

## Lawford Parish Council



**Minutes of the Lawford Parish Council Meeting held in the Small Hall, Ogilvie Hall, Wignall Street, Lawford, CO11 2JG on Monday 16 March 2020 at 7.15pm.**

### **Present:**

Councillors Adcock-Jones (Chair), Payne, Pretty, Thurlow, Kinsmore and Miles  
Clerk: Mrs Peachey

### **Also in attendance**

**0 Members** of the press  
1 Member of the public

### **Apologies:**

Cllrs Woods and Barrett (At risk groups), Cllrs C & V Guglielmi (Self isolating having returned from Italy)

### **100/2020 Minutes of the Previous Meetings:**

The minutes of the Council meeting held on **17 February 2020** were approved.

**Proposed:** Cllr Payne **Seconded:** Cllr Miles **Agreed**

### **101/2020 Actions from the previous meeting:**

Clerk to post cheques	Completed
Update Committee Terms of reference for Administration and Public Realm	Completed & Circulated
Clerk to cancel hall booking for Parish Meeting	Completed
Riverview – Clerk to contact Birkett Long ref a ‘round table meeting’ with TDC & their solicitor. <b>See item 8c below, and circulated email</b>	Completed
Cllr C Guglielmi to speak with TDC to arrange a meeting	Completed
Return Public Voice to its position at the beginning of the meeting	Completed
VE Day Celebrations meeting - Cllr Woods attending and will update council	See item 11b
Cllr Guglielmi will obtain a list of LTEN submissions for the committee	Completed
Cllr C Guglielmi will provide the necessary form to the clerk	Completed

### **102/2020 Declarations of Interest:**

- a) Cllr Pretty item 107/2020 g)
- b) Cllr Pretty VE Day Committee

### **103/2020 Public Voice:**

Dr Newman-Wright attended to observe, with a view to being co-opted as Councillor.

### **104/2020 Reports from:**

- a) The District Councillor (*Circulated*)
- b) The County Councillor (*Not in attendance but Circulated following the meeting*)

- c) Crime report (*Circulated*)

**105/2020 Manningtree, Mistley and Lawford Councils:**

- a) To discuss the response to Keith Simmons email ref carrying out a Governance Review. *Clerk to respond asking that this be fully explained to Mistley Parish Council*

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

**106/2020 Items for consideration and discussion by council:**

- a) Do council wish to contribute to a gift for Joy Darby's retirement from EALC on 31 March 2020. *It was felt it should be work colleagues only, but an email should be sent to wish her well.*

**Proposed:** Cllr Thurlow **Seconded:** Cllr Adcock-Jones **Agreed Action**

- b) **Riverview Purchase:** email received (*and circulated*) from Birkett Long in response to councils request to attend an arranged meeting with TDC. The cost of such a meeting quoted at £950 +VAT. The time estimated in preparing for the meeting, the meeting itself and drafting/approving and reporting to council on the amendments to the document, estimated at approximately 5 hours of Birkett Long's time.

Within the email was the following paragraph advising of an amended term to that previously voted on;

***Tendring have last night sent a further amended transfer and stated that they sent the transfer to Essex County Council. Essex Country Council have stated that the area leased to them should only be used for the purposes of sports playing field and not the proposed definition set out in the transfer and therefore they want to add further restrictions to what that area can be used for.***

- i. At the time of council's meeting no response had been received from TDC regarding a meeting date.
- ii. The Request for costings triggered a misunderstanding with TDC who thought LPC were aborting the purchase (Birkett Long have since contacted TDC's solicitor)
- iii. At the time of council's meeting there had been no response from TDC to councils request for costings and therefore council was not in a position to discuss the facts or make a decision.

*It was proposed any decision be deferred until all information/costs had been received, including the rent for the play area if the purchase did not proceed.*

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

- c) Co-option – one application received, and the applicant attended this meeting to observe. He has expressed interest and has been invited to April's Council Meeting. **Note:** If April's meeting does not go ahead because of the Coronavirus Pandemic this will be deferred to a later meeting
- d) Operation Quasar – Sgt Tattersall will attend April's Council meeting, if it goes ahead, to provide an update and share the briefing document he has produced for LPC.

**107/2020 Administration Committee: (Meeting held 2 March 2020)**

- a) Essex Playing Fields Association, renewal of Affiliation - proposed approval.

**Proposed:** Cllr Thurlow **Seconded:** Cllr Kinsmore **Agreed**

- b) Following an email from the Pensions Regulator it was brought to council's attention that it's Standing Orders state council should have a Personnel Committee. It is proposed that all reference to a 'Personnel Committee' be amended to 'Administration Committee'. *Council agreed references should be updated.*

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

- c) Updated Rules of Procedure for formal approval.

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

- d) For information: Revised meeting dates and times for Parish Meeting and Annual Meeting were distributed.
- e) Three quotes received for a Defibrillator (*circulated*). *It was proposed council purchase through the First Responders.*  
**Proposed:** Cllr Pretty **Seconded:** Cllr Kinsmore **Agreed**  
**Action**
- f) Transfer of excess funds from councils Current account to the Ipswich Building Society Account – see circulated accounts for April and October 2019 (Precept months) showing lowest balances during 2019 before the Precept credits council’s account. *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.*  
**Proposed:** Cllr Kinsmore **Seconded:** Cllr Miles **Agreed**  
**Action**  
*Clerk was requested to research new savings accounts and place on the next Administration agenda.*  
**Action**
- g) Councils expenditure:
- i. Expenditure approved by Council.

Direct Debits		Amount	VAT	£	
E-on Energy	Streetlights	423.09	74.24	445.42	n/a
E-on Energy	Tennis Courts	8.64	0.43	9.07	n/a
BT	Office Communications	39.36	7.87	47.23	n/a
Ogilvie Hall	Monthly Rent for the Parish Office	500.00	-	500.00	n/a
Items of Expenditure to be approved and cheques signed by Councillors				£	Chq Number
Monthly Salaries	Staff payments	1,075.13	-	1,075.13	104635
Inland Revenue	Paid Quarterly June/Sept/December /March	1,043.68	-	1,043.68	104636
Clerk	Postage Stamps	14.64	-	14.64	104630
Dave Childs	Handyman	420.00	-	420.00	104631
VCS Websites Ltd	To resolve continuing issues with email	115.00	-	115.00	104632
Identilabel	Sign for Summers Park	81.95	16.39	98.34	104633
BNP Paribas	Printer leasing	106	21.20	127.20	104634
Playquip	Covering painted obscenities at Riverview	85.00	17.00	102.00	104637
EALC	Online GDPR course - V Pretty	14.00	2.80	16.80	104638
Birkett Long	Riverview 22/02/19-20/02/20	570.00	114.00	684.00	104639
Essex Playing Fields	Affiliation	30.00	0.00	30.00	104640
<i>Monthly Spend</i>		<i>4,496.49</i>	<i>253.93</i>	<i>4,698.51</i>	

**Proposed:** Cllr Kinsmore **Seconded:** Cllr Miles **Agreed**  
**Clerk to post cheques - Action**

**Note:** Cllr Pretty abstained from voting

- ii. In line with audit guidelines (*approved at Full council August 2018*) **Cllr Adcock-Jones** verified that **invoices** and the prepared **cheques agreed, confirmed by initialling both cheque and invoice with green ink.**

**108/2020 Planning Committee:**

- a) **From the meeting of 2 March 2020 to Full Council for formal approval**

- i. **20/00219/FUL**, Mr and Mrs Ward, 272 Colchester Road, Lawford, CO11 2BU  
*Proposed first floor side extension and single storey rear extension with glazed roof Lantern (following demolition of conservatory).* **No Objection**

**Proposed:** Cllr Thurlow **Seconded:** Cllr Kinsmore **Agreed**

**b) For Information Only - 20/00183/OHL**

56 Harwich Road, Lawford

*Diversion section of 11kV electricity line away from its current alignment to facilitate the residential development of 56 Harwich Road.*

**e) Applications approved by TDC since the last planning meeting:**

20/00039/FUL Approval - Full 05.03.2020 Delegated Decision	Mr and Mrs D Mitchell	<i>Proposed single storey rear and two storey side extension with lean to car port.</i>	<i>114 Long Road Lawford CO11 2HS</i>
20/00142/TCA Approval - Full 04.03.2020 - Delegated Decision	<i>Trevor Wright - Forest Services</i>	<i>Fell an area of semi mature Ash Trees and restock with native broadleaves.</i>	<i>Lawford Hall Farm, Church Hill, Lawford CO11 2JX</i>
20/00174/TCA Approval - Full 04.03.2020 Delegated Decision	<i>Mrs Heather Watson</i>	<i>Row of trees along back boundary - reduce by 30%.</i>	<i>48 Colchester Road, Lawford CO11 2BA</i>

**109/2020 Public Realm Committee:** (Meeting held 3 February 2020)

- a) For information: Coffee with Cops – arranged for 10.00am on 26 March at Hearts Delight has since the Full Council Meeting been cancelled due to the Coronavirus Pandemic
- b) VE Day celebrations – since the Full Council Meeting this event has been cancelled due to the Coronavirus Pandemic

**110/2020 Other Meetings Attended by Councillors**

- a) Cllr Adcock-Jones attended the Pride of Tendring awards
- b) Cllr Thurlow asked if the Tendring Rally would be cancelled - since the Full Council Meeting this event has been cancelled due to the Coronavirus Pandemic

The next meeting of Full Council is due to be held on **20 April 2020**.

**NOTE: This may be cancelled due to the Coronavirus Pandemic – notice will be published**

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