

Lawford Parish Council



You are hereby summoned to attend a **meeting of the Parish Council to be held in the Main Hall, Venture Centre on Monday 16 May 2022 at 7.00pm.**

Clerk to the Council: Bridget Tighe

AGENDA

011/2023 Apologies for Absence

012/2023 Minutes of the Previous Meeting:

To approve the minutes of the Council meeting held on **Tuesday 19 April 2022**

013/2023 Actions from the previous meeting:

Cheques. Clerk to post	Complete
Removal of green waste at Dixon Close and the bottom of Station Road. Cllr C Guglielmi offered to speak to TDC's Open Spaces officer as the land in question is the responsibility of TDC. CG reported he had met with the Head of Open Space to discuss and was waiting for an update.	Ongoing
Tree planting on TDC land. Cllr C Guglielmi will approach TDC for permission	Ongoing
Field gate to the pond/drainage overflow at Summers Park. Cllr Thurlow to chase second quote	Ongoing
Quotes for removal of bins on Summers Park. Cllr C Guglielmi to chase.	Ongoing
Tree planting for Queen's Jubilee. Clerk to organise plaque	Ongoing
Hops Farm Beer Festival 6.8.22. Cllr C Guglielmi to provide update from discussion at SAG meeting	Ongoing
Encroaching trees on Gainsborough Drive. Clerk to send letter when address received.	Ongoing
Mapping project. Cllrs C Guglielmi and Thurlow to provide an update. It was agreed at the Public Realm meeting of 4.4.22 that Cllr Thurlow would re-send maps to Cllr Guglielmi	Ongoing
Joining the Local Government Pension Scheme. Clerk to action	Ongoing

014/2023 Declarations of Interest:

Parish Councillors are invited to declare any interest they may have in relation to Agenda Items.

015/2023 Public Voice:

Members of the public may speak for 3 minutes each.

016/2023 Reports and updates

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

- a) The District Councillor – see attached report

- b) The County Councillor's report – see attached report
- c) TDALC report – to be circulated when received
- d) Operation Quasar report – see attached report

017/2023 Beacon Lighting Ceremony Thursday 2nd June at 9.45pm

- a) Official programme for the evening (see attached official guidance)
- b) Attendance, roles and responsibilities
- c) Promoting the event including guest invitations – see attached draft
- d) Entertainment - suggestions
- e) Health & Safety (see attached guidance)
- f) Equipment and other items required - suggestions

018/2023 General Items

- a) Items Councillors may wish to raise/discuss.

019/2023 Public Realm committee:

- a) Update regarding 2 quotes to supply and fit 5ft timber field gate to the pond/drainage overflow at Summers Park.
- b) Update on works to Riverview Car Park.
- c) Update on the Queen's Jubilee Celebrations. Cllr Barrett
- d) Update on quotes received for removal of bins on Summers Park. Cllr C Guglielmi
- e) To agree area for First Registration of School Lane Land. (see attached plan)
- f) To agree policy for requests for memorial benches on School Lane. (see attached draft from Cllr Thurlow).
- g) To consider a request for a memorial bench on School Lane Football Field. (see attached)
- h) To consider request from Lawford Football Club. (see attached memo).
- i) To consider two options and approve costings for repairs to Lawford Green Play area. (see attached)
- j) Items Councillors may wish to raise/discuss.

020/2023 Administration Committee:

- a) Council's expenditure
 - i) A list of expenditure will be circulated prior to the meeting for information. [expenditure sheet and reconciliation to follow]
 - ii) In line with audit guidelines (*approved at Full council August 2018*) prior to the signing of cheques a councillor verifies invoices, and the prepared cheques agree, confirmed by initialling Expenditure Spreadsheet, Cheques, and Invoices with green ink.
- b) To accept and adopt the Disciplinary and Grievance Policies which were reviewed by the Administration Committee on 3 May 2022. (See attached)
- c) To accept recommendation of Administrative Committee for costings from Fisher Jones Greenwood for work on First Registration of Lawford Recreation Ground (see attached)
- d) Items Councillors may wish to raise/discuss.

021/2023 Update ref other Meetings attended, or to be attended, by Councillors.

Signature (Clerk): *B Tighe*

Date: 11 May 2022