

Lawford Parish Council



Minutes of the Lawford Parish Council Meeting held in the Small Hall, Ogilvie Hall, Wignall Street, Lawford, CO11 2JG on Monday 17 February 2020 at 7.15pm.

Present:

Councillors Adcock-Jones (Chair), Woods, Pretty, Thurlow, Kinsmore, Miles, C & V Guglielmi, and Barrett

Clerk: Mrs Peachey

Also in attendance

0 Members of the press

1 Member of the public

Apologies:

Cllr Payne

89/2020 Minutes of the Previous Meetings:

The minutes of the Emergency Council meeting held on **2 January 2020** were approved.

Proposed: Cllr Pretty **Seconded:** Cllr V Guglielmi **Agreed**

90/2020 Actions from the previous meeting:

Clerk to post cheques	Completed
Clerk to ask Sgt Tattersall if a constable is allocated to Lawford that could attend /Council's meetings	Completed
Clerk to formally write to Tendring requesting a Governance Review be carried out regarding the joining of the three parishes.	Underway
Instruct Solicitor and Barrister to act ref Church Grant funding	Completed
Council agreed to support NALC in its response to the Home Office consultation on strengthening police powers to tackle unauthorised encampments. Clerk to advise NALC	Completed
Dates suggested for Defibrillator Training with the First Responders - Clerk to check hall availability on Monday 10 February or Monday 9 March 2020 (Preferred Date).	Completed
Council did not agree to support the bill as it was felt there were sufficient suppliers of electricity. Clerk to advise	Completed
Council can now co-opt and it was suggested adverts be placed in the Harwich & Manningtree Gazette, on Council's Facebook page and in 'In Touch' Clerk was asked to place in the 'In Touch' and Harwich & Manningtree paper again.	No applicants to date 9.03.20 is closing date
Check previous minutes to determine the date council agreed not to pursue a VE Day activity due to being unable to get the three councils together for a preliminary meeting.	Public Realm September 2019
Cllr C Guglielmi to take photographs of the hedges and take to ECC for the appropriate action to be taken	Taken and submitted Waiting for a response
Clerk was requested to ask Manningtree's Clerk what is happening with the Swift project now both councillor and representative have resigned.	Completed
Clerk requested to raise with Sgt Tattersall the issue of two cars parked outside Hearts Delight with flat tyres one with a board on it. It was stated neither are taxed and therefore not insured and.	Completed – advised both are legal
Cllr Kinsmore mentioned the bollard at the top of Cox's Hill which has been flashing on/off. Clerk requested to report it.	Completed

B/fwd from January's meeting Cllr Adcock-Jones to obtain a contact address from the Land Registry for 1 Constable Close	In light of council's decision no longer a requirement.
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91/2020 Declarations of Interest:

- a) Cllrs Thurlow and V Guglielmi item 96/2020 Planning: 20/00005
- b) Cllr Adcock-Jones 95/2020 Expenditure: item payable to Solicitor/Barrister on account £3,000.00
- c) Cllr C Guglielmi 97/2020 a) this forms part of Cllr Guglielmi's portfolio at TDC

Item 98/2020 Public Voice b/fwd to accommodate member of Public

- a) Mr Graham attended to take questions that have arisen and to update council on preparation for the Event being held on 25/26 April 2020
 - i. The issue raised at the previous meeting regarding Hungerdown Lane has been resolved
 - ii. There is a proposal to make Hungerdown Lane and Tile Barn Lane one way for event traffic
 - iii. If residents have medical emergencies during the event and require treatment, they are advised to telephone 999. Arrangements will be made to ensure emergency vehicles have access at all times
 - iv. Booklets are available with event information and will be delivered to as many houses as is possible that are affected by the event.
 - v. Carbon offset is being reviewed and organisers are in discussions regarding tree planting
 - vi. Event organisers will be cleaning up stages after the event
 - vii. Organisers are keen to promote speed awareness to those following event vehicles and speed guns/cameras will be deployed.

Note: It has been requested that Public Voice be returned to its previous position within the Agenda

92/2020 Reports from:

- a) The District Councillor (*circulated*)
- b) The County Councillor (*Circulated with Agenda*)
- c) Crime report (*Circulated with Agenda*)

Note: It was request that Operation Quasar appeared at this point on future Agenda's

93/2020 Manningtree, Mistley and Lawford Councils:

- a) Invitation received to join in the next Community Litter Picking Event in Mistley on Saturday 21st March, meeting at the Village Hall at 9.45am. Equipment will be provided. *Cllrs C & V Guglielmi will be attending.*

94/2020 Items for consideration and discussion by council:

- a) **Parish Meeting – given the costs involved for catering, advertising, Hall Hire** and the lack of public interest in 2019 the Working Party are suggesting the Parish Meeting not be a separate event, but be held before the Annual and Full Council Meetings on 18 May 2020 where the various reports can be read. Council agreed the Parish Meeting should take place at 6.30 before the Annual Meeting and Full Council Meetings on 18 May 2020. **Proposed:** Cllr Pretty **Seconded:** Cllr V Guglielmi **Agreed**
Action: Clerk to cancel Hall Booking for 14/05/20
- b) **Thought given to the subject matter that is dealt with by the Administration and Public Realm Committees.** A number of subjects/items crossover committees, which leads to lengthy decisions and a degree of confusion. As of April 2020, Public Realm will have a budget of £34,000.00 negating the need to go to Administration for approval of spend.
 The following is suggested:
 - i. **Administration Committee** deals with/oversees;
 - 1) The monthly spend (accounts)

- 2) The monthly Reconciliation,
 - 3) The Audit (Quarterly & Annual),
 - 4) The Budget,
 - 5) Affiliations,
 - 6) Grants,
 - 7) Legal Matters
 - 8) Councils Policies
 - 9) Personnel (holidays, pay rises, overtime, for the Handyman and Clerk).
- ii. **Public Realm Committee** deals with/oversees;
- 1) Community related issues/improvements/events
 - 2) Approving spend for the above items/projects
 - 3) Highways issues.

Council agreed that this format should be adopted.

Action

c) Request from EALC - subjects to Lobby MP's the following suggestions passed to EALC

- i. The provision of Grant funding to maintain Churchyards
- ii. The cessation of the Annual Parish Meeting

No further subjects were raised for putting forward

95/2020 Administration: (Meeting held 6 January 2020)

- a) Councils expenditure:
 - i. A list of expenditure approved by Council.

Direct Debits		Amount	VAT	£	
E-on Energy	Street Lights	396.78	79.36	476.14	n/a
E-on Energy	Tennis Courts	9.07	0.45	9.52	n/a
BT	Office Communications	35.84	7.16	43.00	n/a
Ogilvie Hall	Monthly Rent for the Parish Office	500.00	-	500.00	n/a
Items of Expenditure to be approved and cheques signed by Councillors					Chq Number
Monthly Salaries	Staff payments	1,074.93	-	1,074.93	104626
Inland Revenue	Paid Quarterly June/Sept/ December /March	-		-	
Evergreen Office Supplies	Cartridges - November Invoice in junk - reminder received signed 3/02/20	74.35	14.87	89.22	104620
Solicitor/Barrister	Ref Church Grant funds on account	3,000.00			104621
Dave Childs	Handyman	475.00	-	475.00	104622
A&J Lighting	Footpath, 17 Merivale, 29 Colchester Rd, behind Highfields	297.60	59.52	357.12	104623
Wybone Ltd	Bins	549.98	110.00	659.98	104624
Playquip	Swing repair - Riverview	152.00	30.40	182.40	104625
Evergreen Office Supplies	Refuse Sacks	31.58	6.32	37.90	104627
VCS Websites		350.00	-	350.00	104628
Website Artwork		70.00	-	70.00	104629
		Monthly Spend	7,017.13	308.08	4,325.21

Proposed: Cllr Miles **Seconded:** Cllr V Guglielmi
Clerk to post cheques **Action**

Note: Cllr Adcock-Jones abstained

- ii. In line with audit guidelines (*approved at Full council August 2018*) Cllr Pretty verified that **invoices** and the prepared **cheques agreed, confirmed by initialling both cheque and invoice with green ink.**

96/2020 Planning:

- a) **From the meeting of 3 February 2020 To Full Council** - not quorate for a vote due to declarations of interest being registered.

20/00005/FUL Mr A Coley Almshouse Charity	Proposed 2 no. new one-bedroom semi-detached dwellings.	Cox and Hales A1-3 Almshouses, Wignall Street, Lawford, CO11 2JQ.
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No Objection

Proposed: Cllr Miles **Seconded:** Cllr Woods **Agreed**

- b) **The below plans have been viewed by the Planning Committee with comments as shown. To be formally approved by council.**

20/00072/FUL Mr and Mrs Owers	Proposed erection of a single storey rear extension (replacing existing conservatory) and a double storey side extension.	75 Gainsborough Drive Lawford CO11 2LF
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No Objection

20/00090/FUL Mr Ian Bransgrove	Proposed raising of roof to existing rear addition, new rear doors and alterations	44 Colchester Road Lawford, CO11 2BA
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No Objection

20/00097/FUL Mr and Mrs Baines	Proposed single storey rear and side extension.	16 Stourdale Close Lawford, CO11 2HY
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No Objection

Proposed: Cllr Miles **Seconded:** Cllr Woods **Approved**

- c) **Applications received 11 February 2020 – not viewed by the Planning Committee**

i. 20/00142/TCA Trevor Wright Forest Service	Fell an area of semi mature Ash Trees and restock with native broadleaves.	Lawford Hall Farm Church Hill Lawford, CO11 2JX
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No Objection

ii. 20/00164/TPO Mrs Anita Huckle	1 No. Holm Oak - Reduce crown by 2m. 1 No. Monterey Cypress - Fell.	25 Lawford Place Lawford, CO11 2PT
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No Objection

iii. 20/00174/TCA Mrs Heather Watson	Row of trees along back boundary - reduce by 30%.	48 Colchester Road Lawford, CO11 2BA
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No Objection

Proposed: Cllr Miles **Seconded:** Cllr Woods **Approved**

- d) **Applications approved by TDC since the last meeting:**

None

97/2020 Public Realm: (Meeting held 3 February 2020)

- e) **Riverview Purchase** was discussed (see minutes of the Public Realm meeting 3 February 2020 and notes provided by Cllr Adcock-Jones) A lengthy and in-depth discussion was held whether to continue with the purchase of Riverview given continuing issues. During the discussion it was highlighted that Council had started the process to purchase the Riverview Play area some 9years ago because Tendring District council notified LPC of an incremental rise in rent to take place over a 5year period.

Rental was (and remains) £60 per year. LPC also wanted to stop housing being built on the site, as it could be valuable as development land. Already incurred fees and other expenses were discussed, together with the possibility of other financially related issues arising.

Other issues arising; TDC appeared not to realise ECC rented a portion of the land in question, TDC's proposal does not agree with the original 'Heads of Terms'.

Council voted on whether to continue with the purchase, which was **Proposed** by Cllr Miles and **Seconded** by Cllr Pretty, 5 councillors voted in favour and three opposed, therefore the proposal was **approved**. **Cllr C Guglielmi** abstained, **Cllr Payne** was not present.

Further discussion took place as to how best to progress the purchase. It was decided the preferred course of action was a face to face meeting at LPC's offices enabling a site visit to take place. The meeting to be between TDC, its solicitor, Councillors from LPC (it was suggested Cllr Adcock-Jones and Thurlow be in attendance) and LPC's solicitor. **Cllr C Guglielmi** agreed to speak with TDC and the **Clerk** will contact Birkett Long (LPC's Solicitor). **Proposed:** Cllr Barrett **Seconded:** Cllr Thurlow **Agreed** **Cllr C Guglielmi** abstained, **Cllr Payne** was not present

Action – Clerk & Cllr C Guglielmi

- f) **For information:** Defibrillator Training 9 March 2020 6.30pm immediate family are also invited to attend. *Currently six councillors have advised attendance*
- g) **For information:** Coffee with Cops – arranged for 10.00am on 26 March at Hearts Delight. Cllrs Payne, Pretty and Woods have volunteered to be in attendance. A poster will be forwarded by Pat Smith PCSO and she has contacted Hearts Delight.
- h) Corbeau Seats Rally – update received earlier from Stanley Graham the Residents Liaison Manager for the Rally
- i) VE Day celebrations: LPC having agreed not to pursue a VE Day Celebration last year because of the tight time frame, (Cllrs Pretty and Woods having put forward dates as requested by Manningtree Town Council that did not suit Mistley or Manningtree) have received a further request from Manningtree Town Council to join the celebrations committee.
Cllr Woods attended a meeting on 4 February 2020 and provided the following update.
 - i. The event will be held in Manningtree High Street
 - ii. Children from the schools in the area will be invited and given a medal
 - iii. A 'Road Closure' agreement is awaited
 - iv. A Health & Safety Review will take place
 - v. Mistley Council are taking part
 - vi. Bradfield Parish Council have been invited to take part
 - vii. There will be refreshments, entertainment and competitionsThe next meeting will be held on 10 March 2020 and Cllr Woods will attend, Cllr Pretty offered to accompany Cllr Woods. **Action - Cllr Woods**
Council suggested no more than £1,500.00 be committed to the event if required.
- j) **For information:** Website is live - go to councils' old website and follow the link. Mr Frostick is updating site until Training can take place, which is arranged for March 25th, after which point the site will be fully live and the old site removed.
- k) **For discussion:** because many items on Public Realm request/require updates from Cllr C Guglielmi, the Committee suggested Cllr C Guglielmi be asked to provide an update at Full Council on the Highways issues referred to him. Cllr Guglielmi will obtain a list of LTEN submissions for the committee The Clerk keeps a spreadsheet of all items reported to ECC Highways. **Action - Cllr C Guglielmi**
- l) To establish the process for submitting Highways requests (previously Cllr Langstone liaised with Cllr C Guglielmi who had to approve the submission) **Cllr C Guglielmi** will provide the necessary form to the clerk and it was agreed all submissions and issues to be reported be fed through the clerk. **Action – Cllr C Guglielmi**

98/2020 Public Voice:

A Rally update was dealt with earlier in the meeting to avoid a lengthy stay for Mr Graham the Residents Liaison Manager.

Note: Council suggested Public Voice be returned to its original position near the beginning of the meeting to avoid lengthy waits for those wishing to speak **Action**

99/2020 Other Meetings Attended by Councillors

- a) Cllr Thurlow updated council on the Football Club's quest for a 3G pitch advising they intend to always remain an amateur club and are applying to become a Charity Institution
- b) Cllr Thurlow has researched and arrived at a suitable memorial seat for Mr Brian Rolfe, cost is £470 + VAT, free delivery, the Football Club will fix the seat. He advised wording is £40 for 100 characters.

There being no further business the meeting ended at 9.27pm

The next meeting of Full Council will be held on **16 March 2020**

Signature (Chairman):**Date:**