



Lawford Parish Council

Minutes of the Lawford Parish Council meeting held in the Main Hall, Ogilvie Hall, Wignall Street, Lawford, CO11 2JG on Monday 21 May 2018 following the Annual Meeting held at 7.15pm.

Present:

Councillor – V Guglielmi (Chair), C Guglielmi, Payne, Langstone, Smith, Woods, Brown, Adcock-Jones and Pretty

Also in attendance:

Clerk: Mrs Peachey
 0 Members of the press
 1 Member of the public

Apologies:

Councillors Baker and Miles

Not in Attendance:

Cllr Elkin

1/1819 Minutes of the Previous Meeting:

The minutes of the meeting held on **Monday 16 April 2018 were approved.**

Proposed: Cllr Pretty Seconded: Cllr Brown Agreed

2/1819 Actions from the previous meeting:

Report on Actions and Progress:

Clerk to post cheques	Completed
Extended at the March meeting an offer for a member of council to become a trustee – item on Annual Meeting Agenda * Cllrs Brown and Smith expressed interest	Completed
Clerk to issue contract to resident requesting to fly gliders at School Lane Recreation Ground	Completed
GDPR – to appoint LCPAS as DPO Note: legislation/guidelines may be amended and Parish Councils may not now have to appoint a DPO therefore no action taken at this time	Ongoing

3/1819 Declarations of Interest:

- a) Cllr C Guglielmi – Finance; item 5/1819 k)
- b) Cllr C & V Guglielmi – It was noted that if an item was raised in connection with the LHET, Councillors C & V Guglielmi would declare an interest and withdraw from the meeting.
- c) Cllr V Pretty – Representative on the Ogilvie Hall Committee

4/1819 Public Voice:

- a) The member of the public being present to respond to questions in relation to item 5/1819 e)

- b) Cllr V Guglielmi relayed thanks received from David Ashley for the gift and card council gave him on the occasion of his retirement from council. She also read a card received from John O'Mara following the gift council gave him on his retirement from council in preparation for their move to Ireland.

Reports from:

- The **District Councillor** - not present
- The **County Councillor**
- **Crime report** received from Cllr Baker and circulated

Note: Reports will be published on council's website

5/1819 Finance: (Minutes circulated with Agenda)

For Approval:

Affiliation

- a) EALC affiliation 2018/19 £494.74, NALC affiliation 2018/19 £238.39 Total £733.13. **Propose payment** **Proposed:** Cllr C Guglielmi **Seconded:** Cllr Brown **Agreed**

Grant Requests

- b) Lawford Church Flower Festival – *unfortunately this does not fall within councils remit for Grant Funding* **Propose council decline**
Proposed: Cllr Langstone **Seconded:** Cllr Brown **Agreed**
Action – Clerk to advise
- c) Lawford Churchyard Maintenance Grant - £2,750.00 **Propose payment**
Proposed: Cllr Brown **Seconded:** Cllr Langstone **Agreed**
- d) East Anglia's Children's Hospices - request for support suggestions given are through local community fundraising, Parish Council choosing the charity for the Civic Year or through volunteering. *Suggestions do not fall within councils remit for Grant Funding.* **Propose Council decline**
Proposed: Cllr Pretty **Seconded:** Cllr Langstone **Agreed**
Action – Clerk to advise
- e) **Ogilvie Hall – request for short term funding for necessary refurbishment works** (Full account appears in Finance Minutes) Following discussion it was proposed council provide a further grant of £2,500.00 and the Clerk make enquiries of EALC regarding the lending of funds for this purpose. Works are due to start in July (Power to provide buildings for public meetings and assemblies or contribute towards the expenses of providing such buildings)
The Secretary of OGHC, who was present at the meeting, gave council a résumé of the works to be carried out, the existing financial preparation and the reason a loan may be requested (very old building and once work gets underway the possibility of finding rot etc.) Scaffolding will cost £17,000.00, if funds cannot be sourced, the scaffolding will have to be taken down until resolved which will attract a further £17,000.00 to restart works. Following discussion council approved a Grant of £2,500.00 to be held in abeyance if or until required, in order to to save time obtaining approval if needed.
Proposed: Cllr Langstone **Seconded:** Cllr Smith **Agreed cheque should be issued if needed**
Note: Cllr Pretty abstained from voting
For note: council can provide a loan, however legislation/terms have to be investigated
Action - Clerk

Other Items

- f) **Insurance renewal** – Came & Co £2,614.31 (*Last year's premium was £2,563.05*)
Proposed: Cllr Adcock-Jones **Seconded:** Cllr Smith **Agreed**
- g) **Electricity contract** due for renewal on 2 August – **Quote received; 27p per day Standing Charge, 20.31p per kWh both +VAT, CCL (Climate Change Levy) and Green Deal (if they apply).**

The contract relates to the recently decommissioned Tennis Courts and it was queried whether council wish to renew or perhaps take the lights out of service. Following a short discussion as to whether or not council wish to renew the contract it was decided to take this back to Amenities/Finance and the Clerk should look into viability since it is hoped the Tennis Courts will be re-developed in the future, at which time the lighting may be required and to reinstate may be more costly than allowing the contract to continue.

Action - Clerk

- h) **For Information; Office mobile** is no longer functioning – proposed a new mobile be purchased which was agreed at the Finance meeting.
- i) **Agreement of Audited End of Year Accounts** (*circulated with agenda*)
Proposed: Cllr Brown **Seconded:** Cllr Pretty **Agreed**
- j) **Annual Return for approval** (*To be approved in order – viewed by Committee and circulated to Full Council*)
 - i. **Section 1** **Proposed:** Cllr Langstone **Seconded:** Cllr Brown **Agreed**
 - ii. **Section 2** **Proposed:** Cllr Brown **Seconded:** Cllr Woods **Agreed**
- k) **A list of expenditure was approved.**

Direct Debits		
E-on Energy	Street Lights – Unmetered Supply	£ 334.87
BT	Office Communications	£ 51.90
Ogilvie Hall	Monthly Rent for the Parish Office	£ 300.00
E-on Energy	Tennis Courts	£ 8.86
Items of Expenditure to be approved and cheques signed by Councillors		
Monthly Salaries	Staff payments	£ 1,101.60
Noticeboard co	Magnets	£ 37.50
Inland Revenue	Now paid quarterly	£ 0.00
Dave Childs	Handyman	£ 256.50
EALC	Affiliation	£ 733.13
Came & Co	Insurance	£ 2,614.31
St Mary the virgin	Grant to maintain the churchyard	£ 2,750.00
Landscape Services	Grass Cutting	£ 2,448.00
ASL	Printer copies	£ 151.64
Anna Sallis	Auditor	£ 250.00
Cllr C Guglielmi	Retirement Gift David Ashley	£ 59.90
Mrs St James	Cover for Clerks Annual Leave	£ 130.00
BNP Paribas	Printer leasing	£ 127.20
	Monthly spend	£ 11,355.41
OGH	Possible Grant for approval Note: approved for issue only if required. See minute:5/1819 e)	£ 2,500.00

Proposed: Cllr Langstone **Seconded:** Cllr Woods **Agreed**

Note: Cllr C Guglielmi abstained from voting

Action

6/1819 Planning: (*Minutes circulated with Agenda*)

a) **Planning Applications for formal approval received since the planning meeting agenda was published** and previously reviewed by planning committee;

- i. **18/00640/FUL** – construction of a dog grooming salon 168 Long Road **Object**
Running a business in a residential area
Proposed: Cllr Payne **Seconded:** Cllr V Guglielmi **Agreed**
- ii. **18/00651/FUL** – detached single annexe at 59 Nash Close **No objection**
Providing the conditions are adhered to and the annexe does not become a separate dwelling to be let out or sold.

- Proposed:** Cllr V Guglielmi **Seconded:** Cllr Payne **Agreed**
- iii. **18/00680/LUEX** – use of land for stationing of static mobile home as a permanent residential dwelling unit at 63 Tile Barn Lane. **Object**
No identified need
- Proposed:** Cllr Payne **Seconded:** Cllr V Guglielmi **Agreed**
- iv. **18/00658/FUL** - proposed loft conversion with dormer extension 28 Hunter Drive **No objection**
Proposed: Cllr V Guglielmi **Seconded:** Cllr Payne **Agreed**

7/1819 Highways and Transport: *(No meeting held since last Full Council)*

- a) No 2 Bus has been removed from service – place on Highways Agenda **Action**
- b) **For Information;** a resident visited the office regarding the deterioration of the parking on Queensway with commuters giving no thought to residents or access for emergency vehicles. This to be placed on the next Highways Committee meeting. **Action**

8/1819 Amenities: *(No meeting held since last Full Council)*

For Information: The slide has been installed at Waldegrave and the surface repair at School Lane has now been completed.

9/1819 Personnel, Policies and Regulations: *(No meeting held since last Full Council)*

- a) Emergency Plan – Cllr C Guglielmi gave the history as to why Manningtree has to date taken the lead on the plan. Going forward the three councils will put forward representatives that will meet to discuss amendments and take them back to their respective councils to approve. It was noted that for reference the previous Emergency Plan remains in Councillors Information Pack as the ‘revised’ plan has not yet been approved by council. The Clerk was requested to re-issue the Councillors Information Pack to all councillors. **Action**
- b) Councillor vacancies – no applications received to date – an article has appeared in the Harwich & Manningtree Paper. If no applicants have come forward by 10th June Clerk has been requested to contact In Touch to print and article. Cllr Smith advised the meeting a possible candidate will be contacting council. Cllr Adcock-Jones advised council he responded to council’s flyer. It was suggested the Clerk update the flyer and 1000 be printed for distribution. **Action**
- c) **For Information:** Personnel Policies and Regulations Committee had requested the Clerk circulate the Code of Conduct to Councillors reminding them there are correct ways to deal with issues that may arise.
- d) Review of the revised Code of Conduct – the paper was reviewed by committee and amendments recommended. It was suggested that given the shortness of time for alterations to be made between the Personnel Policies and Regulations meeting and the Full Council Meeting, **the policy is taken forward to Full Council in June.** **Action**

10/1819 Lawford Housing Enterprise Trust:

Interviews have now been held and potential residents selected. They will have the relevant checks made before being given their keys. Council were advised there were 38 applicants for the 8 properties. The Trust are arranging a ‘get together’ to enable the chosen resident to get to know one another and an official handover at which, it is hoped, there will be a Royal presence.

Cllr C Guglielmi advised that although it is called the Lawford Housing Enterprise Trust it will incorporate properties in Mistley and Manningtree. He also proposed this item now be removed from the Agenda but that a link to the LHET website remains on LPC’s website. Clerk advised although information about the trust appears on LPC’s website there is no link to their website. **Action - Clerk**

Note: Councillors expressed a desire to revisit having a new website built (previously discussed in 2016) Clerk will place on next Amenities and then Finance Agenda’s **Action**

11/1819 Other Meetings Attended by Councillors

- a) None
- b) Other items:
 - i. Cllr Woods mentioned the Mural that Acorn Village has painted at the Station Underpass. It is very good, brightening the area and improving the environment.
 - ii. A vote of thanks was given to Cllr Langstone for her work and for going 'above and beyond' with various incidents that have arisen in recent weeks.

There being no further business the meeting ended at 8.35pm.

Signature (Chairman):Date: