



Minutes of a meeting of the **Administration Committee** held in the **Small Meeting Room, Ogilvie Hall, Wignall Street, Lawford, CO11 2JG** on **Monday 5 September 2022** at **6.30pm**

Present: Cllrs V Guglielmi (Chair), M Woods (Vice-Chair), C Guglielmi, M Kinsmore, D Thurlow

Clerk to the Council: Bridget Tighe

1. Apologies for Absence: None received

2. Minutes of the last meeting:

Minutes of the Administration Committee Meeting held on **4 July 2022** were agreed.

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

3. Actions from the previous meeting:

A Review of project costs allotted to the reserve fund. To be discussed at this meeting.	Ongoing
Safeguarding Policy. The Clerk to source safeguarding training for Clerk	Ongoing
The Parish Clerk to email resident who would like to join the Council and invite him to Full Council meeting on 18 July	Ongoing
The Clerk to put the following policies on the agenda for the upcoming Administration Meetings: Standing Orders, Councillors Code of Conduct, Lone Working Policy, Photograph Policy, Press and Media Policy and Document Retention Policy. The Lone Working Policy, Photograph Policy, Press and Media Policy and Document Retention Policy are outstanding.	Ongoing
New Npower contract. The Clerk to sign and submit	Complete
The Clerk to carry out an assessment of street lighting costs with a view to potential savings	Complete
Sickness Absence Policy to be put on Full Council agenda for 18 July	Complete
Safeguarding Policy. The Clerk to put on Full Council agenda for 18 July.	Complete
Safeguarding Policy. The Clerk to source safeguarding training for councillors	Complete
The Clerk to email Damian Williams and request help with dog fouling issue on School Lane	Complete
Cllr Guglielmi to empty bins when the handyman is on leave	Complete
The Clerk to write to the owner of the Shop at Honey Croft Post Office	Complete
The Clerk to purchase parking sign for 22 and 24 Strawberry Avenue	Complete

4. Declarations of interest: None received

5. Financial and related matters:

- a) Street Lighting potential savings. This was discussed and it was agreed that the Clerk would ask the lighting contractor for a quote which could be presented at Full Council on 19th September.

Cllr C Guglielmi informed the meeting that the Local Highways Panel had suggested Essex County Council would pay for lights to be installed on Cox's Hill if Lawford Parish Council agreed to their maintenance. If this was agreed, the four lights on the Summers Park side of Cox's Hill would be de-commissioned. He said this might also be a solution for the back



of Highfields School which was discussed at the last Full Council meeting as needing lighting. It was agreed to put this as an item on the next Full Council meeting on 19th September 2022.

The tennis court lights were also discussed and it was agreed to put this as an item on the upcoming meeting with the Football Club to ask if they needed the lights retained.

Action: Clerk to ask for LED lighting quote for discussion at Full Council on 19th September 2022

Action: The Clerk to put LHP lighting offer on Full Council meeting agenda 19 September 2022

Action: The Clerk to put tennis court lights on the Football Club meeting agenda

- b) Items Councillors may wish to raise/discuss. Cllr Thurlow raised the issue of the purchase of new bins as he had received a quote from Tendring District Council which had been considerably higher than other quotes. He had contacted Bropax again whose quote had remained at £2040 for 8 bins. It was agreed that Cllr Thurlow and the Clerk would work on this purchase order and would then also organise the 'no dog fouling' notices for School Lane.
- Action:** Cllr Thurlow and the Clerk to write purchase orders for bins and 'no dog fouling' notices
- c) Cllr C Guglielmi requested the Clerk to speak to Highways Assurance regarding checking the old pathway on Summers Park that had melted and been repaired by them. He wanted them to check the sealing had been complete and would hold over the long term.
- Action:** The Clerk to email Highways Assurance
- d) Cllr C Guglielmi said that grass was beginning to come through the matting opposite numbers 22 and 24 Strawberry Avenue. It was agreed that John Glover should strim this back.
- Action:** The Clerk to email John Glover regarding Strawberry Avenue
- e) Cllr C Guglielmi said he had received complaints regarding the new green part of the verge on Grange Road/Bromley Road where wildflowers had been planted but had now died. Residents were saying it looked unsightly. Cllr C Guglielmi requested the Clerk speak to John Glover about cutting this area back.
- Action:** The Clerk to email John Glover regarding cutting back on Grange Road
- f) Cllr C Guglielmi explained that the barrier at the end of the Bromley Road/School Lane pathway had been broken by workmen. He requested the Clerk speak to Dave Childs and ask him to repair it and then put notices up saying it belonged to Lawford Parish Council.
- Action:** The Clerk to speak to Dave Childs about repairing the barrier on the Bromley Road pathway and then put up a notice identifying it as belonging to Lawford Parish Council



6. Personnel:

- a) Standing Orders. The updated Standing Orders were discussed and agreed.
Proposed: Cllr V Guglielmi **Seconded:** Cllr M Kinsmore **All agreed**
Action: Clerk to share copies with all Councillors at Full Council meeting on 19.9.22

- b) Members Code of Conduct. The updated Members Code of Conduct was discussed and agreed.
Proposed: Cllr C Guglielmi **Seconded:** Cllr D Thurlow **All agreed**
Action: Clerk to share copies with all Councillors at Full Council meeting on 19.9.22

- c) New Co-option Policy. The new Co-option Policy was discussed and agreed.
Proposed: Cllr M Woods **Seconded:** Cllr M Kinsmore **All agreed**
Action: Clerk to share copies with all Councillors at Full Council meeting on 19.9.22

- d) Items Councillors may wish to raise/discuss. Cllr V Guglielmi asked the Clerk to order flowers for Cllr V Pretty.
Action: The Clerk to order flowers

7. Legal Updates:

- a) Items Councillors may wish to raise/discuss. The Clerk thanked Cllr Kinsmore for going through the Printer Contract and Cllr Woods thanked the Clerk for her work on the policies.

There being no further items the meeting was closed at 7.10pm

The next meeting is scheduled for **7 November 2022**

Signature: (Chair)

Date: