

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 6th February 2025 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 local matters. This item will generally be limited to 10 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 9th January 2025 of the Council**
- 5. Public participation session (10 minutes)**
- 6. Chairman's Announcements**
- 7. Local Authority Councillors' Reports**
- 8. Planning**
 - 8.a Planning Register: Report**
 - 8.b Planning Group: To receive reports and recommendations.**
- 9. Clerk/RFO report**
 - 9.a Motion to approve Accounts for month ending 31 December 2024.**
 - 9.b Motion to approve Receipts and Payments for month ending 31 December 2024.**
- 10. Motions concerning revising the Lavenham Neighbourhood Plan**
- 11. Motion concerning Council and Councillors use of Social Media.**
- 12. Date of next meeting – Thursday 6th March 2025**

A handwritten signature in dark ink, appearing to read 'A Smith', with a stylized flourish at the end.

Andrew Smith
Clerk to the Council
Parish Office
Church St
Lavenham

Date: 31st January 2025

PARISH COUNCIL MEETING

Held on Thursday 9th January 2025, commencing at 7.30 pm. in the Village Hall.

Full reports and supporting documents can be found on the Parish Council website under Meetings, January 2025 Meeting Pack.

Present:

Chair: Cllr Janice Muckian. Cllrs: Alison Bourne, Frank Domoney, Lizzie Falconer, Iain Lamont, Roy Mawford, Irene Mitchell, Jane Ranzetta and Michael Sherman. Sixteen members of the public.

Opening Statement by the Chair:

The Chair began by welcoming everyone and introduced herself explaining to all present that this meeting is being recorded for the purpose of minute taking only and that after the minutes have been approved this recording will be destroyed. The Chair reminded all that this is not a public meeting, but a meeting of the Council held in public. Members of the Public were respectfully asked to maintain silence during the Council's deliberations and not to approach the Councillors. Councillors were requested not to engage with Members of the Public when Council is in session. All were asked to ensure that their mobile phone was on silent and were reminded to treat all present with respect.

1. Apologies and approval of Absences

The Clerk reported that Cllrs Morrey and Robinson were not present and had sent their apologies.

2. Declarations of Interest

The Clerk reported that no Declarations of Interest had been made with respect to matters on the Agenda for the Meeting. Cllr Mitchell intervened saying that the Lavenham Press site can be viewed from her Disclosable Pecuniary Interest and that therefore she would not vote on the Planning Application. Cllr Mawford said that he would behave similarly. The Chair determined that Cllrs Ranzetta and Cllr Falconer's disclosable pecuniary interests were sufficiently far removed from the Lavenham Press site to allow them to both speak and vote.

3. Requests for Dispensations

The Clerk reported that he had received no further requests for dispensations.

4. To approve as accurate minutes of the 5th December 2024 meeting of the Council

Proposed: Cllr Sherman **Seconded:** Cllr Lamont

Decision: The minutes of the meeting of Council were approved as accurate. Cllr Falconer abstained.

5. To approve as accurate minutes of the 18th December 2024 meeting of the Council

Proposed: Cllr Falconer **Seconded:** Cllr Sherman

Decision: The minutes of the meeting of Council were approved as accurate. Cllr Bourne abstained.

6. Public Participation Session

The Chair reminded Members of the Public of the protocol for this session. Those who wish to ask a question or make a statement have three minutes. Matters raised must concern business on the agenda or local matters. If a question cannot be answered tonight Members of the Public should contact the Clerk with their name and contact details and will receive a written response within 28 days. She explained that the Standing Orders of the Council are clear that this public participation session is for ten minutes and that it is at the discretion of the Chair whether further time is allowed.

A Member of the Public spoke detailing his opposition to the proposed 20mph scheme. He highlighted the number of signs proposed saying that such signage was 'vandalism'. He quoted from a professional report which he said showed that driven speeds in a 20mph scheme reduce by less than 1.6 mph and that road characteristics have a much larger impact on driven speeds with such schemes leading to no significant changes in the number of collisions or casualties in most cases.

A Member of the Public spoke of his support for the proposed obtaining of legal advice. He said that he had been present at the Council Meeting concerning the Planning Application for the Wellness Centre, this application, he said, seems to be the origin of the matter. He said he had attended approximately 100 such meetings as an Objector, Parish or District Councillor or Applicant. He said that he considered that the Meeting had not been perfect, but that he had never attended a 'perfect meeting' and that there had been 'nothing wrong with that meeting'. This he said makes the online abuse of the Clerk worse and he urged the Council to stand by the Clerk who he said had been unfairly criticised. He concluded by saying that honesty, truth and integrity must be valued.

A Member of the Public explained that he supported a 20mph scheme but not this scheme. He said that Birmingham has proposed to introduce a default 20mph speed limit meaning that instead of putting up repeat signs throughout the restricted area, the default will automatically apply in residential streets after the first 20mph sign has been passed. Birmingham, he said, is currently awaiting Government approval. He asked, if permission is given, why this scheme would not be preferred to the Suffolk Highways scheme. This scheme, he said, would be considerably cheaper, wouldn't include the dangerous proposal of a speed limit of 60mph on Park Road, would remove existing speed signs and avoid the urbanisation of the village which would damage its attractions as a tourist destination. He concluded by saying that, in his opinion, such a scheme would be approved by the majority of residents.

A Member of the Public spoke in support of the application for solar panels on the roof of the Lavenham Press. He said that the business had considered heritage and conservation issues as well as economic issues telling Councillors that the project was vital for the future for the business with minimal, if any, impact on the Lavenham environment.

7. Chairman's Announcements

The Chair reported that Cllr Domoney has been trained by the British Beekeepers Association County supervisor to assist DEFRA in identifying and reporting instances of yellow legged hornets by monitoring traps and also to educate local groups and residents.

She explained that yellow legged hornets present a real danger to honey bees and other insects with one hornet able to eat up to fifty honeybees per day adding that this is a problem in France, but that so far, they are not widespread north of the Thames but will presumably advance northwards.

She reported that hornet stings can provoke an anaphylactic reaction in the same way as wasp and bee stings and that Anusha at the Pharmacy has EpiPens to be used in cases of anaphylaxis.

Cllr Ranzetta said that she shared Cllr Domoney's concerns.

The Chair reported that charges for car parking are being implemented by Babergh in their car parks from Monday 13th January 2025 noting that the use of Water street car park will remain free as it is owned by the Parish Council. She emphasised that full information regarding charges and the concessions that have been negotiated for users of community services are available on the Parish Council website.

The Chair explained that currently there is an informal bus stop beside the top (blue) Co-op, however this is not a guaranteed drop off or pick up stop. During busy times, it will depend on the driver if they feel it is safe enough to stop there due to the parked cars and any vehicles in that area at the time. She said that there is no further information available to us regarding the regularisation of a stop in that location.

She concluded by informing Councillors that following the extraordinary meeting of the Parish Council on 18th December 2024 that the Complainant has now received a formal written response explaining the unanimous decision of Council not to uphold the complaint.

8. Local Authority Councillors' Reports

The Clerk explained that County Cllr Lindsay was unable to be present. He read Cllr Lindsay's report, which is on the Parish Council's website, to the Meeting highlighting Cllr Lindsay's concerns about the proposed unitary authority. He explained that District Cllr Clover would update Councillors concerning the debate and vote that afternoon, on that matter, at a meeting of Suffolk County Council.

District Cllr Clover reported that, in December, the Government had announced its review of the National Planning Policy Framework, designed to meet its target of 1.5 million new homes being built in this parliament and had set out new housing requirements for every district and borough council.

He explained that Part One of Babergh's Joint Local Plan had been adopted in November 2023 containing annual housing requirements, based on the Government's previous housing formula, of 416 new homes each year in Babergh. The new requirement was, he said, for Babergh 775 homes a year (up 86%) with a requirement to demonstrate there is a 'housing land supply' for the next five years.

He explained that should a Council be unable to demonstrate a five-year land supply, there is a risk that national planning policies would start to take priority over the Joint Local Plan - and Councils may find themselves in a position where they are required to approve planning applications on sites contrary to the development plan.

Following advice received from the Planning Inspectorate there is to be a formal review of the Joint Local Plan building on the work that has already taken place

He reported that Babergh District Council's Cabinet is set to consider a 2.99% increase to the District's Council Tax charges with Councillors warning of a £10.9 million budget gap. He added that Mid Suffolk has stated they are not looking to increase Council Tax bills. He explained, in an answer to a question from Cllr Sherman, that Mid Suffolk Council benefits from the Gateway 14 development.

Suffolk County Council, he said, had voted that afternoon, to apply to join the priority programme creating a Unitary Council and an East Anglian Mayor and had requested the cancellation of the County Council elections due in May 2025.

He expressed his concerns that the rights of local residents to be heard, and responded to, should not be reduced in any way. He said that he shared the concerns of Cllr Lindsay.

The Chair noted that there had been a 'Call for Land' with local owners putting forward sites outside the current settlement boundary and that the removal of District Councils would make Parish Councils even more important.

Cllr Domoney said that he hears regular rumours concerning possible legislation requiring compulsory installation of heat pumps, he asked District Cllr Clover if he knew anything about this, Cllr Clover replied that he would enquire about this and report back.

9. Planning Applications for Consideration

The Clerk reported that no decisions had been received contrary to Parish Council recommendations.

The Chair reminded Councillors that any decision they make must be based upon their evaluation of all the documents available to them, including all other Material Considerations including public comments and economic and social consequences. Documents prepared by the planning group, she said, summarise that groups deliberations but do not replace Councillors own due diligence. She reminded Councillors that Council recommendations to Babergh only express the opinion of this Council in the same way others are able to express their opinions; the granting of any planning permission is made by the professional planners employed by Babergh District Council.

DC/24/05480 Lavenham Press, 47 Water St

Erection of roof mounted photovoltaic solar panels to power the existing printing press operations.

Cllr Lamont introduced the report prepared by the Planning Group explaining that the proposal is to put the solar panels on a twentieth century industrial building not the listed building. The roof, he said, is sloping but slopes at quite a shallow angle. He explained that the it will be very difficult from Water St, or the public footpath behind the site, to see any of the panels. The only place the panels will be clearly visible from is the from the upper floor of 47 Water St, a Grade II listed building in the owned by the applicant and used as business premises only. He explained that the industrial building is in the curtilage of a listed building but given the location of the proposed panels and the difficulty seeing the roofs from the street, the Planning Group considered that the impact will be minimal.

He explained that the Lavenham Neighbourhood Plan 2016 had been considered:

- a) Policy D1 (Design & Character). Some of the panels will be fully visible from the upper floor of 47 Water Street. From the ground floor, it may be possible to view the first row of panels but this would be extremely limited to no more than 2 inches above the parapet on the roof of the factory building.
- b) Policy ENV1 (Defined Views and Special Landscape Areas). This policy identifies two groups of defined views: Key Views In and Out of the Historic Core and Additional Valued Views. The only defined view where there is sight of the roof is defined view 2 which is classified as an Additional Valued View. Changing the appearance of this roof will have little impact on this view.
- c) ENV2 (Protection of Roof-scape) This policy allows for the installation of solar panels providing there is no adverse impact on the historic setting of Lavenham or the character and appearance of the Conservation Area including the setting of nearby listed buildings. This location, he said, is at the edge of the Conservation Area with six listed residential buildings in its immediate or nearby vicinity. However, the visibility of the roof will be extremely limited.
- d) Policy ENV4 (Renewable Energy Projects) This policy seeks to minimise any environmental adverse impact through location, scale and design. It is considered that the intention of ENV4 has been delivered through this proposal. These Solar Panels will generate substantial renewable energy and will reduce the CO2 footprint of this site considerably.

Additionally, the Planning Group considers that the project will reduce the CO2 footprint of the site and contribute significantly to the economic viability of this business at the heart of Lavenham.

Cllr Ranzetta asked about the blue colour of the proposed panels. Cllr Lamont replied that the existing roof was not of a natural appearance. Cllr Ranzetta expressed concern that the blue solar panels might cause light reflections disturbing to local residents.

Cllr Sherman said that he agreed that the solar panels would not be very visible. He highlighted the environmental benefits of the proposal and said that the scheme would help maintain the site as a significant employer.

Cllr Mitchell highlighted the Heritage Officers concerns about the north facing array and the effect on the Conservation Area concluding that in her opinion the benefits outweigh those concerns whilst commenting that she would have preferred the solar panels to be a different colour she urged those voting to approve the application.

Cllr Mawford expressed confusion concerning the number of proposed panels, the submitted documents appeared to him contradictory. He suggested that Councillors should heed the view of the Heritage Officer and that Council should be careful about setting a precedent concerning the acceptability of solar panels visible from a listed building suggesting that Council should make clear that any approval of this application does not set such a precedent.

Motion: that Application DC/24/05480 be approved.

Proposed: Cllr Lamont **Seconded:** Cllr Domoney

Decision: Approved unanimously. Cllrs Mawford and Mitchell abstained.

10. Clerk/RFO Report

The Clerk explained that since he had spoken at length about financial matters at the December 5th meeting that it was his intention, in this month's report, to focus on other matters.

Income for the year to date is just very slightly ahead of forecast, just a little less than £1,000 ahead at the end of November and draft Accounts for December have income a little over £2,000 ahead of forecast. On the cost side the expenses continue to be a little less than forecast, at both November and December the saving compared to the year to date forecast is just over £5,000.

The Clerk spoke next about Car Parking informing Councillors that Babergh will shortly be providing 60cm by 90cm signs inviting the Public to donate for usage of the toilets. Unfortunately, these will not be ready for January 13th due to staff illness at Babergh Council but these will be put up in the next few weeks before visitors return in significant numbers. He thanked Cllr Sherman for his posts on Facebook communicating the upcoming charges.

The Clerk told Councillors that the Councils Donation card machines are being reprogrammed to reduce the minimum donation from £3 to £1. Babergh are chasing Suffolk Highways to correct all the signs which advertise free parking, some have been done here and near other Babergh car parks.

Speed Indicator Device: The second Melford Rd device has been delivered, is in Parish Office, it will be installed when the weather improves.

The Green Maintenance and Street Cleaning tender has been issued to five contractors on a menu basis, closing date Wednesday January 29th. The Contract has been advertised, as required by law, on Public Contracts website. Contractors have been invited to quote for both one and three years.

The Clerk has chased Suffolk Highways concerning the Water St hole in pavement for an update to their September response which was: 'The local Highways Team are investigating how this historic brick culvert can be repaired in a way which is acceptable to Historic England. That may take some time, but the team have already visited the site and have taken photos and dimensional information, so it is progressing'.

Additionally, he has asked Suffolk Highways for an update concerning the Green Willows footpath BT survey and their own detailed design work.

He reported that the failure to empty the street bins on Tuesday December 24th and then subsequent delays to the usual schedule had attracted adverse comment. He had explained to correspondents that these matters were not within the control of the Parish Council.

Cllr Ranzetta expressed concern that someone might fall down the Water St hole the barriers being not very substantial. Cllr Sherman suggested there should be a metal plate covering the hole. The Clerk agreed to follow this up with Cllrs Lindsay and West.

Cllr Mitchell expressed concern about the lack of a formal bus stop by the Blue Co-Op.

Cllr Domoney asked who insures the Prentice St car park, the Clerk confirmed that Babergh is responsible for public liability issues and insurance.

Motion: to approve the accounts for the month ended 30 November 2024.

Proposed: Cllr Lamont **Seconded:** Cllr Falconer

Decision: Approved unanimously.

Motion: to approve the Receipts and Payments for the month ended 30 November 2024.

Proposed: Cllr Sherman **Seconded:** Cllr Bourne

Decision: Approved unanimously.

11. Report following receipt of quotation from Suffolk Highways for construction of 20mph scheme signage.

The Chair emphasised that no decision was going to be made at this meeting this item is on the agenda only to inform Councillors.

The Clerk explained that a quote for £24,000 had been received from Suffolk Highways, that Neighbourhood CIL can be used to fund this and that the PC has asked Suffolk Highways again whether all 71 signs (replacing 28 signs) are required. He said that it is almost certain Suffolk will explain that, according to their rules, all the signs are required. He explained that the National rules do not require such signage.

Cllr Ranzetta expressed concern about the number of signs. Cllr Domoney asked if there will be confusing changes between 20mph and 30mph limits and asked about the level of enforcement expected. The Chair replied that there will not be confusing changes in speed limits and that the level of enforcement by Suffolk Police is, in her experience, low.

Cllr Mawford asked how his fellow Councillors would like to proceed, the Chair suggested that a village poll was a possibility.

Cllr Mitchell reminded Councillors that the idea of this scheme was first proposed in 2019. In her opinion the idea was originally unclear as to whether a 20mph speed limit or a 20mph zone was requested leading to the proposal having a tortuous few years. She said that much of the opposition to the proposed scheme was due to the limited coverage of the scheme. She urged Councillors to think this carefully through suggesting a meeting of the Finance and Strategy Group.

Cllr Sherman suggested discussing this at a full Council meeting in the Spring with the Speed Indicator Device data being part of the information available at that meeting..

The Chair said that she was in favour of discussion at a well-advertised Spring meeting making Members of the Public widely aware of the agenda.

Cllr Falconer said that she was generally in favour of reduced speeds but had considerable concerns about the actual scheme proposed and the number of signs. Cllr Lamont reminded Councillors that the scheme does include a 40mph speed limit on the Sudbury Rd.

The Chair ended the discussion saying that at a Councillor Finance and Strategy Meeting all Councillors should fully familiarise themselves with the detailed proposal, with the detailed proposal discussed not at that meeting but at a meeting of the full Council.

12. Motion to obtain legal advice

The Chair reminded Councillors that as an Employer the Parish Council has a Duty of Care to ensure that employees work in a safe environment, are treated with respect and enjoy quality of working life. Failure of an Employer to address bullying of an employee, from any source, could give rise to that employee having a claim against the Employer for Constructive Dismissal i.e. that their Employer had made it impossible for them to continue in their post and make a demand for financial compensation.

She explained that the proposed legal action concerned only the post by the Administrator not any of the posts made around that time by any others on Facebook.

She summarised for Councillors a post made by the Administrator of the Lavenham Business Group Facebook page which included the words: *'The Clerk has to be held responsible for the actions of the Councillors and how the meeting was conducted; and 'Andrew Smith has a responsibility to the Councillors as they look to him for guidance on these matters'* and suggested that Members of the Public complain to Babergh Council concerning his performance.

She explained that advice had been obtained from both SALC and the Babergh Monitoring Officer.

SALC had told her that *'We do not agree that the Clerk is responsible for the actions of the Councillors'*.

She referred Councillors to the similar response of the Babergh Monitoring Officer as detailed in the Working Papers.

She told Councillors that on 24th December 2024 she had written to the Administrator of the Facebook page saying that the statement *"The Clerk has to be held responsible for the actions of the councillors and how this meeting was conducted:"* is not true and that the post seems to aim to influence others to wrongly believe Mr Smith has acted incorrectly, and to incite them to submit complaints about him. Your actions have caused considerable distress to our Clerk and this must be addressed. Your post could be interpreted as a deliberate attempt to besmirch his reputation and undermine his professional standing as the Parish Clerk. She had asked for a retraction of the Comments, a correction and an apology.

The Administrator had responded, on Facebook, with a dismissive response.

Cllr Sherman noted that Lizz Truss had been unable, despite obtaining expensive legal advice, to stop Keir Starmer from making comments that she did not agree with.

Cllr Ranzetta said that defamation was a serious issue adding that this Administrator has posted material which she considered to be reprehensible and that a number of Members of the Public had approached her with concerns. She noted the post by a prominent resident saying that 'enough is enough'.

Cllr Mitchell said that those who step forward to be Councillors must expect a degree of criticism, it is she said not possible to please all of the people all of the time. She said that this also applies to public sector staff but that such abuse and distortion of truth was not tolerable. She agreed with Cllr Ranzetta saying that the Administrators posts were bullying and had to be stopped.

Cllr Falconer said that she agreed with the comments of Cllr Mitchell and spoke of her experience of online bullying and that she supported the motion. The Village she said was being divided over a matter that was never personal.

Cllr Mawford said that it was important that the inaccurate posts were corrected, the initial post could have been made with lack of knowledge but the refusal to retract could not be considered a lack of knowledge and that he supported the motion, the financial cost was a price that had to be paid. Cllr Lamont deplored Facebook describing some aspects of it as toxic.

Cllr Domoney expressed concern about the cost. He questioned the inclusion of the word 'initial' in the motion and asked for time to consult an acquaintance who works in IT law. The Chair asked Cllr Domoney if he had already done this the working papers having been available for some days. Cllr Domoney said that he had not. The Chair replied that she was not prepared to defer this motion.

The Chair reminded Councillors that this motion was not about the Parish Council feeling criticised, fairly or unfairly, on Facebook, it was about one post by one individual.

Motion: the Parish Council is horrified that the posts suggest that the Clerk has behaved incorrectly and that Complaints should be made to the Monitoring Officer and by the dismissive response by the Administrator. With great regret, but with no alternative, the Parish Council authorises the expenditure of up to an initial £3,000 to obtain legal advice regarding the actions available to it to fulfil its legal obligations as an Employer and protect the Council from a Constructive Dismissal or other legal claim.

Proposed: Cllr Mawford

Seconded: Cllr Ranzetta

Decision: Approved. Cllr Domoney voted against.

13. Motion to dissolve the Neighbourhood Plan Working Group.

The Clerk explained that this motion satisfies the wording in the Terms of Reference of this Group that 'The Group will be dissolved once its purpose (being the review of the 2016 Plan) has been completed. The Parish Council will then dispose of any remaining Neighbourhood Planning budgetary monies, in accordance with any conditions imposed by grant funders, and in the best interests of Lavenham'. He explained that the underspends would now be released back to General Reserves.

Cllr Mawford said that the members of the Neighbourhood Planning Group were disappointed by the result which they considered partly due to inaccurate material published during the referendum period and social media bias against the Plan. The Neighbourhood Plan Group he said had been frustrated by both Facebook Groups from putting their view. He added that the Members of the Review Group considered that the Parish Council should have used its legal powers to correct the perceived inaccuracies and were disappointed that it did not. Council he said needs to engage fully with Social Media and ensure that its messages cannot be blocked.

Motion: That the Neighbourhood Plan Working Group is dissolved and that the underspend of this Group compared to the second reforecast is released to General Reserves.

Proposed: Cllr Mawford

Seconded: Cllr Lamont

Decision: Approved unanimously.

Date of next meeting: Thursday 6th February 2025 7.30 pm in the Village Hall. Meeting closed at 9.50pm.

8A			BDC	LPC
October:				
03988	The Grove, 5 Lady St	Reduce Oak Tree protected by TPO	Approval	Approval
04270	19D Shilling St	Fell Tree	Approval	No decision
03400	The Guildhall	Fire Protection	Approval	Approval
01661	Mole Cottage 32 Prentice St	Part demolition wall and provision of off-street parking	Refusal	Approval
01662	Mole Cottage 32 Prentice St	Part demolition wall and provision of off-street parking	Refusal	Approval
03337	Mill Cottage, Bears Lane	Erection of timber fence following removal of hedge	Withdrawn	Approval
November:				
03268	Coppers, Sudbury Rd	Side and Rear extensions and demolition of garage	Approval	Approval
04672	Mole Cottage, 32 Prentice St	Reduce Tree	Approval	Approval
04664	5 White Gates	Fell 3 Silver Birch	Approval	Approval
04037	Balsdon Hall, Bridge St Rd	Listed Building Consent: Repairs and replacements	Approval	Approval
December:				
04658	Crooked House, 7 High St	Planning Permission: Rear extension	Approval	Approval
04659	Crooked House, 7 High St	Listed Building Consent: Rear extension	Approval	Approval
04939	The Old Manse, Barn St	Reduce Oak, pollard Hazel	Approval	Approval
04787	22 The Glebe	Prune Maple	Approval	Approval
Open items:				
04224	Second Meadow	Wellness Centre	Ongoing	Refusal
05480	Lavenham Press, 47 Water St	Solar Panels	Ongoing	Approval
05523	24 Ropers Court	Conservatory Roof, solid replacing translucent	Ongoing	Ongoing
00051	21 Shilling St	Fell 4 trees	Ongoing	Ongoing
00132	1 Byes Barn	Replacement Boiler with Flue exiting from the roof	Ongoing	Ongoing
00364	41 Water St	Removal of a Sycamore	Ongoing	Ongoing

Lavenham Parish Council Planning Group.

Planning Applications for consideration at LPC meeting on 6th February 2025

Application for Listed Building Consent - Replacement boiler with flue exiting from the roof.



1 Byes Barn Prentice Street Lavenham CO10 9RD

Application. No: DC/25/00132 | Received: Mon 13 Jan 2025 | Validated: Thu 23 Jan 2025 | Status: Awaiting decision

The current Gas Boiler flue exits from the rear of the property into the boundary of the adjacent property. The boiler needs to be replaced and building regulations do not allow the flue to exit in this direction over an adjacent property. The proposed exit in the location through the roof shown below. The flue will be black to match the external building colour. Although it affects the appearance of a listed building it is a practical solution.

Recommend Approval



Current flue exit location



Notification of Works to Trees in a Conservation Area - Fell 2no. Ash Trees (T1+T3), 1no. Leylandii Tree (T2) and 1no. Silver Birch (T4)

Show more description 

21 Shilling Street Lavenham Sudbury Suffolk CO10 9RH

Application. No: DC/25/00051 | Received: Tue 07 Jan 2025 | Validated: Tue 07 Jan 2025 | Status: Awaiting decision

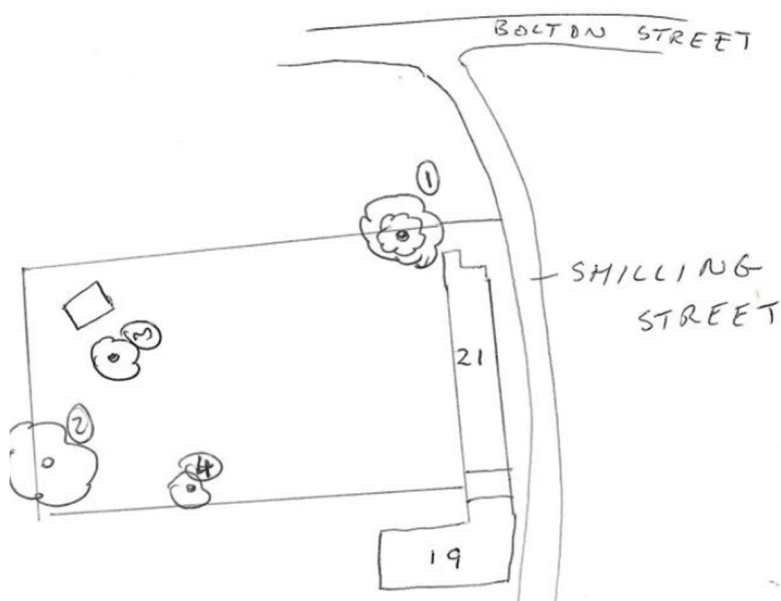
These details are listed on the application form.

T1 – Ash – to fell – this is a self-set tree and it is a large tree and far too close to the property

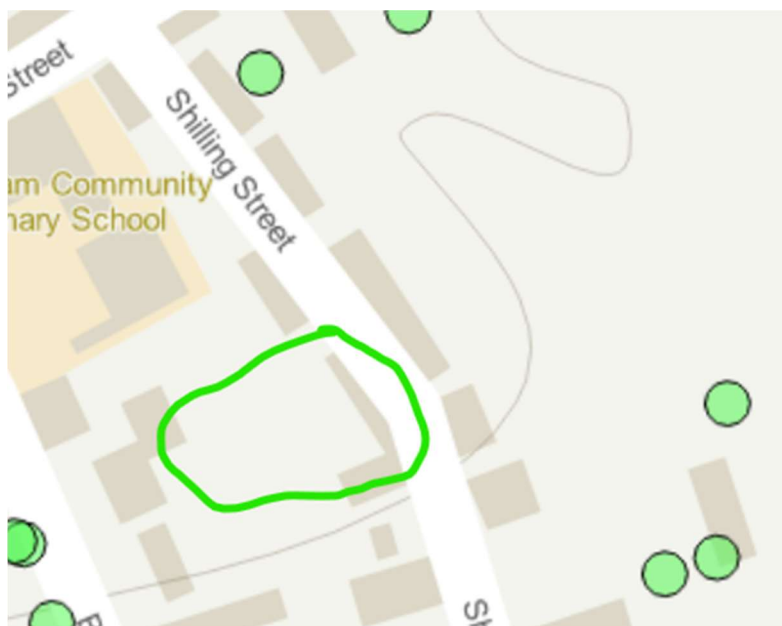
T2 – Leylandii – to fell – this tree is very overgrown

T3 – Ash – to fell – the tree has decay in the base

T4 – Silver Birch – to fell – the tree has decay in the base



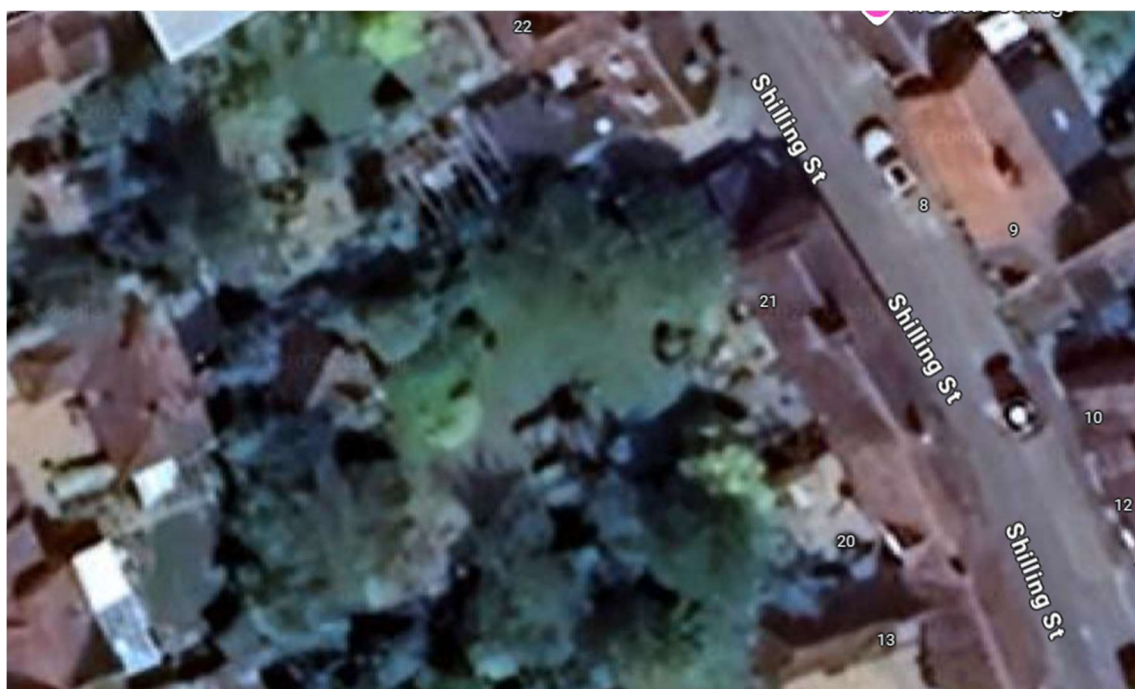
Exert from Babergh Tree Preservation Order Map – none of the trees are protected



Picture of T1 taken from Shilling St



From above



It is certainly evident from the picture of T1 that it is neglected and completely overgrown with Ivy. Maintenance would have assisted with the management of this tree, but it is very close to the house. The Leylandii T2 can be very invasive in garden, and it is not a native tree. The trees T3 and T4 are noted as diseased. None of the trees are protected by a Tree Preservation Order.

We would like the applicant to consider pruning of Tree T1, rather than felling, and also to plant replacements for the trees T3 & T4.

Recommend Approval conditional on replacement of Trees T3 & T4

Householder Application - Replacement of Existing conservatory translucent roof with solid roof and replacement of doors and windows

Show more description 

24 Ropers Court Lavenham Sudbury Suffolk CO10 9PU

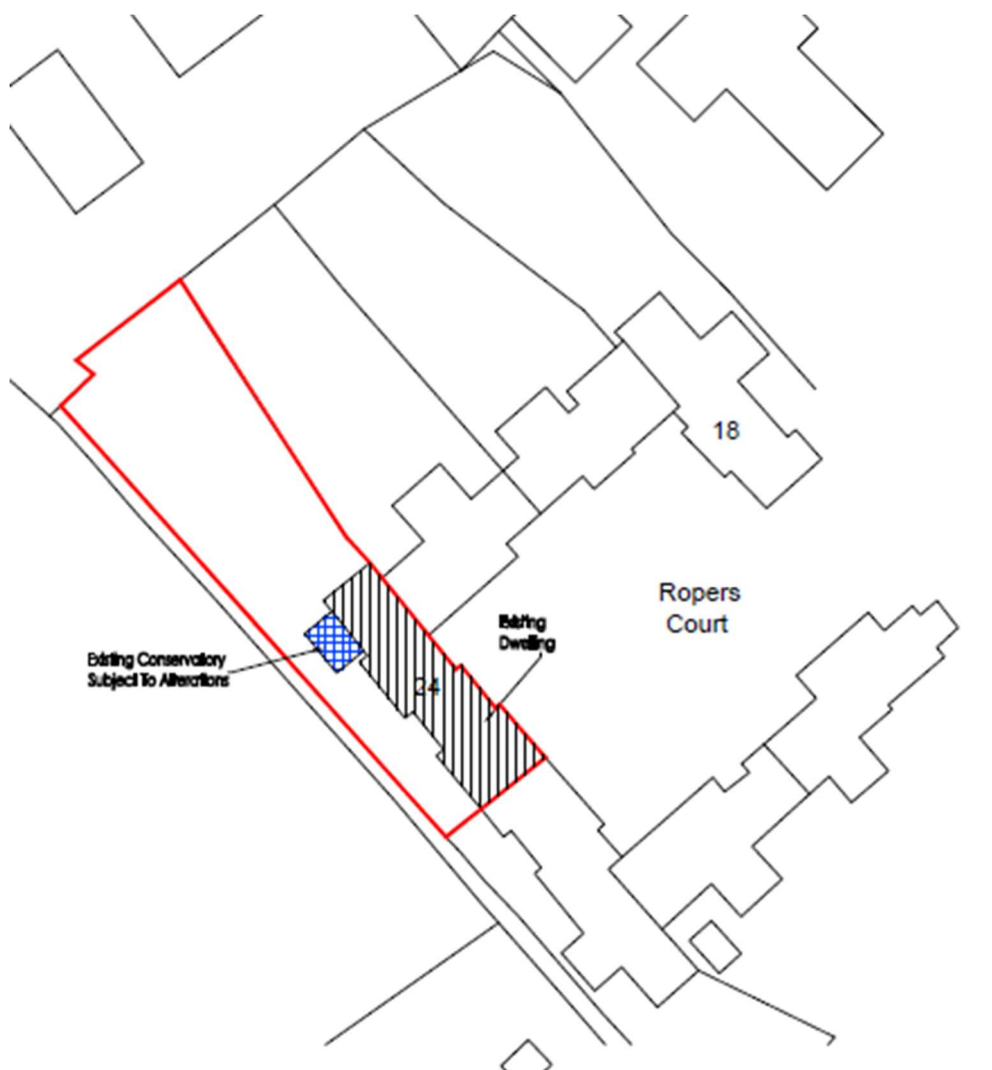
Application. No: DC/24/05523 | Received: Fri 20 Dec 2024 | Validated: Fri 03 Jan 2025 | Status: Awaiting decision

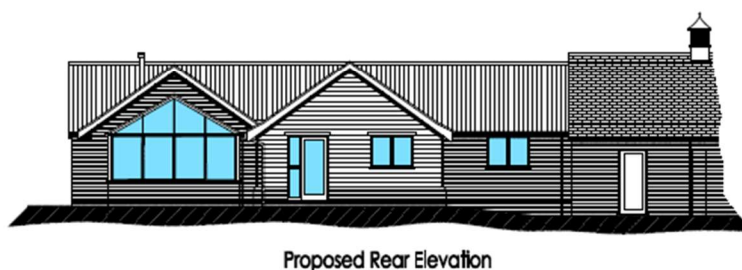
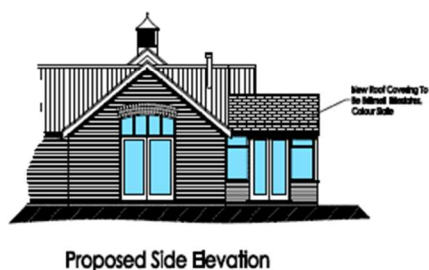
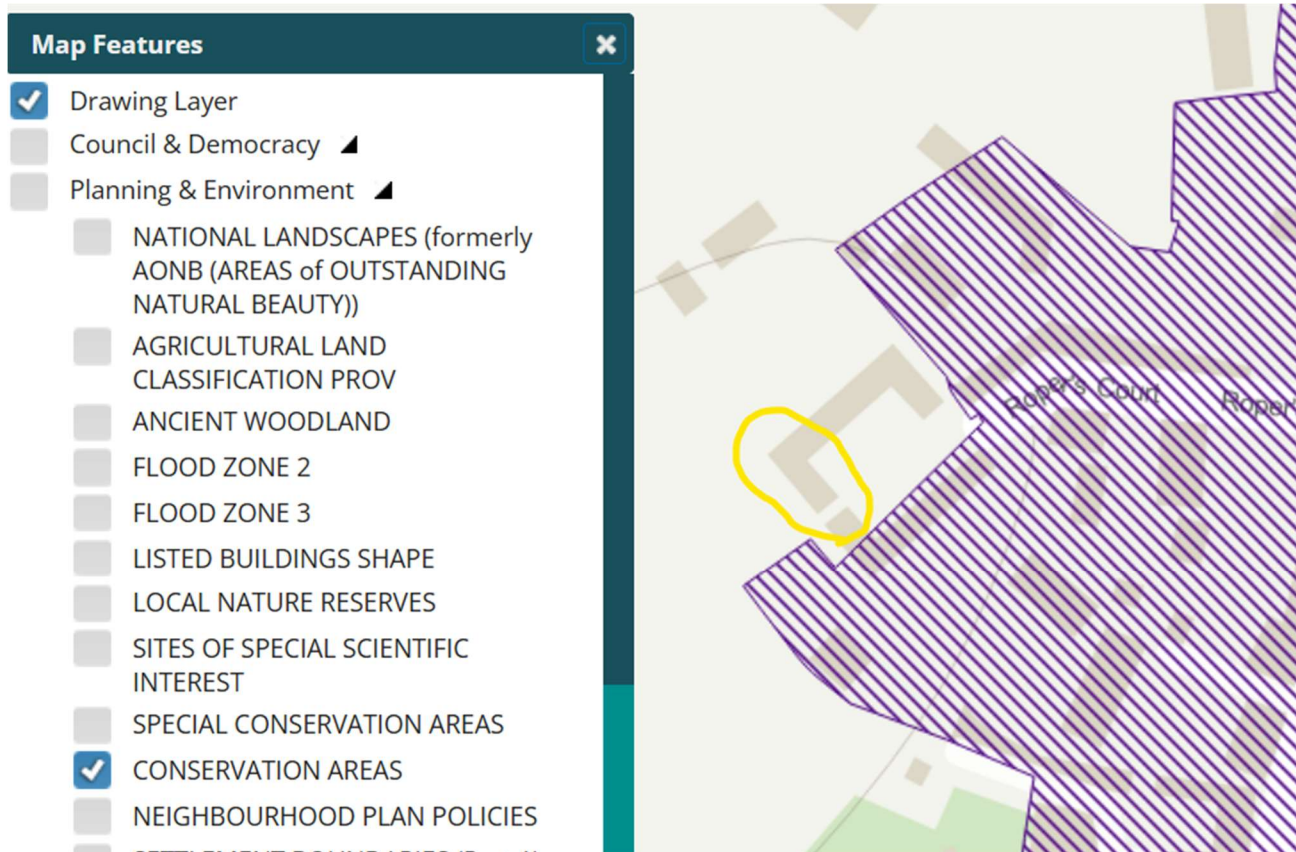
This building is not listed. It is also just outside the conservation area – see map.

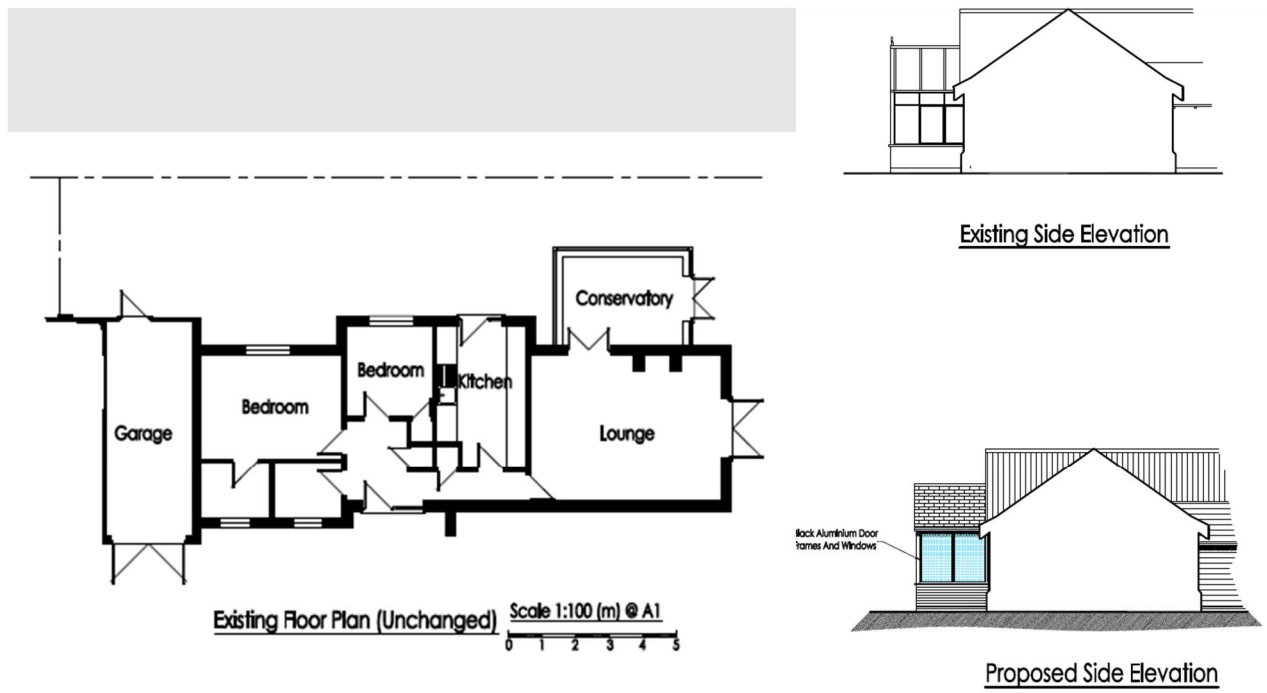
The proposed development is a modification to the existing conservatory and covers the same footprint, there is no increase in floor area.

The conservatory is behind the property so not visible from the street. The materials proposed are more appropriate in colour.

Recommend Approval







Materials proposed on Application Form

	Existing (where applicable)	Proposed
Walls		
Roof	Profile Tiles, Slates & Translucent Sheeting	Britmet Liteslates, Colour Slate
Windows	White Upvc	Black Aluminium
Doors	White Upvc	Black Aluminium

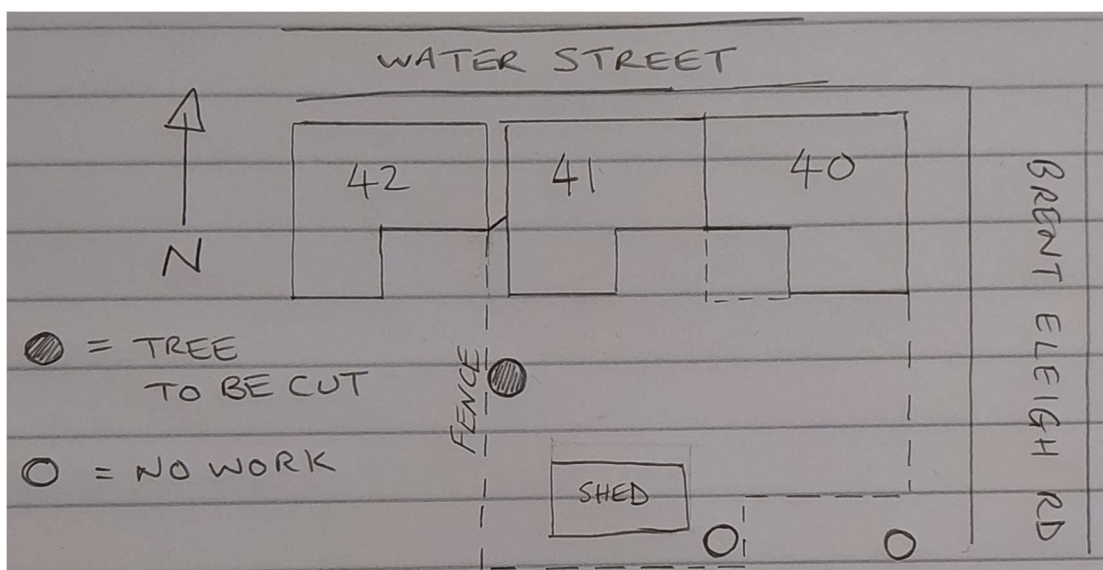
Application for works to trees in a Conservation Area - A sycamore tree to be removed.

41 Water Street Lavenham Sudbury Suffolk CO10 9RN

Application. No: DC/25/00364 | Received: Sun 26 Jan 2025 | Validated: Mon 27 Jan 2025 | Status: Awaiting decision

This application is for a healthy tree that does not look oversize to be felled. It also does not look close to the property in the photograph. Pruning could be an option to felling.

Decision to be made at the meeting

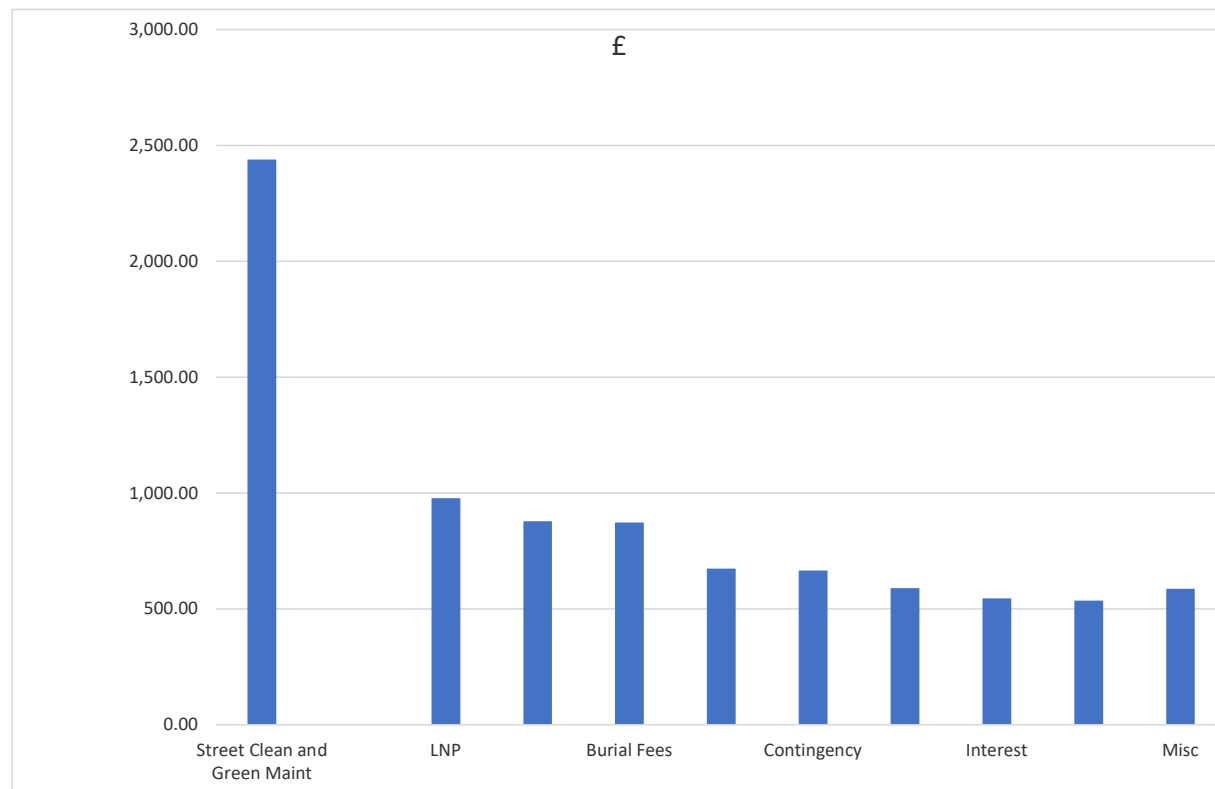


	April Actual Mth	May Actual Mth	Jun Actual Mth	Jul Actual Mth	Aug Actual Mth	Sep Actual Mth	Oct Actual Mth	Nov Actual Mth	Dec Actual Month	Actual YTD	Forecast YTD	Favourable /(Adverse)	Notes
Precept	9,916.67	9,916.67	9,916.67	9,916.67	9,916.67	9,916.67	9,916.67	9,916.67	9,916.67	89,250.00	89,250.00	0.00	No variance
Babergh Cleansing Grant	1,041.04	1,041.04	1,041.04	1,041.04	1,041.04	1,041.04	1,041.04	1,041.04	1,041.04	9,369.36	9,369.36	0.00	No variance
Fixed Income	10,957.71	10,957.71	10,957.71	10,957.71	10,957.71	10,957.71	10,957.71	10,957.71	10,957.71	98,619.36	98,619.36	0.00	
Burial Fees	753.00	400.00	778.00	0.00	0.00	500.00	914.00	0.00	1,460.00	4,805.00	3,931.00	874.00	Variable depending on number of deaths
Car Park and Toilet Donations	1,311.25	1,323.96	1,225.30	1,528.07	1,767.75	1,255.76	907.10	641.85	305.53	10,266.57	10,099.29	167.28	Continued a little longer than anticipated
Other Donations	40.00	10.00	30.00	0.00	0.00	300.00	90.00	0.00	0.00	470.00	330.00	140.00	Hire of Lights and Sudbury Cycle Club
EV Charging Income	72.91	81.82	74.48	27.70	23.21	67.96	283.08	109.24	74.77	815.17	440.12	375.05	Very overdue revenue from 2023 received from Anglia Charging
Interest Received	400.00	726.04	400.00	400.00	760.87	400.00	400.00	846.13	500.00	4,833.04	4,286.91	546.13	Higher Interest rates continue
Variable Income	2,577.16	2,541.82	2,507.78	1,955.77	2,551.83	2,523.72	2,594.18	1,597.22	2,340.30	21,189.78	19,087.32	2,102.46	
Total Income	13,534.87	13,499.53	13,465.49	12,913.48	13,509.54	13,481.43	13,551.89	12,554.93	13,298.01	119,809.14	117,706.68	2,102.46	No significant variances
Management Costs	3,459.00	3,539.00	3,576.33	3,473.44	3,554.44	3,554.44	4,567.37	3,534.86	3,534.86	32,793.73	33,329.06	535.33	£1,150 spent on specialist Planning advice. No accrual made for legal costs.
Office costs	814.98	708.99	613.48	608.93	831.99	657.60	884.37	653.56	728.99	6,502.88	7,177.74	674.85	Negligible Cllr Training Costs incurred
LNP including Costs of Democracy	55.00	55.00	55.00	55.00	505.00	56.25	1,042.26	198.00	0.00	2,021.51	3,000.00	978.49	LNP Publicity Budget underspent
Street Cleaning and Green Maint	3,051.04	2,880.51	2,907.30	2,577.30	3,357.75	5,193.38	2,487.30	2,274.19	1,870.40	26,599.13	29,037.36	2,438.23	£1,000 budgeted as routine repairs, replaced by the NCIL major repairs.
Public Realm	686.00	794.00	596.00	591.78	1,343.36	934.32	731.78	591.78	591.78	6,860.81	7,738.69	877.88	Some progress made but forecast assumed faster progress eg pump repainting
Toilet Costs	1,193.69	1,407.15	1,742.79	918.34	1,474.82	1,137.40	1,126.68	1,449.70	963.79	11,414.32	12,004.25	589.93	Accrual for leak repair not required
Water St	351.02	351.02	351.02	-1,755.92	313.08	313.08	313.08	313.08	216.23	765.70	668.85	-96.85	Insignificant
Community Events including Grants	0.00	1,128.86	0.00	2,530.80	118.80	260.80	0.00	3,600.00	600.00	8,239.26	8,449.60	210.34	Insignificant
EV Costs	65.99	23.85	63.83	37.70	41.76	49.55	436.71	61.02	-172.02	608.39	400.17	-208.22	Very overdue costs from 2023 received from Anglia Charging
Sinking Fund	0.00	0.00	0.00	0.00	0.00	1,000.00	1,000.00	1,000.00	1,000.00	4,000.00	4,000.00	0.00	No variance
Contingency	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	666.68	666.68	Contingency
Total Costs	9,676.70	10,888.36	9,905.73	9,037.37	11,541.00	13,156.82	12,589.54	13,676.18	9,334.02	99,805.73	106,472.39	6,666.66	
Surplus/(Deficit)	3,858.16	2,611.16	3,559.75	3,876.11	1,968.54	324.61	962.34	-1,121.26	3,963.98	20,003.41	11,234.29	8,769.12	

	April Actual Mth	May Actual Mth	Jun Actual Mth	Jul Actual Mth	Aug Actual Mth	Sep Actual Mth	Oct Actual Mth	Nov Actual Mth	Dec Actual Month	Actual YTD	Forecast YTD	Favourable /(Adverse)
Staff salaries and Other Consultancy Costs	3,403.00	3,403.00	3,440.33	3,415.44	3,415.44	3,415.44	4,428.37	3,395.86	3,395.86	31,712.73	32,248.06	535.33
Audit and Payroll bureau costs	56.00	136.00	136.00	58.00	139.00	139.00	139.00	139.00	139.00	1,081.00	1,081.00	0.00
Management Costs	3,459.00	3,539.00	3,576.33	3,473.44	3,554.44	3,554.44	4,567.37	3,534.86	3,534.86	32,793.73	33,329.06	535.33
Telephone & broadband	95.05	82.06	82.06	82.06	82.06	82.06	90.43	76.62	71.05	743.45	751.53	8.08
Website Dev and .gov	59.40	59.40	59.40	59.40	149.40	59.40	114.80	64.80	64.80	690.80	624.60	-66.20
Accounting software & computer	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	300.00	300.00
Office Materials	9.99	9.99	9.99	27.93	204.99	9.99	9.99	9.99	9.99	302.85	422.89	120.04
Data Protection	0.00	0.00	0.00	0.00	0.00	0.00	35.00	0.00	0.00	35.00	0.00	-35.00
Subscriptions & Insurance	211.16	211.16	211.16	211.16	211.16	277.77	277.77	277.77	332.77	2,221.87	2,155.80	-66.07
All Training/Clr expenses	0.00	140.00	0.00	0.00	0.00	0.00	150.00	0.00	0.00	290.00	540.00	250.00
Room hire PC meetings	105.00	22.00	44.00	44.00	0.00	44.00	22.00	0.00	66.00	347.00	391.00	44.00
Office Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Digital mapping	150.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150.00	150.00	0.00
Parish Office business rates	101.05	101.05	101.05	101.05	101.05	101.05	101.05	101.05	101.05	909.43	909.43	0.00
Parish Office rent	83.33	83.33	83.33	83.33	83.33	83.33	83.33	83.33	83.33	750.00	750.00	0.00
Office Miscellaneous	0.00	0.00	22.49	0.00	0.00	0.00	0.00	40.00	0.00	62.49	182.49	120.00
Office costs	814.98	708.99	613.48	608.93	831.99	657.60	884.37	653.56	728.99	6,502.88	7,177.74	674.85
LNP Costs incl Cost of Democracy	55.00	55.00	55.00	55.00	505.00	56.25	1,042.26	198.00	0.00	2,021.51	3,000.00	978.49
Green Maintenance	958.75	1,183.75	958.75	958.75	958.75	958.75	958.75	479.38	345.00	7,760.63	8,126.25	365.62
Tree Maintenance and Care	380.00	0.00	420.00	0.00	760.00	2,300.00	0.00	0.00	0.00	3,860.00	3,860.00	0.00
Street cleansing	1,278.40	1,278.40	1,278.40	1,278.40	1,278.40	1,278.40	1,278.40	1,378.40	1,275.25	11,602.45	12,505.60	903.15
Refuse collection bins & dog bins	298.74	115.00	115.00	115.00	115.00	253.08	115.00	253.08	115.00	1,494.90	1,218.74	-276.16
Chapel Business Rates	135.15	135.15	135.15	135.15	135.15	135.15	135.15	135.15	135.15	1,216.31	1,216.31	0.00
All cemetery management	0.00	168.21	0.00	90.00	110.45	0.00	0.00	28.18	0.00	396.84	810.46	413.62
Play equipment	0.00	0.00	0.00	0.00	0.00	268.00	0.00	0.00	0.00	268.00	1,300.00	1,032.00
Street Cleaning and Green Maint	3,051.04	2,880.51	2,907.30	2,577.30	3,357.75	5,193.38	2,487.30	2,274.19	1,870.40	26,599.13	29,037.36	2,438.23
Street furniture	90.00	198.00	0.00	0.00	751.58	342.54	140.00	0.00	0.00	1,522.12	2,400.00	877.88
Street Lighting energy	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	4,500.00	4,500.00	0.00
PWLB interest	96.00	96.00	96.00	91.78	91.78	91.78	91.78	91.78	91.78	838.69	838.69	0.00
Public Realm	686.00	794.00	596.00	591.78	1,343.36	934.32	731.78	591.78	591.78	6,860.81	7,738.69	877.88
Church Street energy	116.23	82.97	73.53	66.05	66.21	65.05	85.96	91.53	112.36	759.89	804.99	45.10
Church Street water	0.00	279.82	0.00	0.00	370.73	0.00	0.00	315.57	0.00	966.12	1,021.28	55.16
Church St Toilets Business Rates	67.37	67.36	67.37	67.37	67.36	67.37	67.37	67.37	67.37	606.29	606.29	0.00
Prentice St Water	0.00	98.55	0.00	0.00	173.69	0.00	0.00	157.96	0.00	430.20	445.93	15.73
Prentice St non EV energy	38.34	36.69	40.22	37.00	37.00	36.93	35.48	35.32	36.19	333.22	349.30	16.08
Donation Points	35.90	35.90	35.90	35.90	35.90	35.90	35.90	35.90	35.90	323.10	323.10	0.00
Washroom Cleaning & Consumables	660.85	660.85	1,200.77	711.97	723.92	932.15	711.97	746.05	711.97	7,060.50	7,158.36	97.86
Washroom Minor Maintenance	275.00	145.00	325.00	0.00	0.00	0.00	190.00	0.00	0.00	935.00	1,295.00	360.00
Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Toilet Costs	1,193.69	1,407.15	1,742.79	918.34	1,474.82	1,137.40	1,126.68	1,449.70	963.79	11,414.32	12,004.25	589.93
Water Street green maintenance	96.85	96.85	96.85	96.85	96.85	96.85	96.85	96.85	0.00	774.80	677.95	-96.85
Water Street Business Rates	254.17	254.17	254.17	-1,852.77	216.23	216.23	216.23	216.23	216.23	-9.10	-9.10	0.00
Water St	351.02	351.02	351.02	-1,755.92	313.08	313.08	313.08	313.08	216.23	765.70	668.85	-96.85
Small Grants (combined)	0.00	500.00	0.00	2,500.00	0.00	0.00	0.00	0.00	0.00	3,000.00	3,000.00	0.00
Christmas trees/lighting	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,600.00	600.00	4,200.00	3,600.00	-600.00
Xmas Eve Community Carols	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	600.00	600.00
1st Meadow summer facilities	0.00	0.00	0.00	30.80	118.80	30.80	0.00	0.00	0.00	180.40	249.60	69.20
Misc	0.00	628.86	0.00	0.00	0.00	230.00	0.00	0.00	0.00	858.86	1,000.00	141.14
Bellward Award	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Community Events including Grants	0.00	1,128.86	0.00	2,530.80	118.80	260.80	0.00	3,600.00	600.00	8,239.26	8,449.60	210.34
EV Costs	65.99	23.85	63.83	37.70	41.76	49.55	436.71	61.02	-172.02	608.39	400.17	-208.22
Sinking Fund	0.00	0.00	0.00	0.00	0.00	1,000.00	1,000.00	1,000.00	1,000.00	4,000.00	4,000.00	0.00
Contingency	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	666.68	666.68
Total Expenses	9,676.70	10,888.36	9,905.73	9,037.37	11,541.00	13,156.82	12,589.54	13,676.18	9,334.02	99,805.73	106,472.39	6,666.66
Surplus/(deficit)	3,858.16	2,611.16	3,559.75	3,876.11	1,968.54	324.61	962.34	-1,121.26	3,963.98	20,003.41	11,234.29	8,769.12

Type	£
Street Clean and Green Maint	2,438.23
LNP	978.49
Public Realm	877.88
Burial Fees	874.00
Office costs	674.85
Contingency	666.68
Toilet Costs	589.93
Interest	546.13
Management Costs	535.33
Misc	587.60

8,769.12



	Mar 24	Dec 24	Increase/(decrease)	Notes
Fixed Assets	150,968.05	146,934.44	-4,033.61	Pump Ct Cancellation
Debtors	0.00	0.00	0.00	None
Accrued Income	3,732.86	761.85	-2,971.01	Interest and car park donation. March included 3 mth Cleaning Grant
Prepayments	762.95	3,833.65	3,070.71	Mainly Business Rates and Insurance
VAT Refunds	2,091.70	2,641.27	549.57	Purchase dependent
	6,587.50	7,236.77	649.27	
Cash at Bank	377,684.76	414,940.09		
Bus Prem	7,223.42	3,458.21		
Current Acc	0.00	0.00		
Petty Cash	384,908.18	418,398.30	33,490.12	Precept and Cleaning Grant for whole year received
Trade Creditors	-13,083.74	-3,281.35	-9,802.39	Payment of Suffolk Annual Lights bill of £5k, JPB 2 mths owed Mar 24
Accruals	-15,071.07	-20,304.86	5,233.79	Suffolk Street Lighting now 8 mths accrued
Deferred Income	0.00	-32,873.12	32,873.12	Precept and Cleaning Grant for whole year received
Lights Creditor	-133,633.91	-129,600.30	-4,033.61	Pump Ct Cancellation
	-161,788.72	-186,059.63	24,270.91	
Loans	-72,452.44	-69,268.65	-3,183.79	Capital Repayments made
Net Assets	308,222.57	317,241.23	9,018.66	
General Funds	159,753.32	188,502.98	28,749.66	
Ballot Fund	4,800.00	4,800.00	0.00	No change
Public Realm	869.09	0.00	-869.09	Released earmark as now spent
Cemetery Clean Up	5,000.00	0.00	-5,000.00	Released Aug 2024
Telephone Box Maintenance	6,000.00	0.00	-6,000.00	Telephone Boxes Paid For
Lavenham Funds in Trust	1,500.00	1,500.00	0.00	No change
Street Fair Fund	6,265.37	6,265.37	0.00	No change
Sinking Fund	36,872.80	43,995.64	7,122.84	Being increased by £1,000 per month
NCIL	87,161.99	72,177.24	-14,984.75	£21k received, £36k spent (£8k SIDs, £9k Bridge. £6k phone boxes, £3k playground, £9k lorry sign Bury Rd)
Total Reserves	308,222.57	317,241.23	9,018.66	
Imbalance	0.00	0.00	0.00	

	B/F	Per I and E contains no earmarks	In lieu dep'n lighting earmark	NCIL Cash received	NCIL Cash Spent	Cemetery Release	Public Realm items Capitalised	C/F	
General Funds	159,753.32	20,003.41	-3,122.84	0.00	6,000.00	5,000.00	869.09	188,502.98	0.00
Ballot Fund	4,800.00	0.00	0.00	0.00	0.00	0.00	0.00	4,800.00	0.00
Public Realm	869.09	0.00	0.00	0.00	0.00	0.00	-869.09	0.00	0.00
NCIL	87,161.99	0.00	0.00	20,967.20	-35,951.95	0.00	0.00	72,177.24	0.00
Lavenham Funds in Trust	1,500.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00	0.00
Cemetery Clean Up	5,000.00	0.00	0.00	0.00	0.00	-5,000.00	0.00	0.00	0.00
Telephone Box Maintenance	6,000.00	0.00	0.00	0.00	-6,000.00	0.00	0.00	0.00	0.00
Sinking Fund	36,872.80	4,000.00	3,122.84	0.00	0.00	0.00	0.00	43,995.64	0.00
Street Fair Fund	6,265.37	0.00	0.00	0.00	0.00	0.00	0.00	6,265.37	0.00
Total Reserves	308,222.57	24,003.41	0.00	20,967.20	-35,951.95	0.00	0.00	317,241.23	0.00

Stocksigns	-7,000.00	-601.58 Glasdon
Playquip	-12,518.43	-77.54 Glasdon
L Carr Phone Box	-6,200.00	-265.00 Paul Holland
1st Meadow Bridge Retention	-235.57	-944.12
Suffolk CC	-8,797.95	
SID Posts Accrual	-1,200.00	
	-35,951.95	

Check 0.00

Current

30/11/2024	Balance Brought Forward	5,470.96	
02/12/2024	Car Parking Donations: Cash	190.00	
02/12/2024	Supplier Payment: Go Cardless PAYA	-43.08	
02/12/2024	Supplier Payment: Anglia Water	-315.57	
02/12/2024	Supplier Payment: Anglia Water	-157.96	
02/12/2024	Car Parking Donations: Card	61.75	
03/12/2024	NEST Pension Contributions	-219.48	
05/12/2024	Burial Income Spencer Wix	260.00	
06/12/2024	Burail Income: Andrew Bingham	300.00	
06/12/2024	From Deposit Account	15,000.00	
09/12/2024	Car Parking Donations: Card	62.70	
10/12/2024	Car Parking Donations: Cash	40.00	
10/12/2024	Supplier Payment: British Gas	-64.07	
10/12/2024	Fuuse Limited Fuuse EV Charging BGC	89.77	
10/12/2024	Andrew Smith Nov Net Wages	-2,361.12	
10/12/2024	Supplier Payment: Stocksigns SID	-4,200.00	
10/12/2024	Supplier Payment: Playquip Repairs	-3,997.20	
10/12/2024	Supplier Payment: Keith Avis Printing LNP	-198.00	
10/12/2024	Supplier Payment: Onsite IT	-77.76	
10/12/2024	Supplier Payment: Infinity Cleaning	-895.26	
10/12/2024	Supplier Payment: JPB Landscapes	-2,225.56	
10/12/2024	Supplier Payment: Lavenham PCC. Lavenham life	-1,125.00	
11/12/2024	Burial Income: Deacons	660.00	
11/12/2024	Supplier Payment: British Gas	-96.10	
13/12/2024	Supplier Payment: British Gas	-37.08	
16/12/2024	Car Parking Donations: Card	46.55	3,458.21
16/12/2024	Supplier Payment: Suffolk CC EV Credit Note	278.40	
17/12/2024	From Deposit Account	10,000.00	
18/12/2024	Supplier Payment: National Allotments Society	-66.00	
18/12/2024	Supplier Payment: Lavenham Press	-149.00	
18/12/2024	Supplier Payment: Anglia Charging	-903.09	
18/12/2024	Supplier Payment: Suffolk County Council	-10,557.54	
18/12/2024	Burial Income: Halstead Memorial	240.00	
19/12/2024	Supplier Payment: EE	-9.72	
19/12/2024	Supplier Payment: Sterling Electrics	-1,500.00	
20/12/2024	Supplier Payment: BT	-75.54	
23/12/2024	Car Parking Donations: Cash	50.00	
23/12/2024	Car Parking Donations: Card	37.28	
30/12/2024	Supplier Payment: Paya Go Cardless	-43.08	
30/12/2024	Supplier Payment: HP Inks	-11.99	
31/12/2024	Balance Carried Forward	3,458.21	
31/12/2024	Per Bank Statement	3,458.21	
		0.00	
Premium			
30/11/2024	Balance Brought Forward	436,237.28	
02/12/2024	Interest Received	1,646.13	
06/12/2024	To Current Account	-15,000.00	
12/12/2024	HMRC VAT Refund	2,056.68	
17/12/2024	To Current Account	-10,000.00	
31/12/2024	Balance Carried Forward	414,940.09	
31/12/2024	Per Bank Statement	414,940.09	414,940.09
		0.00	

Today: 02 Jan 2025



MR ANDREW JOHN SMITH

Transactions

COMMUNITY 20-83-50 00567094

Available balance	£3,458.21
Last night's balance	£3,458.21
Overdraft limit	£0.00

Showing 2 transactions between 30/12/2024 and 30/12/2024 from 26/12/2024 to 02/01/2025

Date	Description	Money in	Money out	Balance
30/12/2024	Direct Debit GOCARDLESS CORNERSTONEM-HNTFP DD R		-£43.08	£3,458.21
30/12/2024	Debit HPI INSTANT INK UK ON 28 DEC BDC		-£11.99	£3,501.29

Need to view older transactions?

3,458.21

Today: 02 Jan 2025



MR ANDREW JOHN SMITH

Transactions

Business Premium ME 20-83-50 20567116

Available balance	£414,940.09
Last night's balance	£414,940.09
Overdraft limit	n/a

Showing 3 transactions between 06/12/2024 and 17/12/2024 from 03/12/2024 to 02/01/2025

Date	Description	Money in	Money out	Balance
17/12/2024	Funds Transfer 208350 00567094 FT 208350 00567094 FT		-£10,000.00	£414,940.09
12/12/2024	Counter Credit HMRC VTR XSV126000100262 BGC	£2,056.68		£424,940.09
06/12/2024	Funds Transfer 208350 00567094 FT 208350 00567094 FT		-£15,000.00	£422,883.41

414,940.09

Motion to complete the revision of the 2016 Neighbourhood Plan

Background:

The revision (LNP2) to the 2016 Neighbourhood Plan was rejected at a Referendum held on 28th November 2024.

The minutes of the 5th December 2024 Meeting of Council record that: *'The Chair invited Councillors to comment about what they wanted to do next regarding revising the Neighbourhood Plan. She explained that if, in future, a group of volunteers emerged, who wanted to write a revision that group could only do so, according to the law, with the support of the Parish Council as the 'Qualifying Body'.*

Proposition:

The proposition is to review the 2016 made Neighbourhood Plan, with a bottom-up approach of community engagement. Evidence gathering will form the basis of any plan.

This will involve a review of the 2016 Plan and the NP2 document.

Neighbourhood Plans:

A Neighbourhood Plan puts in place planning policy for a neighbourhood area to guide future development. A Neighbourhood Plan is about the use and development of land and may contain a vision, aims, planning policies, proposals for improving the area or providing new facilities, or allocation of key sites for specific kinds of development. It may deal with a wide range of social, economic and environmental issues (such as housing, employment, design, heritage and transport) or it may focus on one or two issues only.

If successful at referendum, a Neighbourhood Plan will become part of the statutory development plan for the Babergh district.

A Neighbourhood Plan must meet certain specified 'basic conditions'. These ensure plans contribute to the achievement of sustainable development, have regard to national policy and guidance and are in general conformity with adopted strategic local planning policies, and for the time being, certain EU regulations. Neighbourhood Plans are subject to an independent examination and any necessary modifications are then made to ensure they meet legal requirements.

The process requires a robust programme of community engagement and a proportionate evidence base should help to make sure that a Neighbourhood Plan is based on a proper understanding of the area and of the views, aspirations, wants and needs of local people.

Steering team:

A steering team will be recruited to oversee the production of the plan. It will comprise two Parish Councillors and volunteers from the community. This will be a Working Group of the Parish Council.

The Parish Councillors who have come forward are Michael Sherman, who will chair the team and Alison Bourne. Some volunteers have already come forward.

Community volunteers will number some 8/10 people. Sub working parties may be necessary to look at specific topic areas such as compiling the evidence base. Professional help will be necessary as was the case with the 2016 plan and NP2. Close liaison with Babergh and County officers and members will also be sought.

Approach:

As stated above the approach will be to involve village residents through a bottom-up approach. This will be achieved by holding a series of meetings across the village to engage with as wide a number of residents as possible, be inclusive and help in preparing the key village questionnaire.

An initial village wide questionnaire will be produced and hand delivered to all households. The demographics of the village dictate that a paper-based questionnaire with an online option should achieve a good response rate. A business survey will also be necessary. Drop-in events will also be arranged as the plan progresses.

Below is a summary of each of the four-community engagement and consultation stages:

Stage 1: Initial evidence gathering and key issues consultation

- Questionnaire: A short questionnaire aimed at identifying key issues in the Parish hand delivered to every household. Key issues that are important to residents, what they felt needed to improve and what the Neighbourhood Plan should seek to achieve. To be used to help draft a vision, objectives and policy areas.
- Data profile for Lavenham: document containing key data for the parish, to inform policy writing.

Stage 2: Policy Ideas consultation.

Stage 3: Pre-submission consultation on the draft Neighbourhood Plan.

Stage 4: Submission, examination, referendum and adoption.

Note the NP2 Design Guide and updated Landscape Character Assessment require minimal revision to fit within the current revision proposition.

Funding:

The Parish Council has certain funds available from the previous exercise and this amounts to £979. It is usual for Parish Councils to kick-start neighbourhood plans and revisions. Locality has grant funding available and there are other grant sources. These can only be approached once this proposition is adopted by the Parish Council.

Commencement:

As soon as the Parish Council has adopted this proposition recruitment to the steering team can commence. In addition, preliminary meetings across the village will get underway. This will aid the development of the initial village wide questionnaire and herald the start of the evidence base.

Motion:

That:

- a) The Parish Council authorises the expenditure of up to an initial £3,000 to kick-start the revision process.
- b) The Parish Council re-establishes the Neighbourhood Plan Working Group with the same Terms of Reference as before. See Appendix.
- c) The Parish Council informs Babergh District Council that it wishes to continue to be the Qualifying Body for the Lavenham Neighbourhood Plan.

Proposed: Cllr Sherman

Seconded: Cllr Bourne

Signed by: Cllrs Domoney, Ranzetta and Robinson.

Lavenham Parish Council

NEIGHBOURHOOD PLAN REVIEW GROUP TERMS OF REFERENCE

1. Background

Lavenham Parish Council dissolved the previous Neighbourhood Plan Review Group on 9th January 2025 following the defeat of the draft LNP2 at a referendum held on 28th November 2024.

This Group was re-established at a meeting of the Parish Council on 6th February 2025.

2. Purpose and Mission Statement

The Group's purpose is to design and oversee a process that will result in the preparation of a revised Plan to cover the next 10 to 15 years.

The process will be:

- *inclusive* – offering the opportunity to participate for everyone who lives or works in Lavenham
- *comprehensive* – identifying all the important aspects of life for which we in Lavenham need to plan for the future
- *positive* – bringing forward proposals which will improve the quality of life in Lavenham.

3. Tasks

The Group will:

- a) Prepare a process and project timetable for reviewing the 2016 Plan
- b) Ensure the process encourages participation and the submission of views and ideas
- c) Organise a survey and meetings to gather views and consult on ideas
- d) Assess existing evidence about the needs and aspirations of the Parish
- e) Liaise with relevant businesses and organisations to secure their input in the process
- f) Analyse the views, ideas and proposals received during the process and use them to draft a revised Plan
- g) Monitor and update the project timetable
- h) Report progress to the Parish Council through a regular agenda item at Council meetings.

4. Membership and Quorum

The Group will:

- a) Be made up of a cross-section of volunteers from the community, including Parish Councillors, up to a maximum of 10 members
- b) Include at least 2 Parish Councillors
- c) Elect a Chair, Treasurer and Secretary from its membership to remain in these positions until the project is completed – should any of these positions become temporarily or permanently vacant, the Group will elect replacements
- d) Be quorate when 4 members are present, one of whom must be a Parish Councillor

5. The Secretary

The Secretary will:

- a) Keep a record of formal and informal meetings
- b) Circulate notes of informal meetings and minutes of formal meetings to Group members in a timely fashion – minutes of formal meetings will be made publicly available on the Council's website

6. Finance

Grants and funding for this project may be allocated directly by the Parish Council, and/or may be applied for by the Council. All budgeted monies will be held by the Council. The budget holder will be the Parish Clerk.

The Group will, through its Treasurer and the Parish Clerk, be responsible for – and accountable to – the Parish Council for the proper use of these monies, and for keeping expenditure within the available budget.

7. Community Participation and Working Parties

Members of the community will be encouraged to participate in the Plan revision process at all stages of the Plan review process. In particular, the Group may establish working parties, made up of volunteers from the community, to aid it in any Neighbourhood Plan related work. Each working party will have a lead person from the Group.

8. Conduct

The Group will abide by the principles and practice of the Parish Council Code of Conduct, including declarations of interest. While some Group members as individuals may be accountable to organisations with which they are associated, the Group as a whole will be accountable to the wider community for ensuring that the revised Plan reflects their collective expectations.

This will be achieved by applying the following principles:

- a) Be clear and open when their individual roles or interests are in conflict
- b) Treat everyone with dignity, courtesy and respect – regardless of their age, gender, sexual orientation, ethnicity, or religion or belief
- c) Actively promote equality of access and opportunity

9. Changes to these Terms of Reference and Dissolution

Proposals to amend these Terms of Reference may be agreed at a formal Group meeting, if supported by at least two-thirds of its members, for approval or rejection at a formal meeting of the Parish Council.

The Group will be dissolved once its purpose has been completed. The Parish Council will then dispose of any remaining Neighbourhood Planning budgetary monies, in accordance with any conditions imposed by grant funders, and in the best interests of Lavenham.

APPROVED (date)

SIGNED _____
Chairman, Lavenham Parish Council.

Motion to adopt policy concerning Council and Councillors use of Social Media

Background:

Lavenham Parish Council recognises that social media provides a unique opportunity to participate in interactive discussions and share information using for example, Facebook, X (formerly Twitter), and blogs. The Clerk and Councillors are likely to use social media in a private capacity outside of Council business.

The Clerk's and Councillors' use of social media in both a personal and Council capacity can present risks to our confidential information and reputation, and can jeopardise our compliance with legal obligations. To minimise these risks, we expect the Clerk and Councillors to adhere to this policy.

The purpose of this policy is to assist the Clerk and Councillors by providing clear guidance about acceptable behaviour on social media.

Summary of Proposed Policy:

- a) Lavenham Parish Council will post on Facebook but will not respond to Facebook posts.

Lavenham Parish Council recognises that Facebook can be an excellent way of communicating with Members of the Public. Council considers that the best discussions are sustained pieces of writing and conversation and therefore invites correspondence and attendance at its meetings.

- b) Lavenham Parish Council values freedom of speech, however the Clerk and Councillors must be respectful to other people even if they disagree with their opinion remembering that they must be accountable for any impact it has on others.

The Clerk and Councillors are expected, at all times, to exhibit generous behaviours.

- c) There are a number of behaviours which Council expects Councillors to avoid.

- d) There are a number of behaviours which Council advises Councillors to avoid.

Motion:

That the Parish Council adopt the Social Media Policy.



LAVENHAM PARISH COUNCIL

Social Media Policy

1. Introduction

Lavenham Parish Council recognises that social media provides a unique opportunity to participate in interactive discussions and share information using for example, Facebook, X (formerly Twitter), and blogs. The Clerk and Councillors are likely to use social media in a private capacity outside of Council business.

The Clerk's and Councillors' use of social media in both a personal and Council capacity can present risks to our confidential information and reputation, and can jeopardise our compliance with legal obligations. To minimise these risks, we expect the Clerk and Councillors to adhere to this policy.

The purpose of this policy is to assist the Clerk and Councillors by providing clear guidance about acceptable behaviour on social media.

2. Posting by the Parish Council

Lavenham Parish Council will post on Facebook but will not respond to Facebook posts.

Lavenham Parish Council recognises that Facebook can be an excellent way of communicating with Members of the Public. Council considers that the best discussions are sustained pieces of writing and conversation and therefore invites correspondence and attendance at its meetings.

3. Posting by the Clerk or Councillors

Lavenham Parish Council believes that Social Media such as Facebook, X (formerly Twitter), or any website where you can contribute or edit content and instant messaging services such as email and WhatsApp facilitate Councillors to both hear the opinions of their community and disseminate their opinions.

Lavenham Parish Council values freedom of speech, however the Clerk and Councillors must be respectful to other people even if they disagree with their opinion remembering that they must be accountable for any impact it has on others.

The Clerk and Councillors are expected, at all times, to exhibit generous behaviours.

Councillors must avoid:

- Making or endorsing false or misleading statements about the Council, the Clerk or its Contractors.
- Presenting personal opinions as that of the Parish Council.
- Disclosing commercially sensitive, personal private or confidential information. If you are unsure whether the information you wish to share falls within one of these categories, you should discuss this with the Clerk.
- Conducting any online activity that is against regulation or law e.g. activity which may be deemed libellous or constituting a criminal offence.
- Engaging in personal attacks, online fights and hostile communications as these may constitute bullying or harassment and could bring the Parish Council into disrepute.
- Endorsing postings by others which could be viewed as malicious, abusive, offensive, threatening or intimidating or could be seen as bullying or harassment.

Councillors are advised to avoid:

- Bringing the Parish Council into disrepute or causing embarrassment, including through content posted in a personal capacity.
- Posting, forwarding or linking to controversial or potentially inflammatory remarks, or 'liking' (or otherwise approving of) such remarks.
- Posting their opinions prior to a meeting of the Parish Council and therefore giving rise to suggestions of predetermination.

Examples of good practice:

- Being honest and open yet being mindful of the impact your contribution might make to people's perceptions of the Parish Council.
- Considering not only the legal position (i.e. whether there is a defence in law) in respect of an action but its likely outcome and impacts on others.
- Not escalating heated discussions; trying to be conciliatory, respectful and quoting facts to lower the temperature and correct misrepresentations.
- Offering routes to enable resolution of concerns and complaints e.g., how to report to Babergh District Council and other statutory bodies.
- Considering the privacy of others and avoid discussing topics that may be inflammatory e.g., politics and religion.

Document control

Version and date	Adopted
Created January 2025 V1.0	Adopted at Full Council meeting xx xx 2025