

# **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 2<sup>nd</sup> March 2023 at Lavenham Village Hall, Church Street, Lavenham**

## **Public Attendance**

Members of the public and press are welcome to attend. At item 5 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. Public participation session (15 minutes)**
- 6. Local Authority Councillors' Reports**
- 7. Chairman's Announcements**
- 8. Planning**  
To receive a report and recommendations from the Planning Group
- 9. Clerk/RFO Report**  
**Motion: to approve expenditure incurred in February 2023**

Updates: Jubilee Tree planting  
Telephone Boxes  
Prentice Street car park  
Website  
EV Charging  
Street cleaning monitoring

## **10. Finance**

10a To receive a report of Income and Expenditure to Month 11

10b Annual Review of Burial Fees

**Motion: Council is asked to approve 10% increase to all fees**

10c Public Realm improvements

**Motion: Council is asked to approve Public Realm improvement projects within £5,000 budget**

10d To receive and note Notice of Conclusion of Audit and External Auditor Report & Certificate 2021/2022

## **11. Coronation celebration event**

To consider a request for funding from the Events Fund

**Motion: To grant a maximum sum of £x**

## **12. Community Infrastructure Planning**

12a To receive an update on Harwood play area

12b To consider development of a footpath linking Green Willows to Harwood

## **13. Date of next meeting – Thursday 6<sup>th</sup> April 2023**



Jane Bellward  
Clerk to the Council  
13 Weavers Close  
Lavenham

Date: 24<sup>th</sup> February 2023

## **Agenda item 8**

### **Planning Applications for consideration at LPC meeting on 2<sup>nd</sup> March 2023**

#### **APPLICATION FOR PLANNING PERMISSION - DC/23/00424**

1 Green Willows, Lavenham, Sudbury, Suffolk CO10 9SP  
Householder Application - Erection of a garage/storage building.  
Comments by 17<sup>th</sup> February 2023

#### **APPLICATION FOR WORKS TO TREE(S) IN A CONSERVATION AREA - DC/23/00458**

The Studio Apartment Annexe, Pegtile Court, 3 Church Street, Lavenham Sudbury  
Suffolk  
Notification of Works to Trees in a Conservation Area - Fell 1No. Chestnut (T1) to  
ground level  
Comments by 20<sup>th</sup> February 2023

#### **APPLICATION FOR PLANNING PERMISSION - DC/23/00441**

4 Parmenter Walk, Lavenham, Sudbury, Suffolk CO10 9UH  
Planning Application - Erection of single storey side extension  
Comments by 20<sup>th</sup> February 2023

#### **APPLICATION FOR WORKS TO TREE(S) IN A CONSERVATION AREA - DC/23/00426**

8 The Paddocks, Lavenham, Sudbury, Suffolk CO10 9UF  
Notification of Works to Trees in a Conservation Area - Fell 6 No. Tree (T1 - T6)  
Comments by 22<sup>nd</sup> February 2023

#### **APPLICATION FOR WORKS TO TREE(S) IN A CONSERVATION AREA - DC/23/00529**

16 Prentice Street, Lavenham, Sudbury, Suffolk CO10 9RD  
Notification of Works to Trees in a Conservation Area - Fell 1No. Fir (T1)  
Comments by 23<sup>rd</sup> February 2023

#### **APPLICATION FOR PLANNING PERMISSION - DC/23/00545**

8 Ropers Court, Lavenham, Sudbury, Suffolk CO10 9PU  
Householder Application - Removal of an existing window and the installation of  
French doors to rear elevation  
Comments by 3<sup>rd</sup> March 2023

#### **APPLICATION FOR WORKS TO TREE(S) IN A CONSERVATION AREA - DC/23/00774**

The Island House, Lower Road, Lavenham, Sudbury Suffolk CO10 9QJ  
Application for works to trees in a Conservation Area - Fell 1no Oak (T1) and 1no  
Hawthorn (T2)

		apr	may	jun	jul	aug	sep	Oct	Nov	Dec	Jan	Feb			
<b>INCOME</b>	<b>Planned Income</b>	<b>Month 1</b>	<b>Month 2</b>	<b>Month 3</b>	<b>Month 4</b>	<b>Month 5</b>	<b>Month 6</b>	<b>Month 7</b>	<b>Month 8</b>	<b>Month 9</b>	<b>Month 10</b>	<b>Month 11</b>	<b>accruals to YE</b>	<b>YTD</b>	<b>over/(-under)</b>
Precept	87433	43717					43717							87434	1
Grants LA cleansing	9730					2594			2594		2594		2594	10375	645
Burials	5500	290	530	690	70	860	420	440	0	420	1170			4890	-610
Car Park donations	8000	674	1585	1133	1082	1927	1644	1455	829	616	693	698	600	12936	4936
Grants other														0	0
Donations				375					275					650	650
Interest received							101			199			200	500	500
Supplier Refunds	637													0	-637
Other refunds			4475			58								4533	4533
EV charging														0	0
Miscellaneous			5					25				501		531	531
<b>Totals</b>	<b>111300</b>	<b>44681</b>	<b>6595</b>	<b>2198</b>	<b>1152</b>	<b>5438</b>	<b>45882</b>	<b>1921</b>	<b>3697</b>	<b>1235</b>	<b>4456</b>	<b>1199</b>	<b>3394</b>	<b>121848</b>	<b>10548</b>

EXPENDITURE		Budget confirmed June 2022	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	accruals to YE	YTD	remaining Balance
<b>Loans</b>	PWLB: street lights	7520	0	0	0	3760	0	0				3759.79			7520	0
<b>Staff costs</b>	Payroll	24250	743	820	756	756	4097	936	936	936	1513	1000	1000	4900	18392	5858
	Audit, payroll service/employer costs	2500		92			96	2114		96	1042		96	2000	5536	-3036
<b>Administration</b>	Telephone & broadband	750	66	65	163	83	82	84	64	105	85	85	90	100	1073	-323
	Office materials & petty cash	1200	182	100	100		73		131		376			100	1063	137
	Data Protection	100							40						40	60
	Subscriptions & Insurance	3000	668					1662				55			2385	615
	All Training/Cllr expenses	2000		600		40		130							770	1230
	Room hire PC meetings	300	56		48	98	38			154	67	29	48	100	635	-335
	Buildings Maintenance	0													0	0
	Digital mapping	150	140												140	10
	Parish Office business rates	750														750
	Parish Office rent															
	Elections	600													0	600
	Miscellaneous	500		349						227.7	79		275		931	-431
	<b>Sub total</b>	<b>43620</b>	<b>1856</b>	<b>2026</b>	<b>1067</b>	<b>4736</b>	<b>4386</b>	<b>4926</b>	<b>1171</b>	<b>1519</b>	<b>3161</b>	<b>4928</b>	<b>1508</b>	<b>7200</b>	<b>38485</b>	<b>5135</b>
<b>Public Realm</b>	Green Maintenance AND		929	959	959	959	959	959	959	959	345	345	345	345	9020	-9020
	Street cleansing	26500	1253	1278	1278	1278	1278	1278	1278	1278	1278	1278	1278	1278	15315	11185
	Refuse collection bins & dog bins	1500			838		138								976	524
	Tree Maintenance and Care	1500											1500		1500	0
	All cemetery management	1600			910			17			14		500	30	1471	129
	Play equipment	500					268						268	0	536	-36
	Street furniture	0													0	0
	Street Lighting energy	4000												8000	8000	-4000
	<b>sub-total</b>	<b>35600</b>	<b>2182</b>	<b>2237</b>	<b>3985</b>	<b>2237</b>	<b>2643</b>	<b>2254</b>	<b>2237</b>	<b>2237</b>	<b>1637</b>	<b>1623</b>	<b>3891</b>	<b>9653</b>	<b>36819</b>	<b>-1219</b>
<b>Public Facilities</b>																
Church Street	Church Street energy	1100	19	22	32	31	28	29	36	34	65	79	79	90	545	555
	Church Street water	1000						129			243			250	621	379
Prentice Street	Prentice St Water	500			39			41			94			100	275	225
	Prentice St non EV energy	400					171							200	371	30
	Donation Points	430		72	51		72	36	36	36	36	36	36	36	323	107
	Water Street green maintenance	500										110	200	310	190	
All	Washroom Cleaning & Consumables	14000	620	1440	1436	1172	1171	1215	1381	1689	1594	1049	556	600	13924	76
	Minor Maintenance	2000	390		30	419								500	1339	661
	Miscellaneous	1000										100	665	235	1000	0
	<b>Sub total</b>	<b>20930</b>	<b>1029</b>	<b>1534</b>	<b>1588</b>	<b>1622</b>	<b>1441</b>	<b>1450</b>	<b>1453</b>	<b>1760</b>	<b>2032</b>	<b>1265</b>	<b>1447</b>	<b>2211</b>	<b>18708</b>	<b>2222</b>
<b>Exception items</b>	Website development	1000											300	100	100	900
	Accounting software & computer	2000												2000	2000	0
	Security system 2 Lady Street							750							750	-750
<b>Earmarked</b>	support 2 Lady Street													3000	3000	-3000
	<b>Sub total</b>	<b>3000</b>						<b>750</b>				<b>0</b>	<b>300</b>	<b>5100</b>	<b>5850</b>	<b>-2850</b>
<b>Grants/ Events</b>	Small Grants (combined)	750	750												750	0
	Christmas trees/lighting	2200								1000	890				1890	310
	Xmas Eve Community Carols	500									140	450	0		500	0
	1st Meadow summer facilities	500													0	500
	Platinum Jubilee/small events	2000	2000												2000	0
	<b>Sub total</b>	<b>5950</b>	<b>2750</b>								<b>1000</b>	<b>1030</b>	<b>450</b>	<b>0</b>	<b>5140</b>	<b>810</b>
<b>Water Street</b>	Energy Standing charge/lighting/EV	1200		12		16	12	80	93	67	68	44	93	80	565	635
<b>Feb &amp; March 23</b>	Energy Standing charge/lighting/EV														200	435
	Business Rates(added December 2022)	250													0	
	<b>sub-total</b>	<b>1450</b>		<b>12</b>		<b>16</b>	<b>12</b>	<b>80</b>	<b>93</b>	<b>67</b>	<b>68</b>	<b>44</b>	<b>93</b>	<b>80</b>	<b>765</b>	<b>685</b>
<b>Contingency</b>		<b>750</b>												<b>0</b>	<b>0</b>	<b>750</b>
	<b>Totals</b>	<b>111300</b>	<b>7816</b>	<b>5809</b>	<b>6641</b>	<b>8611</b>	<b>8483</b>	<b>9459</b>	<b>4955</b>	<b>5583</b>	<b>7899</b>	<b>8890</b>	<b>7688</b>	<b>24244</b>	<b>105766</b>	<b>5534</b>

**REMARKS**

All receipts, spending and accruals up to 28.02.23 are included.

**Position at Month 11**

Surplus Income 10548  
Underspend 5534

total surplus predicted 16082

## **Agenda item 10b**

### **Annual Review of Burial Fees**

In 2022-23 the Parish Council adopted a view that Burial Fees should increase by 10% each year.

(see Draft Table of Burial Fees to be applied from 1<sup>st</sup> April 2023)

**Motion: Council is asked to approve 10% increase in all fees.**

# LAVENHAM PARISH COUNCIL

## Tables of fees, payments and sums fixed and settled by the Lavenham Parish Council, burial authority for the Parish of Lavenham

The following fees, payments and sums will be doubled in the case of any person who is not an inhabitant of the Parish of Lavenham, or in the case of a still-born child of which neither of the parents is an inhabitant or parishioner of the said parish.

### PART 1. INTERMENTS

The fees indicated for the various heads of items (I) and (II) do not include the digging of the grave but do include reinstating the grave space to a flat, lawned area at an appropriate time following burial.

(I)	For the interment in an earthen grave (whether or not the exclusive right has been granted)				
(i)	of the body of a child whose age at the time of death did not exceed 12 years	..	..	..	£100.00
(ii)	of the body of a person whose age at the time of death exceeded 12 years	..	..	..	£363.00
(II)	For the interment of cremated remains in a Cremation Plot .33 metre x .33 metre (exclusive right included)	..	..	..	£231.00

### PART 2. EXCLUSIVE RIGHTS OF BURIAL IN EARTHEN GRAVES

	For the exclusive right of burial for a period of 60 years in an earthen grave 2.75 metres x 1.25 metres	..	..	..	£242.00
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### PART 3. GRAVESTONES, TABLETS & MONUMENTAL INSCRIPTIONS

(i)	a headstone – not exceeding 1 metre in height..	..	..	..	£242.00
(ii)	a cremation tablet 30cm x 30 cm	..	..	..	£210.00
(iii)	a cremation wedge tablet 30cm x 45cm	..	..	..	£220.00

The fees indicated for the various heads of this Part include the first inscription. For each inscription after the first a fee of £77.00 is payable.

At a meeting of the Parish Council of Lavenham, held this 2<sup>nd</sup> day of March 2023, the foregoing fees, payments and sums payable 2023/24 are fixed and settled by the said Parish Council, and apply from the 1<sup>st</sup> day of April 2023.

I MITCHELL, Chairman

J BELLWARD, Clerk to the Council

## **Agenda item 10c**

### **Public Realm Improvements**

#### **Dog Waste and Litter Bins**

Additional dog waste bins: 1 for green area at Prentice Street car park  
1 for pathway at Harwood Place  
Plus replacement of 3 dog bin support posts

Replacement of 2 round metal litter bins beside seating on Market Place

**Suggest allocation of £2,000**

#### **Notice Boards**

Replace poor condition notice board at Harwood Place with board removed from Prentice Street car park

Replace locked, glazed Parish Council notice board on wall near bus stop lower Church Street

**Suggest allocation of £2,000**

**Suggest allocation of remaining £1,000 to start of an ongoing programme of cleaning public seating**

Clerk/RFO  
24/02/2023

## **Agenda item 11**

### **To consider a request for Parish Council Support and funding from the Events Fund for an event to celebrate the King's Coronation**

A group of representatives from the Church, Lavenham Community Council, village traders and residents would like to host an event at the Rectory Meadow for the Coronation. Current participating volunteers who will help to organise are nine people whose names have been supplied to the Clerk to the Council.

**The event is being planned for Sunday 7<sup>th</sup> May 2023 between the hours of 12 noon and 4 pm.**

#### **Details of the event**

Village Fete to include:-

Picnic

Music

Children's Entertainment

Stalls for local businesses should they wish to participate

Competitions i.e. cake, fancy dress, tombola, raffle, informal dog show etc.

Hot food e.g. Lavenham Butchers

#### **How many people will be attending**

Up to 499

#### **Cautionary notices**

Currently being looked into by Hannah Delves with regards to insurance/permissions

#### **Entrance cost and how much**

Free entry but residents may apply for a ticket so that numbers can be monitored - as per the Jubilee event

Stall holders will be charged a pitch fee

#### **Who are the target audience participants**

Lavenham residents

#### **How much financial support is requested**

Up to £800 - used for donations to St John's ambulance, children's entertainment, musicians. Final sum tbc (we have only just had initial meeting)

**What proportion of income from the event will be donated back to the PC events fund**

It is expected that the money received will be repaid in full with a small additional donation subject to monies taken on the day. Any surplus funds will be donated to local charities - yet to be agreed.

In conclusion, this email is being sent on behalf of all those mentioned above. We want to work as a collective to put on a village fete style event to celebrate the Coronation. Overarching responsibility for the event (i.e. insurance/applications for licences etc.) is the Community Council. All other representatives are on a voluntary basis.

Thank you for considering this application

**Sent on behalf of the Coronation Committee Members**

Clerk/RFO  
24/02/2023

**Footpath Link from Green Willows to Harwood**

**Agenda Item 12b**

**1. Background**

The is no pedestrian link between Green Willows and the village. The walking route is on the busy Melford Road. There is a hedge running on the west side of the access road to Peek Close, divided by a ditch. Some of this hedge is owned by Babergh DC and this is shown in yellow. The hedge continues northwards towards Peek Close but the ownership of this has yet to be established. In recent years the ‘un-titled’ hedge on the southern side of the ditch has been breached by pedestrians, reported to be mainly delivery drivers who make use of parking opportunities at the edge of Harwood, who aim to join a privately owned path at the rear of Green Willows properties.

In 2019 Councillors explored the possibility of creating a footpath link between Green Willows and Harwood to enable safe pedestrian access to the village. Discussions appeared to stall over establishing ownership of land where a footpath link might be introduced. The attached map shows the options considered. It is not certain that the land designated as Anglian Water is accurate.

- Option A – a path and bridge suitable for wheelchairs, pushchairs as a minimum
- Option B – as A on Highway land

**Comparison of Options**

	<b>Matters to consider</b>	<b>Neutral</b>	<b>Advantage</b>	<b>Disadvantage</b>
Option A	establishing ownership of land and negotiation to acquire rights or ownership			✓
	Engagement with property owners	✓		
	Likely lower capital cost – grants likely to be available		✓	
	Parish Council would have to adopt maintenance costs			✓
	Would link Green Willows into a side road with lower volume and speed of traffic	✓		
Option B	Is wholly contained within Highways land			✓
	Likely to be substantial cost as it involves Highways/SCC . Best guess is the Council would have to identify full capital funding			✓
	On-going maintenance responsibility <b>unknown</b>	✓		
	Would not impact directly on property owners		✓	

## LAVENHAM PARISH COUNCIL:

	Would link with existing footpath serving Green Willows		✓	
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### 2. Rationale for re-consideration

Key local policies address indicate need for a re-consideration of this proposal are:

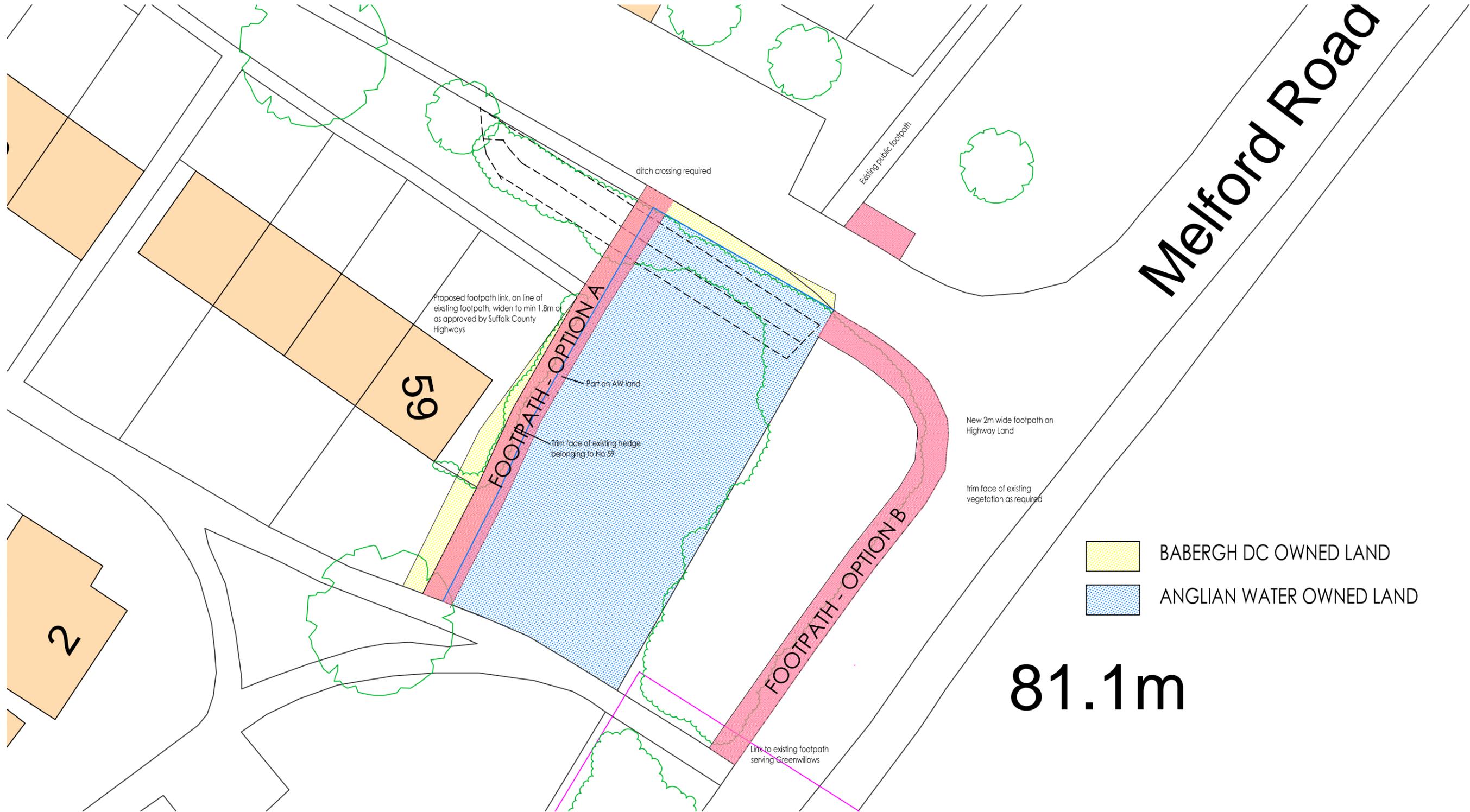
Policy Source	Policies	Fit to Proposal
LNP 2016 and emergent plan	D2& C3 LAV 23	These policies address the relevance of footpaths ensuring public safety, opportunity to walk and maintain fitness and health
Council decision on Climate change	July 2021	Opportunities to reduce traffic movement within the village and thereby contribute to reductions in emissions  Protection of an established hedge

### 3. Council is asked to consider:

- A) Inclusion of intention to provide a footpath in the rolling Community Infrastructure Plan
- B) To proceed to explore Option A or B or both

**Irene Mitchell**  
**Chair**

24<sup>th</sup> February 2022



Project  
**PROPOSED NEW FOOTPATH LINK  
 GREENWILLOWS TO HARWOOD PLACE  
 MELFORD ROAD  
 LAVENHAM**  
OPTIONS

Amendments

Scale **1:250,** Date **June 2019**  
 Drawing No **19/110- 01**

**Whymark & Moulton**  
 Chartered Surveyors &  
 Building Engineers

14 Cornard Road, Sudbury,  
 Suffolk. CO10 2XA

Tele: 01787 371371