

Lawford Parish Council



Minutes of the **Annual Meeting of the Parish Council** held on **Monday 16 May 2022** at 6.30pm in the **Jubilee Room at The Venture Centre, Bromley Road, Lawford CO11 2JE**

Present:

Councillors: Barrett, Chester, Coley (Tending District Councillor), C Guglielmi, V Guglielmi, Kinsmore, Newman-Wright, Payne, Pretty, Woods,

Clerk: Bridget Tighe

Members of the public. There were no members of the public present.

Councillors: Miles and Thurlow

AM/22/01 Election of a Chairman and Declaration

- a) A nomination for Cllr V Guglielmi to be appointed as Chairman of the Council for the 2022-23 year was proposed and approved.

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

- b) Cllr V Guglielmi signed the Declaration of Acceptance of Office for position of Chairman of the Council

AM/22/02 Election of Vice Chairman and Declaration

- a) A nomination for Cllr M Woods to be appointed as Vice Chairman of the Council for the 2022-23 year was proposed and approved

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

- b) Cllr M Woods signed the Declaration of Acceptance of Office for position of Vice Chairman of the Council

AM/22/03 Apologies for Absence

Apologies for absence were received from Councillors Miles and Thurlow

AM/22/04 Declaration of Interests

Councillors were reminded of the requirement to update, if required, their Register of Interests

- a. Disclosable Pecuniary Interests received were from Cllr Pretty who carries out internal audits for Manningtree TC, East Bergholt PC, Great Waldringfield PC, Mistley PC, Frating PC and Bradfield PC
- b. Other Disclosable Interests received were as follows:
Cllr Barrett is on the Trustee Committee for Lawford Football Club
Cllr Chester's son is registered as a player at Lawford Football Club
Cllr Newman-Wright is the Secretary of the TDALC

AM/22/05 Minutes of the previous meeting

The minutes of the previous meeting held on 26 April 2021 were agreed as a true and accurate record.

Proposed: Cllr C Guglielmi **Seconded:** Cllr Barratt **All agreed**

AM/22/06 Matters arising from the minutes

There were no matters arising from the previous minutes.

AM/22/07 Appointment to Council Committees and Council Representatives

7.1 Administration Committee

- a. The Terms of Reference for the Administration Committee were reviewed and adopted by all present
- b. The following Councillors were appointed to the Administration Committee for 2022-23.
Cllr V Guglielmi
Cllr Woods
Cllr C Guglielmi
Cllr Kinsmore
Cllr Thurlow
- c. Cllr V Guglielmi was appointed the Chairman of the Administration Committee for 2022-23
Proposed: Cllr Kinsmore Seconded: Cllr Barratt All agreed
- d. Cllr Woods was appointed the Vice-Chairman of the Administration Committee for 2022-23
Proposed: Cllr C Guglielmi Seconded: Cllr Payne All agreed

7.2 Planning Committee

- a. The Councillors reviewed the Terms of Reference of the Planning Committee and discussed whether the Committee was needed now that there was a Local Plan in place and usual planning applications received was for single dwellings. It was agreed, in view of this, that the Planning Committee would be disbanded and instead a new process put in place as follows: Cllr Chester would receive 'planning applications received and determined' information from the Clerk. He would go through them and let the Clerk know whether any of them needed to be discussed further. If this was the case the Clerk would put them onto the next Full Council meeting agenda.
- b. No Councillors were appointment to the Planning Committee for 2022-23.
- c. No Chairman was appointment to the Planning Committee for 2022-23.
- d. No Vice-Chairman was appointed to the Planning Committee for 2022-23.

7.3 Public Realm Committee

- a. The Terms of Reference for the Public Realm Committee were reviewed and adopted
- b. Eight Councillors were appointed to the Public Realm Committee for 2022-23 as follows:
Cllr Barratt
Cllr Chester
Cllr C Guglielmi
Cllr V Guglielmi
Cllr Newman Wright
Cllr Pretty
Cllr Thurlow
Cllr Woods
- c. Cllr V Guglielmi was appointed as the Chairman of the Public Realm Committee for 2022-23.
Proposed: Cllr Pretty Seconded: Cllr Kinsmore All agreed

d. Cllr M Woods was appointed the Vice-Chairman of the Public Realm Committee for 2022-23.

Proposed: Cllr Payne **Seconded:** Cllr Barratt **All agreed**

7.4 Appointment of Council Representatives

Councillors were appointed as Council representatives on the following organisations:

- a. Leech's Educational Foundation – Cllr Payne, Cllr Thurlow
- b. Ogilvie Hall Committee – Cllr Pretty
- c. Police Liaison – Cllr C Guglielmi
- d. Tendring District Association of Local Councils – Cllr Newman-Wright
- e. Emergency Planning Committee – Cllr A Coley, Cllr Newman-Wright

8. Council leads

The following leads for Council projects and activities were reaffirmed.

- a. Tree Inspections – Cllr D Thurlow in partnership with John Glover
- b. School Lane Football Club – Cllr Barratt, Cllr C Guglielmi, Cllr Thurlow
- c. The Council's Facebook page – Cllr I Miles, Cllr Chester
- d. There were no other leads named

9. Council meetings for 2022 - 23

The meeting considered and approved the proposed meeting cycle for the 2022-23.

Action: The Clerk to amend the meeting cycle plan by taking out the dates for the Planning Committee.

Meeting Dates May 2022 - May 2023		
DATE	MEETING	TIME
6-Jun-22	Public Realm	7pm Meeting Room, Ogilvie Hall
20-Jun-22	Full Council	7pm Small Hall, Ogilvie Hall
4-Jul-22	Administration	7pm Meeting Room, Ogilvie Hall
18-Jul-22	Full Council	7pm Small Hall, Ogilvie Hall
1-Aug-22	Public Realm	7pm Meeting Room, Ogilvie Hall
15-Aug-22	Full Council	7pm Small Hall, Ogilvie Hall
5-Sep-22	Administration	7pm Meeting Room, Ogilvie Hall
19-Sep-22	Full Council	7pm Small Hall, Ogilvie Hall
3-Oct-22	Public Realm	7pm Meeting Room, Ogilvie Hall
17-Oct-22	Full Council	7pm Small Hall, Ogilvie Hall
7-Nov-22	Administration	7pm Meeting Room, Ogilvie Hall
21-Nov-22	Full Council	7pm Small Hall, Ogilvie Hall
5-Dec-22	Public Realm	7pm Meeting Room, Ogilvie Hall
19-Dec-22	Full Council	7pm Small Hall, Ogilvie Hall
3-Jan-23	Administration	7pm Meeting Room, Ogilvie Hall
16-Jan-23	Full Council	7pm Small Hall, Ogilvie Hall
30-Jan-23	Public Realm	7pm Meeting Room, Ogilvie Hall
13-Feb-23	Full Council	7pm Small Hall, Ogilvie Hall
27-Feb-23	Administration	7pm Meeting Room, Ogilvie Hall
13-Mar-23	Full Council	7pm Small Hall, Ogilvie Hall
27-Mar-23	Public Realm	7pm Meeting Room, Ogilvie Hall
11-Apr-23	Full Council	7pm Small Hall, Ogilvie Hall
24-Apr-23	Administration	7pm Meeting Room, Ogilvie Hall
08-May-23	Full Council	7pm Small Hall, Ogilvie Hall

22-May-23	PARISH ASSEMBLY	6pm Venture Centre
22-May-23	Annual Council Meeting	6.30pm Venture Centre
<i>Note: these meetings have been moved to Tuesday due to Bank Holiday's</i>		

10. Governance

Direct Debits and Standing Orders

- a. The meeting reaffirmed the variable direct debits and standing orders on the Parish Council's current account as follows:

Name	Payments	Service
EON	Monthly	Tennis Court
BT	Monthly	Phone, IT

Ogilvie Hall	Monthly - £500.00	Office
CF Corporate Finance	Quarterly - £79.20	Large printer lease
BNP Paribas	Quarterly - £79.20	Large printer
ICO	Annually - £35.00	Data protection fee

Current account mandate

- b. The signatories on the Council's current account were review and it was agreed no amendments were needed. Signatories are as follows:

Cllr C Guglielmi
 Cllr V Guglielmi
 Cllr Kinsmore
 Cllr Miles
 Cllr Newman-Wright
 Cllr Payne
 Cllr Pretty
 Cllr Woods

Online Banking

- c. The Council's use of online banking for the payment of invoices/salaries via bank transfer and the process of having such transfers reviewed by two Councillors prior to payments leaving the current account was reaffirmed. The two signatories for on-line banking were the Chairman and Vice-Chairman.

Policy Review Schedule

- d. The policy review scheduled was reviewed and agreed. Please see appendix a) with this minute.

Asset Register

- e. To Council's Asset Register was reviewed and agreed. Please see appendix b) with this minute.

Insurance cover

- f. Arrangements for insurance cover was reviewed and it was agreed to ask the Insurers whether the swale on Summers Park needed to be included in the cover.
Action: The Clerk to ask the Insurers about the swale.

11. **Personnel**

A resolution to join the LGPS and backdate pension payments to March 2022 was agreed.

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

12. **Finance**

End of year Accounts

12.1 The Internal Audit Report for 2021-22 was received and accepted

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

12.2 The end of year accounts for 2021-22 were received and approved

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

Annual Governance and Accountability Return [AGAR] 2021-22

12.3 The Section 1 of the AGAR – Annual Governance Statement 2020-21 was approved.

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

12.4 The Section 2 of the AGAR – Accounting Statements 2020-21 was approved.

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

12.5 Anna Sallis was appointed the Internal Auditor for 2022-23

There being no further business the meeting closed at 7.10pm

Signature (Chairman):*V. Guglielmi*..... Date:*20/6/22*.....