

Lawford Parish Council



Minutes of the Lawford Parish Council Meeting held in the Jubilee Room at The Venture Centre Lawford on Monday 21 March 2022 at 7.00 p.m.

Present:

Councillors Barrett, Chester, Coley, C Guglielmi, V Guglielmi, Kinsmore, Miles, Morris, Pretty and Thurlow

Clerk: Bridget Tighe

107/2022 Apologies for Absence

Parish Cllrs Newman Wright and Payne
District Councillor Coley

108/2022 Minutes of the Previous Meeting:

The minutes of the Council meeting held on **21 February 2022** were agreed.

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

109/2022 Actions from the previous meeting:

Clerk to post cheques	Completed
Removal of green waste at Dixon Close and the bottom of Station Road. Cllr C Guglielmi offered to speak to TDC's Open Spaces officer as the land in question is the responsibility of TDC. CG reported he had met with the Head of Open Space to discuss and was waiting for an update.	Ongoing
Clerk to add the recently acquired Trees at Summers Park to the Tree Register.	Complete
Cllr C Guglielmi will approach TDC for permission to plant a tree on TDC land	Ongoing
Clerk to reopen Parish Council office.	Complete
Clerk to ask whether the Council could use the Wignall Room in Ogilvie Hall for Full Council meetings.	Complete
Clerk to put Financial Regulations on agenda for the 7.3.22 Administration Committee	Complete
New contract containing schedule of works from John Glover. Awaited	Ongoing
Issue of two quotes to supply and fit 5ft timber field gate to the pond/drainage overflow at Summers Park to be put on Public Realm agenda for 4.4.22	Ongoing
Agreement to make a financial contribution of £2,800 to the Queen's Platinum Jubilee Celebration.	Cheque to be signed at this meeting
Agreement to provide a donation of £50.00 for the Manningtree and District Frankenberg Partnership Association and complete membership form.	Cheque to be signed at this meeting

Clerk to order works from PlayQuip Leisure to repair the spindle and supply new bearings on School Lane.	Complete
Agreement on purchase of a Beacon for Summers Park for the Jubilee Celebrations.	Order has been placed
Agreement to proceed with works to Riverview Car Park with the quote received from A2M.	Order has been placed
Quotes for removal of bins on Summers Park. Cllr C Guglielmi to chase.	Ongoing
Purchase of tree to celebrate Queen's Jubilee	Complete
The purchase of bigger bin for Lydgate to go on Public Realm meeting on 4.4.22	Complete
Submit change of user form from Pat Peachey to Bridget Tighe to Co-op Bank	Complete

110/2022 Declarations of Interest:

- a) Cllr Dave Thurlow for item 113/2022 a)
- b) Cllr Terry Barrett for item 115/2022 d)

111/2022 Public Voice:

There were no members of the public present

112/2022 Reports and updates

The following reports were circulated for information.

- a) The District Councillor report – there were no questions or comments
- b) The County Councillor's report – there were no questions or comments
- c) TDALC report – there were no questions or comments.
- d) Operation Quasar report – no report received.

113/2022 General Items

- a) Church Heating. Cllr Thurlow explained that the church heating system required replacing for which he was fundraising. The target amount was £20,000. The discussion focussed on whether the Council was permitted to provide funding for the church so it was agreed that the Clerk would find previous advice received on this matter and bring to the next meeting.

Action: Parish Clerk

- b) Annual Parish meeting. It was confirmed the Annual Parish meeting would be held on Monday 16 May 2022 at 6pm in the Venture Centre and would be followed at 6.30pm by the Annual Council meeting.
- c) Best Kept Playing Field Competition. It was agreed that the Council would enter playing fields into the competition and would pay the fees required.

Proposed: Cllr C Guglielmi **Seconded** Cllr Thurlow **All agreed**
Action: Clerk to complete application form and organise payment

- d) Memorial bench in School Lane for the Pearson family. Councillors agreed to put this item onto the Public Realm agenda for 4.4.22 where quote could be agreed.

Proposed: Cllr V Guglielmi **Seconded** Cllr Woods **All agreed**
Action: Clerk to put item on agenda for Public Realm meeting 4.4.22

114/2022 Public Realm Committee:

- a) New John Glover contract. Cllrs C Guglielmi and Thurlow reported that there were a couple of issues to resolve before bringing the final contract to the councillors for agreement. They agreed to provide an update at the next Public Realm or Full Council meeting.

Action: Cllrs G Guglielmi and Thurlow

- b) Mile Marker Project. This item had been discussed at previous meetings of 19.7.21, 16.8.21 and 6.9.21 where it was agreed that LPC's Mile Markers should be restored and the Council should donate £600.00 grant funding to Manningtree Museum. The locations for the mile markers were opposite Lawford School on Meadway [no. 59] and before the bridge at Foxash [no. 57]. It was agreed to pay for costs for changing the numbers, painting and casting. An invoice for £378.00 had been received however, it needed to be amended as it did not include the cost for painting and casting.

Proposed: Cllr V Guglielmi Seconded Cllr Thurlow All agreed

Action: Clerk to organise payment when invoice received

- c) Field gate to the pond/drainage overflow at Summers Park. Cllr Thurlow reported that there was still only one quote received with one awaited to supply and fit 5ft timber field gate to the pond/drainage overflow at Summers Park. It was agreed that Cllr Thurlow would chase.

Action: Cllr Thurlow to chase outstanding quote

- d) Jubilee Beacon. There was some discussion on the location for the Beacon and it was agreed it would be situated at the end of the swale before the entrance to Howl's Flight Dell.

Proposed: Cllr C Guglielmi Seconded Cllr Kinsmore All agreed

Action: Clerk to confirm location with manufacturer

- e) Tree planting for the Queen's Jubilee. The location was agreed as the top of Cox's Hill close to the Lawford Sign. It was agreed that there should also be a plaque placed on the site.

Proposed: Cllr Pretty Seconded Cllr Thurlow All agreed

Action: Cllrs V Guglielmi, Kinsmore and Thurlow to plant the tree

Action: Clerk to organise plaque

- f) Works to Riverview Car Park gate. Cllr Thurlow updated that quotes had been received and £5,000 of funding secured through Essex County Council CIF. He said he was also going to submit funding application to the National Lottery Community Fund and would update at the next meeting. He said works planned to take place during the summer holidays to keep disruption to users to a minimum.

Action: Cllr Thurlow to update on Lottery bid

- g) Update on the Queen's Jubilee Celebrations. Cllr Barrett reported that good progress being made by excellent working group. Estate Agent boards were now going up to advertise the event.

- h) Quotes for removal of bins on Summers Park play area. Cllr C Guglielmi reported that these were still awaited and he would chase.

Action: Cllr C Guglielmi

- i) Hops Farm Beer Festival 6.8.22. Cllr Woods commented that she had received several complaints when a previous event had been held and she would like to discuss any actions that could be taken to minimise noise and other disruption. Cllr C Guglielmi said he had approached John Fox, Public Health, Wellbeing and Environmental Protection Manager, who had suggested the event be discussed at the next Safety Advisory Group meeting where the issues that occurred last time could be raised. He said he would update Councillors at the next meeting.

Action: Cllr C Guglielmi

- j) It was advised that Cllr Payne had a couple of saplings which could also be planted for the Queen's Jubilee. It was agreed that Councillors would send through suggestions for location of these to the Clerk.

Action: Councillors to send Clerk suggestions for location

- k) Encroaching trees on Gainsborough Drive. Cllr Chester said the overhanging trees on Gainsborough Drive were now making it difficult for residents to use the pavement and they had to step into the road to pass. It was agreed that he would verify the house number and, if privately owned, a letter would be sent to inform the resident.

Proposed: Cllr Chester **Seconded** Cllr Thurlow **All agreed**

Action: Clerk to send letter

- l) Mapping Project Cllr Pretty reminded Cllrs C Guglielmi and Thurlow that they had been working on a project to divide the Lawford area into responsible 'mapped out' areas for each councillor so they each had an area to oversee and take responsibility for. Cllrs Guglielmi and Thurlow said they would provide an update on this piece of work at the next meeting.

Action: Cllrs C Guglielmi and Thurlow

115/2022 Administration Committee:

a) Council's expenditure

i) A list of expenditure for March was circulated as below:

Direct Debits		Amount	VAT	£
E-on Energy	Tennis Courts	38.31	1.92	40.23
BT	Office Communications	46.05	9.21	55.26
Ogilvie Hall	Monthly Rent for the Parish Office	500.00		500.00
Items of Expenditure to be approved and cheques signed by Councillors				£
Salary	month end 31 Jan and 28 Feb 2022	1,627.12		1,627.12
Salary	month end 31 Mar 2022	975.78		975.78
Inland Revenue	Paid Quarterly June/September/December/March	2,016.04		2,016.04
Dave Childs	Handyman services	575.00		575.00
VCS Websites Limited	Secure website hosting	111.00		111.00
Venture Centre Hall Hire	Hall hire on 21.3.22	63.00		63.00
EALC	Intro to Planning course on 23.2.22	70.00	14.00	84.00
Npower	Street Lighting	478.08	95.62	573.70
Mistley Parish Council	Contribution to the HM The Queen Platinum Celebrations Event as per Full Council meeting on 21.2.22 106/2022 d)	2,800.00		2,800.00
Manningtree and District Frankenberg Partnership Association	Donation as per Full Council meeting on 21.2.22 106/2022 e)	50.00		50.00
EALC	Financial Regulations training 10.3.22	70.00	14.00	84.00
EALC	Annual Meeting training 15.3.22	90.00	18.00	108.00
Cllr expenses	payment to Cllr Thurlow for tree	57.50		57.50
Playquip Leisure	repairs to spinner on School Lane	566.00	113.20	679.20
Monthly Spend		10,133.88	265.95	£10,399.83

ii) In line with audit guidelines invoices were verified, cheques agreed and signed

b) Joining the Local Government Pension Scheme. This was discussed and agreed.

Proposed: Cllr Pretty **Seconded** Cllr Kinsmore **All agreed**

Action: Clerk to action

c) 2021 -22 National Salary Award. This was discussed and accepted.

Proposed: Cllr V Guglielmi **Seconded** Cllr Kinsmore **All agreed**

Action: Clerk to action

- d) First Registration of School Lane Land. Cllr C Guglielmi explained that when he and Cllr V Guglielmi had met with the solicitor regarding the new lease for the football club it had emerged that the playing field in its entirety was not registered with Lawford Parish Council. He asked councillors therefore for their agreement to rectify this and instruct solicitors. Councillors agreed to this.

Proposed: Cllr C Guglielmi **Seconded** Cllr Woods **All agreed**
Action: Clerk to action

- e) Updated Financial Regulations. All councillors had received a copy of the amended financial regulations as recommended by the Administration Committee which had reviewed them in their meeting of 7.3.22. It was agreed that the Council would adopt them. It was also agreed that hard copies would be brought to the next meeting so councillors could update their policy files.

The on-line banking clauses were discussed and it was agreed that the authorisation signatories would be the Chairman and Vice-Chair and Cllr Barrett would be an additional authoriser just in case either the Chairman or Vice-Chair were indisposed.

Proposed: Cllr Pretty **Seconded** Cllr Kinsmore **All agreed**
Action: Clerk to action

116/2022 Update from other meetings attended, or to be attended, by Councillors
No updates received.

The meeting ended at 8.15 p.m.

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