

Lawford Parish Council



Minutes of a meeting of the Parish Council held in the Small Hall, Ogilvie Hall on Monday 18 July 2022 at 7.00pm.

Present: Cllrs V Guglielmi (Chair), Chester, Woods (Vice-Chair), Pretty, Barrett, Newman-Wright, Thurlow, Payne

Clerk to the Parish Council, Bridget Tighe

Members of the Public: Liam Maynard, Community Reporter, Colchester Gazette

033/2023 Apologies for Absence: Cllrs C Guglielmi, Miles, Kinsmore, Coley

034/2023 Minutes of the Previous Meetings:

a) The minutes of the previous Council meeting held on **Monday 20 June 2022** were approved.
Proposed: Cllr Woods **Seconded:** Cllr Thurlow **All agreed**

035/2023 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.	Ongoing
Mapping project. This was ongoing and Cllrs C Guglielmi and Thurlow would provide an update at the next meeting.	Ongoing
Clerk to submit a funding bid for the start-up costs for a Community Litter Picking group	Ongoing
Cllr Guglielmi to liaise with officers regarding signage for HGVs on School Lane and update at next meeting. Cllr Guglielmi provided an update which stated that he had met with Highways and Jenny Moody Homes who will be very happy	Ongoing
Clerk to put Football Club grant as an agenda item on the September Full Council meeting	Ongoing
Tree planting on TDC land. Cllr C Guglielmi will approach TDC for permission. The Clerk gave the original email to Cllr Guglielmi so he could investigate further.	Complete
Field gate to the pond/drainage overflow at Summers Park. Cllr Thurlow to chase second quote Waiting for Shaun Garrod of English Rose Landscapes to respond.	Complete
Quotes for removal of bins on Summers Park. Cllr C Guglielmi to chase. Waiting for Shaun Garrod of English Rose Landscapes to respond.	Complete
Tree planting for Queen's Jubilee. Clerk to organise plaque. This has now been received but needs attaching to Lawford Village sign.	Complete
Operation Quasar Report photos. Clerk to email Vanessa and ask for copies.	Complete
Cllr Newman- Wright to respond to the Plastic Free Initiative request for LPC to write to Ogilvie Hall and the Venture Centre	Complete

Clerk to write to the Earth Festival to confirm the LPC decision to donate £200.00.	Complete
Clerk to print and laminate signage for Riverview Car Park giving notice of 2-week closure from 15 th August	Complete
Clerk to purchase three signs for Riverview field. The Clerk reported that these were currently being delivered.	Complete
Clerk to write to Damian Williams, Director of Open Spaces, regarding dog poo bins on School Lane	Complete
Clerk to contact John Glover and let him know of the decisions regarding Tree Inspections on Queensway and Summers Park	Complete
Clerk to speak to Dave Childs about watering the trees on Cotman Avenue with green bags at the base	Complete
Cllr Barrett to send Cllr Guglielmi photos of the Gigaclear trenches	Complete
Cllr Payne to ask organisers of the Tendring Show to write to the Parish Council with an official request	Complete
The Clerk to ask Dave Childs if he would be able to open and close the gate to the car park on the day	Complete
Clerk to investigate the Solar Together Scheme. Cllr C Guglielmi had	Complete
Cllr Pretty to inform the resident that the pathway close to St Edmunds Way and the station is a private road. There was some discussion on this as it was pointed out that this pathway could be both a private road and a public footpath. Cllr Pretty would inform the resident of this.	Complete
Cllr Guglielmi to submit a members' enquiry regarding fencing and tree height at 1 Constable Close. He had done this and received an email	Complete
Clerk to object to planning application number: 22/00752/COUNOT	Complete

036/2023 Declarations of Interest:

There were no declarations of interest received.

037/2023 Public Voice:

Liam introduced himself and he was welcomed to the meeting.

038/2023 Reports and updates

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

- a) The District Councillor – the contents had been noted and no comments received
- b) The County Councillor's report – the County Report was replaced by an update on the East Anglia Green Pylons proposal. These papers were circulated and noted. No comments received
- c) TDALC report – it was reported that the next meeting was scheduled for 27th July after which report will be circulated
- d) Operation Quasar report – no comments received on the report provided.

039/2023 General Items

- a) Items Councillors may wish to raise/discuss. Cllr Newman-Wright informed the meeting that a press release was being put together regarding Mistley and Lawford Parish Councils joining the Plastic Free Initiative. He asked for a quote from the Chair which Cllr Guglielmi said she would email to him the next day. It was also suggested that Ben could prepare a press release that wasn't 'too wordy'. This was agreed.

Action: Cllr V Guglielmi to send quote to Cllr Newman-Wright for the press release.

Action: Cllr Newman-Wright to prepare a press release that wasn't too wordy

- b) Cllr V Pretty suggested that a letter be sent to Tendring District Council asking them what happens to the plastic they collect that is not included in their collection contract. She had noticed that many residents included in their plastic waste yoghurt pots and plastic food trays which were not on the collection list. Therefore, she would like to know what happened to these once they were collected. It was agreed that the Clerk would write to Tendring District Council and ask.

Action: Clerk to write to TDC and ask about plastic waste collection

040/2023 Public Realm committee:

- a) Update regarding 2 quotes to supply and fit 5ft timber field gate to the pond/drainage overflow at Summers Park. Cllr Thurlow reported this had now been completed and the gate installed. He said that Dave Childs had been asked to treat the gate and fencing in the autumn.

Action: Clerk to ensure fence is treated in the Autumn

- b) Update on works to Riverview Car Park. Cllr Thurlow reported that he was setting up a meeting with the contractor to finalise details with the pathway works due to start on 1 August and the Riverview Car Park works due to start on 15th August.

Action: Cllr Thurlow to set up and attend meeting with contractor

- c) John O'Connell commercial vehicles in Riverview Car Park. Complaints had been received during the month when the number of vehicles in the car park had increased. It was agreed that the Clerk would write to John O'Connell again to let him know complaints had been received.

Action: Clerk to write another letter to John O'Connell

- d) Update on quotes received for removal of bins on Summers Park. Cllr Thurlow reported that this was now complete with the bins moved out of the play area and installed in other locations on Summers Park. He confirmed he had also written to Jon Hamlet at Tendring District Council to ask when Veolia could start to empty them. He would update at the next meeting. He also said that he was putting together a report to send round to Councillors which would give them an overview of the bins in Lawford. In it he would be suggesting that 8 bins were changed from post bins to larger bins at a cost of approximately £2,000. He confirmed that Damian Williams at Tendring District Council would also be costing this and would email Cllr Thurlow in due course.

Action: Cllr Thurlow to update at the next meeting

- e) Update on John Glover contract discussions. Cllr Thurlow reported that he had attended a meeting with John Glover regarding increased costs to deliver his service. From 1st April 2022 John Glover was required to move from using red diesel to normal diesel which resulted in an increase from 65p per litre to £2.00 per litre. The meeting had agreed that this year the Parish Council would issue a grant to cover these increased costs and then from April 2023 John Glover would introduce the higher rate charges. All agreed with this as they appreciated the quality of work John Glover delivered.

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

- f) Update on 'bin' meeting with Damian Williams. Cllr Thurlow updated that he and Carlo had met with Damian to discuss the bins in Lawford and as a result Cllr Thurlow was putting together a report to send round to Councillors which would give them an overview of the bins in Lawford. In it, he would be suggesting that 8 bins were changed from post bins to larger bins at a cost of approximately £2,000. He confirmed that Damian Williams at Tendring District Council would also be costing this and would email Cllr Thurlow in due course.

- g) Invoice for completion of First Registration of School Lane. The invoice to complete these works of £559.02 was agreed.

Proposed: Cllr Pretty **Seconded:** Cllr Guglielmi **All agreed**
Action: Clerk to arrange payment

- h) Items Councillors may wish to raise/discuss. Cllr Barrett raised the issue of dog fouling on the football pitches at School Lane as it had gone up dramatically and causing health and safety concerns regarding young people playing on the pitch. This was discussed and it was agreed that the Councillors would close the car park in order to stop access if the football club agreed to this action. Cllr Barratt said he would speak to the club at the next committee meeting and let the Councillors know their decision.

Proposed: Cllr Thurlow **Seconded:** Cllr Woods **All agreed**
Action: Cllr Barratt to let the Clerk know the decision of the football club

041/2023 Administration Committee:

a) Council's expenditure

- i) A list of expenditure and a bank reconciliation sheet was circulated prior to the meeting for information. The list of expenditure is set out below:

Payee		Amount	VAT	Total
E-on Energy	Tennis court lighting	34.59	1.73	36.32
Npower Business Solutions	Street Lighting	1,115.03	223.01	1,338.04
BT	Office communications	44.20	8.84	53.04
Ogilvie Hall	Office rental	500.00		500.00
Clerk	Salary	872.82		872.82
HMRC	Tax (for 3 months)	1,239.15		1,239.15
LGPS	Pension (backdated)	2,161.23		2,161.23
Dave Childs	Handyman Services	710.00		710.00
Playquip	Play area repairs	488.00	97.60	585.60
Landscape Services	Verge and grass cutting	600.00	120.00	720.00
Landscape Services	Verge and grass cutting	475.00	95.00	570.00
Landscape Services	Verge and grass cutting	300.00	60.00	360.00
Earth Festival	Donation	200.00		200.00
Parochial Church of Lawford	Grant	2,750.00		2,750.00
A&J Lighting Solutions	Street Lighting maintenance	1,337.50	267.50	1,605.00
Taylor's Foundry Limited	Mile Marker	400.00	80.00	480.00

- ii) Two councillors verified the invoices, confirmed by initialling Expenditure Spreadsheet and Invoices with green ink.
- b) Npower contract. Copy for information and agreement. This new contract was agreed.
Proposed: Cllr Guglielmi **Seconded:** Cllr Woods **All agreed**
- c) Report on Street Lights. For discussion and agreement. This report was discussed and it was agreed to take it to the next Administration Meeting to be held on 5 September 2022 for further discussion.
Proposed: Cllr Thurlow **Seconded:** Cllr Woods **All agreed**
Action: Clerk to put on the Administration Committee Agenda for 5 Sep 2022
- d) Sickness Absence Policy. This new policy was adopted at this meeting.
Proposed: Cllr Guglielmi **Seconded:** Cllr Woods **All agreed**
- e) Safeguarding Policy. This new policy was adopted at this meeting.
Proposed: Cllr Guglielmi **Seconded:** Cllr Woods **All agreed**
- f) Updated Policy Index. Copies of the updated policy index were shared.
- g) Items Councillors may wish to raise/discuss. It was agreed that in future meetings would be held at 6.30pm rather than 7pm.
Proposed: Cllr Woods **Seconded:** Cllr Thurlow **All agreed**

042/2023 Update ref other Meetings attended, or to be attended, by Councillors.

There were no updates from other meetings.

There being no further business the Chair closed the meeting at 8pm

Signature :

Date: