

Lawford Parish Council



Minutes of the Lawford Parish Council meeting held in the Small Hall, Ogilvie Hall, Wignall Street, Lawford, CO11 2JG on Monday 20 May 2019 at 7.15pm.

Present:

Councillors Langstone, Adcock-Jones, Woods, Pretty, Miles and V Guglielmi (*arrived 7.20pm*)

Also in attendance:

0 Members of the press

1 Member of the public

Apologies:

CLRs Brown and C Guglielmi

1/1920 Cllr Miles carried out the following:

- a) Acceptance of Office signed in the presence of the Clerk/RFO
- b) **Member's Interests form** was completed, signed and returned to the Clerk.
- c) **Confirmation of adherence to the Members Code of Conduct** was signed in the presence of the Clerk/RFO

2/1920 Minutes of the Previous Meetings:

To approve the minutes of the Council meeting held on **Monday 18 March 2019** and the **Annual Council Meeting** held on **13 May 2019**

Full Council 18 March 2019 **Proposed:** Cllr Pretty **Seconded:** Cllr V Guglielmi **Agreed**
Annual Council Meeting 13 May 2019 **Proposed:** Cllr Adcock-Jones **Seconded:** Cllr Pretty **Agreed**

3/1920 Actions from the previous meeting:

Report on Actions and Progress:

Clerk to post cheques	Completed
Payment to Essex Playing Fields £30.00 + £20.00 to enter the Best Kept Playing Fields competition	Completed
<i>Mr Thurlow requested to continue his investigation into the possibility of Grant Funding. Additionally, Clerk to investigate the rerouting of the Essex Way.</i>	Completed
Lorries continue to drive down School Lane- pursuing a weight limit sign to be placed on Highways Agenda	Completed
Cllr Adcock-Jones and Cllr C Guglielmi will liaise with a view to resolving the issue of the 'Heads of Terms'.	Completed
Personnel Committee to be renamed Personnel, Policies, Regulations and GDPR Compliance Committee	Completed
Small Hall at Ogilvie Hall has been booked for Monday 13 May 2019 for the Annual Council Meeting. <i>Clerk to amend notices.</i>	Completed

4/1920 Declarations of Interest:

- a) Cllr Pretty – Planning (11 Constable Close) **8/1920 c) ii)**
- b) Cllr Langatone – Finance (expenses) **7/1920 g) ii)**
- c) Cllr Adcock-Jones – Item **10/1920 b)**

5/1920 Public Voice:

- a) It was proposed Public Voice be moved to the end of the meeting for the month of June and to reassess following the meeting. **Proposed:** Cllr Langstone **Seconded:** Cllr Miles **Agreed Action**
- b) It was raised that daffodil leaves had been cut down prematurely, which would result in them not flowering next year. *Having been advised of this earlier the Clerk contacted council's groundsman who advised leaves can be cut back after 6 weeks and his actions this year are no different to those which he has taken for the past 20 years. Councillors checked this information on-line and it was confirmed the 6 week timeframe is correct therefore no further action will be taken.*
- c) Lorries continue using School Lane, it is thought to avoid 7.5ton weight limit signs, which is totally inappropriate and consequently churning up the verges as well as being dangerous in such a narrow lane. The meeting was advised a resident had filmed a lorry all the way to Clacton contravening the regulations but despite reporting this to a number of departments he was advised no action would be taken. *Cllr Adcock-Jones suggested reporting to the Traffic Police. Essex County Council are refusing to install a weight limit sign and council assured the resident they are pursuing it and also looking into alternatives.*
- d) **Reports from:**
- The District Councillor
 - The County Councillor
 - Crime report *Not available*
- Note:** Reports will be published on council's website
- e) **The meeting was advised by Cllr V Guglielmi;**
- i. Honeycroft will be pulled down and bungalows built on the site but the building contains Asbestos and will require special attention.
 - ii. Consideration is being given to stopping the issuing of Bus Passes. A consultation survey on the use of elderly persons bus passes on park and ride buses is taking place.
 - iii. The Bus timetable has been altered. The new one is on councils' noticeboards.

6/1920 Manningtree, Mistley and Lawford Councils:

- a) **Manningtree Library; The results of the consultation will be published in June and will be** discussed by cabinet on 16 June 2019. A combined document has been submitted regarding the Library. Council was advised at its March Meeting that an 'Expression of Interest' should be made before 16 June 2019 but as late as possible.
- b) **A Working Group** has been formed by the three councils to pursue the amalgamation of Lawford, Mistley and Manningtree Councils

7/1920 Finance, Personnel, Policies and Regulations: Finance & Personnel, Policies and Regulations Committees amalgamated at Annual Meeting of 13/05/19 (*No meetings held since last Full Council*)

- a) **Insurance Renewal:** renewal premium £2,744.37, includes insurance premium tax (IPT). This takes into consideration the Council's long-term agreement which expires on 31st May 2020.
Proposed: Cllr Adcock-Jones **Seconded:** Cllr Langstone **Agreed Action**
- b) **Cone Climber Frame:** Playquip have advised that following investigation they cannot rectify the problem by adjusting the bearings to take up the slack. The bearings and wedges have failed and to replace these the cost will be £744.50 + VAT
Proposed: Cllr V Guglielmi **Seconded:** Cllr Miles **Agreed Action**
- c) To repair damage to the Football Club Roof (caused by recent high winds) £340.00 + VAT (Insurance claim excess is £250.00)
Proposed: Cllr Pretty **Seconded:** Cllr Miles **Agreed Action**

- d) **EON – Tennis courts**; contract was due for renewal 30/04/19. As lights are no longer in use EON advised council to obtain a ‘Decommissioned Statement’ from UKPN – which is proving difficult and is ongoing.
- e) **Agreement of Audited End of Year Accounts** (circulated with agenda)
Proposed: Cllr Pretty **Seconded:** Cllr Langstone **Agreed**
- f) Approving **Annual Governance and Accountability** return (To be approved in order –circulated with agenda)
i. **Section 1** **Proposed:** Cllr V Guglielmi **Seconded:** Cllr Adcock-Jones **Agreed**
ii. **Section 2** **Proposed:** Cllr Langstone **Seconded:** Cllr Pretty **Agreed**
- g) **Council’s expenditure:**
i. **April**; expenditure listed for information/formal approval (as no April meeting Cllrs Langstone, Pretty and V Guglielmi visited the council Office on 11 April 2019 to approve and sign cheques)

Direct Debits		£
E-on Energy	Street Lights – Unmetered Supply	346.03
E-on Energy	Tennis Courts	9.53
BT	Office Communications	43.24
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	1,181.08
Inland Revenue	Paid Quarterly	0.00
Dave Childs	Handyman	1,075.00
EALC	Affiliation	750.06
Cllr Baker	Travelling expenses	8.10
Link Line Catering	Parish Meeting	150.00
Landscape Services	Grass Cutting	1,224.00
A&J Lighting	Street Light repairs	454.02
Mrs St James	Agreed GDPR work	90.00
Ogilvie Hall	Office Rental	109.20
Mr St James	Resolution of Microsoft issues	68.75
Evergreen Office Supplies	Stationery	44.09
Evergreen Office Supplies	Printer Cartridges	86.36
Monthly Spend		£5,939.46

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

- ii. **May**; the below list was approval by Council

Direct Debits		£
E-on Energy	Street Lights – Unmetered Supply	342.08
E-on Energy	Tennis Courts	9.05
BT	Office Communications	48.14
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	1,074.93
Inland Revenue	Paid Quarterly	0.00
Dave Childs	Handyman	525.00
ASL	Printer copies	164.82
Came & Co	Insurance (3year agreement)	2,744.37
Mrs St James	Clerk Cover	30.00
Landscape Services	Grass Cutting	1,080.00
A&J Lighting	Street Light repairs	528.36
Councillor Langstone	Tape for play equipment	5.99
Landscape Services	Grass Cutting	684.00
Playquip	Climber investigation	240.00

Anna Sallis	Audit	250.00
Clerk	Recorded Delivery - accounts	2.70
Mrs St James	GDPR	180.00
Landscape Services	Grass Cutting	540.00
	Monthly Spend	£8,749.44

Proposed: Cllr Adcock-Jones **Seconded:** Cllr Pretty **Agreed**

Clerk to post cheques **Action**

- iii. In line with audit guidelines Cllr Woods verified invoices and the prepared cheques agreed, confirmed by initialling both cheque and invoice with green ink.
- h) **Member's Interests forms** circulated at the Annual Council Meeting for completion, were returned to the Clerk
- i) **Query raised regarding Non-Pecuniary Interests** at the Annual Meeting – Clerk was advised by TDC this only applied if council had adopted the 2018 Code of Conduct. As LPC has not, this does not apply.
- j) **It was decided** council will continue using the Small Hall for Council meetings

Proposed Cllr Adcock-Jones **Seconded:** Cllr Miles **Agreed**
- k) **It was decided** the time of the meeting would remain at 7.15

Proposed Cllr Adcock-Jones **Seconded:** Cllr Langstone **Agreed**
- l) **To approve** Terms of Reference for new amalgamated Committees
 Additional wording was proposed and agreed for the Public Realm Committee

Proposed Cllr Pretty **Seconded:** Cllr Adcock-Jones **Agreed**
- m) **To approve** £5,000.00 budget for the Public Realm Committee (Previously allocated to the Amenities Committee)

Proposed Cllr V Guglielmi **Seconded:** Cllr Woods **Agreed**
- n) **Co-opting Councillors** (*see circulated email*) Advertisements to be placed in the newspaper and In Touch. Cllr Miles will also put an item on Facebook

Action

8/1920 Planning: (*Minutes circulated with Agenda*)

a) For formal approval

- i. **Received 1/04/19**
19/00211/FUL, Rose Builders, Land east of Bromley Road
Relocation of APPROVED Sub-Station and Parking Spaces

No objection
Proposed: Cllr Adcock-Jones **Seconded:** Cllr Miles **Agreed**
- ii. **Received 8/04/19**
19/00480/FUL 74 Hungerdown Lane (received, circulated and reviewed 8/04/19)
Single storey side extension to existing Annexe

No Objection
Proposed: Cllr Miles **Seconded:** Cllr Adcock-Jones **Agreed**

b) For information:

- i. 19/00539/DETAIL (*email circulated from Mistley Parish council*) – Land to the South of Long Road and to the west of Clacton Road Reserved matters application pursuant to outline planning permission 17/01537/OUT for the creation of phase 2 – 204 dwellings and four commercial buildings, plus associated roads, driveways, parking, footpaths, landscaping and ancillary works. **The Committee considered this should be Refused.**
- ii. 19/00619NMA 4, Colchester Road, Non-material amendment to application 18/01437/FUL alterations to openings alongside elevation and roof design.

c) For Approval:

- i. **Received 15/04/19**
19/00595/TPO, Mr Stuart Wheatley, Lawford Place Lodge, Wignall Street, CO11 2NB
1 No. Horse Chestnut – fell

No objection
Proposed: Cllr V Guglielmi **Seconded:** Cllr Miles **Agreed**
- ii. **Received 23/04/19**

19/00600/FUL, Mr and Mrs Lawson, 11 Constable Close, Lawford, CO11 2LD
Proposed two storey rear extension and first floor side extension over existing garage.

Objection on the grounds of overdevelopment
Proposed: Cllr Miles **Seconded:** Cllr Woods **Agreed**

iii. Received 29/04/19

19/00263/LBC, Mrs Elizabeth Quin, Wisdoms Barn, Hungerdown Lane, CO11 2LY
Replacement of windows and patio doors throughout property apart from the actual barn.

No Objection

Proposed: Cllr Miles **Seconded:** Cllr Adcock-Jones **Agreed**

iv. Received 7/05/19

19/00580/FUL, Manningtree High School, Colchester Road, Lawford, CO11 2BW
Variation to condition 2 on approval 17/01717/FUL - Alter approved drawings to amend dining extension elevation to suit ventilation strategy and levels, amendment to materials to include cladding and store extension to be standalone.

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

v. 19/00666/FUL, Mrs Sue Jones, 26 Constable Close, Lawford, CO11 2LD

Proposed single storey rear/side conservatory extension

Proposed: Cllr Adcock-Jones **Seconded:** Cllr V Guglielmi **Agreed**

d) Determinations since last Planning Meeting:

19/00353/FUL Approval – Full 18.04.2019 Delegated Decision	Mr Gary Hook	Removal of existing conservatory and erection of single storey rear extension.	20 Milton Road, Lawford Manningtree Essex CO11 2EG
19/00471/TPO Approval - Full 15.04.2019 Delegated Decision	Mr Brian Mead	1 No. Silver Birch - remove	7 Parrington Way, Lawford Manningtree Essex CO11 2LZ
19/00326/FUL Refusal - Full 23.04.2019 Delegated Decision	Mr Andries Smit	Proposed first floor side extension.	Hacienda Church Hill Lawford CO11 2JX
19/00030/FUL 19/0031/LBC Approval - Full 07.05.2019 Delegated Decision	Mr and Mrs Edmond	Part single and part two storey extension and alterations.	Shirburn Mill Mill Hill Lawford CO11 2JZ
19/00480/FUL Approval - Full 10.05.2019 Delegated Decision	<i>Mr Spencer Gilbert</i>	<i>Single storey side extension to existing annexe building</i>	<i>74 Hungerdown Lane Lawford, CO11 12LX</i>

10/1920 Public Realm: Amalgamation of Highways and Amenities Committees, approved at Annual Meeting of 13/05/19 (*Minutes circulated for last Highways & Amenities meetings*)

- a) Resident in Colchester Road has requested the verge outside his property be returned to grass.
For information: this was initially planted at the request of the previous resident to stop those waiting for a bus from sitting on the wall. *Following discussion council wish to investigate further. To be brought back to the June Council meeting.* **Action**
- b) **Purchase of Riverview** – following discussion by the Amenities committee it was recommended council go ahead with the contract as presented by TDC, but wished it to be agreed by Full Council. Further discussion ensued and Cllr Adcock-Jones highlighted the detrimental aspects of the contract and felt the terms represented a bad deal, but the majority of councillors felt that if council wished

to own the play area (as opposed to renting it as is currently the case) the alternative would be to renegotiate and that would delay the process even longer and may result in higher/additional costs. It was proposed council proceed with the contract in its current form.

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

Cllr Adcock-Jones wished it be recorded that he objected to the proposal

- c) **Rerouting the Essex Way** - the path currently walked and that council are looking to tarmac is not the designated Essex Way. However, council will not be pursuing the rerouting of the designated route.

11/1920 Other Meetings Attended by Councillors

- a) No meetings had been attended and there were no reports of meetings to be attended.
- b) **For information:** it has been highlighted by a number of residents and councillors alike that a number of 'boards' advertising various events, some not local, have been placed around the village but in particular near the roundabout at the bottom of Cox's Hill. This constitutes an offence and has been reported to TDC. LPC is in the process of having them removed. They will continue to be removed if placed again.

The next meeting of Full Council will be held on 17 June 2019.

There being no further business the meeting ended at 8.40pm

Signature (Chairman):**Date:**