

# Lawford Parish Council



**Minutes of the Lawford Parish Council Meeting held in the Small Hall at Ogilvie Hall, Lawford on Tuesday 19 April 2022 at 7.00pm**

**Clerk to the Council:** Bridget Tighe

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

Bridget Tighe, **Clerk** (attended via Zoom)

## 001/2023 Apologies for Absence

Apologies were received from Cllr Ben Chester

## 002/2023 Minutes of the Previous Meeting:

The minutes of the Full Council meeting held on **21 March 2022** were agreed as a true and accurate record.

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

## 003/2023 Actions from the previous meeting:

Cheques. Clerk to post	<b>Complete</b>
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.	<b>Ongoing</b>
Tree planting on TDC land. Cllr C Guglielmi will approach TDC for permission	<b>Ongoing</b>
New contract containing schedule of works from John Glover awaited. Please see item <b>008/2023 a)</b> below for an update.	<b>Complete</b>
Field gate to the pond/drainage overflow at Summers Park. Cllr Thurlow to chase second quote and Clerk to be put on Public Realm agenda for 4.4.22	<b>Ongoing and complete</b>
Quotes for removal of bins on Summers Park. Cllr C Guglielmi to chase.	<b>Ongoing</b>
Purchase of plaque for tree to celebrate Queen's Jubilee	<b>Ongoing</b>
On-line banking. Clerk to submit application	<b>Complete</b>
Church Heating. Clerk to look for legal advice previously received on this matter	<b>Ongoing</b>
Best Kept Playing Field Competition. Clerk to complete application form and organise payment	<b>Complete</b>
Memorial bench in School Lane for the Pearson family. Clerk to put on the Public Realm meeting agenda for 4.4.22	<b>Complete</b>
Jubilee Beacon. Clerk to confirm location with manufacturer	<b>Complete</b>

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	Ongoing
Location for Cllr Payne's saplings. Suggestions to be sent to the Clerk. Discussed at Public Realm meeting of 4.4.22 and agreed	Complete
Encroaching trees on Gainsborough Drive. Clerk to send letter when address received.	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
2021-22 National Salary Award. Clerk to action	Complete
First Registration of School Lane Land. Clerk to action	Ongoing
Update of Financial Regulations. Clerk to bring hard copies to next meeting and apply for on-line banking.	Complete

#### 004/2023 Declarations of Interest:

Parish Councillors are invited to declare any interest they may have in relation to Agenda Items.  
 Cllr V Guglielmi – receiving expenses for payment for previous Clerk's leaving present  
 Cllr Dave Thurlow – Item 007/2023 a) Church Heating

#### 005/2023 Public Voice:

A member of the public attended as an observer.

#### 006/2023 Reports and updates

The following reports were circulated.

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

#### 007/2023 General Items

- a) Church Heating. It was agreed that this item would be discussed again when Cllr Thurlow was in a position to share the total costs of the project.

**Action:** Clerk to put this item onto the next agenda

- b) Operation Quasar. Councillors agreed to pay £5,000 for this project for the year 2022-23, however, they asked that the Clerk contact PC Vanessa Moss and request regular monthly reports so they could see the value of this investment. They agreed that initially they would like the focus to be on speeding and would contact the Clerk with other issues as and when they arose so she could pass these onto PC V Moss.

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

**Action:** Clerk to contact PC V Moss

- c) Items Councillors may wish to raise/discuss. No issues were raised.

#### 008/2023 Public Realm committee:

- i) Update on the new John Glover Contract. Cllr Thurlow commented that he had spoken to John Glover and the contract would continue as previously so there would be no new paperwork. The Tree Inspections would continue be carried out by Cllr Thurlow.

**Action:** Cllr Thurlow to carry out Tree Inspections

- ii) Update regarding 2 quotes to supply and fit 5ft timber field gate to the pond/drainage overflow at Summers Park. Cllr Thurlow said that there had still been only one quote received and he would chase the other.

**Action:** Cllr Thurlow to chase further quote for the works

- iii) Update on works to Riverview Car Park gate. Cllr Thurlow updated the meeting stipulating that they included the footpath from behind the schools to the path at Cornford Way [the curved one]. He outlined the figures for the car park and the curved footpath explaining that using Highways Assurance it would come to £43,053.00. This figure included resurfacing at £22,272, footpath at £17,990 and fencing at £2,791.

He added that the Council had been awarded £5,000 from the Essex County Council CIF fund (which must be used by March 2023 and is already in the bank account). £25,000 was also ringfenced in the 2022/2023 budget for footpath projects which made a total of £30,000 already identified for the project. This left £13,053 outstanding.

Cllr Thurlow proposed that as there is £15,000 in the reserves for widening the footpaths behind the schools, the Council could use that to fund the remainder and then reallocate another £25,000 in the years 2023/2024 budget to widen the footpaths behind the school to complete in the year 2023/2024. He said he had submitted a bid to the Lottery on 28.3.22 also. The meeting of the Public Realm Committee had agreed with this suggestion and had recommended it to the Full Council meeting for their agreement.

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

**Action:** Clerk to action works with A2M

- iv) Update on the Queen's Jubilee Celebrations. Cllr Barrett updated the meeting saying that it was now in the advertising phase with posters going out both on-line and paper form. Fenn Wright were also advertising using Estate Agents signs. All the music, food and other slots had now been filled with local musicians and organisations. Donations totalled £17,000 with £8,050 received from grant funding. The Rotary Club would be organisers volunteers and would advertise volunteer roles nearer the time. The event would take place in Welcome Home Field on Friday 3 June from 3pm to 10pm. There was a discussion around the plans for diverting traffic and Cllr Barrett agreed to check at the next planning committee and report back to the Council. He said the event was aimed at local people so they could walk and the only car parking spaces available were for disabled parking. Cllr Coley confirmed that a request for a diversion had been received.

**Action:** Cllr Barrett to update at the next meeting on traffic calming measures

- v) Update on quotes received for removal of bins on Summers Park. Cllr C Guglielmi reported that he had not yet received quotes and would chase.

**Action:** Cllr C Guglielmi to chase quotes

- vi) To agree a quote for repairs to Riverview Play Park. Information shared showed that the net needed to be dismantled and the wooden beam removed. This quote for the works was agreed.

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

**Action:** Clerk to action

- vii) Request from Handyman to put additional screws into fencing around the pond in Summers Park. This was discussed and agreed. Cllr Miles suggested he could also look at the mesh that is coming loose from the bottom.

**Action:** Clerk to inform the Handyman

viii) The position regarding Tendring District Council emptying litter bins. The Clerk informed the meeting that the handyman was worried that when he was on leave these bins would be overflowing. Cllr Thurlow agreed to take this up with Jonathan Hamlet at Tendring District Council and would update at the next meeting.

**Action:** Cllr Thurlow

**009/2023 Administration Committee:**

a) Council's expenditure

i) A list of expenditure was circulated prior to the meeting as follows:

<b>Lawford Parish Council expenditure April 2022</b>		<b>£</b>
E-on Energy	Tennis Courts (1 - 31 March 22)	46.46
BT	Office Communications	54.16
Ogilvie Hall	Monthly Rent for the Parish Office	500.00
Salary	[month end 30.4.22 inc. back pay for wage increase]	1,223.35
Salary	[month end 30.4.22 back pay for wage increase for previous Clerk]	207.47
Fisher Jones Greenwood	[Lease of Recreation Ground]	1,507.20
Dave Childs	Handyman services	710.00
Landscape Services	Grass cutting to verges	720.00
Landscape Services	Cut hedge next to pre-school	540.00
Landscape Services	Reduce tree at 24a School Lane	180.00
Landscape Services	Grass cut to playing fields	570.00
Landscape Services	Grass cut and strimming to Summers Park and Summers Park Estate	360.00
EALC	Affiliation to both EALC and NALC	842.03
Evergreen Office Supplies	Ink cartridges, notebooks, post it notes, copier paper	152.20
Evergreen Office Supplies	Suspension files	44.53
A&J Lighting Solutions	14 Waldegrave Way	210.54
A&J Lighting Solutions	23 Colchester Road, 52 Harwich Road	226.14
Councillor Expenses	Cllr V Guglielmi for [plant and card for P Peachey]	43.06
Npower Business Solutions	Electricity 1 Jan - 31 Jan	553.37
Npower Business Solutions	Electricity 1 Feb - 28 Feb	477.32
Npower Business Solutions	Electricity 1 Mar - 31 Mar	502.68
Ogilvie Hall	Room hire for Jan, Feb and Mar 2022	30.00
	<b>Monthly Spend</b>	<b>£ 9,700.51</b>

- ii) In line with audit guidelines (*approved at Full council August 2018*) prior to the signing of cheques a councillor verifies invoices, and the prepared cheques agree, confirmed by initialling Expenditure Spreadsheet, Cheques, and Invoices with green ink.
  
- b) Items Councillors may wish to raise/discuss.  
Cllr C Guglielmi updated the meeting with regard to Highways as follows:
  - i) the street lights were being moved from one side of Cox's Hill to the other so the pavement side would have more lighting
  - ii) There was a roundabout to be installed at the end of Bromley Road as part of the Section 106 agreement for the Lawford Green development
  - iii) Works to complete resurfacing of the underpass were to take place in October 2022

**010/2023 Update ref other Meetings attended, or to be attended, by Councillors.**

No updates received.

The meeting closed at 8.10pm

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