturday 4 August 2018
1. *Councillors asked how volunteers were attracted* **Response; facebook/word of mouth**
  2. *Cllr Langstone asked his thoughts about a VAS* **Response; the VAS gives people a nudge**
  3. *Councillors asked if they received abuse* **Response; very rarely but bodycams are worn and any abuse it is passed to the police to deal with**
  4. *Councillors requested feedback from the identified spots in Lawford*
  5. *Is there an age restriction on volunteers* **Response; 18 and above**

Cllr Baker proposed council supported the initiative and that it paid £20 for the hire of the Wignall Room on 4 August 2018 **Proposed: Cllr Baker Seconded: Cllr Smith Agreed**

- c) Council were informed that Manningtree Museum and the Local History Group are holding an exhibition of Neolithic Pottery, Flint Tools and more, excavated from the 4000 year old Lawford Tye Timber Circle. There will be talks, walks and a display with free entry and refreshments. The event will be held on Thursday 19 July 2018 from 6-8pm and is suitable for all ages.
- d) Update from Action Group against the proposed Gladman Homes development; the group has raised half of the required funding and will continue to raise funds. They have appointed a planning advisor and are waiting for the date of the appeal to be announced.
- e) **Reports from:**
  - The **District Councillor**
  - The **County Councillor** – report circulated
  - **Crime report** received from Cllr Baker

*All reports will be published on the website and can be obtained from the office by prior request*

## **26/1819 Finance: (Minutes circulated with Agenda)**

- a) **For information:** to facilitate councillors who have other commitments it was suggested the time of the Finance and Personnel Committees be swapped – Personnel to be held at 7pm and Finance at 8pm. This was accepted as a sensible solution to the existing conflict.
- b) Request for funding from the Action Group fighting Gladman Homes. *Concern was raised at the Finance Committee meeting that council could contribute to a 'Fighting Fund' and the Clerk was requested to make enquiries of the EALC and the Ardleigh Clerk (Ardleigh having also fought Gladman Homes).* **Update:** Clerk has been advised Ardleigh did not provide funds to their Action Group as it was not felt appropriate. Response awaited from EALC. **Proposed** that council do not contribute to the fund.

**Proposed:** Cllr Adcock-Jones **Seconded:** Cllr Pretty **Agreed**

**Note:** Cllr Baker abstained from voting

**Note:** representatives from the group were in attendance and therefore aware of the above decision.

- c) Request from Ogilvie Hall for emergency funding (if needed) - it was **proposed** the maximum council would provide as emergency funding would be £5,000.00 over a period of 2years at an interest rate of 2%. This would be on condition that a business plan is provided to council evidencing ability to repay. It was also **proposed** Ogilvie Hall pay for the legal contract to be drawn up. *(Business plan provided and circulated with Agenda)* **Council agreed** to lending the funds if required, however work is scheduled to begin on 27 July 2018 and as time is short the Clerk was requested to contact Birkett Long LLP regarding the drawing up of a contract and the cost be advised to Council and the Ogilvie Hall Management Committee.

**Proposed:** Cllr V Guglielmi **Seconded:** Cllr Smith **Agreed**

**Action – Clerk to contact Birkett Long LLP and to advise Ogilvie Hall**

**Note:** Cllr Pretty abstained from voting

- d) Request from Cllr woods to attend a Planning taster or course. **It was proposed this be agreed.**

**Proposed:** Cllr Smith **Seconded:** Cllr Pretty **Agreed**

**Note:** Cllr Woods abstained from voting

- e) **For approval - received since finance meeting,** renewal of the lighting contract with A&J *(scanned documents circulated prior to meeting)* renewal required before the next Finance Meeting.

### **Terms of the contract:**

- A) Biennial visit - all lights to be cleaned and tested for correct function and general visual inspection with a written report. Obvious worn or broken parts replaced. Prices of replacement parts provided.
- B) Reported outage – aim to attend within 48hrs of reporting
- C) Council agrees to pay fixed prices for the full contract Term (A+B+C as identified on the contract) £12.50 per light £1,337.50
- D) Fixed price for call outs in 2018 that are not included in A, B or C: Call out for any one visit £65.00. Replacement parts charged as per list provided.
- E) Tree trimming is company practice and will be charged according to size, A&J have no means of disposal of foliage

Should either party wish to terminate the agreement a minimum of 3months notification is required. In the event of termination by LPC, A&J Lighting reserves the right to charge for the current years fees in full.

**Proposed** the contract be renewed

**Proposed:** Cllr Miles **Seconded:** Cllr Langstone **Agreed**

**Action – Clerk to return agreement**

- f) **Proposal the office computer be upgraded** – having spoken to Entire Computers they have taken information about the system and suggest all that is required is to update with Windows 10 and add more RAM – cost £85.00 Windows 10 will make the system more efficient (currently Windows 7 is installed) and the additional RAM faster. **Proposed:** Cllr Langstone **Seconded:** Cllr Pretty **Agreed**

**Action – Clerk to arrange**

- g) **A list of expenditure approved by Council.**

Direct Debits		
E-on Energy	Street Lights – Unmetered Supply	£ 334.87
BT	Office Communications	£ 48.67
Ogilvie Hall	Monthly Rent for the Parish Office	£ 300.00
E-on Energy	Tennis Courts	£ 7.81
Items of Expenditure to be approved and cheques signed by Councillors		
Monthly Salaries	Staff payments	£ 1,081.68
Inland Revenue	Now paid quarterly	£ 231.70
Ogilvie Hall	Hall rental	£ 66.00
Dave Childs	Handyman	£ 256.50
Clerk	Expenses for travelling to Dunmow - CILCA	£ 36.89
Landscape Services	Grass Cutting Inv. 634/647/657	£ 2,448.00
	<b>Monthly spend</b>	<b>£ 4,812.12</b>
FFF Expenditure		
Mistley Village Hall	Hire for FFF	£ 200.00
	<b>Spend</b>	<b>£ 200.00</b>

**Proposed:** Cllr Smith **Seconded:** Cllr Payne **Agreed**

**Action - Clerk to post Cheques**

#### 27/1819 Planning: (Minutes circulated with Agenda)

- a) **Date of appeal remains unknown;** Council's comments to the Grange Road Appeal will be formulated at next Planning Committee meeting and held in abeyance until the date of the appeal is known. Individuals are urged to respond with comments. **Action – to Planning Committee**

#### b) Received 2/07/18

(Viewed by Planning Committee and for formal approval)

**18/01047/FUL - The Kings Arms, Wignall Street, Lawford.** Proposed first Floor Extension

**No objection Proposed:** Cllr Payne **Seconded:** Cllr Miles **Agreed**

#### 28/1819 Highways and Transport: (No meeting held since last Full Council)

**For Information:** Clerk has made enquiries of EALC ref a repeat of the course held last year (tutored by ECC Highway) which explained the LHP system and how works were managed

#### 29/1819 Amenities: (No meeting held since last Full Council)

- a) Request from Manningtree to gauge interest/appetite for creating a **promotional video** of the area which could be pinned to the councils' face-book pages and web pages, promoting our area online in terms of tourism and rejuvenation (email circulated with agenda). **Following a short discussion it was decided this should go to the next Amenities Committee meeting for a fuller discussion and then to the Finance Committee** **Action – to Amenities Committee**

- c) **For Information; Website Working Party** – Cllrs Brown and Langstone have volunteered from Finance and Personnel.
  - d) **Received from Rose Builders** – In accordance with paragraph 1.2.3 of schedule 3 of the s106 Rose Builders offer to transfer various areas (*see scanned letter, plans available at the meeting*) for £1. Also in accordance with paragraph 4.1 of the Schedule 4 of the s106 Rose Builders serve the Community Building and Offer Notice on LPC. **Action - Request to take to Planning**
- For information:** Handing over of Strawberry Fields Play area will take place on Thursday 19 July 2018 at 10am. Schools have been invited

**30/1819 Personnel, Policies and Regulations: (Minutes circulated with Agenda)**

- a) Suggestion Councillors receive agenda's /minutes for committees other than those they sit on. *It was **proposed** the process be left as is.* **Proposed:** Cllr Miles **Seconded:** Cllr Smith **Agreed**
- b) It was **proposed** that a 'floating' 6hours overtime per month, paid at the standard rate, be available to the Clerk should it be needed, and that for audit purposes the Clerk would email Chair and Vice Chair when leaving the office if using the 'floating overtime'. This to be reviewed at Clerks review in 2019. **Proposed:** Cllr Langstone **Seconded:** Cllr Baker **Agreed**
- c) **For Information:** Chairman's Training – arranged for the evening of 13 August 2018 and to date Cllrs Langstone, Brown, Pretty, Woods, Adcock-Jones and Miles have confirmed attendance. **Note:** Cllr Pretty cannot now attend. Cllr Payne will be on holiday but has requested a copy of the course notes. **Action**
- d) Public Speaking in Committees - it was **proposed** this be managed by the Chair of Committee **Proposed:** Cllr Langstone **Seconded:** Cllr Pretty **Agreed**

**31/1819 Other Meetings Attended by Councillors**

The Transport Liaison Group meeting will be held on 26 July 2018

**There being no further business the meeting ended at 8.54 pm.**

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