

Lawford Parish Council



Minutes of the Lawford Parish Council Meeting held in the Main Halls at The Venture Centre Lawford on Monday 15 November 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 V Guglielmi (Chair), Woods, Pretty, Kinsmore, C Guglielmi, Newman Wright, Thurlow and Payne and Barrett

Acting Clerk: Mr A Lee

Sarah Latchford (Essex Police)

No Member(s) of the public

67/2021 Apologies for Absence

Cllrs Chester and Miles

68/2021 Minutes of the Previous Meeting:

Minutes of the Council meeting held on **18 October 2021** were agreed.

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

69/2021 Actions from the previous meeting:

Clerk to post cheques	Completed
To discuss dogs not on leads at School Lane - to Public Realm	Ongoing - to Public Realm December meeting
Cllr C Guglielmi to take up Operation Quasar with Inspector Martin Richards	Completed
Administration Committee to deal with advertising for a Clerk/RFO following the Clerks move to Norfolk and subsequent resignation.	Completed
Clerk to advise Rose Builders regarding covering the bins and contact TDC ref installing bins outside the play area and TDC emptying them. Copy in Cllr C Guglielmi	Completed
It was agreed Council would revisit where bins are sited outside the area of Summers Park play area. To Public Realm	Ongoing - to Public Realm December meeting
Clerk to send Landscape Services email address to Cllr C Guglielmi so that he and Mr Glover can investigate issues raised by a resident in relation to a Staghorn Sumac	Completed
Cllr C Guglielmi suggested the request from Little Pumpkins be taken to Public Realm	Ongoing - to Public Realm December meeting

70/2021 Declarations of Interest:

There were none.

71/2021 Public Voice:

Members of the public may speak for 3minutes each.

Sarah Latchford from Essex Police explained that Sergeant Vanessa Moss had asked her to give out copies of the report for Lawford between 1 October and 11 November, together with a summary of activities undertaken by a PCSO during a 4-hour patrol on 13 November. Sarah Latchford confirmed that in one of the items mentioned, Essex Police had successfully arrested a suspect for handling stolen goods. Sarah Latchford explained that Sergeant Vanessa Moss had not been aware that reports were not being sent and this was attributable to a communication issue. Cllr C Guglielmi thanked Sarah Latchford for the oral and written reports.

Cllr C Guglielmi raised the issue about incorrect information about criminal activity in Lawford being disseminated by a member of Essex Police who had moved to the locality. Cllr C Guglielmi requested that feedback on the action taken in this matter would be appreciated, as the Council enjoyed a good working relationship with Essex Police. Cllr C Guglielmi enquired whether Essex Police could let the Council know when Councillors could accompany Essex Police Officers on foot and vehicle patrols. Cllr Payne raised the issue of speeding and the use of the Community Speed Watch. Sarah Latchford explained that the Covid-19 had impacted on activities but these would eventually return. Cllr C Guglielmi raised a problem about the zebra crossing outside Lawford Primary School and the need for recruiting a new Lollipop Warden, as the last one had resigned following abuse and threats from motorists. It seemed that morning traffic was the worst. Cllr V Guglielmi thanked Sarah Latchford for attending the meeting (who departed at 19.20).

72/2021 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

Cllr C Guglielmi explained that there had been mixed comments about the Grange Road footpath. In reply to Cllr Payne's concern about damage caused by heavy goods vehicles in Bromley Road, Cllr C Guglielmi had asked for junction protection to be installed and that signs would be moved after the junction had eventually been remodelled. A Scheme had gone to the Local Highways Panel, in which the Council's four lights along Cox's Hill would be moved from their current sites to the footpath. Cllr Payne suggested that trees could be trimmed back to maximise the splay of the lighting. Cllr. C Guglielmi confirmed that Tendring District Council undertook to cut back foliage on behalf of Essex County Council. Cllr C Guglielmi had also agreed the Local Highways Panel Officer's suggestion about lowering the speed limit from 60 mph to 40 mph eventually along the length of Cox's Hill, and he will be submitting a Scheme to get this underway.

Cllrs C and V Guglielmi and Thurlow had met with Lawford Football Club's representatives and consequently proposed to give a 100-year lease, plus a rent review every 10-years. Cllr C Guglielmi added that the new lease would make explicit provision for Lawford Football Club to have sole use of the land, and that anyone else would need to seek the Council's approval to use the land for commercial gain. Cllr Thurlow recalled there already being such a requirement in the current bye-laws. It was agreed to add the review of the Council's notices at all Council land to the Public Realm meeting in December.

Action: Clerk

Cllr C Guglielmi reminded Council of its previous Pledge Letter, without actually committing any sums, but for the Council to support the Lawford Football Club.

Action: Cllr C Guglielmi to circulate

c) Operation Quasar, crime report (*circulated when received*)

The report was distributed by Sarah Latchford (see item 71/2021 above).

73/2021 Administration Committee:

- a) Agree Council's Budget

The Council noted that adjustments had been made and reflected its plans for the next financial year.

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

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

Clerk's Job Description and Job Advert

Cllr. Woods had drafted the wording for the Clerk's Job Advert and Cllr Thurlow had drafted the Clerk's Job Description – both had been circulated prior to the meeting. It was agreed that: the job be advertised from 19 November and the closing date be 30 November; to be advertised in the Harwich and Manningtree Standard, on the Council website, and on the Essex Association of Local Councils' website; the point of contact be the Chairman, using her Tendring District Councillor's e-mail address; members of the Administration Committee would undertake the sifting and interviewing of applicants.

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

- c) 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 C Guglielmi **Seconded:** Cllr Woods **Agreed**

74/2021 Public Realm committee:

- a) For approval - draft Letters for notifying residents of the requirement to deal with overgrown vegetation (*Ref: Cllr Pretty*)

Cllr Barrett was thanked for drafting 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. It was agreed that the three letters be approved for future use by the Clerk. It was also agreed that a complaints log be devised to record each stage of a reported problem. **Action: Acting Clerk to create a Log**

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

- b) For discussion/approval request by a resident to install a Memorial Bench (*Ref: Cllr Thurlow*)

Cllr Thurlow reported the outcome of his meeting with the resident and their choice of bench (circulated by e-mail) and the site. Cllr Thurlow suggested that the Parish Council order the bench and install it and then recover the necessary cost from the resident. The site chosen was off School Lane at the far end near the footpath overlooking the house where the resident's father had previously lived.

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

c) Discuss clearing the area behind 15, 17 and 19 Dixon close (*see circulated email trail*)

Cllr C Guglielmi explained that he had brought this matter, raised by a former Lawford Parish Councillor, at the Tendring Local Highway Panel meeting. It was agreed that Cllrs C Guglielmi and Thurlow meet with Tendring District Councillor Officer, Leon Woodrow. Cllr Pretty raised the problem of the plastic waste generated from a previous tree planting which created hazards for small fauna. Cllr V Guglielmi offered to investigate further.

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

d) Items Councillors may wish to raise/discuss

Cllr C Guglielmi reported that following repairs to a sewage leak in Strawberry Avenue the repairs had left the site in a poor state. Cllr C Guglielmi to write to Rose Builders to put down matting. Cllr C Guglielmi had recently inspected the growing hole under the railway and reported it to Essex Highways. If nothing gets done then he will raise the problem with Terry Knights at Essex County Council. Cllr C Guglielmi had made a video of the loose drain cover at Cox's Hill roundabout and reported the problem. If nothing is done then he will report it to the next surgery.

75/2021 Update ref other Meetings attended, or to be attended, by Councillors

Cllr Thurlow announced that he would be meeting with Tendring District Council Officer Jon Hamlet to tour and inspect the litter bins sited around the Parish. Cllr C Guglielmi reiterated that the Council had agreed to new bins: at the bus stop near Lawford Primary School; opposite Manningtree High School; and in Long Road.

Cllr Thurlow reminded Councillors that the Parish's bye-laws needed to be updated and that he would circulate drafts for comments.

Cllr Newman Wright announced that the next meeting of the Tendring District Association of Local Councils was being held on 24 November and would report back at the next meeting of the Parish Council.

Cllr Barrett summarised the main points from the last meeting of the three Parishes' combined Queen's Jubilee celebration. The event would be held at the Welcome Home Field, Mistley on Saturday 4 June 2022, with daytime activities for children and evening activities for adults, concluding with a firework display at 22.00. The aim was to generate a small footprint and so there would be parking provision only for the disabled and for most people to travel there by foot. The next meeting would be held on 7 December. Cllr C Guglielmi suggested that Cllr Barrett raise the possibility of the three Parishes providing a circular shuttle bus service.

Cllr Pretty announced that the Ogilvie Hall Management Committee would be holding a meeting in December.

The meeting ended at 20.35 p.m.

Signature (Chairman): **Date:**