



**Minutes of the Lawford Parish Council meeting held in the Main Hall, Ogilvie Hall, Wignall Street, Lawford, CO11 2JG on Monday 18 June 2018 at 7.15pm.**

**Present:**

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

**Also in attendance:**

Clerk: Mrs Peachey  
 0 Members of the press  
 2 Member of the public  
 Les Hawkins delivering information in relation to Special Constables

**Apologies:**

Councillors Baker and Smith

**12/1819 Minutes of the Previous Meetings:**

The minutes of the Annual Council meeting and Monthly meeting held on **Monday 21 May 2018** were approved

Main Meeting      **Proposed: Cllr Brown    Seconded: Cllr Langstone    Agreed**  
 Annual Meeting      **Proposed: Cllr Pretty    Seconded: Cllr Brown    Agreed**

**13/1819 Actions from the previous meeting:**

Report on Actions and Progress:

|                                                                                                                                                                                |                 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| Clerk to post cheques                                                                                                                                                          | Completed       |
| Lawford Church Flower Festival – grant declined Clerk to advise                                                                                                                | Completed       |
| East Anglia’s Children’s Hospices - grant declined Clerk to advise                                                                                                             | Completed       |
| Clerk to investigate legislation in relation to providing funding to Ogilvie Hall                                                                                              | Ongoing         |
| Renewing of Tennis Court EON contract to Amenities (see item 9a) below)                                                                                                        | Completed       |
| No 2 Bus has been removed from service – place on Highways Agenda                                                                                                              | Completed       |
| Deterioration of the parking on Queensway – to Highways Committee                                                                                                              | Completed       |
| Re-issue Councillors Information Pack                                                                                                                                          | Completed       |
| Produce 1000 flyers advising ref the three councillor vacancies                                                                                                                | Completed       |
| Update of new Code of Conduct following the review by Personnel, Policies and Regulations                                                                                      | Ongoing         |
| Remove LHET from Agenda                                                                                                                                                        | Completed       |
| Revisit the building of a new LPC Website – take to Amenities                                                                                                                  | Completed       |
| <b>From May Meeting</b>                                                                                                                                                        |                 |
| GDPR – to appoint LCPAS as DPO <b>Note: legislation/guidelines may be amended and Parish Councils may not now have to appoint a DPO therefore no action taken at this time</b> | Remains Ongoing |

**14/1819 Declarations of Interest:**

None

**15/1819 Public Voice:**

**a) Les Hawkins provided the following information about Community Special Constables;**

- i. They are fully warranted part time Police Officers that provide the service in their spare time.
- ii. They do not receive quite the same level of training
- iii. Parish would pay the 'Specials' a duty allowance and expenses
- iv. They are required to do a minimum of 16 operational hours per month. The meeting was advised most Specials do more and at the top end 500 hours per year has been seen (*equating to around 41hrs per month*) with costs around £1,000.00 per person. At the lower end it is approximately £300.00 - £400.00 per person.
- v. The hours worked cannot be dictated
- vi. LPC would pay for the time /special Constables are signed on Duty. If they are re-deployed elsewhere payment by LPC stops. Their radios are GPS linked therefore their whereabouts can be accurately calculated.
- vii. Recruitment – the Special Constables are not moved around the area, they are voluntary and are recruited for a specific area.
- viii. A recruitment poster is designed for the specific area/parish and the artwork sent to the Parish Council.
- ix. Recruiting and Vetting can be a lengthy process. Once recruited Training takes 20days over a 10wk ends. They will then work through a portfolio with a Tutor Constable attending different incidents and have to be signed off as being competent to deal with those incidents before they are able to work alone. Completion of the portfolio can be from 2-3 months up to 2years.
- x. It was suggested council budgets for at least 2 officers
- xi. Officers would use a local policing community hub, but be based at Colchester. *NB: Cllr C Guglielmi raised the point that Special Constables would be based in Manningtree Fire Station. Les Hawkins will investigate this as the reason there has been a delay in delivering information about Special Constables was so that it could be determined where Special Constables would be based. The operational decision being they would be based at local Police Stations (Colchester or Harwich)*
- xii. Council cannot task the Special Constables
- xiii. Certain occupations are barred from being Special Constables (National Policy)
- xiv. Can publish an advert on LPC's Website, Noticeboards or in the papers
- xv. There is no 'Tie –in' to the scheme, it is a Legal Agreement in name only and serves to ensure payment is made.

Details will be sent to the Clerk and it was suggested Manningtree and Mistley be approached and a meeting arranged to discuss further and that Les Hawkins also be invited.

A member of the public suggested the new Community Centre might be a place the Special Constables could be housed. Les Hawkins advised it was an operational decision to house them in Police HQ's (Harwich or Colchester)

- b) A member of public spoke about action to the Appeal being made by Gladman Homes in relation to the proposed 110 houses in Grange Road. A plea was made for residents to make representation to the Inspectorate. An inspector is likely to be appointed in the next 3 weeks and there are 5 weeks to make representation.

The Action Group are asking for funds to fight Gladman Homes. *Take to Finance Committee* **Action**  
It was highlighted that petitions are ineffectual and individual letters are more effective.

LPC will object – resending its original objections take to planning

**Action**

**Reports from:**

- The **District Councillor** – previously circulated
- The **County Councillor** – not available
- **Crime report** received from Cllr Baker *previously circulated*

*Reports will be published on the website*

**16/1819 Finance: (No meeting held since last Full Council)**

a) **A list of expenditure approved** by Council for payment

|                                                                              |                                           |                    |
|------------------------------------------------------------------------------|-------------------------------------------|--------------------|
| <b>Direct Debits</b>                                                         |                                           |                    |
| E-on Energy                                                                  | Street Lights – Unmetered Supply          | £ 346.03           |
| BT                                                                           | Office Communications                     | £ 45.42            |
| Ogilvie Hall                                                                 | Monthly Rent for the Parish Office        | £ 300.00           |
| E-on Energy                                                                  | Tennis Courts                             | £ 7.89             |
| <b>Items of Expenditure to be approved and cheques signed by Councillors</b> |                                           |                    |
| Monthly Salaries                                                             | Staff payments                            | £ 1,081.88         |
| Inland Revenue                                                               | Now paid quarterly                        | £ 539.40           |
| BNP Paribis                                                                  | Printer rental (due 9/08/18)              | £ 79.20            |
| Dave Childs                                                                  | Handyman                                  | £ 371.00           |
| TDC                                                                          | Playground Inspection                     | £ 158.33           |
| Playquip                                                                     | Repair wet pour and replace damaged slide | £ 7,234.80         |
| Landscape Services                                                           | Grass Cutting                             | £ 2,304.00         |
| Clerk                                                                        | Replacing office mobile                   | £ 39.00            |
| VAS                                                                          | Security key for brackets                 | £ 6.00             |
|                                                                              | <b>Monthly spend</b>                      | <b>£ 12,512.95</b> |
| <b>FFF Expenditure (some cheques already signed and handed to committee)</b> |                                           |                    |
| Martin Rayner                                                                | Pay Bands                                 | £ 800.00           |
| Karzees                                                                      | Toilet Hire                               | £ 425.00           |
| Karzees                                                                      | VAT on above                              | £ 85.00            |
| Poster Competition Winner                                                    |                                           | £ 25.00            |
| David Ashley                                                                 | Talisman                                  | £ 495.00           |
| David Ashley                                                                 | Essex Sign & Print                        | £ 105.35           |
| Martin Rayner                                                                | Hire of PA System                         | £ 820.00           |
|                                                                              | <b>Spend</b>                              | <b>£ 2,755.35</b>  |

**Proposed:** Cllr C Guglielmi **Seconded:** Cllr Langstone **Agreed**  
**Clerk to post Cheques - Action**

**17/1819 Planning: (Minutes circulated with Agenda)**

a) **Update on the below application**

**Received 29/05/18**

18/00762/FUL, Mr & Mrs Tine & Paul Lawrence, 59 Nash Close, Lawford, CO11 2LE

*Proposed erection of boundary fence*

**To be looked into as the redefined boundary takes in part of the area where council has placed the village sign and planted a Flower bed. A brick wall has been in situ since the building of the estate.**

Following a discussion with Eve Ramsden (Planning) council has been advised she has visited site and also made enquiries of the Land Registry and the land in question is owned by the applicants. She will be recommending approval. If LPC wishes to take this further it would be a civil matter.

It was proposed that LPC make checks of the Land Registry but that if it proves to be that 59 Nash Close do own the title deeds then this not be taken further

**Proposed:** Cllr Brown **Seconded:** Cllr Miles **Agreed**

- b) LPC's comments to the appeal by Gladman Homes (Proposed 110 homes Grange Road) it was suggested individuals respond in relation to the appeal and that this is taken to Planning to formulate LPC's response.

**Proposed:** Cllr V Guglielmi **Seconded:** Cllr Payne **Agreed**  
**Action**

**18/1819 Highways and Transport: (Minutes circulated with Agenda)**

- a) An LHP submission will be made for a crossing and/or refuge at the Wignall Street/Cox's Hill Junction. District Councillor will support and the support of the County Councillor to be sought.
- b) Cllr Baker is not able to attend the LHP meeting at Weeley on 19/06/18 at 5pm. **Cllr C Guglielmi will be in attendance.**
- c) **For Information:** Cllr Baker to investigate the progress regarding the request to have yellow lines painted at Queensway. (The submission is not on Highways latest list)
- d) **For Information:** a three week rota to be put in place for the VAS and to be reviewed at year end.

**19/1819 Amenities: (Minutes circulated with Agenda)**

- a) The electricity contract for the Tennis Court Lights is due for renewal on 2 August (quote provided for a fixed price plan is £96.02 Standing charge of 27p per day and a normal unit price of 22.38p per kWh) and given the likelihood the area will be used for recreation **it was proposed the lights not be disconnected** and the quote provided be accepted.

**Proposed:** Cllr Woods **Seconded:** Cllr Brown **Agreed**  
**Action**

- b) **For information;** the street light outside 80 Waldegrave Way has been replaced and now awaits connection by UKPN
- c) Quotes received to remove and grind out the tree obstructing the rerouted footpath 13 at School Lane. It was **Proposed** council appoint PIPS Trees & Landscaping at a cost of £385.00

**Proposed:** Cllr Brown **Seconded:** Cllr Pretty **Agreed**  
**Action**

- d) Request received from Lawford Football Club to use School Lane recreation ground for the Annual '5 a Side' football match on 8 July 2018. **Committee proposed approval.**

**Proposed:** Cllr Miles **Seconded:** Cllr Elkin **Agreed**  
**Action**

- e) **Landscape Services have advised** that increasingly they are unable to gain access to Riverview to cut the grass because of cars being parked in front of the access gate. They have requested a 'No Parking' sign be put in place. (Photographs provided and circulated)

**Proposed:** Cllr Langstone **Seconded:** Cllr Elkin **Agreed**  
**Action**

**20/1819 Personnel, Policies and Regulations: (No meeting held since last Full Council)**

- a) An updated list of Committee members has been circulated. Representatives are required for Emergency Planning and the Appeals Committee. Proposed Alan Coley be co-opted to sit on the Emergency Planning Committee. **Proposed:** Cllr V Guglielmi **Seconded:** Cllr C Guglielmi **Agreed**

**Action**

- b) The review of the Code of Conduct. **For Information;** the paper was reviewed and amendments recommended. Due to workload it has not been possible to carry out the updates and this will be taken forward to the July meeting.

- c) **For discussion/approval;** Neither Chair or Vice Chair are available on the given Dates for the Chairman's course 19 June/10 July 2018 however, as there are a number of new councillors taking up Chairman roles on Committees it was felt it would be beneficial to ask EALC to run a chairman's course 'on site'. Cost would be £370.00 for up to 7 councillors. **Clerk was asked to check dates available to run course locally. Early July was preferred.** **Action**
- d) **Family Fun at the Furze** - process for discussion It was proposed that a member of the Finance Committee be on the FFF Committee for the next event, and a process be discussed and adopted as the agreed processes for this event had not been followed causing the Clerk additional work during an already busy period. To Finance Agenda **Action**
- e) **For Information:** Clerk is on leave on Monday 2<sup>nd</sup> July but is expecting to be back in time to take minutes. Councillors agreed to take minutes if for any reason the Clerk cannot make it back.

**21/1819 Other Meetings Attended by Councillors**

- a) Cllr Pretty advised work on Ogilvie Hall will be starting on 27 July 2018 and requested information regarding council offering short term funding be clarified. **Action**
- b) Cllr C Guglielmi proposed that the Clerk write to the headmistress (Miss Morris) of Manningtree High School showing support for getting a roof on the swimming pool.  
**Proposed:** Cllr C Guglielmi **Seconded:** Cllr Brown **Agreed**  
**Action**
- c) **LPC's Website:** It was proposed a member from each of the Personnel, Finance and Amenities Committee form a working group to investigate.  
**Proposed:** Cllr V Guglielmi **Seconded:** Cllr Brown **Agreed**  
**Action**

**There being no further business the meeting ended at 8.57pm.**

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