

Lawford Parish Council



Minutes of the Lawford Parish Council meeting held in the Wignall Room, Ogilvie Hall, Wignall Street, Lawford, CO11 2JG on Monday 18 March 2019 at 7.15pm.

Present:

Councillor – V Guglielmi, Langstone, Woods, Baker, Brown, Adcock-Jones, Pretty, C Guglielmi, Payne and Miles

Also in attendance:

0 Members of the press
1 Member of the public

Apologies:

Cllr Baker

Not in attendance:

Cllr Elkin

94/1819 Minutes of the Previous Meetings:

To approve the minutes of the Council meeting held on **Monday 18 February 2019**

Proposed: Cllr Pretty **Seconded:** Cllr C Guglielmi **Agreed**

95/1819 Actions from the previous meeting:

Report on Actions and Progress:

Clerk to post cheques	Completed
Clerk to write to TDC advising LPC agreed to request a Community Governance Review	Completed
Post Planning comments	Completed
Minutes of the Highways and Amenities Meetings of 1 October to go to next meeting for agreement	Completed
Discussion re ageing Street Lights – to be taken forward to new council for Budgeting	Ongoing
Devolution - Parish Councils dealing with local highway repairs – it was suggested 'Tending Highways Rangers' be given the budget. Cllr C Guglielmi to draft a letter	Unknown*
Agreed at Cllr Elkin's request the VAS could be placed on a pole on Cllr Elkin's property. Note: Cllr Elkin has now withdrawn this site	Completed Cllr Elkin
Quotes to be obtained for a laptop. Note; completed and approved for Mr St James to purchase and install	Completed
Appoint permanent IT support	Ongoing
From the meeting of November 2018	
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. Received and passed to Cllr Adcock-Jones	Completed

*Cllr C Guglielmi advised council this was ongoing.

96/1819 Declarations of Interest:

Cllr Adcock-Jones Item 7 d) i – Payment to a competitor

97/1819 Public Voice:

- a) Cllr V Guglielmi wished thanks to be expressed to Link Line who provided refreshments at Councils Parish Meeting on Thursday 14 March 2019
- b) A resident raised the issue of a 20mph speed limit from the Top of Cox's Hill to Colchester Road during school start and end times. *At the Highways meeting of 4 February 2019, it was minuted that 'No further action to be taken – this is a Bus route on an A road and the speed limit cannot be reduced to 20mph'. Cllr C Guglielmi advised the meeting that a 20mph speed limit was being discussed for the area outside schools only.*
- c) A resident raised the issue of the speed limit on Cox's Hill and that the 30mph be extended from Parington Way to the bottom of Cocks Hill near the Railway Station. He highlighted the fact there were street lights in the area and understood that indicated the speed limit to be 30mph. Councillors advised this was not the case and confirmed the speed limit in the area is the national speed limit.
- d) **Reports from:**
 - The **District Councillor** – *(no monthly report issued, see Annual Report)*
 - The **County Councillor**
 - **Crime report** *(no report available)*
(Reports will be published on council's website)

Cllr C Guglielmi highlighted a District issue; District to review the planning Policy framework given the recent directive that the housing requirement for Tendring has been increased from 550 homes per year to around 800. It is felt councils are being penalized because Inspectors asked for additional work to be carried out on Part1 of the Local Plan.

98/1819 Manningtree, Mistley and Lawford Councils:

- a) Manningtree Library; the consultation closed 21 February 2019. The results will be published in June and will be discussed by cabinet on 16 June 2019. A combined document has been submitted regarding the Library. The meeting was advised an 'Expression of Interest' should be made before 16 June 2019 but as late as possible.
- b) For information; Community Governance Review, both Manningtree Town Council and Lawford Parish Council voted in favour of a review but Mistley Parish Council voted against.

99/1819 Finance: *(Minutes circulated with Agenda)*

- a) **Affiliations:** Payment proposed to Essex Playing Fields £30.00 + £20.00 to enter the Best Kept Playing Fields competition
Proposed: Cllr Brown **Seconded:** Cllr Langstone **Agreed**
Action
- b) The quote from Colne Contracts to join up the Essex Way and Cotman Avenue was recommended for approval and to seek grant funding to make up the shortfall.
Cost £21,800.00. £15,000.00 has been set aside in the budget for this work giving a shortfall of £6,800.00. Council voted to carry out the works and whilst obtaining grant funding would be most welcomed other reserves could be used to complete this essential work.
Proposed: Cllr Pretty **Seconded:** Cllr Adcock-Jones **Agreed**
Note: *Mr Thurlow will be requested to continue his investigation into the possibility of Grant Funding. Additionally, Clerk to investigate the rerouting of the Essex Way.*
Action
For note: *When the Precept is set for 2019-2020 it should be set according to growth – i.e. taking into account the additional 150 + houses*
- c) Approval given to purchase laptop (£400.00-£450.00) and software (£129.00) and to reimburse Mr St James. Cost for Mr St. James to install the above £160.00
Proposed: Cllr Pretty **Seconded:** Cllr Brown **Agreed**
- d) **Council's expenditure:**
 - i. Approved expenditure

Direct Debits		£
E-on Energy	Street Lights – Unmetered Supply	312.55
E-on Energy	Tennis Courts	8.26
BT	Office Communications	71.32
Ogilvie Hall	Monthly Rent for the Parish Office	300.00
Items of Expenditure to be approved and cheques signed by Councillors		£
Monthly Salaries	Staff payments	1,084.65
<i>Inland Revenue</i>	<i>Paid Quarterly</i>	1,128.50
Mrs St James	Agreed GDPR work	120.00
Dave Childs	Handyman	325.00
A&J Lighting	Street Light repairs	1,053.42
BNP Paribas	Printer Leasing	127.20
Identilabel	Signs for Summers Park	166.80
Playquip	Repair 'wetpour'	540.00
Mr St James	Purchase of new laptop £369.00 and software £110.60	479.60
Mr St James	Resolving email problems	262.50
Birkett Long	Works relating to the purchase of Riverview 23/09/17-21/02/19	1,674.00
Essex Playing Fields	Membership £30.00, Competition Entry £20.00	50.00
Mr St James	Setting up Laptop	160.00
Monthly Spend		£7,863.80

Proposed: Cllr Langstone **Seconded:** Cllr Brown **Agreed**

Action – Clerk to post cheques

Note: Cllr Adcock-Jones abstained

- ii. In line with audit guidelines Councillor Brown verified invoices and the prepared cheques agree, confirmed by initialling both cheque and invoice with green ink.

100/1819 Planning: (*Minutes circulated with Agenda*)

- a) Application for 288 houses in Brantham – the meeting was advised the application was for Reserved Matters and therefore council cannot comment.
- b) **For formal approval** – following discussions resulting from Council's GDPR exercise, document retention to be amended to keep only unresolved applications as all plans can be accessed via TDC's Planning Portal.

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

101/1819 Highways and Transport: (*No meeting held since last Full Council*)

- a) To agree the minutes of 1 October 2018 – Cllrs Langstone and Miles only present at Full Council. Cllr Baker not in attendance and not standing for re-election, therefore it was agreed the minutes to be signed as a true record and proposed/seconded by those present at the Highways meeting.
- Proposed:** Cllr Langstone **Seconded:** Cllr Miles **Agreed**
- b) Devolution - Parish Councils dealing with local highway repairs - Cllr C Guglielmi advised council he understood Parishes had been chosen and given a budget together with a detailed list of works that they can complete. There is no further information.
- c) Cllr Brown advised complaints continue to be received about huge lorries driving down School Lane and that the weight limit sign – knocked down by one such lorry, has not been replaced by ECC Highways, encouraging the use of this narrow lane by lorries who are mounting and churning up the grass verge in order to get into the lane. *To be placed on Highways Agenda* **Action**
- d) A resident raised with Cllr Brown the condition of fencing backing onto the top of Coxs Hill – however this is the responsibility of the residents of the properties

102/1819 Amenities: (No meeting held since last Full Council)

- a) To agree the minutes of 1 October 2018 – only Cllrs Langstone, Miles and Baker attended the Amenities meeting of 1 October 2018. Cllr Baker not in attendance at this evening’s meeting and not standing for re-election therefore it was agreed the minutes to be signed as a true record and proposed/seconded by those present at that meeting.
- b) **To discuss** – Health & Safety in relation to the decommissioned Tennis Courts. As requested, laminated signs placed on all four sides of the courts and Council’s Handyman was asked to quote to repair the hole in the fencing and remove net(s) (see below)
- c) **Purchase of Riverview** – discussion regarding ‘Heads of Terms’ Cllr Adcock-Jones believes council’s solicitor is correct in challenging TDC’s desire to amend these Terms. It was agreed in the ‘Heads of Terms’ overage applies only once but TDC are attempting to amend it so that it is in perpetuity. Cllr Adcock-Jones and Cllr C Guglielmi will liaise in order to resolve this. **Action**
- d) **Tennis Courts** (see above)
 - i. Quote of £700.00 received to repair the hole in the fencing, remove the remaining tennis court net and generally tidy up the site. Following a discussion and points highlighted by Cllr Adcock-Jones it was agreed this work should be completed ASAP.
Proposed: Cllr Brown **Seconded:** Cllr Adcock-Jones **Agreed**
 - ii. Decision required regarding locking gate, removing it or leaving it unlocked. Councillors agreed the gate should be locked. **Proposed:** Cllr Brown **Seconded:** Cllr V Guglielmi **Agreed**
Note: Suggested by Mr Childs (Handyman) a key be given to the Football Club allowing them to retrieve balls that may be kicked into the Tennis Courts – thus avoiding further costly damage to the boundary fence.

103/1819 Personnel, Policies and Regulations: (*Minutes circulated with Agenda*)

- a) **Office Computer** and the email problems have now been resolved by Mr St James
- b) **For information ref GDPR;** the Council (as a body) are Data Controllers
The Clerk and Mrs St James are Data Processors
GDPR Committee – this responsibility will sit with the Personnel Committee who will be renamed **Personnel, Policies, Regulations and GDPR Compliance Committee** **Action**

104/1819 Other Meetings Attended by Councillors:

- a) No other meetings attended.
Other items raised;
- b) Cllr V Guglielmi extended Council’s thanks to Cllr Langstone for the time and hard work put into arranging the Parish Meeting of last Thursday 14 March 2019. All who attended enjoyed the evening.
- c) Clerk was requested to enquire as to the availability of the Small Hall in order to hold the Annual Council Meeting on Monday 13 May 2019 instead of before the Monthly Council Meeting on Monday 20 May 2019. It has now been confirmed the Small Hall is available on **Monday 13 May 2019** and has been booked for the **Annual Council Meeting**. *Clerk to amend notices.* **Action**

There being no further business the meeting ended at 8.35pm

Signature (Chairman):**Date:**

- 1. **The next meeting of Full Council will be on 20 May 2019 (Note: there will be no meeting in April)**
- 2. **A change to the Annual Council Meeting, which will now be held in the Small Hall at 7.15pm on 13 May 2019**