

Lawford Parish Council



Minutes of the Lawford Parish Council Meeting held via Zoom on Monday 16 November 2020 at 7.15pm.

Members of the public were welcome to attend, and links were emailed to those requesting to attend. Requests had to be received by 11am on the morning of the meeting.

Clerk to Council: Mrs Peachey

Please remember Parish Council meetings are held in open session and are recorded. Comments made by councillors and the public may be reported in the media.

Present:

Councillors C Guglielmi (Host) (*Left to attend a meeting at 8.30pm*), Cllr Adcock-Jones (Chair) Payne, Pretty, Kinsmore, Thurlow, V Guglielmi (*Left meeting at 8.23pm due to an earlier operation*), Miles, Barrett, Newman-Wright and Cllr Woods (*Joined 19.41 having had technical issues*)

Clerk: Mrs Peachey (Co-Host)

Also in attendance

1 Member of the public

Apologies:

151/2020 Minutes of the Previous Meetings:

The minutes of the Council meeting held on **19 October 2020** were approved.

Proposed: Cllr C Guglielmi **Seconded:** Cllr Payne **Agreed**
Clerk will deliver minutes to Chair for signing

152/2020 Actions from the previous meeting:

Clerk to post cheques	Completed
Clerk to compose a statement in conjunction with Cllr C Guglielmi for publishing on website & Facebook that advises the car park is ready for use.	Completed
Clerk to contact Mr Duchars advising him of council's decision to allow a coffee van to be sited at School Lane car park during the week and seek his thoughts about siting the coffee van at weekends.	Completed
Solicitors quotes to put in place an agreement between LPC & Lawford C of E Primary School had been circulated to the Car Park Working Group. Decision to made as to who to appoint	On Agenda
Cllr Adcock-Jones to compose letter to send to resident's ref cutting back foliage	Ongoing
20/01184/COUNOT to be discussed further at the Planning Meeting on 2 November 2020.	Completed

153/2020 Declarations of Interest:

- Cllr C Guglielmi – a) Zoom subscription paid on behalf of Council
- b) item 156/2020 this is part of his Portfolio as District Councillor
- Cllr Adcock-Jones – item 157/2020 e) i) is employed by Sparlings Solicitors

154/2020 Public Voice:

No members of the public wished to speak during Public Voice.

155/2020 Reports were circulated as they became available and published on council's Website:

- a) The District Councillor
- b) The County Councillor
- c) Crime report

156/2020 Riverview Purchase:

To formally agree the amended Transfer Deed (*email circulated*)

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

Cllr C Guglielmi abstained from voting having declared an interest

157/2020 Administration Committee: (Minutes of the meeting held 2/11/20 circulated)

- a) Grant request from Age Concern – Viv Dawson gave an account of how residents had benefitted from Age Concern and the work it does, advising it is wholly dependent on Grant Funding and donations. Age Concern provides help for those in the later years of their life and had helped 33 residents in Lawford, providing help for those socially isolated, a befriending service which introduces and helps people to obtain services such as Blue Badge, carers, attendance allowance, welfare services and so on. Pre pandemic this would be carried out face to face but now via the telephone, which is more difficult. They also provide services, information, and assistance for those suffering with, or helping those with, Dementia and courses for those wishing to learn more about the condition and how to act around those with Dementia. This is an important service. Age UK Suffolk had to close due to lack of funding and Age Concern has expanded considerably over the last year because of need. In 2018 they employed 3 staff and now have 25 staff (not all are full time) and 214 volunteers providing a whole suite of services.

Cllr C Guglielmi felt it was refreshing that people were benefitting from their services. He expressed interest in the Dementia Awareness session to give greater understanding about how to communicate and act with those that have Dementia. Viv Dawson said she would ask the organisations Dementia Co-ordinator to contact the Clerk regarding the awareness course.

Cllr Pretty, as Chairman of Crossroads, has done a virtual Dementia awareness course, which she found to be very informative. It was proposed that a £500 Grant be given to Age Concern

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

Action - Clerk

- b) **Given formal approval:** Cllr Pretty advised the Clerk should have been receiving an allowance for working from home of £70 per month, to cover heating and lighting. To be backdated to April.

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

- c) **Agree 2021 - 2022 Budget (copies posted and emailed to all councillors)**

Proposed: Cllr Pretty **Seconded:** Cllr Miles **Agreed**

Ref items d) and e) below following discussion 2021/22 projects and suggested additional expenditure for 2020/21 were agreed in principle – those able to be approved will be voted on, the remainder to be discussed in detail at either the next Public Realm or Administration meeting.

Proposed: Cllr C Guglielmi **Seconded:** Cllr Miles **Agree**

17.41pm Cllr Woods joined the meeting

- d) **Agree 2021 - 2022 Projects (to be funded from reserves and Grants)** approved in principle and to be discussed in detail at the Public Realm meeting on 7 December 2020 **Action - Clerk**

- e) **Review the suggested Projects/Expenditure (below)** that fall outside the agreed 2020/21 budget to determine projects Council wish to approve spend/completion

Note: some approved projects will of necessity be completed later into 2021, when the correct conditions prevail

Cllr Woods took the Chair as Cllr Adcock-Jones had declared an interest.

- i) Appoint solicitor to put in place Agreement between Lawford Parish council and Lawford C of E School, ref Lawford Green Car Park (*emails circulated*)

Birkett Long £1,520.00 - £1,900.00 + vat

FJG £750.00 - £1000.00 + vat

Sparlings - £600.00 + vat

Cllr Guglielmi asked Cllr Adcock-Jones to give his view on what work the different quotes covered. Cllr Adcock-Jones believed they ranged from only putting in place the agreement to dealing with the entire process of negotiating terms and putting in place the agreement. Cllr C Guglielmi reiterated that much time was put into broadly agreeing Heads of Terms, therefore Council do not need an appointed solicitor to negotiate terms, only to put in place the agreement. The main points of the agreement were insurance of the site, which will be LPC's responsibility, the school will have 40 spaces in front of school, the council 4 spaces at the far end of the car park, a one-way system will be in place. The school's Resource Committee were due to discuss the terms and come back to Council but to date no response has been received. Clerk requested to contact the school.

Action - Clerk

It was felt that given Heads of Terms had been agreed it was proposed Sparlings Solicitors be appointed to put in place the agreement.

Proposed: Cllr Pretty **Seconded:** Cllr Kinsmore **Agreed**
Cllr Adcock-Jones abstained from voting

Action - Clerk

Cllr Adcock-Jones resumed position of Chair

- ii) Appoint Surveyor to provide Insurance Reinstatement Valuation for the Pavilion and War Memorial, as requested by council's insurers

Fenn Wright £600 + vat £600.00 + vat for Football Pavilion only - suggested a stonemason for the War Memorial

Nicholas Percival £575.00 + vat for both Pavilion & War Memorial

It was proposed Nicholas Percival be appointed to provide a Reinstatement Valuation for the Pavilion and War Memorial

Proposed: Cllr Pretty **Seconded:** Cllr Miles **Agreed**
Action Clerk

For information: Clerk has arranged a phone call with Ross Bullard of Came & Co to go through the Asset Register and determine what, if any, increases should be made for Council's other assets. This has been carried out face to face in previous years, but not now possible due to COVID.

For information: Any additional Car Parks, Play Areas or land acquired/to be acquired, at Summers Park, Lawford Green or anywhere else in Lawford, are covered under council's current policy no amendments are required.

- iii) Agree to proceed with repairs to Play equipment in School Lane (as outlined in the earlier inspection report) Playquip £9,251.00 (Waldegrave & Riverview repairs already approved)

Given the cost Cllr C Guglielmi suggested enquiries be made as to the cost of replacing as opposed to spending money to repair.

Clerk will enquire about the options available, but to speed up necessary repairs if other options were not viable it was proposed the spend be approved with approval being given to carry out repairs that become necessary on the monitored equipment, without coming back to council.

Quote approved £40,443.00

Proposed: Cllr Pretty **Seconded:** Cllr V Guglielmi **Agreed**
Action - Clerk

For information:

Sovereign total for urgent repairs and those to be monitored £43,838.16)

Other companies have advised they do not repair equipment they did not install.

- iv) Agree on layout of signs for School Lane and who is to provide them

Signs Made Easy, Aluminium composite sign panels, printed and gloss laminated - A3

Supplied as flat panels / predrilled holes - £29.00 + vat

Supplied with metal fence/railing fixings - £29.00 + vat

Supplied with fixings for lamp columns - £38.00 + vat each

Design Clark £270.00 + vat (*Email circulated for visuals*)

It was proposed Signs Made Easy be engaged.

Proposed: Cllr Kinsmore **Seconded:** Cllr C Guglielmi **Agreed**
Action - Clerk

fine concrete and timber garden products
(use class B1(c)).

- ii) **20/01415/LUPROP** Single storey flat roof rear extension. 160 Colchester Road
Mr Jason Dunne Lawford, CO11 2BP

b) Applications Received 09/11/20

- i) **20/01454/FUL** Proposed steel portal framed agricultural 77 Hungerdown Lane
Mr James Wallis building 12.2m by 9.2. m. Lawford, CO11 2LX
- ii) **20/01472/FUL** Proposed single storey rear extension. 3 Strawberry Avenue
Thompson Lawford, CO11 2DR

No objection to any of the above applications

Proposed: Cllr Payne **Seconded:** Cllr Newman-Wright **Agreed
Action - Clerk**

c) Applications Determined

20/00935/OUT	Mr and Mrs Allin	Proposed erection	Land adjacent 55
Approval - Full		of one dwelling.	Harwich Road,
30.10.2020 Delegated Decision			Lawford, CO11 2LS

159/2020 Public Realm:

- a) **Update:** Cllr C Guglielmi ref gates between Lawford Green Car Park & Lawford School and the possibility of opening the car park for use by parents. *No update available at the meeting*
- b) **For information:** permission having been granted to site a mobile Coffee Van at School Lane during the week, the Football Club were consulted about weekends and will be confirming weekends when Football games will not be played, and the Coffee van can be sited on those weekends. Clerk will be advised of the dates.

160/2020 Other Meetings attended, or to be attended, by Councillors

Request from a resident for access over Waldegrave recreation ground to reduce his trees.

**Clerk will approve under delegated authority
Action**

The next Full Council Meeting is scheduled for **Monday 21 December 2020** – details will be confirmed on Council's Website.

Signature (Chairman):**Date:**