

## Lawford Parish Council



**Minutes of the Lawford Parish Council meeting held in the Main Hall, Ogilvie Hall, Wignall Street, Lawford, CO11 2JG on Monday 17 September 2018 at 7.15pm.**

### Present:

Councillor – V Guglielmi, Langstone, C Guglielmi, Woods, Miles and Pretty

### Also in attendance:

Clerk: Mrs Peachey

0 Members of the press

2 Member of the public

### Apologies:

Councillors Baker, Smith, Adcock-Jones, Payne, Elkin and Brown

### 43/1819 Minutes of the Previous Meetings:

The minutes of the meeting held on **Monday 20 August 2018** were approved.

**Proposed:** Cllr Miles **Seconded:** Cllr Pretty **Agreed**

### 44/1819 Actions from the previous meeting:

Report on Actions and Progress:

Clerk to post cheques	Completed
Take to Finance – discussion ref how many meetings Finance committee will require if agreed meetings should be reduced – see item 11 e) for further discussion	On going
Amendment of Standing Orders and Financial regulations to Personnel Committee Agenda.	Completed
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.	Completed
Amend Terms of Reference to give committees the power to agree to works and not have to take everything to Full Council for approval - to PPR committee	Completed
Determine a budget (based on the Terms of Reference) to achieve the above. To Finance Committee	Completed
Apply to change council's name – enquire of Electoral Department	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
Update of new Code of Conduct following the review by Personnel, Policies and Regulations	Completed

### 45/1819 Declarations of Interest:

Cllr woods – item 47/1819 a) iii) and any item relating to a recent Planning Course

### 46/1819 Public Voice:

Members of the public raised the following;

- a) New system in 2019 for household waste/recycling in Tendring – resident asked if having a Wheelie bin was optional. *Cllr C Guglielmi advised it was not optional unless it was impractical to collect the bins i.e. flats.* Resident believes they should be optional.
- b) It was mentioned that a number of refrigerators had been dumped on the footpath at Mill Lane but had been reported and removed

**Reports from:**

- The **District Councillor**
- The **County Councillor**
- **Crime report** for July 2018 received from Cllr Baker

*All reports will be published on council's website or can be obtained by prior request to the clerk*

**47/1819 Finance:** *(Minutes circulated with Agenda)*

- a) **Affiliations and Grant Funding Requests as agreed by Finance Committee for approval;**
- i. **Affiliation - RCCE £88.00 + VAT** **Proposed:** Cllr Miles **Seconded:** Cllr Pretty **Agreed**
  - ii. **Grant request from Acorn Village to support their Christmas event. Proposed £500.00**  
**Proposed:** Cllr Langstone **Seconded:** Cllr Woods **Agreed**
  - iii. **Grant request from the Hub who wish to purchase a 'Football Table' Proposed £100.00**  
*Stipulation – if sufficient funds are not raised to purchase a Football Table the grant must be returned or a request made of council to approve alternate spend.*  
**Proposed:** Cllr Miles **Seconded:** Cllr Langstone **Agreed**  
*Note: Cllr Woods abstained*
  - iv. **Grant request from Essex & Herts Air Ambulance. Proposed £1,000.00**  
**Proposed:** Cllr Pretty **Seconded:** Cllr C Guglielmi **Agreed**
- b) **A budget of £5,000.00** per annum awarded to the **Amenities committee to carry out remedial/urgent tree work and any repairing/replacing of damaged play equipment (see item 51/1718 f)**  
**Proposed:** Cllr Pretty **Seconded:** Cllr C Guglielmi **Agreed**
- c) **Cost to attain Quality Council Standard £50 NALC plus £80 to EALC.**  
**Proposed:** Cllr Langstone **Seconded:** Cllr Pretty **Agreed**
- d) **Community Building - expected completion 2023. Proposal council reallocates the £10,000.00 set aside for the School Lane Car Park project to furnishing/equipping the Community Building, with a further allocation of £5,000.00 per year until completion. The car park was completed with grant funding which Mr Thurlow worked hard to obtain.**  
**Proposed:** Cllr Woods **Seconded:** Cllr Miles **Agreed**
- e) **Council's expenditure: PLEASE NOTE ITEM ii.**
- i. Expenditure approved by Council

Direct Debits		£
E-on Energy	Street Lights – Unmetered Supply	346.03
BT	Office Communications	48.16
Ogilvie Hall	Monthly Rent for the Parish Office	300.00
E-on Energy	Tennis Courts	7.38
Items of Expenditure to be approved and cheques signed by Councillors		£
Monthly Salaries	Staff payments	1,142.01
Inland Revenue	Now paid quarterly	1,016.02
Clerk	Stamps	29.00
PKF	Annual Audit	360.00
Dave Childs	Handyman	481.00
Landscape Services	Grass Cutting Inv.	1,224.00

RCCE	Affiliation	105.60
Acorn village	Grant	500.00
The Hub	Grant	100.00
Essex & Herts Air Ambulance	Grant	1,000.00
BNP Paribas	Printer leasing	79.20
<b>TDALC</b>	<b>Affiliation (arrived after finance meeting)</b>	<b>15.00</b>
Entire Computers	Re installing Windows 10 (actually 16)	195.00
<b>Monthly Spend</b>		<b>£6,948.40</b>
<b>FFF</b>		
St John Ambulance		331.20
		<b>£331.20</b>

**Proposed:** Cllr Miles **Seconded:** Cllr Langstone Agreed  
Clerk to Post cheques - **Action**

**Note:** Cllr Woods abstained (The Hub)

- ii. **In line with audit guidelines** Cllr Langstone verified invoices and the prepared cheques agreed. This was **confirmed by initialling both cheque and invoice with green ink.**

**48/1819 Planning: (Minutes circulated with Agenda)**

- a) **For discussion if date of appeal is known;** Full Council's comments to the Grange Road appeal.  
Note: Date of appeal remains unknown. Take forward to October Planning meeting **Action**

b) **Received 28/08/2018**

**For information only;**

**18/01410/NMA** Non-material amendment to approved planning application – 18/00433/FUL  
22 Queensway, Lawford, Manningtree. *Reduction in extent of ground floor extension due to Anglian Water Sewer constraints*

c) **For response; reviewed at Planning meeting of**

**Received 28/08/2018**

**18/00839/FUL** Hacienda, Church Hill, Lawford

*Conversion of bungalow to two storey house with rear extension and alterations*

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

Clerk to post to planning website - **Action**

d) **Received 03/09/18**

**18/01437/FUL** 44 Colchester Road, Lawford, CO11 2BA

*Proposed side and rear extension, loft conversion, rear dormer, and internal alterations*

**Note:** As members of the planning committee had not had chance to review the plans prior to the meeting this to be taken to Planning Meeting of 1 October 2018

**Action**

**49/1819 Highways and Transport: (No meeting held since last Full Council)**

Cllr Langstone advised no white lines had been painted on parts of Lawford Dale when it was recently resurfaced and on querying this received the following response; Further investigation required. We have carried out an initial assessment of this issue but we are working to gather further information to determine what action, if any, can be taken. *Clerk to write to ECC Highways* **Action**

**50/1819 Amenities: (No meeting held since last Full Council)**

- a) The Website Working Party met in councils' offices at 7pm on 5 September 2018 for a presentation from Bernard St. James. Cllr Miles advised it was an excellent presentation which was invaluable and

highlighted a number of options and things council should be aware of when choosing a website provider. Councillors determine their requirements and invite providers to give presentations.

- b) **For information;** council has received a request for a pre school to set up camp for a day (during daylight hours) at Owls Flight Dell. It was suggested the Clerk should establish which area at Owls Flight Dell they wish to use as most of the Dell is owned by Tendring District Council and the pre school would have to obtain their permission. It was also suggested that if the area required for use was owned by LPC it should be queried that the school has the necessary insurance to cover the activity. **Action**

**51/1819 Personnel, Policies and Regulations: (Minutes circulated with Agenda)**

- a) It was proposed Mrs St James be asked to provide cover for Clerk during booked holidays over the Christmas/New Year Period. **Note:** *Mrs St James has said she would be happy to take this on.*  
**Proposed:** Cllr Pretty **Seconded:** Cllr Woods **Agreed**
- b) Proposal Mrs St. James work as a Clerical Assistant for 3hrs per week at her normal rate of £10 per hour to carry out specific functions. This to begin as soon as approved and continue to end of December when it will be reviewed. *This to be deferred to next month as Cllr Langstone wishes to discuss with Mrs St James the functions to be carried out*  
**To be placed on next month's agenda - Action**
- c) It was proposed reducing the number of Councillors *be reviewed at the first meeting following council's next Election in May 2019.*  
**Proposed:** Cllr Pretty **Seconded:** Cllr Miles **Agreed**
- d) Changing the name of Council - as it has now become apparent this will have a bearing on a new Website this requires further discussion (*email circulated with information relating to this*). Clerk was requested to make enquiries with Alison Rowlands or Martin Nappert Deputy Chief Executive of TDC *reference the process*  
**Action**
- e) Reducing the number of meetings per year – Cllr Langstone has produced a discussion document (*circulated with Agenda*) for discussion and approval, with the intention that if approved the new dates be put in place from January 2019. *As there were a limited number of councillors in attendance the Clerk was asked to circulate the proposed amendments to the meeting dates for further discussion next month.*  
**Action**
- f) Committee powers/remits. Proposed remits for discussion (*circulated with Agenda*) and a £5,000.00 budget for the Amenities Committee proposed in item 7 b above). Following a small amendment to the Finance Committee Terms of Reference it was agreed to adopt the proposals.  
**Proposed:** Cllr Pretty **Seconded:** Cllr Miles **Agreed**
- g) Approval of the Grant Policy amendment – **suggestion grants be dealt with once per year.** *It was proposed the cut-off date for Grant applications be the **third Monday of June** as this allows the Clerk time to process and place on the Agenda for a decision in July. To come into force for 2019. **Note:** If approved Grant requests received after December 4<sup>th</sup> 2018 will not be reviewed until July 2019*  
**Proposed:** Cllr Pretty **Seconded:** Cllr Woods **Agreed**
- h) Policies; to bring the review of all policies in line it is suggested they ALL be reviewed at the Annual Meeting in May  
**Proposed:** Cllr Langstone **Seconded:** Cllr Woods **Agreed**
- i) It has been suggested a manual copy of the Councillors Information Pack be produced for each councillor, as it is felt this is easier to read and maintain. If approved it is suggested Mrs St James be tasked with producing the packs  
**Proposed:** Cllr Langstone **Seconded:** Cllr Woods **Agreed**
- j) **For information and in connection with items 11 b) and 11 h) above,** Clerk proposed Mrs St James assist Clerk in achieving the GDPR action plan.
- k) For approval the Bad Weather Policy (*circulated with Agenda*)  
**Proposed:** Cllr Langstone **Seconded:** Cllr Woods **Agreed**
- l) **Proposed** that Mr St. James acts as consultant and technician in the purchasing and setting up of a new office computer/system (*email circulated*) Cost £190.00 (no VAT) + cost of computer/ancillary items (external hard drive etc). Clerk to ask Mr St James to look into a computer replacement and costs  
**Proposed:** Cllr Langstone **Seconded:** Cllr Woods **Agreed**

**52/1819 Other Meetings Attended by Councillors**

- a) Cllr Woods attending a Planning Course and advised a number of planning regulations had changed and she would circulate the Powerpoint presentation for information.
- b) Cllr C Guglielmi advised TDC Full Council had met and a letter has been sent to the Home Secretary against the deportation of a local resident.
- c) Cllr C Guglielmi advised it is now intended to continue with the Garden Communities (Local Plan)
- d) Now that the Bus Park is open and working on Colchester Road the yellow 'Zig-Zag' lines should be removed from outside the school. Clerk requested to write to Highways and copy in Manningtree School to get both the zig zag lines and the bus sign removed/painted over. **Action**

**There being no further business the meeting ended at 8.37pm.**

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