

Lawford Parish Council



Minutes of the Administration Committee held in the Small Hall, Ogilvie Hall, Wignall Street, Lawford, CO11 2JG at **7pm on Monday 6 January 2020.**

1. Present:

Councillors: Adcock-Jones, Woods, C Guglielmi, Miles, and Kinsmore
Clerk: Mrs Peachey
0 Members of the Public

Apologies:

None

2. Minutes of the last meeting:

Minutes of the Administration Committee Meeting held **4 November 2019** to be taken forward to Full Council (copy not available at meeting)

3. Actions from the previous meetings:

Clerk to contact Rose Builders and establish when grassed/public areas on new housing estates will be handed over for LPC to maintain.	Completed
Ring Fenced Funds £25,000.00 (£15,000 to replace ageing Street Lamps and £10,000 finishing/furnishing new office building) to Full Council for approval.	Completed
On-site Training - clerk to establish what EALC consider to be a viable number of councillors to carry out on-site training.	Completed

4. Declarations of interest:

Item 5c Cllr Adcock-Jones

5. Financial and related matters:

a) **Affiliations:** None received

b) **For Information:** Monthly Reconciliation for November completed.

c) **Appointing a Barrister** to resolve the issue of funding the maintenance of Churchyards:

i. East Anglian Chambers contacted – not Direct Access, a solicitor would have to instruct them. Cllr Adcock-Jones approached a member to act and was given a verbal quote of £1,200 - £2,000 + VAT (to be confirmed in writing)

ii. Quote received from Matthew Feldman (1995) 42 Bedford Row (Direct Access) with a quote of £4,800 +VAT

iii. Third Quote to be obtained from April Plant.

Action

iv. Three quotes to be obtained for Solicitors to instruct a Barrister. Birketts have been suggested as one of the options. The other two being Sparlings Solicitors, 62A Connaught Avenue and Thompson Smith and Puxson Solicitors Stable 6, Stable Rd, Colchester CO2 7GL. Cllr Adcock Jones offered to draft the instruction for the appointed solicitor to 'Rubber Stamp', thereby saving council additional fees.

Action

v. Clerk requested to make enquiries of EALC as to reactions from other Parish Councils and if any intend to take further action and perhaps wish to join with LPC in the above

action.

Information to be taken to Full Council for a final decision on the action Council wish to take.

- d) **Operation Quasar – for information:** Invoicing in January will be for £900.00 (Jan-March @ £300 per month) and in April for £5,000.00 covering 2020-21. The first ‘session’ on Saturday 4 January was received extremely well and council has no doubts that the operation will be very successful. It was suggested Sgt Simon Tattersall be invited to Council’s Parish Meeting to give a short talk. **Action**
- e) **Website going live:** link to new site circulated for comment with a view to going live as soon as possible. Favourable response received from councillors. **Action**
Note: Following an historic photograph of Lawford becoming part of the ‘Title strap’ it was though an article about Lawford’s history and more historic photographs would be good to include. **Action – Clerk to contact Ivan Sage/Peter Cant**

6. Personnel:

- a) Clerks remaining holiday entitlement 13.7hrs (9/01/19 booked) Clerk was asked to establish how the Clerks daily deduction for booked holiday was arrived at since 4.4 hrs are deducted from the allowance when a day is booked. **Action**
- b) **On-site Training** – it was proposed on site training not be undertaken since on 4 councillors are able to attend on the dates given and the cost will be in the region of £750. This would not be viable. Clerk was requested to look into courses being delivered by webinar and also to circulate EALC’s course calendar. **Action**
- c) **Quality Council** – Working Party will meet at 6.30pm on 20/01/20

7. Legal Updates:

Circulated with Agenda

8. Matters to be raised by members for the next agenda:

- a) Tablets for councillors (to Full council for discussion)
- b) Clerk requested to remind councillors of the etiquette for speaking at meetings
- c) Confirmed Committee Agendas to be sent to all councillors not just those on the committee and if a subject is of interest councillors can attend the meeting

The next Administration meeting is scheduled for **2 March 2020**

Signature: (Chair).....Date.....