

# **LAVENHAM PARISH COUNCIL**

**To: Members of Lavenham Parish Council**

**You are duly summoned to attend the next meeting of Lavenham Parish Council to be held at 7.30 pm on Thursday 1<sup>st</sup> December 2022 at Lavenham Village Hall, Church Street, Lavenham**

## **Public Attendance**

Members of the public and press are welcome to attend. At item 10 the public will be invited to give their views/question the Parish Council on issues on the agenda, or raise issues for consideration of inclusion at future meetings. This item will generally be limited to 15 mins. duration.

## **AGENDA**

- 1. Apologies and approval of absences**
- 2. Declarations of Interest**
- 3. To consider requests for dispensations**
- 4. To approve as accurate minutes of the last meeting of the Council**
- 5. Local Authority Councillors' Reports**
- 6. Chairman's Announcements**
- 7. LNP Review**
  - 7a To receive a report from the LNP Review Group
  - Motion: The Council approves 'Regulation 14' Public Consultation of the above Plan and its accompanying documents, for 8 weeks from Thursday 8<sup>th</sup> December 2022 to Wednesday 1<sup>st</sup> February 2023.**
  - 7b Consultation arrangements LNP2
- 8. Infrastructure Development**
  - 8a Harwood Place Play Area
  - 8b Church Street public toilets
  - 8c Hedge Planting
  - Motion to consider the selection of a Provider and approve funding from revenue budgets**
  - 8d Prentice Street public toilets
  - 8e Phone Box competition
  - 8f To receive a Parish Infrastructure Implementation Plan and a report of Neighbourhood CIL funds
- 9. RFO Report**
  - 9a Audit for 2021-22
  - 9b Motion to approve payment of invoices received**

9c To receive a verbal report of budget position at November and consider **Motions** for spending priorities for the remainder of 2022-23

9d To receive a statement of budget requirements for 2023-24

9e **Motion to endorse the application of the LGA agreed new pay scales for 2022-23, to be implemented in full from 1 April 2022**

9f To receive a report of revenue requirements and options for the Precept 2023-24

**10. Public Participation Session (15 minutes)**

**11. Operational adjustments to street lighting**

**Motion to consider a proposal to reduce the hours of operation of street lighting**

**12. To consider recommendations from the Planning Group**

**13. To consider a village wide Christmas Community Singing event on 24<sup>th</sup> December**

**14. Date of next meeting – Thursday 5<sup>th</sup> January 2023**

**15. To consider excluding the public and press (for item 16)**

To consider excluding the public and press for item 16 because of the confidential nature of the material to be discussed.

**Part 2 Closed Session of the Council – Public will be asked to leave the meeting**

**16. To receive a report on recruitment of a Clerk to the Council**



Jane Bellward  
Clerk to the Council  
13 Weavers Close  
Lavenham

Date: 25<sup>th</sup> November 2022

## **LAVENHAM PARISH COUNCIL – 1<sup>st</sup> December 2022 Full Council Meeting**

### **Agenda Item: 7a**

#### **PRE-SUBMISSION DRAFT REVISION OF THE LAVENHAM NEIGHBOURHOOD PLAN**

##### **Motion for Council**

The Council approves 'Regulation 14' Public Consultation of the above Plan and its accompanying documents, for 8 weeks from Thursday 8<sup>th</sup> December 2022 to Wednesday 1<sup>st</sup> February 2023

##### **Background**

Lavenham's first (and current) Neighbourhood Plan was adopted in 2016. It is sometimes referred to a LNP1.

In summer 2020, the Council set up a Lavenham Neighbourhood Plan Revision Group, to review and as appropriate propose amendments to the current Plan. The Group has been advised throughout its work by an expert planning consultant.

The Group has considered the changes that have taken place since 2016, and how the Plan has been made use of over that period. It has also consulted Lavenham residents and businesses about the Plan by means of a questionnaire in summer 2021, followed by public events to feedback and discuss findings from the questionnaire.

Based on the above knowledge gathering exercises, the Group has now drafted a revised Plan. It now recommends approval by the Council of public consultation on this revised Plan under Regulation 14 of the relevant legislation.

If consultation is approved, the comments received will be considered by the Group, and a schedule of responses to them will be prepared. Based on these responses and as appropriate, the Group will bring in April 2023 recommendations to the Council for amendments to the draft revised Plan. The Council will be then asked to decide the final text of the draft Plan.

The resulting document will next be submitted to Babergh District Council (the local planning authority) under Regulation 15 of the relevant legislation. BDC will then organise further consultation on the submission draft revised Plan, followed by examination by a planning inspector, and probably by a subsequent referendum of local voters to decide whether it should be adopted in place of the (current) 2016 Plan.

##### **The Pre-submission Draft Revised Lavenham Neighbourhood Plan**

The above document is sometimes referred to as LNP2. It is accompanied by two main supporting documents: a Lavenham Design Guide 2023, and a Lavenham Landscape Character & Sensitivity Assessment 2023. These have been prepared for us by experts in their respective fields, and they provide specialist advice on aspects of LNP2.

These three documents are available to view or download from just before midnight on Sunday 27<sup>th</sup> November at: [bit.ly/LNP2review](https://bit.ly/LNP2review) (Some of the maps in LNP2 contain minor errors that are still being corrected, but will be fully accurate before public consultation – if approved – begins)

LNP1 was accompanied by a Lavenham Landscape Character Assessment, and the 2023 document is an update of this earlier document. The Lavenham Design Guide is a new addition to our Neighbourhood Plan's supporting documents.

Regulation 14 requires the Parish Council to adopt a Modification Proposal, when it is intending to revise an existing Neighbourhood Plan. A draft Modification Proposal, which the Council is asked to approve, is attached to this report. This document will also accompany LNP2, alongside the Design Guide and Landscape Character & Sensitivity Assessment.

Policy LAV 19 in LNP2, if adopted, would designate some Lavenham open spaces as Local Green Spaces, which is a term used in the National Planning Policy Framework to give areas of land protection in the same way that Green Belt land is protected. The expert assessment of possible spaces for this designation is currently being finalised.

The assessment will be completed before public consultation – if approved – begins. It will accompany LNP2 as well.

The arrangements for public consultation on these documents are set out in a separate report.

**Roy Mawford**

LNP Revision Group Leader  
25 November 2022

Attachment: LNP2 Modification Proposal Regulation 14 Statement

**Motion for Council**

The Council approves 'Regulation 14' Public Consultation of the above Plan and its accompanying documents, for 8 weeks from Thursday 8<sup>th</sup> December 2022 to Wednesday 1<sup>st</sup> February 2023.

Proposer:

Seconder:

# Lavenham Neighbourhood Plan 2

## Modification Proposal

### Regulation 14 Statement

1. This statement is made by Lavenham Parish Council (“the qualifying body”) in accordance with Regulation 14 (a) (v) of the Neighbourhood Planning (General) Regulations 2012, as amended.
2. Regulation 14 (a) (v) applies when a qualifying body proposes to modify an existing neighbourhood plan. It requires the publication of a “*statement setting out whether or not the qualifying body consider that the modifications contained in the modification proposal are so significant or substantial as to change the nature of the neighbourhood development plan which the modification proposal would modify, giving reasons for why the qualifying body is of this opinion*”.
3. National planning practice guidance states:

*“There are 3 types of modification which can be made to a neighbourhood plan or order. The process will depend on the degree of change which the modification involves:*

- *Minor (non-material) modifications to a neighbourhood plan or order are those which would not materially affect the policies in the plan or permission granted by the order. These may include correcting errors, such as a reference to a supporting document, and would not require examination or a referendum.*
- *Material modifications which do not change the nature of the plan or order would require examination but not a referendum. This might, for example, entail the addition of a design code that builds on a pre-existing design policy, or the addition of a site or sites which, subject to the decision of the independent examiner, are not so significant or substantial as to change the nature of the plan.*
- *Material modifications which do change the nature of the plan or order would require examination and a referendum. This might, for example, involve allocating significant new sites for development.”*

National planning practice guidance

[www.gov.uk/guidance/neighbourhood-planning--2#updating-neighbourhood-plan](http://www.gov.uk/guidance/neighbourhood-planning--2#updating-neighbourhood-plan)

Paragraph: 106 Reference ID: 41-106-20190509 Revision date: 09 05 2019

4. The existing Lavenham Neighbourhood Plan, referred to in this statement as Lavenham Neighbourhood Plan 1 (and abbreviated as LNP1), was adopted by Babergh District Council in September 2016.
5. LNP1 seeks to address two key issues in the plan area:

- a) Achieving sustainable development in Lavenham – through policies that will enable a better balance between the age groups of residents, and that will allow more young people to live in the village.
  - b) Preserving Lavenham’s unique qualities, including the historic core and surrounding countryside, to maintain Lavenham’s position as an important tourism destination.
6. LNP1 includes policies in relation to the location of development. Policy H1 provides detail and guidance to applicants as to what development will be permitted both within Built Up Area Boundaries (BUAB) as well as beyond the BUAB. The BUAB was defined in the Local Plan via Saved Policies from Babergh District Council’s 2006 Local Plan but brought forward through LNP1.
7. LNP1 also includes policies in relation to housing mix (H2), affordable housing (H3, H4 and H5), homes to meet the needs of the older generation (H6), design (D1, D2 and D3), community facilities (C1), open spaces (C2), the footpath network (C3), allotments (C4), health facilities (C5), Lavenham Community Primary School (C6), communications infrastructure (C7) connectivity (C8), retail (C9), landscape and defined views (ENV1 and ENV2), Market Place (ENV 3), renewable energy (ENV 4), tourism (E1) and employment (E2).
8. LNP1 does not allocate sites for development but it does assume the delivery of additional homes as a contribution towards the 1050 housing target set in the 2014 Babergh Core Strategy, to be met in ten core and 43 hinterland villages.
9. The qualifying body proposes to modify LNP1 through the following changes:
- a) A revised vision built around the four themes of i) responding to the climate change emergency ii) a flourishing community, sustainable and resilient iii) protecting our heritage and landscape iv) movement of people and vehicles. The vision proposed in the modification proposal is a different approach to that contained in LNP1. However, the two key issues which NP1 seeks to address continue to feature in LNP2 through theme two (a flourishing community, sustainable and resilient) and theme three (protecting our heritage and landscape).
  - b) A new plan period from 2023 to 2037
  - c) Assuming a minimum housing target of 118 to be delivered during the period 2018 to 2037. It is a target specific to Lavenham parish and is consistent with indicative figures provided by the Local Planning Authority under paragraph 67 of the NPPF 2021.
  - d) LNP2 proposes to designate an up-to-date settlement boundary (See Policy LAV 13), reflecting an up to date picture of the settlement’s main built form pattern. This allows LNP2 to provide greater clarity (than in LNP1) as to where the principle of development is established (inside the settlement boundary) and where it is not (outside the settlement boundary).

- e) Responding proactively to the climate change emergency through the inclusion of one policy chapter covering 12 planning policies, ten of which are new. These policies deal with new build energy standards, the upgrading of existing buildings, renewable energy infrastructure, flood events, extreme weather events, biodiversity networks and carbon footprints.
  - f) Designating the majority of spaces safeguarded under Policy C2 of the LNP1 as Local Green Spaces (LGS) (see LAV 19) in line with the NPPF 2021 as well as identifying new spaces where they meet the criteria. As part of this, LNP2 includes a policy which identifies other spaces of value but which do not meet the criteria for LGS designation.
  - g) No longer including an explicit aspiration to relocate Lavenham Community Primary School to a different site and instead continuing to support proposals affecting the school where such proposals meet the education needs of the parish.
  - h) The inclusion of a policy supporting, in principle, proposals which will deliver new employment uses to land at 47 – 48 Water Street
  - i) Including two new policies focusing on the conservation and enhancement of heritage assets in the parish.
  - j) Updating the approach taken in LNP1 on landscape character, reflecting up to date evidence provided in the recently completed Lavenham Landscape Character and Sensitivity Assessment.
  - k) Including a new policy focusing on Lavenham’s village gateways.
  - l) Updating the approach taken in LNP1 on design, reflecting guidance and advice in the recently completed Lavenham Design Guide as well as national policy relating to design, including the National Design Code.
  - m) Including two new policies focusing on the movement of people and vehicles in the village.
10. Appendix 4 to the Regulation 14 Neighbourhood Plan 2 provides a schedule of LNP1 policies proposed to be superseded by NP2.
11. In summary, the changes proposed to LNP1 through this modification proposal are to reflect:
- a) The climate change emergency.
  - b) Changes in Lavenham’s built environment that have occurred since the adoption of LNP1.
  - c) Changes in the strategic policy context, including the provision of greater clarity on required housing numbers for the parish.
  - d) Changes in the national policy context, including the NPPF 2021 and the publication of the National Design Guide.

12. The qualifying body considers the changes to be material modifications which would require examination.
13. The qualifying body also considers the material modifications to change the nature of the plan, therefore requiring a referendum to take place in addition to the examination. Whilst the two key issues at the heart of LNP1 remain in LNP2 through theme two “a flourishing community, sustainable and resilient” and theme three “protecting our heritage and landscape”, key aspects of the plan have evolved. The inclusion of the themes “responding to the climate change emergency” and theme 4 “movement of people and vehicles” has resulted in a number of additional new policies that did not feature in LNP1.

**Lavenham Parish Council**

**December 2022**



**Agenda Item 7b 01.12.22**

**Consultation Arrangements LNP2**

1. The Council is required to make the 3 documents accessible to the public. Publicity to advise residents of the plan and how to access the documents will be organised via:
  - A leaflet drop to each household
  - Posters on all Council notice-boards
  - Posters in the Church, Library, Village Information Point and some retail outlets
  - A posting on the Parish Council website
  - A posting on Facebook

2. The consultation documents are large and costly to print at around £30 for each set. They will be mostly accessed **on-line** via the Neighbourhood Plan website or the Parish Council Website.

3. Paper copies will be made available as shown below *along with stationery for note-taking and a guidance note about submitting hard copy comments or questions.*

- The Lavenham Library  
Residents may view the documents during Library Opening Times. Council is asked to consider making a few copies being available for lending

- The Parish Office  
Residents will be able to view the documents at appointed times.

The above details will be included in the leaflet and posters.

4. Drop-In Event  
The LNP Revision Group have arranged a Drop-in Event in the Village Hall on 17<sup>th</sup> January 2023 4- 7 pm.
5. Costs  
Production of the leaflets and posters will be organised by the Clerk and the LNP2 Group. The cost of printing the set of 3 documents will be around £600 and these costs along with the leaflets and posters will be met from revenue budgets.

Jane Bellward  
Clerk to the Council

**LAVENHAM PARISH COUNCIL:**

**Draft 1          Lavenham Parish Infrastructure Plan 2022-2026**

**1. Purpose of a Parish Infrastructure Investment Plan (PIIP)**

- 1.1 Planning and delivery of infrastructure can take many years from conception to completion and is commonly a fluid process.
- 1.2 The purpose of this PIIP is to set down in a single document, future infrastructure proposals that have been agreed by the Parish Council or other Lavenham voluntary organisations for exploration or implementation. It will serve as a guide to the public who will be able to access it through the Parish Council website or via links from others. It will also serve as an evidence base, for organisations bidding to grant giving bodies for funding. The PIIP will be continuously updated as new decisions are reached.

**2. Background and Achievements to date**

- 2.1 Lavenham has a proud history of voluntary action to improve the built and natural environment in which we live, whether on public or private land. Some improvements have been more simple to achieve than others and some required partnership collaboration with a range of agencies to ensure successful outcomes.
- 2.2 Since 2017, a range of schemes to create or improve the existing infrastructure of Lavenham has been achieved through significant voluntary effort by Parishioners in planning, fund-raising and project management. Lavenham Parish Council (LPC), Lavenham Community Council (LCC) and Lavenham Community Land Trust (LCLT) have delivered a plethora of new and refurbished infrastructure to better serve our community. We have also been fortunate to receive support from National Grid. Appendix 1 lists those achievements to demonstrate the progress that has been achieved.

**3. The PIIP Ownership and Framework**

- 3.1 The PIIP will be managed and owned by the Parish Council but sister organisations may add their projects to it on request.
- 3.2 Infrastructure plans delivered by the Parish Council up to 2022, have been driven by a combination of specific projects or policies included in the Neighbourhood Plan 2016 (hereafter described as NP1) and where opportunities have arisen fortuitously. Future plans will be largely but not exclusively, driven by community initiatives set out in the emergent Neighbourhood Plan 2024, ( hereafter NP2) some of which are a continuation of the projects set out in NP1
- 3.3 New initiatives not previously aired, are likely to emerge over the lifetime of the NP2. Plan. Those initiatives will be explored and may after due process be added to the PIIP. Once schemes are completed or withdrawn as they are no longer considered viable, the PIIP will be updated. The PIIP should therefore be viewed as a live document.

**4. Plans in Development**

The schedule set out in Appendix 2 lists projects that are in varying stages of development. Some are aspirations derived from NP1 and some in anticipation of NP2. Some have emerged through changing circumstances and wider policy initiatives.

5. Council is asked to note the content and comment on this draft.

Irene Mitchell  
Chair  
22<sup>nd</sup> November 2022

## Parish Infrastructure Investment Plan – Achievements 2017-2022

Year	LPC	LCC	LCLT	Other
2017	LED street lighting			
2018		Purpose built Pre-School		
2019	Chapel refurbishment			
2019	Acquisition of Property to create Community Hub & Post Office			
2018-2020	Water Street Traffic Scheme Trial (now approved)			
2021			Creation of 18 affordable new homes at Peek Close	
2021	Refurbishment of Jubilee Room at Tenterpiece			
2021	Creation of Parish Office			
2021	Remodelling of the public toilets at The Cock Inn Car Park			
2022	Renovation of Prentice Street Car Park and New Public Toilets			
2022	Acquisition of Land and Creation of a new car park Water Street			
2022				Renovation of The Gas Holder Water Street by National Grid
2022		Events Parking: 30 additional spaces at the Recreation Ground		

**COUNCILLORS/JANE PLEASE SCRUTINISE AND COMMENT. Did anything happen with the Lavenham Walk??**

**DATES check PLEASE**

Target Date	Project	Status 01.12.22	Est. Costs 2022-23	Funding Source	Funding Options	Constraints	Next Action
2023	20mph speed limits- design only		£8395 – needs updating	50% commitment from SCC locality budget	50% PC paid		
2023	Water Street Traffic Scheme Signage Design	Awaiting date	£12622	NCIL	Paid		
2023	20mph speed limits		£15- 25,000				
2023	Replacement cemetery/churchyard gate		£5000				
2023	Replacement street bins		£500-£700 each inclusive		NCIL or underspend 2022-23		
	Replacement Noticeboards:  Harwood Bus Stop lower Church Street		£550 £1400- £2000		Underspend 2022-23		
2024	Water Street Traffic Scheme		£91,000 actual works  £18000 on-costs		Private donations  Crowd funding  NCIL  Heritage Grants	Local authority funding not currently an option	

Target Date	Project	Status 01.12.22	Est. Costs 2022-23	Funding Source	Funding Options	Constraints	Next Action
2023	Harwood Place Play area	Collating estimates  CIL bid enquiry submitted		S106(circa £1.5K)	£25k commitment from LPC	To be spent by March 2023	
2023	Acquisition of Land for tree planting	Land identified	£12-£15,000			Landowner willing to sell  Funding	Council decision to Appoint a Land Agent
2023	Allotment provision (8)	Land identified HH development					Purse with HH/allotment wait list
2023	Further allotments( 20?)	Land identified	£100,000			Landowner willing to sell  Funding  Planning approval	Council decision to Appoint a Land Agent
2023	Static Traffic external management study		£3-4000				Await TWP request
2023	Planting Jubilee Trees					Identifying a suitable site within the village centre	Awaiting proposals from Village in Bloom

Target Date	Project	Status 01.12.22	Est. Costs 2022-23	Funding Source	Funding Options	Constraints	Next Action
2023	Hedge Planting Scheme 1	Site agreed Recreation Ground	£2600	NCIL Revenue Acct Donations	£1500		Council action to approve amended costs
2024	Hedge Planting Scheme 2	Site identified 1 <sup>st</sup> Meadow	£3000				Confirm with Anglian Water ok to proceed



	Income	Expenditure	Balance	Supplier	Project
<b>O/B 2022</b>	5496				
April	78438		83934		
May		69	83865	Birketts	Gas Works
June		650	83215	Sweco	Gas Works
July		116	83099	Babergh	Gas Works
August		2700	80399	Sweco	Gas Works
August	58	6147	74310	county washrooms	church st
		290	74020	devon disability	Water Street
September		523	73497	Professional charges	Water Street
October	26336.1	240	99594	Sweco	Water Street
		4197.5	95396	20mph design	
		5018	90378	county washrooms	church st
<b>Less Not yet paid Commitments</b>		<b>Value</b>	If all proceed - remaining balance	<b>Date approved</b>	<b>Comments</b>
Church Street toilets*		3835	86543	Jun-22	work to start 21.11.22
Church Street toilets		5200	81343	Oct-22	
Water Street Traffic design		11700	69643	Jul-22	early 2023 start
Water Street Traffic design		922	68721	Oct-22	early 2023 start
Hedge Planting		1500	67221	Jul-22	Jan-23
Harwood		25000	42221	Sep-22	2023 - need main scheme to be funded
Prentice Street toilets		1000	41221	Oct-22	awaiting trades availability
20mph design		4198	37023	Oct-22	prices likely to increase. Early 2023
<b>Balance remaining if all commitments to date delivered</b>			<b>37023</b>		

<b>Payments Due but cannot be guaranteed</b>				<b>Date Expected</b>	
Howletts		4837		Apr-23	
Norman Way		10452		Apr-23	
Howletts		4837		Oct-23	
Howletts		9674		Oct-23	
Normans Way		10452		Oct-23	
Normans Way		10452		Oct-23	
Normans Way		10452		Apr-24	
Normans Way		10452		Oct-24	
<b>Total new money expected</b>		<b>71608</b>			

## Agenda Item 9C 01.12.22

	Best Case	Worst Case	Known Costs
<b>Predicted underspend at:</b>			
This takes account of street lighting increased costs	16000	10000	
<b>Spending Priorities - Proposals at 1st December 2022</b>			
ring-fenced one-off support for 2023-25 CBS to be held in reserves	3000	3000	a request has been received
office furniture -this must be done. WFH new staff not guaranteed	2000	2000	
Litter bins, dog sanitation bins, grit bins	3000	3000	320-525 each plus fixing . <b>Can use NCIL</b> for some items
refurbish seats	2000	1300	to be undertaken in Spring 2023
notice-boards	3000	700	500-2000 each plus fixing
re-instate some charitable grants as a one-off	3000	0	
	<b>16000</b>	<b>10000</b>	

**Agenda Item 9C Page 2**

**1<sup>st</sup> December 2022**

**Year End Spending Priorities 2022-23**

**Motion 1:**

That the 1<sup>st</sup> call on underspends for 2022-23 should be £3000 ring-fenced to support Lavenham Community Hub which it may draw upon as required. In the event that this cannot be met from an underspend, £3000 should be allocated from reserves.

**Motion 2:**

That the 2<sup>nd</sup> call on underspends for 2022-23 should be £2000 for the purchase of office furniture. In the event this cannot be met from an underspend, £2000 should be allocated from reserves.

**Motion 3:**

That the 3<sup>rd</sup> call on underspends for 2022-23 should be allocated to replacement and refurbishment of the Lavenham Public Realm up to a maximum of £8000.

**Motion 4:**

That the 4<sup>th</sup> call on underspends for 2022-23 should be allocated to Grants to local charitable bodies.

**Proposer:**

**Seconder:**

## Agenda Item 9D

	2022-23 budget	2023-24 Proposed	Difference	Remarks
Pay and On-costs	18287	38200	19913	
Energy All accounts	5940	8200	2260	net costs should be lower than shown when EV income received is factored in
Parish Office rent	0	1000	1000	This is the discounted offer from Babergh DC.
Business rates	0	750	750	This is guesswork. Awaiting valuation
<b>totals</b>	<b>24227</b>	<b>48150</b>	<b>23923</b>	
<b>One-off items</b>				
Elections	0	2800	2800	we have to make provision for a ballot
Referendum	0	2000	2000	Babergh pays for the actual referendum but publicity costs are LPC responsibility



## News e-bulletin

*3rd November 2022*

We have now received advice that the pay increase for this year has been agreed.

The pay offer was for a flat rate payment of £1,925 on each scale point with effect from 1 April 2022. **[Click here to view the pay rates.](#)** This includes the hourly rate, as per the agreement with NALC, for the annual salary divided by 52 divided by 37.

In addition, the National Joint Council (NJC) has agreed that **from 1 April 2023**, all employees covered by this National Agreement, regardless of their current leave entitlement or length of service, will receive a permanent increase of one day (pro rata for part-timers) to their annual leave entitlement. This may require, in some organisations, that a local agreement has to be reached in order for the extra day to be applied. The NJC's full expectation is that the additional day's leave will be applied for all NJC staff, regardless of existing local arrangements.

Backpay for employees who have left employment since 1 April 2022:

If requested by an ex-employee to do so, the NJC recommend that employers should pay any monies due to that employee from 1 April 2022 to the employee's last day of employment.

**Motion:**

**The Council endorses the NJC pay rate from 01.04.22 and additional day of annual leave from 01.04.23**

**Proposer:** Irene Mitchell

**Seconder:**



**Agenda Item 9F Page 1****How the Precept is calculated**

In November each year, Babergh DC estimate the tax base - the number of dwellings liable for Council Tax but this is subject to change.

The tax base is the average of all properties liable for Council Tax across bands A-G

The amount of annual precept increase and percentage change shown below is based on Band D

Changes to the provisional tax base usually occur in January.

This occurs when a higher number of Council tax payers claim Tax Reduction or the rate of collections is reduced. This has happened **once**.

For 2023-24 the Tax base has increased by around 40 properties

The Parish Council must advise Babergh of our precept requirements by 31st January

	<b>Option 1</b>	<b>Option 2</b>
actual £'s of precept requested	£100,000.00	£105,000.00
would allow for contingency in revenue budget of:	£5,000.00	£10,000.00
% average increase shown on tax bill	9.68%	15.16%
£s increase per annum from 2022-23- based on Band D	£9.19	£14.40





**Agenda Item 9F Page 2**

**Options for Precept 2023-24**

Council will need to raise £130,000 for 2023-24, taking account of the increased expenditure I noted earlier, alongside cautious spending plans similar to those we adopted in May 2022. For example, no allocation is included for Public Realm or Grants but I recommend a contingency of around £5000 is identified. This may change depending on price increases I do not have confirmed at this time.

Of this £130,000 needed, it can reasonably be assumed the grant from Babergh for Street Cleansing will increase 3% to £10,700. This is the level Babergh will be allowed to raise Council Tax by without the need for a referendum. There will also be some income from Burials and I have raised the tariff by 10% as agreed last year. If we have a similar level of burials this should raise around £6,000 in income.

Donation income has had a slow recovery since the pandemic and I am perhaps throwing caution to the wind but have included an expectation of £13,000 for next year which is the assumed figure we will reach this year. I have kept expected donations at this level because of the economic climate - donations may go flat or decrease. This income is still some £8000 below pre-pandemic levels.

This leaves around £100,000 Council will need to raise from the precept unless spending is further reduced.

**I have set out 2 options for Council's consideration.**

**Option 1-** To raise a precept of £100,000. This will enable a contingency of £5,000 providing other income reaches £30,000

**Option 2 –** To raise a precept of £105,000. This will produce a contingency of £10,000

A decision on this must be reached at the January meeting.

Jane Bellward RFO

22/11/22

**Agenda Item: 10**

**Proposal for Street Lighting Reduction 1<sup>st</sup> December 2022**

1. Three Councils operate street lights in the village. The majority are owned and operated by the Parish Council. This papers sets out:

- Current arrangements for street lighting
- Costs of energy
- National supply of energy
- Impact on climate change
- A proposal to reduce the daily period of street lighting
- Risk Considerations

**2. Current Arrangements**

All street lights operate via light meters. They come on as it gets dark and turn off as it becomes light. This occurs all year round. The lights are also capable of manual operation.

The attached schedule shows the locations and the current operational arrangements for winter nights. SCC lights are located at The Glebe and Old Station Close. These are turned off at 23.30 until 06.00. If it is still dark at 06.00, the light meters activate with the lights coming on again until day light emerges. Babergh lights mostly serve their car parks and remain on all night. Water Street Car Park lights operate with PIR sensors. The Parish Council own the remainder of the street lights which remain on all night.

**3. Costs**

In 2021-22, the annual energy cost for Lavenham street lighting was £3682 against a budget of £4000. The budget for 2022-23 remains at £4000. On 31<sup>st</sup> October, the PC received a letter from SCC who manage the system, that costs have increased by 102% during the period April to August 2022. SCC also indicated costs could go even higher. This means we will be significantly overspent unless we take action to reduce costs. A bill in excess of £8000 is possible.

**4. National Supply**

Government agencies will advise any of any interruptions to full supply. This is not entirely outside of our control. Voluntarily reducing consumption where this can be achieved would help to conserve supplies.

**5. Impact on Climate Change**

In common with the Local Authorities the Council declared a Climate Emergency earlier in 2022. Taking action to reduce our consumption of energy whether this is generated by fossil fuels or renewables is a positive step. Turning off around 130 LED street lights may be a very small gesture but it will contribute to reducing carbon footprint.

**6. Public Engagement**

There has not been time or sufficient capacity to test this proposal with residents. However, most evening hospitality venues have been consulted. The businesses contacted are supportive of the following proposal.

**7. Proposal**

To save energy and therefore avoid costs, unless indicated otherwise to serve properties owned by Babergh District Council, all LPC owned street lights with the exception of those confirmed by Babergh DC serving Sheltered Housing, should be turned off as follows:

## LAVENHAM PARISH COUNCIL:

Friday and Saturday at 00.30 with effect from 7<sup>th</sup> January 2023 and Sunday to Thursday at 23.30 to commence from 8<sup>th</sup> January 2023. This will prevail until the start of British Summer Time (BST) on 27<sup>th</sup> March 2023.

During the period 8<sup>th</sup> January to 27<sup>th</sup> March 2023, the lights will come on at 06. 00 if conditions are such that the light meters trigger a switch-on. This is the current arrangement.

Wide publicity in advance will inform the public of the change- through public and private noticeboards, the website, Lavenham Life, Doctors and Dentist Surgeries, the Pharmacy, local shops, the Church, the Village Hall, Hospitality venues and Social Media.

### 8. Risk Considerations

There are two principal matters:

1. Risk to public safety
2. Immediate Financial risk to the Council

#### Public Safety

“Street lighting provides a number of important benefits. It can be used **to promote security in urban areas and to increase the quality of life by artificially extending the hours in which it is light so that activity can take place**. Street lighting also improves safety for drivers, riders, and pedestrians.” RoSPA

Lavenham is not an urban centre. Traffic throughout the night is minimal. Pedestrian nocturnal activity has not been quantified but is assumed to be minimal. Reported crime in Lavenham is extremely low. Occupants of many dwellings have lights surrounding their properties. The risk to the public of turning off street lighting during the night **is viewed as extremely low** but Babergh District Council has been asked for guidance for properties designated as sheltered housing.

#### Financial Risk

Estimates for the cost of energy for the year ending March 2023 cannot be supplied by SCC. However, it is certain that costs will be significantly higher than planned. Although it is not predicted Council will overspend *against total budget* for this year, rising energy costs will mean that any underspends will likely not be available for allocation to much needed and non-budgeted items such as refurbished public seating. Going forward the cost of energy is likely to remain volatile and the only viable measure to protect the Council is to reduce consumption. The financial risk of not taking action **is viewed as very high**.

#### Motion for Council

Council agrees that the Parish Council operated street lights should be switched off as set out in 7 above.

Proposed: Councillor Irene Mitchell

Seconded: Councillor Iain Lamont

## **Agenda item 12 – Planning Applications Received**

### **Planning Applications for consideration at Lavenham Parish Council meeting on 1<sup>st</sup> December 2022**

DC/22/05175 10 Ropers Court, Lavenham  
Householder Application - Replace 24 No. Windows and 1 No French Door on balcony. Replace cladding with James Hardie Plank

DC/22/05836 Barnsdale, Bolton Street, Lavenham  
Notification of Works to Trees in a Conservation Area - Reduce 1No. Sweet Chestnut (T1) by 1-1.5m all around. Reduce 1No. Silver Birch (T2) by 2-3m all around. Tidy 1No. Red Norway Maple (T3) and remove green reverted growth. Reduce 1No. Cherry by 2m all around and raise crown.