

***Clerk to the Council*:** Bridget Tighe
Lawford Parish Community Hub, Unit 1, The Avenue, Lawford CO11 2FR,
Tel: 0798 396 0679

Minutes of the Annual Meeting of the Parish Council held on Monday 19 May 2025 at 6.30pm in the meeting room of the Lawford Parish Community Hub

Present:	Cllr D Thurlow	Cllr D Harty
	Cllr L Castell	Cllr T Barrett
	Cllr B Chester	Cllr K Symon

In attendance: B. Tighe (Clerk)

AM25/01 **Election of a Chair and Declaration**

a. It was **resolved** to approve the nomination by Cllr Castell for Cllr V Guglielmi to be the Chairman of the Council for 2025-26. The nomination was seconded by Cllr D Harty.
b. Cllr V Guglielmi to sign the Declaration of Acceptance of Office for position of Chairman of the Council within 14 days from today's date.

AM25/02 **Election of Vice Chair and Declaration**

a. It was **resolved** to approve the nomination by Cllr D Harty for Cllr D Thurlow to be the Vice Chair of the Council for 2025-26. The nomination was seconded by Cllr T Barrett.
b. The Vice Chair signed the Declaration of Acceptance of Office for position of Vice Chair of the Council.

AM25/03 **Apologies for Absence** were received and approved from Cllrs M Kinsmore, W Saint James, C Guglielmi and V. Guglielmi.

AM25/04 **Declaration of Interests**

a. All Councillors reviewed their Register of Interests, and the Clerk noted the changes.

AM25/05 **Public participation**

There were no members of the public in attendance.

AM25/06 **Appointment to Council Committees and Council Representatives**

6.1 **Administration Committee**

a. The Administration Committee Terms of Reference *were reviewed and approved.*
b. It was agreed to appoint Cllrs V Guglielmi, C Guglielmi, Harty, Kinsmore, Saint James and Thurlow to the Administration Committee for 2025-26.
c. It was agreed to appoint the Chair of the Administration Committee for 2025-26 at its next meeting.

d. It was agreed to appoint the Vice-Chair of the Administration Committee for 2025-26 at its next meeting.

6.2 **Planning**

a. It was agreed to appoint Cllr B Chester as Councillor who will review Planning Applications for 2025-26 and provide updates for Full Council meetings.

6.3 **Public Realm Committee**

a. The Public Realm Committee Terms of Reference were reviewed and approved.
b. It was agreed to appoint Cllrs Barrett, Castell, Chester, C Guglielmi, V Guglielmi, Symon and Thurlow to the Public Realm Committee for 2025-26.
c. It was agreed to appoint the Chair of the Public Realm Committee for 2025-26 at its next meeting.
d. It was agreed to appoint the Vice-Chair of the Public Realm Committee for 2025-26 at its next meeting.

6.4 **Appointment of Council Representatives.** The following appointments for 2025 – 2026 were agreed:

a. Leech's Educational Foundation – Cllr Thurlow
b. Ogilvie Hall Committee. It was agreed that this appointment was no longer required as the Council was no longer a user of the Hall.
c. Police Liaison – Cllr Guglielmi
d. School Liaison – Cllr Castell
e. Emergency Planning Committee – Cllr V Guglielmi
f. Other. There were no other appointments suggested.

AM25/07 **Council leads**

To leads for Council projects and activities for 2025 – 2026 were agreed as follows:

a. Tree Inspections – Cllr Thurlow
b. School Lane Football Club – Cllr C Guglielmi and Cllr Barrett
c. The Council's Facebook page – Cllr Harty
d. Policy Review – Cllrs Saint James and Thurlow
e. Quarterly Bank Reconciliation Check – Cllr Saint James
f. Other. There were no other leads suggested.

AM25/08 **Council meetings for 2025-26**

The following meeting cycle for the 2025-26 period was approved.

DATE	MEETING
2-Jun-25	Public Realm
16-Jun-25	**Full Council**
7-Jul-25	Administration
21-Jul-25	**Full Council**
4-Aug-25	Public Realm
18-Aug-25	**Full Council**
01-Sep-25	Administration
15-Sep-25	**Full Council**
06-Oct-25	Public Realm
20-Oct-25	**Full Council**
03-Nov-25	Administration

17-Nov-25	**Full Council**
01-Dec-25	Public Realm
15-Dec-25	**Full Council**
05-Jan-26	Administration
19-Jan-26	**Full Council**
02-Feb-26	**Public Realm**
16-Feb-26	**Full Council**
02-Mar-26	**Administration**
16-Mar-26	**Full Council**
13-Apr-26	**Public Realm**
27-Apr-26	**Full Council**
11-May-26	**Administration**
18-May-26	**Annual Council Meeting**
18-May-26	**Full Council**
18-May-26	**Parish Meeting**

AM25/09 **Action Plan for 2025-26**

The action plan for 2025 – 2026 was considered and approved and it was agreed would be monitored throughout the year by the Administration Committee.

AM25/10 **Direct Debits and Standing Orders**

a. The variable direct debits and standing orders on the Parish Council's current account for 2025 – 2026 were approved as follows:

Variable payments

Name	Payments	Service
SSE Energy Solutions	Monthly	Power to streetlights
See The Light	Monthly	Phone, IT

Regular payments

EE	Monthly - £24.77 exc. VAT	Mobile phone
CF Corporate Finance	Quarterly - £79.20	Large printer lease
ICO	Annually - £35.00	Data protection fee
Veolia	Monthly - £48.20 + VAT	Waste collection from office and football club
PHS	8 times per year - £49.28	Sanitary waste collection

AM25/11 **Current account signatories**

a. The Council's current account signatories were reaffirmed as: Cllrs C Guglielmi, V Guglielmi, Kinsmore, Symon and Thurlow.

Signature (Chair): **Date:**