



You are hereby summoned to attend a meeting of the **Administration Committee** to be held **virtually via Zoom on Monday 6 July 2020 7.30 p.m.**

Members of the public were welcome to attend. Requests for the link and password to join the meeting to have been received by 11am on the day of the meeting to [clerk@lawfordpc.org.uk](mailto:clerk@lawfordpc.org.uk)

**Clerk to the Council:** Mrs Peachey

### MINUTES

**1. Present**

Councillors Adcock-Jones (Chair) Woods, C Guglielmi (Host), Payne, Kinsmore and Miles.  
Cllr V Guglielmi – observing (left meeting at 8.05pm)  
Clerk: Mrs Peachey (Co-host)

**Apologies**

None

**2. Minutes of the last meeting:**

Minutes of the Administration Committee Meeting held on **2/03/2020** was agreed as a true record

**Proposed:** Cllr Adcock-Jones **Seconded:** Cllr Kinsmore **Agreed**  
*(Clerk will deliver minutes to chair for signing)*

**3. Actions from the previous meetings:**

*Clerk to obtain 2 further quotes to purchase and install a defibrillator and take to Full Council* **Completed**

**4. Declarations of interest:**

Cllr Adcock-Jones item 5 d) (wife works for the solicitor' providing the quote)

**5. Financial and related matters:**

a) **For Information:** Monthly Reconciliation for April and May completed.

b) **For information:** Yearend Audit completed

c) **Annual Governance and Accountability** return completed, reviewed and signed by council's auditor and Circulated with agenda for information (to be approved by Full Council and signed)

d) **Grant Funding the Churchyard** – cost of drafting an agreement complying with the terms of the Open Spaces Act. Estimated time between 4-6hrs at an hourly rate for the initial draft of £260 + VAT £1,400.00 - £1,560.00 + VAT.

*It was agreed council would not pursue the drafting of an agreement and would provide the Church with a Grant to maintain the Churchyard. It was also agreed Council would backdate the Grant to 2019 providing the church with a grant in 2020 of £5,500.00*

**Proposed:** Cllr C Guglielmi **Seconded:** Cllr Woods **Agreed**

**Note:** Cllr Adcock-Jones **abstained** – **conflict of interest**

**Action: To full Council**

e) **Grant Funding requests;**

- i. **Lawford Church** – Sue Jones see item 5 d) £5,500.00
- ii. **Manningtree Christmas Market** – Penny Myers. Based on last year's expenditure Amount requested £552.50
- iii. **Royal British Legion** - Sharon Robinson. For note, if the Remembrance Sunday Service goes ahead (Covid) Mrs Robinson would have provided council with two wreaths this year – VE Celebrations & Remembrance Day. Previous grant funding £100.00
- iv. **Acorn Village** – Kate Williams. No amount specified
- v. **AONB Dedham Vale Project** – Simon Amstutz. To support projects carried out by AONB. No amount specified.

*Providing grants to all the above was agreed. Amounts for Items 5 e) iv) and v) to be determined. It was also agreed the Church grant be backdated taking into account the declined grant for 2019.*

**Proposed:** Cllr Miles **Seconded:** Cllr Woods **Agreed**

- f) **Insurance:** general review of Asset Register to be undertaken and to include reinstatement Valuation of the Sports Club and War Memorial (requested by insurers when meetings resume). **See item 5 g)**

- g) **Insurance:** School Lane Car Park – review level of cover

*Following discussion, the clerk will consult the Insurance company for both a date by which they require this information and if they are able to supply an officer to provide valuations.* **Action: Clerk**

- h) **Play Equipment Inspection** - items identified for repair; **discuss quotes.**

Riverview	immediate action £6,065.00	to monitor £	286.00
Waldegrave Way	immediate action £4,371.00	to monitor £	308.00
School Lane	immediate action £9,251.00	to monitor £	21,941.00

*Given the cost of repairing the above, it is proposed a budget for both completion of all identified issues and ongoing maintenance be set aside at council's budget review in October 2020. It is suggested Riverview and Waldegrave Way be serviced as soon as is possible (Clerk to discuss with Playquip and report to council)*

*School Lane to be fenced off so that it cannot be accessed, both the small low fenced area and the individual items until funds are identified to carry out the work. It is suggested the clerk approach Tending Tool Hire for suitable fencing.* **Proposed:** Cllr Adcock-Jones **Seconded** Cllr Kinsmore **Agreed**

**Action - Clerk**

- i) **For agreement;** reimbursing Councillors using standard landline telephones to access council meetings using Zoom. **Proposed:** Cllr Adcock-Jones **Seconded:** Cllr Woods **Agreed**

- j) **New savings account** – list circulated, however, council may wish to defer as the Riverview Purchase could require funds to be paid out shortly, and currently this can be actioned from councils current account, without withdrawal from its savings. *It was agreed the funds should be left in council's account.* **Proposed:** Cllr Adcock-Jones **Seconded:** Cllr C Guglielmi **Agreed**

- k) **Discuss:** Milton Road/Lawford School tree problem and the way forward ref: Cllr C Guglielmi (Generally a Public Realm item, but the matter is urgent, and a meeting will not take place until 3 August 2020)

*Cllr C Guglielmi provided background information to the above issue and advised has made a formal complaint. It is suggested this be linked to council's agreement regarding the use of the new car park and the maintenance thereof given it will be in the sole use of the school until the builders complete the new offices. It is suggested a legal agreement of maintenance be put in place and solicitors are appointed for this purpose. Cllr C Guglielmi will provide information and the Clerk will seek quotes prior to the Full Council meeting, for discussion at the meeting.* **Action - Cllr C Guglielmi and Clerk**

**To Full Council**

6. **Personnel:**

- a) **For information:** Cllr Woods is undertaking the online Health & Wellbeing Training and the Clerk is undertaking the Phishing training.

b) **Handyman**; review of weekly hours given the additional work and maintenance he is carrying out, and to review the work he is expected to undertake. (relates to item 6 c) below). *It was agreed Mr Childs is carrying out a great deal of additional work and has gained the confidence and respect of those in the village. It is proposed his hours be increased to 10 per week. Following the resolution of item 6c) below the clerk will then discuss further his hours to ensure they are adequate to carry out the work identified.*

**Proposed:** Cllr Adcock-Jones **Seconded:** Cllr C Guglielmi **Agreed**

c) Keeping a register of council's responsibilities for current and future reference, identifying all items/areas council is responsible for maintaining (relates to item 6 b) above)  
*It was agreed a register be set up to identify the areas council is to be responsible for. Council is continually being requested to repair/clear/trim/ areas that should not be its responsibility or is a 'grey' area due to lack of direction. Many of these areas should be kept clear by residents of the properties bordering roads or paths. It is suggested council mailshot every property regarding overhanging bushes/trees that are causing obstruction, advising they are residents' responsibility and not council's responsibility and if not kept clear council will have them cut and the cost retrieved from the resident. It is suggested a working group be set up to compile the register and given the complexity this go to Full Council for further discussion.* **Action – to Full Council**

**7. Legal Updates:**

Circulated with Agenda

**8. Matters to be raised by members for the next agenda:**

Following the stopping of meetings due to Covid 19 – Clerk to review and advise council, taking into account the Budget meeting.

The next meeting is scheduled for **7 September 2020**

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