

Lawford Parish Council



Minutes of the Lawford Parish Council meeting held in the Small Hall, Ogilvie Hall, Wignall Street, Lawford, CO11 2JG on Monday 14 October 2019 at 7.15pm.

Present:

Councillors Adcock-Jones (Chair), Pretty, Payne, Barrett, C Guglielmi and V Guglielmi
Clerk: Mrs Peachey

Also in attendance:

0 Members of the press
3 Member of the public (*includes 1 member to be co-opted*)

Apologies:

Cllr Brown, Woods, Thurlow and Miles

48/2019 Co-option to fill council vacancies:

- Mr Mark Kinsmore - candidate for Co-option read his statement (3minutes)
- Cllr Adcock-Jones thanked Mr Kinsmore for his statement and proposed he be Co-opted

Proposed: Cllr Adcock-Jones **Seconded:** Cllr V Guglielmi **Unanimously Approved**

There followed a short Recess - allowing Co-opted Councillor to sign Acceptance of Office and the Confirmation of adherence to the Members Code of Conduct in the presence of the Clerk. Cllr Kinsmore took up his seat and the meeting resumed

49/2019 Minutes of the Previous Meetings:

The minutes of the Council meeting held on **16 September 2019** were approved and signed by Cllr Adcock-Jones
Proposed: Cllr C Guglielmi **Seconded:** Cllr Pretty **Approved**

50/2019 Actions from the previous meeting:

Report on Actions and Progress:

| | |
|---|-----------|
| Clerk to post cheques | Completed |
| Clerk to write a letter of thanks to Cllr Langstone (see Item 8b on agenda) | Ongoing |
| Keith Simmons report to be sent to both Manningtree and Mistley | Completed |
| Meeting being held in October to discuss reduction of speed on Cox Hill. Suggested a decision as to the permanent site for the VAS be held over until a decision had been made about speed reduction. <i>Cllr C Guglielmi advised meeting will be held 15/10/19</i> | Ongoing |
| James Hill contacted ref Structural Testing of Lamp Posts | Completed |
| Cllr Pretty to approach Ogilvie Hall ref siting a Bird Box. <i>Note: Ogilvie Hall have not been contacted regarding the siting of Swift Boxes. Clerk requested to remove from Agenda</i> | Unknown |
| TDC to be approached to ascertain which sites are owned by Lawford PC. <i>Note: Mr Mills cannot attend meeting but met with the Clerk 28/08/19 and provided relevant information. Note: It was suggested this be verified with the Land Registry.</i> | Ongoing |
| Approach ECC to permanently site the VAS | Ongoing |
| Vegetation – hazard in area of the Station. <i>Note Clerk has approached Greater Anglia who will only deal with certain areas, other areas have been reported to Highways. There is a health & safety issue</i> | In hand |

| | |
|---|--|
| for council's handyman to carry out work at the area this side of the bridge. He has not the authority to close the road and cannot park his van to give him protection. The Brantham side cannot be done until the roadworks are completed as he cannot access the layby where he would normally park his vehicle to carry out this work. Clerk requested to write to Greater Anglia | |
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51/2019 Declarations of Interest:

None

52/2019 Reports from:

- a) The District Councillor – Not present, report to follow.
 - b) The County Councillor – Cllr C Guglielmi read his report
 - c) Crime report – provided by Mrs Langstone
- All reports will be published on council's website.*

53/2019 Manningtree, Mistley and Lawford Councils:

To discuss any relevant items

54/2019 Administration: (Meeting held 30 September 2019)

- a) **Outlook** - as not already installed options to change em client email to outlook are;
 - i. Council can rent Office 365 (*about £80 p.a., or £60 p.a. for a single user*)
 - ii. To buy MS Office Home and Business 2019 (*currently £230 from PC World*)
 - iii. If Mr Atkin buys the latter on council's behalf, that would require more time – an extra hour perhaps – taking his charge up to about £80 (from £42)

It was proposed council buy MS Office Home and Business 2019 outright

Proposed: Cllr C Guglielmi **Seconded:** Cllr V Guglielmi **Approved**
- b) **To discuss** - a gift for Cllr Langstone following her retirement from Council. (*Letter of thanks will request her presence to receive the gift*) *It was **Proposed** council purchase an engraved vase and a bouquet of flowers.*

Proposed: Cllr Pretty **Seconded:** Cllr Payne **Approved**

Cllr V Guglielmi offered to make the purchase

- c) **Alternative Names and Styles for Parish Councils** – a 'legal update' documents from EALC having been circulated for information and whilst council agreed the process was easier than given to believe, they proposed there be no action until/in case amalgamation of the three council's takes place.

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

- d) **On Line Banking** – will only allow 2 signatories (includes the Clerk who will be posting the transaction) to approve payments. For the sake of ease, should one (or both) of those signatories be unavailable, other councillors would also be signatories and have access to Council's account.

Following discussion as to the security issues and possibilities of fraud it was proposed council continue with the current process of using cheques.

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

- e) **Volunteers** required to form a Working Party to organise the **Parish Meeting** arranged for 14 May 2020. Cllrs Adcock-Jones, Barret, C & V Guglielmi volunteered. It was also suggested Cllr Woods might wish to join the Working Party. *Clerk was requested to ask Cllr Woods.*

Action

- f) Level of delegated authority for Committees and Clerk – for discussion and suggestions to be taken forward to the below **By Laws and Processes Working Party**. *It was felt changes should be made/agreed in order to speed up the work of council. Cllrs Adcock-Jones, Wood, Thurlow had previously agreed to being on the Working Party and Cllr Kinsmore volunteered to join them.*
- g) Arrange a revised meeting date for the **By Laws and Processes Working Party** (Cllrs Adcock-Jones, Woods and Thurlow) – meeting previously scheduled for 7 October 2019 to take into account the acquisition of Summers Park. It has been agreed (Administration Committee 30/09/19 item 7 c) iv) that this Working Party address other amendments to Councils' policies and procedures. To take into account renaming of committees, the mechanics of how council works, what authority Committees

and the Clerk have, and to what financial level. *It was proposed the meeting take place at 6pm on 18 November 2019.*

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

- h) **Quality Council** – Council agreed this should be investigated. The volunteers to form a sub-committee to look into LPC becoming a Quality Council were Cllr Adcock-Jones, Woods, Pretty and Kinsmore.

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

- i) Councils expenditure:

- i. Expenditure approval by Council.

| Direct Debits | | £ |
|---|---|------------------|
| E-on Energy | Street Lights (Since new contract invoices are being received in arrears, but debit account in the due month, this is the Sept bill. October has not yet been received) | 476.14 |
| E-on Energy | Tennis Courts | 9.38 |
| BT | Office Communications | 54.38 |
| Ogilvie Hall | Monthly Rent for the Parish Office | 500.00 |
| Items of Expenditure to be approved and cheques signed by Councillors | | £ |
| Monthly Salaries | Staff payments | 1,075.13 |
| Inland Revenue | Paid Quarterly June/Sept/December/March | 0.00 |
| Landscape Services | Grass Cutting - Invoices 987/1004/1011 | 1,200.00 |
| Dave Childs | Handyman | 385.00 |
| Mrs St James | GDPR | 90.00 |
| Ogilvie Hall | Hall Hire- Meetings | 47.50 |
| Evergreen Office Supplies | | 35.44 |
| Monthly Spend | | £3,872.97 |

Proposed: Cllr C Guglielmi **Seconded:** Cllr V Guglielmi **Approved**
Clerk to post cheques - Action

- ii. In line with audit guidelines (*approved at Full council August 2018*) councillor Pretty verified **invoices** and the prepared **cheques agreed, confirmed by initialling both cheque and invoice with green ink.**

55/2019 Planning:

Received 30/09/19 reviewed at Planning formal approval required

19/01443/TCA Brook Cottage, Wignall Street, Lawford, CO11 2JL

Holm Oak suckers near gate - remove, 1 No. Holm Oak - trim into ball, Laurel - cut back hard, 1 No. Walnut - reduce by approx 1m, Lawsons - trim face, Spinoza - cut back face, 1 No. Long Cone Pine - reduce.

Proposed: Cllr Adcock-Jones **Seconded:** Cllr C Guglielmi **Approved**

56/2019 Public Realm: (No meeting held since last Full Council)

- a) Minutes of the meeting held on 3 June 2019 were agreed.

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

- b) Replacing councils **Website** – council discussed options to replace Council’s website as the present provider will cease in March 2020. Council agreed VCS Websites should be appointed.

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

- c) **Specials** – (*Les Hawkins advised the scheme is on hold*) *It was agreed council should pursue Specials and allocate £2,000.00 in the 2020/21 budget. A query was raised regarding the scheme being on hold as Cllr C Guglielmi had not been given that impression during recent discussions with Chief Inspector Lilly Benbow. Cllr Guglielmi will make further enquiries.*

Action Cllr C Guglielmi

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

- d) For discussion – **Defibrillators** in Lawford. A representative from Manningtree’s First Responders provided information as to location and access of existing defibrillators and an estimated cost of a

new defibrillator (£1300.00 includes a Secure Box, battery life estimated at 4-6years) *Clerk was asked to enquire of Lawford Surgery if they have a defibrillator.* **Action - Clerk**

It was suggested a new Defibrillator be sighted at Ogilvie Hall and Cllr Pretty will put this forward to the Ogilvie Hall Committee, with LPC purchasing the defibrillator. **Action – Cllr Pretty**

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

Note: First Responders provide training to use the Defibrillator and this will be pursued by Council

- e) Permission to replace the missing seat on the Tidal Bank with a **Memorial Seat** –Council would incur no charges and only permission was being sought. *It was proposed Council agree to the installation of the Memorial Seat.* **Proposed:** Cllr V Guglielmi **Seconded:** Cllr Pretty **Approved**

57/2019 Public Voice:

Nothing raised

58/2019 Other Meetings Attended by Councillors

- a) Cllrs C & V Guglielmi will be meeting with Police about Police presence in the area
- b) Tendring held a jobs and careers event which was extremely successful with 750 jobs being on offer. This was its 5th year and by all standards the most successful with families and their children attending for careers advice. Cllr Coley will include further information in his District Report.

There being no further business the meeting ended at 9pm

The next meeting of Full Council will be held on 18 November 2019

Note: There will be no meetings in December unless required.

Signature (Chairman):**Date:**