***Clerk to the Council*:** Bridget Tighe
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Minutes of a meeting of the Parish Council held in the Rose Room of Lawford Parish Community Hub, The Avenue, CO11 2FR on Monday 21 September 2026 at 6.30pm

Present:	Cllr V Guglielmi	Cllr C Guglielmi
	Cllr D Thurlow	Cllr L Castell
	Cllr M Kinsmore	Cllr M Naylor
	Cllr B Chester	Cllr T Barrett
	Cllr K Symon	

147/2026 Apologies for Absence were received and approved for Cllr Saint James.

148/2026 To receive members declarations of interest on items that appear on the agenda.
Declarations of interest were received from Cllrs Chester and Symon for item 152/2026 c).

149/2026 Minutes

a) Minutes of the Parish Council meeting held on Monday 17 August 2026 at 6.30pm were approved and signed by the Chair.

150/2026 Public Participation – There were two members of the public in attendance: one who spoke regarding item 153/2026 d) providing more information about the event and the other who spoke regarding item 152/2026 a) the Tendring Hundred Waterworks Site.

151/2026 To receive reports and updates.

Councillor Reports:

a) The District Councillor. This report was noted especially the point that from 31 October the automatic right of individual ward councillors to 'call-in' planning applications for a committee decision has been removed.
b) The County Councillor. Cllr C Guglielmi reported that he had signed up for the Essex Newsletter which would have to suffice in the absence of reports from the County Councillor.
c) Quasar Report. All agreed this was a positive report with proactive actions.

152/2026 To receive general updates.

a) Planning review. Cllr Chester went through the list and advised no comment on any of those listed: 26/01303/FULHH, 26/10293/LUPROP, 26/01323/VOC, 26/01384/WTPO, 26/01430/TCA. This was agreed.
Tendring Hundred Waterworks Site. It was agreed that Cllr C Guglielmi would prepare a submission and circulate to all councillors. It was agreed that this would include a note on preserving the building and ensuring there was a walking route through the development so residents could avoid using Mill Hill. This was agreed. It was also agreed that Cllr C Guglielmi would send the resident (above at item 150/2026) an email with links regarding starting the process of listing the Waterworks building.
The Local Plan Consultation dates were noted.
Lawford Tye Action Group. Cllr C Guglielmi updated on the group including the launch of a petition to keep Tye Field open and protected which he asked all to sign. He said he would circulate a briefing to all councillors.
b) Manningtree as a Hub. Cllr Barrett reported that the Business Chamber was now in good shape with planning for Christmas Events including the Christmas lights going well. He also reported that the Little Bear Bar license application was being opposed due to noise, access and danger from cars.
Update on planning for Summer 2027 Event. Cllr Barrett reported that the organisers of the Rotary Summer Event were a bit disappointed that the weather had hampered the success

of the event however, once they had completed their full review, they would get in touch with the parishes about a summer event for 2027.

c) Civic Building.

i) Hire schedule for September/October. This was noted. It was agreed that Cllr Symon would do some research into organisations could that deliver a play or show on the field. He will report at the next meeting. Councillors said they would like this to be foc for residents.

ii) Meeting with 1st Lawford Scouts and Lawford Buggy Club (LBC). This was discussed and agreed that a solution could be found to accommodate both organisations through a 50/50 split of the space. This would be discussed further at Public Realm Committee including amending the hire agreement with LBC to include a post event check of the field and securing the rostrum. It was also agreed to look at the disclaimer in the document.

iii) Statement from Lawford Scouts. It was agreed to discuss this further at Public Realm Committee.

iv) Lawford Football Club. This was noted and Cllr Thurlow reported that he would update when he knew more as currently it was a work in progress.

v) Lawford Football Club. Cllr Thurlow reported on a meeting with the football club regarding the bins. He proposed that the Parish Council purchase 5 blue 240L wheelie bins so that the football club could put these out on a weekend and empty them into the bigger bins in the car park. This was agreed. Proposed: Cllr Thurlow, Seconded: Cllr C Guglielmi

153/2026To receive Administration Committee updates:

a) Council's expenditure

i) The list of expenditure for September 2026 as below was approved. Proposed: Cllr C Guglielmi, Seconded: Cllr Thurlow.

Direct Debits		**Amount**	**VAT**	**£**
SSE Energy Solutions	Streetlights August 2026	185.29	37.06	222.35
Veolia	Waste collection - August 2026	82.18	16.44	98.62
Scribe	Accounts subscription	74.00	14.80	88.80
EE Limited	Office mobile phone	31.00	6.20	37.20
ICO	Data Protection Fee	47.00	0.00	47.00
Documents Solutions	Photocopier usage and set up fee	3.15	0.63	3.78
Barclaycard payments				-
Signomatic	Signs for doors	80.34	16.07	96.41
Co-op	Provisions for cleaner's cupboard	22.14	4.43	26.57
Items for BACS payment				-
Salary 1	Clerk	1,202.22		1,202.22
Salary 2	Caretaker	424.88		424.88
LGPS	Pension contribution - Sep 26	472.17		472.17
HMRC	National Insurance	1,559.16		1,559.16
Dependable Dave	Handyman Services August	454.00		454.00

See The Light	Internet and phone Aug/Sep	45.08	9.02	54.10
Business Stream	Water services	317.15	63.44	380.59
EON	Hub electricity July 2026	30.31	1.52	31.83
EON	Hub electricity August 2026	31.02	1.55	32.57
Tom Pepper	Window and solar panel clean	125.00		125.00
Barclaycard	Balance	406.12		406.12
PKF Littlejohn LLP	External annual audit	630.00	126.00	756.00
Evergreen Stationery	Photocopier paper	23.90	4.78	28.68
A&J Lighting Solutions	Springbank Avenue & Cavendish Drive	95.00	19.00	114.00
Brightwell Computers	Installation of new 5G router	855.00	171.00	1,026.00
Landscape Services	Summers Pk Pond, Hedge on Bromley Rd and Compound on Lawford Green	960.00	192.00	1,152.00
Leanne's Cleaning Services	17-Sep	37.50		37.50
Leanne's Cleaning Services	02-Sep	37.50		37.50
Leanne's Cleaning Services	09-Sep	37.50		37.50
	Monthly Spend	***8,268.61***	***683.94***	***8,952.55***

ii) The list of receipts for August 2026 as below was approved.

Breathing Space	195
U3A Canasta Group	150
U3A Bridge Club	150
Embody Pilates	105
Relax Your Soul	30.00
Rising Spring Tai Chi	30.00
Boydens	40
Moontide Yoga	40
TOTAL	**740**

iii) The bank reconciliation for August 2026 was approved.
iv) The bank statement for August 2026 at £61,443.13 was noted.
v) The budget variance report for August 2026 was noted.

b) Social Media Proposal. Cllr G Guglielmi reported that he was hoping to meet with Dedham Works at the end of September and would report at the next meeting.
c) Insurance. Cllr C Guglielmi outlined an incident in School Lane Car Park where a parked car had been struck by a large bin. The Clerk confirmed this had been referred to the council's insurers.
d) Request for a grant from the Rotary Club. This request was discussed, and it was agreed to award £1,000 to the Rotary Club for the Manningtree Christmas Market. Proposed: Cllr Barrett, Seconded: Cllr Kinsmore
e) External Auditor's Report 2025-2026. The Clerk explained the 'except for the matters' report and said she would be speaking with the Internal Auditor to ensure the matters were corrected and could be presented to the Administration Committee.

f) Quote for Internal Audit for 2026 – 2027.The quote was considered and accepted. Proposed: Cllr C Guglielmi, Seconded: Cllr Thurlow
g) Administration Committee in November. Councillors were asked to provide ideas or reminders to the Clerk for projects that need to be included in 2027-2028 budget discussions. Cllr Symon suggested a budget for events. This was agreed.

156/2026 To receive Public Realm committee updates:

Street lighting

a) Streetlighting on Summers Park and Riverview. Cllr Thurlow reported that this was set for 5th October and Cllr C Guglielmi said he would liaise with the contractor in Cllr Thurlow's absence.
b) Streetlighting on Cox's Hill and Bromley Road Cllr C Guglielmi confirmed that he had requested a meeting with Essex Highways to discuss and was waiting for a response.

Grass cutting

c) Discussions with Tendring District Council. The draft agreement was noted and Cllr C Guglielmi said he would update when he had the final version.

General

d) Ownership of bus shelters in Lawford. Cllr C Guglielmi said he would send the Clerk the contact for someone at Highways to email about this.
e) Waldegrave Pump Track. The Clerk reported that she was waiting to hear from a local contractor as to whether he could provide the specification paperwork for the tender portal. She would report at the next meeting.
f) Seat for Bus Stop at Station Road, Queensway. Cllr Thurlow reported that in order to get a licence for this he needed the support of the County Councillor who was not responding to his request.
g) Seat on Summers Park. The quote for the seat was agreed. Proposed: Cllr Thurlow, Seconded: Cllr Castell
h) Scattering of ashes at memorial tree. Cllr Thurlow reported that he would attend on behalf of the parish council.
i) Works at the Pavilion, School Lane. Cllr Thurlow reported that he was waiting for another quote for this work.
j) HGVs on Garden City. Cllr Guglielmi reported that he had not heard from the County Councillor regarding this invitation so would chase him. It was agreed to purchase 'not suitable for HGVs' signage and put up at both entrances to Garden City. Proposed: Cllr Kinsmore, Seconded: Cllr C Guglielmi.
k) Dog Poo Bin at Pax Drive. Cllr Castell reported that she had received 46 responses to her poll, 84% of which wanted the bin to remain in situ and would like a bigger bin.
l) Damaged Memorial Tree on Summers Park. Cllr Thurlow said he had taken off the top of the tree as it had split.
m) Request for an outdoor gym. This was considered and agreed not to provide an outdoor gym for the following reasons: the lack of parking in the area, the cost of the provision, the cost of the upkeep and the lack of use in other areas, there was no proof of need and the parish council did not want to be in competition with local gym providers.
n) Support for the Playzone bid for Mistley. It was agreed that councillors would respond to the survey individually and as a Parish Council.

157/2026 Any Matters for Future Discussion

a) Low hanging branches on Wignall Street/Stourdale Close Cllr Naylor reported that the branches were becoming too low for residents to pass safely. It was agreed to ask the contractor to take off some of the low branches. Clerk to action.
b) Fence on Summers Park Pond Cllr Chester reported that one of the fence posts had fallen. It was agreed to ask the handyman to look at this. Clerk to action.
c) Thanks to Brantham Parish Council and the Leisure Centre. It was agreed to write to Brantham Parish Council to express gratitude for all they did to help in the search for Noah Woods.

158/2026 Any Items for information
There were no items for information.

159/2026 Any Emergency decisions
There were no emergency decisions.

160/2026 Staff Matters
To be held in closed session excluding the public from the meeting, under the Public Bodies (Admissions to Meetings) Act 1960.

a) Pay Award 2026 – 2027. The pay award for 2026 - 2027 was discussed and agreed. Proposed: Cllr C Guglielmi, Seconded: Cllr Kinsmore
b) Caretaker. The Clerk updated the meeting saying that the Caretaker was doing very well.
c) Parish Clerk. The following documents were considered and agreed: job description, advert and pay scales. It was agreed to go ahead and advertise the post.

Signature (Chair): **Date:**