

Lawford Parish Council



Minutes of a **Full Council** meeting of the **Parish Council** held in the Jubilee Room **Venture Centre** on **Monday 16 May 2022** at **7.00pm**.

Present: Cllrs Barrett, Chester, Coley (District Councillor), V Guglielmi (Chair), C Guglielmi, Kinsmore, Newman-Wright, Payne, Pretty and Woods (Vice-Chair)

Bridget Tighe (Clerk to the Council)

011/2023 Apologies for Absence received from Cllrs Miles and Thurlow

012/2023 Minutes of the Previous Meeting:

The minutes of the Council meeting held on **Tuesday 19 April 2022** were approved

Proposed Cllr Barrett **Seconded** Cllr Woods **All agreed**

013/2023 Actions from the previous meeting:

Cheques. Clerk to post	Complete
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. At this meeting Cllr Guglielmi reported that he was still liaising with Open Space at TDC as they had taken a lot of the waste but had also left a large quantity.	Ongoing
Tree planting on TDC land. Cllr C Guglielmi will approach TDC for permission. At this meeting Cllr Guglielmi asked the Clerk to find the original email and forward onto him.	Ongoing
Field gate to the pond/drainage overflow at Summers Park. Cllr Thurlow to chase second quote	Ongoing
Quotes for removal of bins on Summers Park. See below in minutes at 19/2023 d)	Ongoing
Tree planting for Queen's Jubilee. Clerk to organise plaque	Ongoing
Hops Farm Beer Festival 6.8.22. Cllr C Guglielmi to provide update from discussion at SAG meeting. Cllr Guglielmi that his matter had been taken to the Monitoring Officer who was looking into policy for road closures which would give more notice so that members could put in objections if needed before a temporary road closure/event was granted. Cllr Guglielmi said he would update at the next meeting.	Ongoing
Encroaching trees on Gainsborough Drive. Clerk to send letter when address received. It was agreed at this meeting that Cllr Pretty would send the Clerk photos.	Ongoing
Mapping project. Cllrs C Guglielmi and Thurlow to provide an update. It was agreed at the Public Realm meeting of 4.4.22 that Cllr Thurlow would re-send maps to Cllr Guglielmi	Ongoing
Joining the Local Government Pension Scheme. Clerk to action	Ongoing

014/2023 Declarations of Interest:

Cllr Barrett – Lawford Football Club
Cllr Chester – Lawford Football Club.

015/2023 Public Voice:

There were no members of the public present.

016/2023 Reports and updates

The Councillors and Police Reports are circulated when they become available.

- a) The District Councillor – no comments received
- b) The County Councillor's report – no comments received
- c) TDALC report – no report received
- d) Operation Quasar report – Cllrs commented that reports were being received more regularly which was appreciated

017/2023 Beacon Lighting Ceremony Thursday 2nd June at 9.45pm

- a) Official programme for the evening. It was agreed that Cllr V Guglielmi would light the beacon at 9.45pm and make the proclamation in line with the official guidance.
- b) Attendance, roles and responsibilities. Cllrs attending on the night would be Cllr Barrett, Cllr Chester, Cllrs C and V Guglielmi, Cllr Kinsmore, Cllr Pretty, Cllr Newman-Wright. Roles to be decided at a meeting to be held one week before the event.
Action: Clerk to organise meeting
- c) Promoting the event including guest invitations. It was agreed that the event would be promoted on the council's facebook page, noticeboards and at any other available outlets. Councillors would forward names to be invited to the Clerk.
- d) Entertainment. It was agreed that it was too short notice to provide entertainment but there would be drinks provided so that a toast could be made.
- e) Health & Safety. It was agreed that the Clerk would carry out a risk assessment and send to Councillors for comment.
- f) Equipment and other items required. It was agreed that this would be compiled on an ongoing basis.

018/2023 General Items

- a) There were no general items raised.

019/2023 Public Realm committee:

- a) Update regarding 2 quotes to supply and fit 5ft timber field gate to the pond/drainage overflow at Summers Park. It was agreed to speak to Cllr Thurlow when he returned from leave.
- b) Update on works to Riverview Car Park. The Clerk reported that the works had been ordered and would be progressed during the summer holidays.
- c) Update on the Queen's Jubilee Celebrations. Cllr Barrett updated the meeting saying everything was going well with over £19,000 received in grants and donations. The money was to be used to provide more prizes, bus hire and fireworks. There was one more meeting before the event and he informed Councillors who would be attending on the day that they had been invited to go on stage with Mistley Parish Councillors at 5pm.
- d) Update on quotes received for removal of bins on Summers Park. Cllr C Guglielmi updated the meeting saying that he had received a quote for £900 which he would send through to the Clerk. He would also speak to Cllr Thurlow to ensure no other quotes had been received. This quote was agreed by all.

Proposed: Cllr C Guglielmi **Seconded:** Cllr Woods **All agreed**
Action: Cllr Guglielmi to send quote to Clerk and speak to Cllr Thurlow

- e) To agree area for First Registration of School Lane Land. Councillors considered the plan provided by Fisher Jones Greenwood and agreed that the hatched area in the plan was the area to be registered. It was agreed that the Clerk would go back to the solicitors and let them know.

Proposed: Cllr V Guglielmi **Seconded:** Cllr Chester **All agreed**
Action: Clerk to inform solicitors hatched area has been agreed

- f) To agree policy for requests for memorial benches on School Lane. The draft policy produced by Cllr Thurlow was discussed and it was agreed that any requests would need to meet the following criteria: the person being commemorated has been a local resident of the area, the applicant is willing to use good quality recyclable materials in producing the bench and the Council would permit 3 benches in any one year. It was agreed that the Clerk would add to the policy list and circulate to Councillors.

Proposed: Cllr V Guglielmi **Seconded:** Cllr Payne **All agreed**
Action: Clerk to write up policy and share with councillors

- g) To consider a request for a memorial bench on School Lane Football Field. The request from Jackie Hawkins was agreed.

Proposed: Cllr Pretty **Seconded:** Cllr Woods **All agreed**
Action: Clerk to inform Jackie Hawkins of the decision

- h) To consider request from Lawford Football Club for endorsement from the Parish Council for the Football Fun Day on the 19th June for 6 age groups. The councillors thought the fun day was a great idea and would be happy to endorse.

Proposed: Cllr C Guglielmi **Seconded:** Cllr Woods **All agreed**
Action: Clerk to inform the Football Club of the decision

- i) To consider two options and approve costings for repairs to Lawford Green Play area. The Councillors agreed to accept option 2 for the repairs.

Proposed: Cllr C Guglielmi **Seconded:** Cllr Barrett **All agreed**
Action: Clerk to inform Playquip Leisure of the decision

- j) No other items were raised.

020/2023 Administration Committee:

- a) Council's expenditure

- i) A list of expenditure for May 2022 was circulated prior to the meeting for information as follows:

Direct Debits		£
E-on Energy	Tennis Courts (1 - 31 March 22)	35.12
BT	Office Communications	62.31
Ogilvie Hall	Monthly Rent for the Parish Office	500.00
Items of Expenditure to be approved and cheques signed by Councillors		£
Salary	month ending 31 May 2022	1,182.03
NBB Recycled Furniture	Memorial Bench (Pearson)	793.71
VCS Websites Ltd	web hosting, website updates and training session	177.50

Dave Childs	for works in April 2022	555.00
Landscape Services	Grass cutting Summers Park	360.00
Landscape Services	Grass cutting playing fields 6.5.22	570.00
Landscape Services	Grass cut to verges	720.00
Landscape Services	Grass cut to playing fields 21.4.22	570.00
Venture Centre	room hire 16.5.22	72.00
CP Designs	Lawford 59 Mile post	222.00
PCCE	Operation Quasar	5,000.00
Ms Anna Sallis	4th Quarter and end of year audit	250.00
Npower Business Solutions	Street Lighting 1 Apr 2022 to 30 Apr 2022	437.60
The Sign Maker	plaque for blossom tree	80.70
Playquip Leisure	Repairs to climbing frame at Riverview	703.20
ASL Ltd	Annual digital network support	187.48
	Monthly Spend	£12,478.65

- ii) In line with audit guidelines (*approved at Full council August 2018*) prior to the signing of cheques a councillor verified invoices, and the prepared cheques agreed, confirmed by initialling Expenditure Spreadsheet, Cheques, and Invoices with green ink.
- b) The meeting accepted and adopted the Disciplinary and Grievance Policies which were reviewed by the Administration Committee on 3 May 2022.
Proposed Cllr Barrett Seconded Cllr Woods All agreed
- c) The meeting accepted recommendation of Administrative Committee for costings from Fisher Jones Greenwood for work on First Registration of Lawford Recreation Ground.
Proposed Cllr C Guglielmi Seconded Cllr Kinsmore All agreed
- d) Items Councillors may wish to raise/discuss.

021/2023 Update ref other Meetings attended, or to be attended, by Councillors.

- a) Cllr Newman-Wright informed the meeting that he participated in a Plastic Free Manningtree Meeting at Trinity Free Church on 4th May.

The meeting closed at 8.40pm

Signature (Chairman)

Date