

Lawford Parish Council



Minutes of the Lawford Parish Council Meeting held via Zoom on Monday 20 July at 7pm.

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 Adcock-Jones (Chair), Woods, Payne, Pretty, Thurlow, Kinsmore, C & V Guglielmi, Barrett and Miles
Clerk: Mrs Peachey

Also in attendance

0 Members of the press

2 Member of the public (Includes Dr Newman-Wright)

Apologies:

None

111/2020 Co-option - candidate:

- a) Dr Newman-Wright delivered his candidates statement (3minutes)
- b) Council vote to accept Dr Newman-Wright as a Co-opted Councillor

Proposed: Cllr Woods **Seconded:** Cllr Miles **Approved unanimously**

For note: Due to Covid 19 and the advice to hold meetings remotely, the relevant forms were emailed to Dr Newman-Wright. Following council's vote there was a short recess to enable the *Acceptance of Office* and the *Confirmation of adherence to the Members Code of Conduct* forms to be signed via ZOOM **in view of the Clerk**. The forms were delivered to Councils office letter box Tuesday 21 July 2020. The Clerk emailed the Councillors Information Pack and other documents following receipt of the signed forms

Note: Once the relevant documents were observed as signed, Dr Newman-Wright took up his seat

112/202 Minutes of the Previous Meetings:

The minutes of the Council meeting held on **16 March 2020** were approved.

Proposed: Cllr Pretty **Seconded:** Cllr Kinsmore **Agreed**

113/2020 Devolved authority, formal note:

- a) Due to the Covid 19 crisis **Devolved Authority was granted to the Clerk** by email. **24 March 2020 Formal proposal by the Chairman;** that *council devolves power to Pat as Clerk to make whatever decisions are required to keep council running, in consultation with Cllr Maggie Woods, Iain Miles and I (Chairman Cllr Steven Adcock-Jones).*

Approved by email until further notice, by all councillors during 24 and 25 March 2020.

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

- b) **Council to ratify that** *Lawford Parish Council agreed to suspend the Annual Parish Meeting until 2021 as advised by legislation. Also agreed not to hold an Annual Meeting of the Council, usually held in May to re-elect Chairman, Vice Chairman and Committees, and to continue as is until May 2021, as new legislation allows.* **Proposed:** Cllr Adcock-Jones **Seconded:** Cllr Woods **Agreed**

114/2020 Actions from the previous meeting:

Clerk to post cheques	Completed
Governance Review to bring together Manningtree, Mistley and Lawford. Clerk to respond asking that this be fully explained to Mistley Parish Council.	Completed but no action to date due to Covid 19
Funds to EALC for Joy Darby's retirement gift. It was felt it should be work colleagues only, but an email should be sent to wish her well. Note: not sent as due to Covid 19 Pandemic she has not retired and continues to work for EALC	See note
It is proposed that all reference to a 'Personnel Committee' be amended to 'Administration Committee' in council's Standing Orders. Clerk to update references	Ongoing
Updated Rules of Procedure to Councillors for Information pack	Emailed
It was proposed council purchase the Defibrillator through the First Responders. To be actioned when restrictions relating to the pandemic have ended and installation can safely take place.	Ongoing
It was suggested £25K be transferred to council's account at the Ipswich Building Society, but that the Terms & Conditions be checked first in relation to withdrawal times, interest rates and the current authority on the account. Note: as Riverview purchase is imminent it was agreed funds should not be transferred as sufficient funds would be available in the account to cover the purchase, without access to savings accounts.	NLR
Clerk was requested to research new savings accounts and place on the next Administration agenda. List circulated, however, no longer pursuing see above item	Completed

115/2020 Declarations of Interest:

Cllr C Guglielmi – item 118/2020 Riverview Purchase

116/2020 Public Voice:

A member of PACE Manningtree spoke about the use of Pesticides in Public Places. PACE is concerned about issues affecting climate change and the environment, and how local individuals can play their part in bringing about positive change.

Council agreed to investigate further and suggested it be placed on the Public Realm Agenda. **Action - Clerk**

117/2020 Reports had been circulated as they became available and posted on council's website

- The District Councillor
- The County Councillor
- Crime report

The meeting was advised the District Council will be holding a short meeting to ratify items dealt with during lockdown. It was also advised that Cllr C Guglielmi spoke to the Harwich & Manningtree Standard about the success of Operation Quasar within Lawford, which the paper had picked up from the Police Website. Also advised that work will restart on the railway underpass next month

118/2020 Purchase of Riverview:

Cllr Adcock-Jones updated the meeting regarding the recent information received from council's solicitors, discussing if TDC would have a claim to backdated rent.

Cllr C Guglielmi advised he had spoken to TDC's Asset Manager to acquire clarification and was advised the information was not correct and confirmed that should LPC proceed with the purchase then no backdated rent would be payable. Shortly after Cllr Guglielmi's meeting it was also confirmed by Council's solicitor. The same email confirmed LPC is up to date with its rent paid at £60 per annum under the held over lease.

It was also confirmed that if LPC decided to continue leasing the land and not go ahead with the purchase it would be required to pay backdated rent from 2013 in accordance with a new valuation.

- i. Cllr V Pretty – If LPC go ahead with the purchase the Car Park at Riverview will need an agreement as its intended use is for parents to drop children at school but is always full of vehicles, and parents are unable to park.
- ii. It was pointed out if purchased ECC would be LPC's tenants
- iii. Cllr Thurlow wanted a breakdown of costs. *The meeting suggested Purchase Price £39k + solicitors fees*

Cllr V Guglielmi proposed council goes ahead with the purchase.

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

Note: Cllr C Guglielmi abstained from voting (Declaration of Interest)

Action

119/2020 Administration Committee: (Minutes circulated to council)

- a) **For note:** RCCE Affiliation for payment £88.00 + vat £105.60 (vat is claimed)
- b) **Formally approve** - Addendum to Standing Orders for remote meetings, previously approved by email.
Proposed: Cllr C Guglielmi **Seconded:** Cllr Pretty **Agreed**
- c) **Formally approve** - Remote meeting Procedures, previously approved by email.
Proposed: Cllr Miles **Seconded:** Cllr Bsrrett **Agreed**
- d) **Agreement of Audited End of Year Accounts** (circulated with agenda)
Proposed: Cllr Pretty **Seconded:** Cllr Woods **Agreed**
- e) Approving **Annual Governance and Accountability** return (Circulated with agenda) to be approved in order
 - i. **Section 1** **Proposed:** Cllr Pretty **Seconded:** Cllr Woods **Agreed**
 - ii. **Section 2** **Proposed:** Cllr Pretty **Seconded:** Cllr Woods **Agreed**

Action

Note: Documents were delivered to the Chairman prior to the meeting, enabling signing **in order and view of the Clerk via ZOOM** following agreement by Council. Chairman delivered the document to the Council office for the morning of 21 July 2020, where the clerk also signed the document.

- f) **For agreement:** Grant Funding for Church following outcome of legal referral, agreement to backdate providing allocation not given in 2019.
Proposed: Cllr C Guglielmi **Seconded:** Cllr V Guglielmi **Agreed unanimously**
- g) **To approve** - requests for Grant Funding (see Administration Committee minutes circulated with Agenda) No amounts were agreed at the Administration meeting for the below
 - i) **Acorn Village** – It was suggested and agreed a grant of £1,000 be given to Acorn Village.
Proposed: Cllr Pretty **Seconded:** Cllr V Guglielmi **Agreed**
 - ii) **AONB Dedham Vale Project** – To support projects carried out by AONB. *There followed a discussion as to what degree the work of the project affected Lawford and it was highlighted that only a very small part of the Dedham Vale fell within the boundary of Lawford.* It was proposed no grant be given
Proposed: Cllr Thurlow **Seconded:** Cllr Pretty **Agreed**
Cllrs Miles/Woods/V Guglielmi/C Guglielmi and Barrett abstained the vote being carried 6 to 5
- h) **For Information/discussion;** Issues identified by the Annual Play Inspection and action to be taken (see Administration minutes) - Cost of repairs to play equipment (circulated) and Quotes now received to lift tree canopies (circulated)
 - i) Raising the tree canopies as identified in the inspection report: The difference in the quotes was discussed, the Clerk advising she had gone back to the responders and asked them to clarify and confirm their quotes. All had confirmed the work/cost quoted to be correct. It was proposed Mr Alston be requested to carry out the works and that he should be asked his thoughts on removing branches that may be contributing to the problem canopy.
Proposed: Cllr Adcock-Jones **Seconded:** Cllr Pretty **Agreed**

Action

- ii) Costings for the repair of the play equipment in all three play areas, as identified by the inspection, were circulated prior to the meeting. The Administration Committee had previously suggested all equipment needing repair in School Lane be fenced off, given the extent and costs involved, which would allow council to work out a strategy. The Clerk was requested to obtain a price for the hire of fencing (Metal anti climb fencing £3 per fence panel 3.5 metres x 2 metres, for 4 weeks or more, £4 per panel if less than 4 weeks, minimum hire of 2weeks. Panels would be delivered but not erected).
- CLlr Kinsmore suggested council remove all the equipment around the outside of School Lane
 - Council asked the Clerk to enquire of Council's Handyman if he would be able to put up the fencing and to ascertain how much council would need. CLlr Kinsmore said he would help if the fencing could not be installed by one man.
 - CLlr Miles suggested asking Playquip if the slide (identified as more cost efficient to remove/replace that to repair) at School Lane can be removed and how long it would take.
 - Council **proposed** the highlighted repair work be carried out at both Waldegrave Way and Riverview, and the work for School Lane be discussed further at Public Realm. The Clerk will investigate the options to make School Lane safe until the repair work can be addressed.

**Proposed: CLlr Pretty Seconded CLlr Woods Agreed
Action**

For note: Quotes to carry out the specified work had been requested from four companies. One advised they do not deal with equipment that is not their own installation, one no longer carries out repairs due to the cost of insurance and a third advised they would quote but it has never been received. The company quoting installed much of council's equipment.

- Milton Road/Lawford School tree problem** and the way forward regarding maintenance of the car park(s) and surrounding area(s). (Note: Linked to item121/2020 a)) Ref: CLlr C Guglielmi (Generally a Public Realm item, but the matter was urgent, and was discussed at council's Administration Meeting. See Administration Meeting minutes) **See item item121/2020 a)**
- It has been agreed council compiles and maintains a register identifying all items/areas council is responsible for maintaining (See item 6c) of the Administration Minutes). Of great concern is the growth residents allow to foul footpaths and walkways that are their responsibility to maintain, and not council's.
 - CLlrs Woods, Pretty, V Guglielmi and Payne **agreed** to form an Administration subcommittee to compile a definitive register.
 - Growth being allowed to foul footpaths. Council proposed that once identified, in the first instance residents would be written to with a time limit to carry out the works and if not done council would get the work done and bill residents.,

Proposed: CLlr C Guglielmi Seconded: CLlr Woods Agreed

- It is proposed Mr Childs hours be increased to 10 per week** to cover the additional work he is being asked to carry out. (Related to item j) above, he also now unlocks and locks School Lane Car Park 7 days per week). It was also proposed that any work carried out by Mr Childs that is not part of his remit (this is linked to item j) above) should be charged to council.

**Proposed: CLlr C Guglielmi Seconded: CLlr V Guglielmi Agreed
Action**

l) Councils expenditure:

Note: cheques were signed as in previous months (checked and signed by three councillors in isolation prior to the meeting)

Lawford Parish Council Expenditure July 2020					
		Amount	VAT	£	
E-on Energy	Streetlights	383.17	76.63	459.80	n/a
E-on Energy	Tennis Courts	9.35	0.47	9.82	n/a

BT	Office Communications	41.20	8.24	49.44	n/a
Ogilvie Hall	Monthly Rent for the Parish Office	500.00	0.00	500.00	n/a
Items of Expenditure to be approved and cheques signed by Councillors				£	Chq Number
Monthly Salaries	Staff payments-STO set up for £1,070.00, balances to be paid when Covid 19 crisis is over.	1,070.33	0.00	1,070.33	104678
Inland Revenue	Paid Quarterly June/Sept/December /March	0.00	0.00	0.00	n/a
Dave Childs	Handyman + rubbing down & painting play equipment	1,724.17	0.00	1,724.17	104674
RCCE	Affiliation Fees	88.00	17.60	105.60	104673
Landscape Services	Invoices 2092/2095	1,050.00	210.00	1,260.00	104676
Cllr C Guglielmi	For monthly payment of Zoom package	43.99	0.00	43.99	104679
TDC	Playground Inspection	138.00	27.60	165.60	104680
Landscape services	Invoice 2108	480.00	96.00	576.00	104682
EALC	New Councillor Briefing webinar Terry Barrett	40.00	8.00	48.00	104683
Playquip	Repair Cradle Swing	198.00	39.60	237.60	104681
Signs Made Easy	Covid signs for playgrounds	363.00	72.60	435.60	104684
Entire Computers	Repair colour Printer	85.00	0.00	85.00	104685
A&J Lighting	Repair o/s 4 Milton Road	458.00	91.60	549.60	104686
Lawford Church Grant	Grant to maintain the Churchyard not given last year to be given + a grant for this year. Church advised after issue of cheque payee is not Lawford Church but the Parochial Church Council of Lawford	5,500.00	0.00	5,500.00	104687 replaced by 104690 to amend payee.
Sharon Robinson	Royal British Legion Poppy Appeal	100.00	0.00	100.00	104688
Manningtree Market	Christmas Market - Manningtree District Business Chamber	552.50	0.00	552.50	104689
Monthly Spend		12,824.71	648.34	£13,473.05	

For note: Cheques 104677, 104678 & 104675 Cancelled

Checked by Cllr Barrett, 1st signature Cllr Miles, 2nd signature Cllr Pretty.

**Proposed: Cllr Miles Seconded: Cllr Woods Agreed
Action-cheques to be posted**

In line with audit guidelines (*approved at Full council August 2018*) the first councillor that the invoices and cheques are delivered to will verify that **invoices and the prepared cheques agree, confirmed by initialling the Expenditure spreadsheet, cheque and invoice with green ink.**

120/2020 Planning: Minutes circulated to council

Note: During the Covid 19 Lockdown Applications received and Approved by TDC have been circulated to Planning committee members on a monthly basis for comment.

a) Applications 13/07/20

- i. **20/00809/FUL** Mr and Mrs Carlier 15 Dixon Close Lawford CO11 2HA *Proposed loft conversion with front and rear dormers and part conversion of the existing garage.* **No objection**
Proposed: Cllr Payne Seconded: Cllr V Guglielmi Agreed
- ii. **20/00810/OUT** Ms C Rowland Land adjacent 59 Harwich Road Lawford CO11 2LP
Erection of one dwelling. **No objection**
Proposed: Cllr V Guglielmi Seconded: Cllr Kinsmore Agreed

b) Determinations 13/7/20

19/01475/DETAIL Approval - Reserved Matters/Detailed 09.07.2020 Committee Decision	Mr Steven Rose	Reserved matters application with details of appearance, landscaping, layout and scale pursuant to Phase 2 of outline permission (15/00876/OUT)	Land East of Bromley Road Lawford CO11 2HS
20/00606/FUL Approval - Full 08.07.2020 Delegated Decision	Mr Trevor & Mrs Amy Corrigan	Two storey and single storey front and rear extensions.	29 Milton Road Lawford Manningtree CO11 2EG
20/00610/FUL Approval - Full 10.07.2020 Delegated Decision	Bradley Watts	Single storey rear extension.	80 Long Road Lawford CO11 2HS

121/2020 Public Realm: *(Due to Covid 19 Lockdown the Last meeting was held 3 February 2020)*

- a) **Discussed;** management of Council’s car parks – Lawford Green, School Lane and Riverview *(see item 10 i)* and to arrange a date for the Car Parks working group to meet via Zoom *(suggested 6pm, 3 August, prior to Planning meeting)* Cllrs C Guglielmi, Pretty, Miles and Thurlow have volunteered for the working group, but 6pm on 3 August is not a convenient time and the group will identify an alternative date. It was agreed a strategy to manage councils car parks should be adopted and a formal agreement entered into between the school and Council for the Lawford Green car park. Three quotes have been requested from solicitors and once obtained council will move forward.
- b) **To discuss;** Station Road parking – document circulated by Cllr Thurlow. Cllr Thurlow advised he had received no information from Ian Taylor. The proposal was ‘in the system’. Request to place on the Public Realm Agenda. **Action**
- c) **To discuss;** request from a resident to plant a tree in her fathers’ memory *(Public Realm but email received early into lockdown, email circulated)* Cllr C Guglielmi will enquire of TDC if a tree could be planted in Owls Flight Dell. The resident would be responsible for the planting and maintenance of the tree. **Proposed:** Cllr C Guglielmi Seconded: Cllr Pretty **Agreed Action – Cllr C Guglielmi**
- d) **For response;** Chelmsford Motor Club has applied to Motorsport UK for an Event Organising Permit to organise and promote a Stage Rally on roads closed for the purpose under the powers provided for in the Road Traffic Act 1988 Section 12(1A) as amended by Section 73 of the Deregulation Act 2015. To take place 24 & 25 April 2021. *Mindful of the organisers deadline of 24th October 2020 to make application to Essex County Council in accordance with Section 12C they ask that council’s response to the consultation is received by 4 September 2020.* Council had no objection and suggested a representative be invited to Council’s meeting to update council once plans had been put in place **Action**
- e) **For discussion,** permits for those working from home & subject to 1hr parking restrictions *(email circulated)* ref Cllr C Guglielmi who advised he had pursued this but presently if penalty notices are received after 7/07/20 residents should contest the notice, providing proof they are working from home.

121/2020 Other Meetings Attended by Councillors

- a) Cllr woods attended a Health & Wellbeing Forum (via webinar)
- b) Cllr Pretty had attended a meeting for the management of Ogilvie Hall and advised they had lost a very large amount of income due to cancellations relating to the pandemic

The next Full Council Meeting is scheduled for **Monday 17 August 2020** – details will be confirmed on Council’s Website.

Signature (Chairman):**Date:**