

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 January 2019 at 7.15pm.

Present:

Councillor – V Guglielmi, Langstone, Payne, Baker, Adcock-Jones, Pretty, C Guglielmi and Elkin

Also in attendance:

0 Members of the press

7 Member of the public

Apologies:

Cllrs Brown and Woods

73/1819 Minutes of the Previous Meetings:

The minutes of the Council meeting held on **Monday 19 November 2018** were **approved**.

Proposed: Cllr Payne **Seconded:** Cllr Pretty **Agreed**

74/1819 Actions from the previous meeting:

Report on Actions and Progress:

Clerk to post cheques	Completed
Clerk to request the recipients of Grant Funding for Plastic Policeman provide a report at January's Full Council Meeting	Completed
Temporary Road closure on Sunday May 19th 2019 from 10am – 10.45am to facilitate 5k and 10k runs. Not supported, Clerk requested to seek an alternative option. Note: Alternative option agreed at Amenities Committee meeting in December and TDC advised to meet deadline.	Completed
Trip incident – Waldegrave Way Cllr Adcock-Jones asked that copies of documents from council's solicitors be obtained so he can review them. Clerk has chased again	Ongoing
Letter of thanks to Dean Smith who resigned as Councillor	Completed
Decommissioning of VAS due to weight and Health & Safety Issues for Handyman. Take to Highways	Completed
Talent Contest and free Tea & Coffee when new council offices are built. Take to Amenities for further discussion	Completed

75/1819 Declarations of Interest:

Cllr Baker -77/1819 a) ii) Finance and 81/1819 c) Personnel, Policies and Regulations.

76/1819 Public Voice:

- a) Pupils from Manningtree High School gave an excellent presentation about their Grant Funded Project to site 'Plastic Police' around the local area in the hope it will make motorists think before speeding in urban areas, and in particular near to schools where children are particularly vulnerable. Council would like to thank the Pupils for their presentation
- b) Raised by a member of the public:
 - i. Could the Bromley Road car park be up and running sooner to help the problem on Long Road with parking during school dropping off and collecting times where inconsiderate parking is a major issue with cars parking across drives with no thought for the residents. *Council advised this cannot be done, the builder has to comply with the planning conditions and even if it were*

built it could not be used as building would continue and there would be health and safety implications.

- ii. Also raised Zebra Crossing on Long Road: Cllr Baker advised this is expected to come out of the 2019/20 budget
- iii. Speeding on Long Road: Council advised this is beyond LPC's control and is a Highways issue. Council advised Speed Watch enlist approved volunteers and their findings are reported to the police, whereupon the police send a letter to offenders, further action may be taken if offending is repeated. If residents wish to become involved further information can be found at <https://www.communityspeedwatch.org/>

c) Reports from:

- The District Councillor
- The County Councillor
- Crime report for October and November
(Reports will be published on council's website)

Residents are advised IDENTITY THEFT and FINANCIAL CRIME are on the increase.

To avoid **IDENTITY THEFT** residents should be vigilant when providing personal information and ensure it is being provided to a bona fide organisation/individual/website. If in doubt stop the transaction and make separate checks. If a telephone transaction make checks using a different telephone **and** on a telephone number you have looked up **NOT** the one given by the person you were in contact with. **The National Fraud Agency – Action Fraud, provides information regarding these crimes.**

<http://www.nationalcrimeagency.gov.uk/crime-threats/fraud>

77/1819 Finance: (Minutes circulated with Agenda)

a) Council's expenditure:

- i. December expenditure was circulated for information (No meeting held in December)
- ii. The below list of expenditure was approved by Council

Direct Debits		£
E-on Energy	Street Lights – Unmetered Supply	346.03
BT	Office Communications	52.27
Ogilvie Hall	Monthly Rent for the Parish Office	300.00
E-on Energy	Tennis Courts	8.44
Items of Expenditure to be approved and cheques signed by Councillors		£
Monthly Salaries	Staff payments	1,049.00
<i>Inland Revenue</i>	<i>Now paid quarterly</i>	0.00
Dave Childs	Handyman	254.50
Dave Childs	Reimbursing for purchasing extension Cable used for networking computers	12.00
Ogilvie Hall	Hall Hire	53.10
A&J Lighting	Street Light repairs	888.06
Cllr Baker	Travelling Expenses	8.10
Mr St James	2 x portable external Hard Drive	85.96
Mr St James	Installation of cable for networking	75.00
Mr St James	Reimbursed for mouse - existing trackball not compatible with new system	44.91
Mrs St James	GDPR work	120.00
Mrs St James	Covering for Clerk	65.00
Monthly Spend		£3,362.37
FFF		
Manningtree Council	Profit from event	Not advised
Mistley Parish Council	Profit from event	Not advised
FFF Spend		£0.00

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

Clerk to post cheques – **Action**

Note: Cllr Baker abstained from voting

- iii. In line with audit guidelines Cllr Pretty verified that invoices and the prepared cheques agreed and confirmed by initialling both cheque and invoice with green ink.

78/1819 Planning: (*Minutes circulated with Agenda*)

Since the publishing of the agenda a letter had been received from Gladman homes inviting council to meet with them to discuss a further application for Grange Road. There ensued a general discussion but this will go to Planning Committee for decision.

79/1819 Highways and Transport: (*Minutes circulated with Agenda*)

- a) Replacing VAS – a quote had been received but Cllr Langstone advised that following her review it was determined moving the VAS was a dangerous exercise for those carrying it out, and as a result the VAS has been decommissioned. Further investigation into a replacement VAS and how it is to be managed giving consideration to Health & safety to be deferred until new council is in place. Cllr C Guglielmi advised, council had not been given permission to site the VAS permanently.

80/1819 Amenities: (*No meeting held since last Full Council*)

- a) Purchase of Riverview is ongoing but expected to be complete before council elections in May.
- b) A meeting has been held about the proposed Closure of Manningtree Library and there is strong feeling that residents want it to be kept open. Further meetings/discussions will be held in due course. When the consultation has been completed a decision on the way forward can be made.
- c) 'No Dogs' sign quotes for Summers Park
- i) PRICE AS REQUESTED TO SUPPLY 2off REVERSE ENGRAVED SIGNS SIZE = 420mm x 300mm (LANDSCAPE?) 1.5mm THICK PLASTIC LAMINATE BACKED WITH 1.5mm THICK ALLY WHITE BACKGROUND / BLACK LETTERING NO FIXINGS REQUIRED:
Dogs are not allowed in the play area
- ii) PRICE AS REQUESTED TO SUPPLY 2off REVERSE ENGRAVED SIGNS SIZE = 420mm x 300mm (LANDSCAPE?) 1.5mm THICK PLASTIC LAMINATE BACKED WITH 1.5mm THICK ALLY WHITE BACKGROUND / BLACK LETTERING NO FIXINGS REQUIRED
NO DOGS

Councillors approved option ii)

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

Noted: *in addition to dogs, over 7's have been seen in the play area*

- d) **For information;** request made of Rose Builders to move the bins from inside the play area at Summers Park, to the outside. Clerk advised by TDC they will not empty bins in play areas.
- e) Proposal that Colne Contracts undertake the works to join up The Essex Way and Cotman Avenue. (*Quote received Footpath 1 - £4,900.00 Footpath 2 - £16,900.00*) It was also suggested the soil be taken to Owls Flight Dell rather than pay to remove it. *It was felt this should go to the Finance Committee for further discussion given the amounts involved.* **Action**

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

81/1819 Personnel, Policies and Regulations: (*Minutes circulated with Agenda*)

- a) Committee meetings on 13/05/19 will not take place (election date is 2/05/19 Full Council and Annual Council Meeting is 20/05/19) **Proposed:** Cllr C Guglielmi **Seconded:** Cllr Langstone **Agreed**
- b) GDPR policies and procedures were approved
Proposed: Cllr V Guglielmi **Seconded:** Cllr C Guglielmi **Agreed**
- c) **Parish Meeting:**
- i. Quote to provide tea/coffee - £150.00 based on 100 people.

Proposed: Cllr Langstone **Seconded:** Cllr Pretty **Agreed**

Note: Cllr Baker abstained

- ii. Flyer submitted for February edition of 'In Touch' at a cost of £90
Proposed: Cllr V Guglielmi **Seconded:** Cllr Langstone **Approved**
- iii. Update on arrangements for event
 - a) Reports to be produced in good time to enable production for event.
 - b) Flyer is on notice boards, Cllr Miles will load to Council's facebook page and laminated copies will be placed in other prominent places.
- d) **A new Office Computer** was installed over 22/23 January 2019. Files were downloaded from the old machine and uploaded to the new during the afternoon of 22 January 2019. On 23 January Mr St James, together with the Clerk, worked through teething problems - checking all files were loaded, printers were working and emails downloading. Of necessity the office was closed for the changeover. **For note:** there remains problems with emails and further investigation will be needed, together with resolving the issue of the BT settings causing the mail box to continually give notice it is full.
- e) Proposal to increase the Handyman's hourly rate to £15.00
Proposed: Cllr Baker **Seconded:** Cllr C Guglielmi **Agreed**
- f) Proposal to increase the Handyman's weekly hours to 6 (currently 4hrs)
Proposed: Cllr Pretty **Seconded:** Cllr Langstone **Agreed**

82/1819 Other Meetings Attended by Councillors

None

Any other items which the Chairman believes are urgent or worthy of debate

The next meeting of Full Council will be on 18 February 2019

Signature (Chairman):Date: