



**Clerk to the Council:** Bridget Tighe  
Council Offices, Ogilvie Hall, Wignall Street, Lawford CO11 2JG, Tel: 01206 395898  
Email: [clerk@lawfordpc.org.uk](mailto:clerk@lawfordpc.org.uk)

**Minutes of a meeting of the Parish Council held in the Small Hall, Ogilvie Hall, Wignall Street, Lawford, CO11 2JG on Monday 19<sup>th</sup> February at 6.30pm**

**Present:**

Cllr V Guglielmi	Cllr G Guglielmi
Cllr D Thurlow	Cllr B Chester
Cllr M Kinsmore	Cllr K Symon
Cllr T Barrett	Cllr W Saint James

**In attendance:** B. Tighe (Clerk)

**220/2024 Apologies for Absence** Apologies were received from Cllr D Harty and approve by the Chair.

**221/2024 To receive members declarations of interest on items that appear on the agenda.**  
There were no declarations of interest received.

**222/2024 Minutes** - Minutes of the previous parish council meeting held on 22 January 2024 were approved and signed by the Chair. It was agreed that a note of the bank balance would be included in future minutes. Clerk to action.

**223/2024 Public Participation** – Vanessa Moss DS and Susanne Groves PCSO attended the meeting from Essex Police. Parking issues at Lawford School were discussed and it was agreed that the Clerk would send Vanessa a copy of the actions agreed at a recent meeting held at the school. Clerk to action.

**224/2024 To receive reports and updates.**

The Councillors and Police Reports:

- The District Councillor – this report was noted.
- The County Councillor's report – this report was noted.
- Operation Quasar report – this report was noted.

**225/2024 To receive general updates.**

- Planning review. Cllr Chester reported that it had been a very quiet month with no comments required on any applications received.
- Website and social media review. As Cllr D Harty was not present an update would be received at the next meeting.
- Manningtree as a Hub. Cllr Barrett informed the meeting that a committee had been established that would meet three times per year to discuss ways support could be provided. A couple of key questions had been asked regarding the key threats and the precept and Cllr Barrett would update at the next meeting.
- New parish council office. Cllr Guglielmi reported that a meeting had been held with Rose Builders where the possibility of altering the bin store to provide storage for the First Responders was discussed. He would update at future meetings on progress.
- Parish Assembly, Thursday 23 May 2024. This was discussed and it was agreed that the Parish Assembly would take place at 18.30 on Thursday 23 May and would consist of an overview of the work of the parish council throughout the year. It would be followed by the Annual Meeting.



## 226/2024 To receive Public Realm committee updates:

- a) Street Lighting on Mill Hill. Cllr Barrett said decision on this was dependent upon solar light assessment discussions at item b).
- b) Solar Street Light on Riverview Pathway. Cllr Thurlow updated saying he was still in discussion with contractor regarding the various options and would update at the next meeting.
- c) End of school day traffic on Lawford Green. Cllr C Guglielmi informed the meeting that a site meeting had taken place to discuss the parking issues at the school and it was agreed that the Clerk would circulate the actions agreed at that meeting. Clerk to action.
- d) Mapping project. Cllr C Guglielmi confirmed Rose Builders had almost completed the maps and would be sending through soon.
- e) Discussions with Tendring District Council - grass cutting. Cllr C Guglielmi confirmed he had contacted Tendring District Council and was still waiting for a response. However, in the meantime, it was **resolved** that Lawford Parish Council would include Lawford Dale and Waldegrave in its grass cutting area.
- f) New roundabout Wignall Street / Bromley Road. Cllr Guglielmi said the parish council had received a reply to its email confirming that: vegetation had been cleared to make the roundabout signage more visible, a stage 4 audit would be completed a year after completion to pick up any safety issues and the Civil Engineer was exploring whether the centre circle could be increased to create some deflection. This was a work in progress and Cllr Guglielmi would update at the next meeting.
- g) Triconnex work on Wignall Street/Garden City. Cllr C Guglielmi confirmed it had been agreed that Triconnex could use 4 spaces in the School Lane Car Park for a 7-week period to enable their works and he was waiting for a reply to an email he had sent them regarding reinstating damage on Garden City. He would provide an update at the next meeting.
- h) D-Day Commemoration Thursday 6<sup>th</sup> June. It was **resolved** that the parish council would like to hold a D-Day 80 Commemoration event by lighting the Beacon on Summers Park. Clerk to action.
- i) Cableway or other play equipment on Summers Park. It was **resolved** that Councillors would install a cableway on Summers Park and the Playquip quote be accepted for this work. It was agreed that Cllr Barrett would take the suggestion to the Manningtree High School Council to get their feedback. He would update at the next meeting.
- j) Widening Riverview Pathway. Cllr Thurlow updated on the project and the three quotes were discussed. It was **resolved** to accept the quote from Highway Assurance (HA), however, councillors asked if Cllr Thurlow could ask HA to smooth the join with the existing pathway, fill in cracks on existing path and look at the shingled area to see if there's anything they could do to limit the shingle spreading.
- k) Memorial Bench on Cavendish Drive. Cllr Thurlow confirmed he had agreed the bench and plaque with the resident and a request for a quote had been submitted.
- l) Enhanced 'disabled bay' markings at Lawford Green Car Park. Councillors discussed the email which had been received from a local resident and agreed the works. This was a work in progress and an update would be provided at the next meeting. The Clerk to action.
- m) Resurfacing works at Lawford Green play area. Quotes received for this work were discussed and it was agreed to send them to Rose Builders to see if they could advise and assist. The Clerk to action.

## 227/2024 To receive Administration Committee updates:

- a) Council's expenditure
  - i) It was **resolved** to approve expenditure for February 2024 as below:

		<b>Amount</b>	<b>VAT</b>	<b>Total</b>
SSE Energy Solutions	Street Lights	240.31	12.02	252.33
BT	Office phone	51.72	10.34	62.06
Ogilvie Hall	Monthly Rent for the Parish Office	500.00		500.00
Salary	Month ending February 2024	1284.34		
LGPS	Month ending February 2024	516.12		516.12
HMRC	PAYE	784.38		784.38
Dependable Dave	Handyman Services	375.00		375.00
John Glover	Hedge cutting School Lane	200.00	40.00	240.00
John Glover	Tree work - Cox's Hill, School Lane	550.00	110.00	660.00
John Glover	Tree work - Summers Park	285.00	57.00	342.00
John Glover	Tree work - trees on playpark	550.00	110.00	660.00
Fenland Leisure Products Ltd	Cradle swing for Waldegrave	112.83	22.57	135.40
Online Playgrounds	Cradle swing chain	42.83	8.57	51.40
Evergreen Office Supplies	Printer ink	105.47	21.09	126.56
	<b>Total</b>	<b>5,598.00</b>	<b>391.59</b>	<b>5,989.59</b>

- ii) It was **resolved** to approve the bank reconciliation for January 2024 totalling £189,318.90.
- iii) Budget variance report. This report was noted.
- iv) Budget showing earmarked reserves report. This report was noted.
- b) Grant request – Age Well East. This grant application was discussed and it was **resolved** to not award a grant on this occasion as the services provided were not local.
- c) High interest bank accounts. This was discussed and it was **resolved** to: open a NatWest 95-day notice account to service the running costs of the council; to initially hold a total of 4 months' running costs in a Co-op instant access account and to open a one year fixed rate business bond. The Clerk to action.
- d) New and amended policies for approval and adoption (see below attached):  
 Action Plan. It was **resolved** to adopt this new policy. This document is a work in progress.  
 Freedom of Information Policy. It was **resolved** to adopt this new policy.  
 Internal Controls Policy. It was **resolved** to adopt this new policy.  
 Playground Policy. It was **resolved** to adopt this new policy.  
 Publication Scheme. It was **resolved** to adopt this updated policy.  
 Training and Development Policy. It was **resolved** to adopt this updated policy.
- e) Leaflet drop. Cllr Kinsmore reported that this was a work in progress and would update at the next meeting.

## 228/2024 Any Matters for Future Discussion

For future discussion in 2024

- a) Climbing frame on Summers Park. It was **resolved** that this would not be delivered in this financial year.

**220/2024 Any Items for information**

- a) Cllr Barrett reported the considerable debris on the footpath along Cox's Hill. It was agreed to ask the handyman to look at this. The Clerk to action.
- b) Cllr C Guglielmi raised the issue of inconsistent bin emptying on Lawford. It was agreed to keep a record of all reports. The Clerk to action.

**Signature (Chair):**

**Date:**