

## Lawford Parish Council



### Minutes of the Lawford Parish Council Meeting held in the Main Halls at The Venture Centre Lawford on Monday 20 December 2021 at 7.00 p.m.

The Centre's Covid guidelines were observed

Acting Clerk: Mr A Lee

**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 Woods (Vice-Chair), Barrett, Chester, Kinsmore, Newman Wright, Payne, Pretty and Thurlow  
Acting Clerk: Mr A Lee  
Two Members of the public

#### 76/2021 Apologies for Absence

CLRs V. Guglielmi, C. Guglielmi and Miles

#### 77/2021 Minutes of the Previous Meeting:

Minutes of the Council meeting held on **15 November 2021** were agreed.

**Proposed:** Cllr Pretty **Seconded:** Cllr Newman Wright **Agreed**

#### 78/2021 Actions from the previous meeting:

Clerk to post cheques	Completed
It was agreed to add the review of the Council's notices at all Council land – to the Public Realm meeting in December.	Overlooked in error and included on this Full Council Agenda item 84/2021 b)
Cllr C Guglielmi to circulate a previous pledge letter relating to Lawford Football Club and the grounds.	To be circulated
It was agreed that a complaints log be devised to record each stage of a reported problem. The Acting Clerk was asked to create a Log to record problems with overgrown / overhanging trees.	Completed (For note: a complaints log has existed for some years)
Plastic waste from a previous tree planting exercise left behind houses in Dixon Close. Cllr V Guglielmi offered to investigate further.	Unknown

#### 79/2021 Declarations of Interest:

There were none.

#### 80/2021 Public Voice:

Members of the public may speak for 3 minutes each.

(1) A Manningtree resident sought the Council's views on the possible revising of the Lawford, Manningtree and Mistley guide that was previously published in 2009. She had been in contact with the graphic designer

about layout, as well the Manningtree District Business Chamber about the inclusion of local businesses and services advertising, which would fund the publication. She explained that a copy would be issued to all households as well as for the new houses as part of a welcome pack. It was possible an online version could be published and updated regularly. She intended to canvass the views of the Town Council and Parish Councils, as well as seek their input on local services, facts and figures. Cllr Woods thanked her for speaking and explained that the Council would be discussing the matter under item 82/2021 (b). It was agreed that the Clerk would contact her about the Council's deliberations (the first member of the public departed at 19.10).  
**Action: Clerk**

(2) A resident from Colchester Road spoke about the commencement of digging work and ensuing noise at the swimming pool adjacent to Manningtree High School. She explained that no one had been notified about what was going on and she hoped that the Council might be able to tell her something. Cllr Woods thanked her for speaking and explained that the Council had not been notified about the work and suggested that she contact the Manningtree High School. Cllr Thurlow reported that according to social media, the swimming pool was being removed and the space utilised for a carpark. The resident had recently been in Dedham where she noted that the litter bins had sticker labels reminding dog owners to clear up after their dogs. She suggested that the Council took a similar measure to counter the problem with the disposal of dog faeces in Lawford.

### 81/2021 Reports and updates

Councillors and Police Reports are circulated when they become available and where possible published on Council's Website

- a) The District Councillor
- b) The County Councillor's report and update on highways and other issues related to LPC – Acting Clerk to circulate the report to Councillors.  
**Action: Acting Clerk**
- c) Tendring District Association of Local Councils  
Cllr Newman Wright gave a summary of the main issues discussed at the meeting held on 24 November (copies of which had been circulated) and added that the Council's annual subscription would probably be increasing for the coming year.
- d) Operation Quasar, crime report (*not received*)  
Cllr Kinsmore expressed concern about the lack of local information in the county-wide Police Report. The Council needed information on matters that had relevance for the local community. At the previous meeting held on 15 November, Sarah Latchford of Essex Police had reassured the Council that a crime report under Operation Quasar, would be circulated each month. Cllr Wood suggested that Cllr C. Guglielmi would probably want to enquire about the absence of a crime report for December.

### 82/2021 General Items:

- a) Queen's Jubilee – reference event with Manningtree Town and Mistley Parish Councils following e-mail received from Manningtree Town Council (e-mail circulated and *see below*)

Cllr Woods proposed that owing to the sensitivity of this item, that it ought to be discussed after excluding the public (*The Public Bodies Section 1 (2) (Admission to Meetings Act 1960) and the Local Government Act 1972 Sections 100 and 102 (amended 2014)*).

**Proposed: Cllr Thurlow Seconded: Cllr Pretty Agreed**

- b) To discuss producing a Lawford, Manningtree and Mistley guide (e-mail circulated and see *item 80/2021 (1) above*).

Following a discussion, Councillors agreed that Lawford should participate and provide information for inclusion in the revised guide.

**83/2021 Administration Committee:**

- a) Council's Precept  
Noted.
- b) Approve meeting dates 2022  
Noted and approved.
- c) Items Councillors may wish to raise / discuss  
There were none.
- d) Council's expenditure
- i) A list of expenditure was circulated prior to the meeting for information.
  - 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.

**Proposed:** Cllr Barrett **Seconded:** Cllr Payne **Agreed**

**84/2021 Update ref other Meetings attended, or to be attended, by Councillors**

- a) Further review of Council's byelaws (*Cllr Thurlow*)  
Cllr Thurlow had circulated the proposed changes and requested that comments from Councillors be sent to him by mid-January. It was agreed to add the review of the Council's byelaws to the Public Realm meeting in February. **Action: Clerk**
- b) Review Council's notices at all Council land (*Cllr Thurlow*)  
Cllr Thurlow reported that this work was still in progress.
- c) Items Councillors may wish to raise / discuss
- i) litter bins  
Cllr Thurlow reported on the review meeting he had with Tendring District Council's Officer, Jon Hamlet about the Council's litter bins. Those litter bins previously emptied by the handyman would now be emptied by Tendring District Council, plus several would be re-sited for users and also to ease collection. Cllr Kinsmore enquired about the frequency of collection. Cllr Thurlow explained that collection was currently made on Mondays and Thursdays, and that any changes would need to be negotiated under a future contract.
  - ii) Colchester Road car park  
Cllr Thurlow explained that the Council was seeking grants towards re-surface the car park and to remove the fencing, although it would be necessary to leave a 1.5-metre gap for the Essex Way. A grant was being sought from Tendring District Council, although it would need to be used by March

2022. Cllr Chester expressed concern about water run-off onto paths. Cllr Thurlow suggested that he discuss this issue with Cllr Chester after the meeting.

iii) overgrown trees and shrubs

Cllr Chester enquired about the Council's approach to dealing with the problem of overhanging trees and shrubs. Cllr Pretty explained that the Council had adopted three proforma letters that could be used to request residents to cut back overhanging trees and shrubs from their gardens to within the boundary of their property.

iv) tree-planting

Cllr Woods reported that Cllr V. Guglielmi had informed her that the community tree-planting event in Owl's Flight Dell had gone well.

v) replacement Clerk

Cllr Woods announced that Bridget Tighe had been offered and had accepted the job as Clerk.

**85/2021 Update ref other Meetings attended, or to be attended, by Councillors**

There were none.

(The second member of public departed at 19.49)

**82/2021**

- a) Queen's Jubilee – reference event with Manningtree Town and Mistley Parish Councils following e-mail received from Manningtree Town Council (e-mail circulated and *see above*)

Cllr Woods explained the background to the decision of representatives of Manningtree Town Council to withdraw from the Platinum Jubilee Community Celebrations Working Group, but confirming that their Council would provide financial support to the community celebration. Cllr Barrett reported that the scheduled meeting of the Working Group on 7 December had been cancelled, with another meeting planned for mid-January. Councillors considered that it was important for Lawford to be involved, but were uncomfortable about the comments that had led to Manningtree Town Council's decision. Councillors agreed that following a discussion, Lawford wanted to continue to be involved in the joint community project and to provide financial support, but had also noted the unseemly and inappropriate comments.

**Proposed:** Cllr Barrett **Seconded:** Cllr Pretty **Agreed**

**Action:** Clerk to reply to Manningtree Town Council's Clerk's e-mail in those terms

**The meeting ended at 20.07 p.m.**

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