

Lawford Parish Council



Minutes of the Lawford Parish Council meeting held in the Main Hall, Ogilvie Hall, Wignall Street, Lawford, CO11 2JG on Monday 20 August 2018 at 7.15pm.

Present:

Councillor – Langstone (Chair), Baker, Woods, Smith, Miles, Payne and Pretty

Also in attendance:

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

Apologies:

Councillors C and V Guglielmi, Elkin, Adcock-Jones and Smith

32/1819 Minutes of the Previous Meetings:

The minutes of the meeting held on **Monday 16 July 2018** were approved subject to amendment (*Cllr Payne added to the list of attendees*) **Proposed:** Cllr Payne **Seconded:** Cllr Brown **Agreed**

33/1819 Actions from the previous meeting:

Report on Actions and Progress:

Clerk to post cheques	Completed
Renew A&J contract for Streetlights	Completed
Clerk to arrange update for office computer (Carried out weekend of 10 th August)	Completed
Roll over response to Gladman Homes appeal for 110 homes – awaiting appeal date	Completed
Discussion ref promotional Video to Amenities	Completed
Contract from Rose Builders for Summers Park to Planning – Note: letter drafted and signed see item 38/1819 b) below	Completed
Chairman’s course – request pack for Cllr Payne	Completed
From May Meeting	
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	Remains Ongoing
Update of new Code of Conduct following the review by Personnel, Policies and Regulations – to be completed for the next P. P. R Committee meeting	Ongoing

34/1819 Declarations of Interest:

- Cllr Pretty – any item related to Ogilvie Hall (Representative on the Ogilvie Hall Committee)
- Cllr Woods – any item relating to her attending a Planning Course

35/1819 Public Voice:

A resident provided an updated ref the Gladman Appeal fighting fund – sufficient funds have been raised to appoint a planning advisor. No date has been set for the appeal but a Case Officer and an Inspector have now been appointed.

Reports received from:

- The **District Councillor** - Part 1 of the Local Plan is out
Tendring Job Fair will take place
5th Year of 'Crucial Crew'
Clacton Air Show takes place on 23 and 24th August 2018
The Annual Canvas to register for voting is taking place
 - The **County Councillor** – not present, report circulated to Councillors
 - **Crime report** received from Cllr Baker and circulated with Agenda
- All reports will be published on council's website*

36/1819 Meetings in August:

- Following the cancellation of Highways due to not being quorate, and the number of apologies for other meetings due to holiday's, it has been suggested Council do not hold meeting's in August.
- If council resolves not to hold meetings in August consideration to be given to the pattern of committee meetings bearing in mind the Finance meeting will need to remain in November in order to set the Budget. Following discussion of items a) and b) and the various issues raised it was suggested this be taken to Finance for further discussion. **Action – Take to Finance**

37/1819 Finance: (No meeting held since last Full Council)

- The Annual Governance & Accountability Return (AGAR) has been returned with no matters arising.
- Request from Ogilvie Hall for emergency funding (if needed). Cllr Pretty advised the Hall will need no additional funding.
- Council's expenditure: PLEASE NOTE ITEM ii.**
 - Approved expenditure

Direct Debits		
E-on Energy	Street Lights – Unmetered Supply	£ 346.03
BT	Office Communications	£ 48.38
Ogilvie Hall	Monthly Rent for the Parish Office	£ 300.00
E-on Energy	Tennis Courts	£ 8.97
Items of Expenditure to be approved and cheques signed by Councillors		
Monthly Salaries	Staff payments	£ 1,112.81
Inland Revenue	Now paid quarterly	£ 0.00
Clerk	Minor office stationery (pens/post it's and cellotape)	£ 14.97
Ogilvie Hall	Room rental for Community speed watch	£ 15.90
Dave Childs	Handyman	£ 376.00
Landscape Services	Grass Cutting Inv.	£ 1,764.00
Entire Computers	Upgrade to system	£ 85.00
Mistley Computer Services	Resolve software and outlook issues following upgrade	£ 37.50
PIPS Trees & Landscaping	Remove tree at School Lane on the newly routed footpath	£ 385.00
ICO Annual fees	Has to be paid in order to conform to GDPR	£ 40.00
ASL	Printing	£ 11.17
OGH hall hire	Community Speed watch training	£ 15.90
EALC	Election Course – Clerk £85.00, Planning Course – Cllr Woods £55.00	£ 140.00
TDC	Riverview Rental	£ 60.00
Evergreen Office Supplies	No Parking sign, Refuse Sacks & A4 paper	£ 185.16
Evergreen Office Supplies	Year Planner	£ 7.78
Rose Builders	Transfer of Community Building/Parish Office	£ 1.00
	Monthly spend	£ 4,493.67
FFF Expenditure		
James Owens Ltd	Radios for FFF	£ 48.00
	Spend	£ 48.00

Proposed: Cllr Brown **Seconded:** Cllr Baker **Agreed**

Action - Clerk to post Cheques

- ii. **In line with audit guidelines** Cllr Pretty verified that invoices and the prepared cheques agreed. To be **confirmed by initialling both cheque and invoice with green ink**. Note: on this occasion cheques were signed and invoices initialled in black ink as confirmation.

Note: amendment of Standing Orders and Financial regulations to Personnel Committee Agenda. **Action**

38/1819 Planning: (*Minutes circulated with Agenda*)

- a) **For discussion** response to appeal by Gladman Homes of the proposed development of 110 Houses Grange Road. Appeal date not yet announced. Take forward to next Planning meeting. **Action**
- b) **For information** a letter has been sent to Rose Builders confirming acceptance of the transfer offer of the Community Building/Office for the sum of £1, Signed by Cllr Langstone (Vice Chair) and the Clerk (Mrs Peachey)

39/1819 Highways and Transport: (*Meeting cancelled – not quorate*)

Committee decided the Agenda for the cancelled August meeting will be taken forward to the next meeting on 1 October 2018.

40/1819 Amenities: (*Minutes circulated with Agenda*)

- a) **For information;** Cllrs Langstone, Brown, Miles and the Clerk met in the council's offices at 6.30pm on 20 August 2018 to view what is involved in updating and maintaining council's website.
- b) **Request that Circus Tyanna visit Lawford during September.** *As requested the Clerk obtained further information and circulated to council. A representative from the Circus was also in attendance to respond to Councillors questions.* During discussions it was raised that the planning permission for the sports pavilion on School Lane is for football/sport related activities only, therefore council declined the request.
- c) **For Information;**
- i) Serious damage by the Café in the layby has been reported
 - ii) A disabled resident's mobility scooter overturned due to the state of the pavement in Waldegrave Way. Cllr Brown has reported the incident
 - iii) Cllr C Guglielmi has written to Highways regarding Cedar Avenue. Cllrs expressed agreement with Cllr Guglielmi's response
 - iv) ECC website states drain covers have been made safe but it appears to be by putting a rubber mat and a cone on the offending drain(s). If not properly repaired by end September Cllr Baker will chase.
- d) **For approval;** quote received to repair **damage identified by the recent monthly inspection of council's play areas.** Waldegrave Way play area and School Lane play area boat (*email with photographs circulated*)
- i. Waldegrave Play Area; to replace one rotten step log on the Log Traverse which has come apart and to reattach the chain **£285.00**
 - ii. School Lane; the floor on the Multiplay Boat, needs to be replaced (wear & tear). To supply and install a new board and fixings and repair with wooden Rhino board **£352.26**
 - iii. End Boat panels (vandalism) – both sides need to be replaced as the front end of the boat has been sheared off resulting in sharp edges. Playquip propose to manufacturer and install two new red HDPE panels **£1,089.00. It was proposed items i) and ii) be repaired and item iii) be reported to council's insurers and repaired when agreed by the insurers.**

Proposed: Cllr Baker **Seconded:** Cllr Brown **Agreed**

41/1819 Personnel, Policies and Regulations: (*No meeting held since last Full Council*)

- a) **For Information:** Clerk has achieved CILCA

- c) **Fitting out of new community/office building** – Cllrs Payne, Pretty, Brown and Langstone have volunteered to form a working Party to discuss plan and take forward the layout, fitting and cost to manage the new Community Building. This will also need to be factored into council’s budget year on year.
- c) **CHAIRMAN’S TRAINING** - suggestions to improve the status, efficiency and professionalism of Council:
- i. Give committees the power to agree to works and not have to take everything to Full Council for approval. *Councillors were in favour of this suggestion and believe it will speed up council business but the detail needs to be further discussed. It was agreed this should go to the Personnel Policies and Regulations Committee to further discussed committees Terms of Reference.* **Action – to PPR committee**
 - ii. Determine a budget (based on the Terms of Reference) to achieve the above discussed works. **Action - to Finance Committee**
 - iii. Reduce the number of councillors
 - iv. Apply to change council’s name. ‘Parish’ Council tends to give the impression it relates to the church whereas ‘Village Council or Community Council gives an indication of its purpose. Ref iii and iv above - the *Clerk was requested to make enquiries of the Electoral Department at TDC.* **Action**
 - v. Work towards becoming a Quality Council. Levels being Foundation, Quality and Gold, which have to be achieved in that order. Council were fully behind this aspiration. **Proposed: Cllr Brown Seconded: Cllr Pretty Agreed**
 - vi. **Resolve to adopt the General Power of competence** (councils can do anything an individual can do provided it is not prohibited by other legislation) Requirements are; at least two thirds of Council’s members being declared elected and the Clerk must hold an appropriate qualification – CILCA. (Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012). **Proposal Council resolved to adopt the General Power of Competence** **Proposed: Cllr Woods Seconded: Cllr Baker Agreed**

42/1819 Other Meetings Attended by Councillors

- a) Cllr Baker attended the Essex Rail Users meeting arranged by Manningtree & District Labour Party - Derek Monnery Chair of Essex Rail Users Federation on 15/8/18 was invited. The following points were discussed/raised
 - New Timetable will come into force in December 2019 but no public consultation as yet.
 - Maintenance Depot at Brantham still a possibility dependent on several factors
 - Rail Fares will increase by 3.2% (based on RPI not CPI) , over the last 10 years there has been a 40% increase
 - Great Eastern Task Force set up comprises of 5/6 MPs who will secure investment for Rail Infrastructure
 - Haven Gateway Partnership are behind the drive to sort the crossing out
 - Network Rail would like to see the Crossing closed!
 - Traffic lights are due to be in place for the Autumn
 - Usage of the Station is down by 5% (possibly due to lack of parking)
 - A member of the public stated there is now a waiting list for fobs for the secure cycle area.
- b) Essex Association of Local Councils Annual General Meeting and Annual Conference is being held on Thursday 20th September 2018 11am start, lunch 1pm, event closes at 4pm. Venue: Foakes Hall, Stortford Road, Dunmow. Cllr Woods might attend and councillors were asked to confirm with the Clerk if they wish to attend
- c) Venture Centre council representatives - It was confirmed Cllr Woods will stand in for Cllr Brown (who is unable to attend on 10th September but wishes to be involved) and Cllr Langstone will also attend.

- d) **For information;** email received 16/08/18 from Birkett Long ref Riverview purchase – councillors will discuss and respond

There being no further business the meeting ended at 9pm.

Signature (Chairman):Date: