

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 9th June 2022 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 and will be followed by any County/District Councillors' reports.

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. Co option to a vacancy**
- 8. Transformation of the Council**
 - 8.a Strategic Direction
Motion: 'That the Council resolves to work towards the status of a Council with the General Power of Competence'
 - 8.b Recruitment for Clerk/RFO to the Council
Motion: 'Council is asked to agreed that the process of recruitment to replace the Parish Clerk should commence without delay and that the wording of advertisements should be delegated to the Clerk to the Council'
- 9. Finance**
 - 9.a Budget Plan for 2022-23
Motion: 'Council is asked to agree the revised budget plan for 2022-23 as set out in the attached paper dated May 2022
 - 9.b Church Street Public Conveniences
Motion: To approve emergency remedial work to Church Street toilets at a cost of £12,294.00 net of VAT and to earmark a provisional sum from Neighbourhood CIL of £15,000 to include additional trades costs and contingencies'

- 9.c **Motion: To approve purchase of covers for five ROLEC EV points at £45 each from Devon Disability Collective, to be funded by Neighbourhood CIL**

Accounts 2021-22 (to note only)

To note the format for reporting Income & Expenditure

To consider a request for Literary Festival sponsorship

10. Clerk's Report

- Under Scheme of Delegation, request approval to pay on demand invoices from utilities and contracts
- Seek approval for urgent spending decisions under Scheme of Delegation
- Commend Councillors to adopt Code of Conduct SALC2020
- Recommend update of Councillors' Declaration of Interest
- Progress at Prentice Street site
- Written request for Parish Council support for future museum initiative

11. To consider adoption of the following policies:

11.a HR policies (deferred from 05/05/2022 agenda)

Motion to approve Employee Polices including Annual Appraisal Policy

11.b GDPR policy (deferred from 05/05/2022 agenda)

Motion to approve Data Protection policy

12. Planning (see separate applications list)

To consider recommendations from the Planning Group

13. Updates

To receive a report of the Jubilee celebrations

To note arrangements for the completion of the Water Street Car Park Project

14. Date of next meeting – Thursday 14th July 2022



Jane Bellward
Clerk to the Council
13 Weavers Close
Lavenham

Date: 1st June 2022

Agenda item 8.a

Motion

Council is asked to agree:

“That the Council resolves to work towards the status of a Council with the General Power of Competence”

Irene Mitchell
Chairman
25th May 2022

Proposed by: Irene Mitchell

Seconded by:

Agenda item 8.a

The Past

In the past 10 years, Lavenham in common with other Parish Councils assumed responsibility for some aspects of local authority provision. Those cover both operational responsibilities and development opportunities. These changes arise from the Localism Act 2011(LA). In Lavenham, street cleansing for example has been devolved by Babergh and through the CIL arrangements, some development of our infrastructure has been accomplished. The LA also offered PCs the power to take on a wider role, by achieving the status of Council with the General Power of Competence (GPOC), but in Lavenham the PC absorbed additional responsibilities within its traditional role and modus operandi. This has been possible through tremendous voluntary effort by Councillors, non-Councillors and the incomparable commitment of the Parish Clerk.

The Present

There are some agreed aspirations and policy initiatives carried over from previous years. E.g. 20mph scheme. The Neighbourhood Plan and the emergent revision will be the guidance 'bible' to the Council in the 15 year period following adoption. For the year 2022-23, this Council should consider, which if any of the outstanding projects from NP1 or previous Council decisions, they wish to take forward. This work is in hand.

The Future

To take forward a challenging policy and development agenda, the Council needs to improve its organisation. The first step in this pathway is to increase input from paid officers and decrease the reliance of hands-on effort by Councillors. We need to take steps to evolve into a Council that will have the ability to move forward with initiatives as they arise e.g. Government sponsored opportunities. More importantly it will obviate the need for arms-length organisations that the PC has had to establish, in order to do the things it wants to do e.g. 2 Lady Street. We must aim to be a Council with GPOC and to achieve this, the Council must be two-thirds elected and the Clerk to the Council must hold a certificate level qualification. This will require the electors to play their part in ensuring the Council remains within the 'elected threshold' and the recruitment and retention of a qualified Clerk. The overall objective is to transform into a Council, where policy is developed from evidenced based research undertaken by its administration. This will enable Councillors to reach sound decisions that are workable, legal and financially robust.

The Path to the Future

Working Groups might benefit from review, but this is not seen as a priority. Some Groups work well and others have never really got off the ground. Instead, it is suggested that where practicable the Groups continue and where necessary, a Lead Councillor takes on a role – this would normally be for a specific piece of work.

Future capital developments must be professionally managed. That does not mean we will not seek or accept the services of volunteers. We are fortunate in our village there are many people who are willing to assist in efforts to improve and enhance this community. Valiant efforts by Councillors to undertake sometimes quite complex and demanding functions should be seen as having a short shelf life. Instead, Councillors will evolve into a group of elected representatives who collectively, take decisions to improve the lives of residents, business owners and visitors but delegate the task of implementation to those better equipped to do so.

Policy proposals should only be considered in the context of our overall strategic direction and be fully costed and resources identified before decisions are taken. This includes capital development costs and on-going revenue requirements.

Irene Mitchell, Chairman

25th May 2022

LAVENHAM PARISH COUNCIL: RECRUITMENT OF CLERK

Agenda item 8.b

Motion

Council is asked to agree:

“That the process of recruitment to replace the Parish Clerk should commence without delay and that the wording of advertisements should be delegated to the Clerk to the Council”

Irene Mitchell
Chairman
25th May 2022

Proposed by: Irene Mitchell

Seconded by:

LAVENHAM PARISH COUNCIL: RECRUITMENT OF CLERK

Agenda item 8.b

Mrs Bellward has indicated that she wishes to retire but will continue to serve the Council until a replacement has been appointed and a full handover takes place. It is known to be difficult to recruit Parish Council clerks so final decisions on replacement arrangements cannot be agreed until we 'test the water'. The clerk's role in this Council has changed substantially in the past few years, as has the scope and opportunities for Council. Our current clerk is contracted for 18 hours per week but is known to work significantly more.

This change in arrangements will consume more resources than in previous years. Lavenham PC spends around 15% of precept on staff costs, Long Melford 53%, Boxford 36% and Acton 24% although this is planned to increase. Lavenham's position is clearly at variance with other local councils.

Costs have been deliberately excluded in this note. We need invite interest in the position and thereafter determine what we can realistically achieve to meet the needs of the Council. Costs will of course be a material consideration and will depend on recruitment, so any discussion about budget at this time would be premature. That said, in the initial 1-3 years of the new arrangements, we will likely have to reduce budget aspirations on other expenditure items and may have to rely on reserves for a period, to enable this change.

Some options are briefly set out below. There may be other combinations. In all options the aim is for a qualified clerk or an appointee who is willing to gain the certificate.

	Advantages	Disadvantages
Option 1 A single full time clerk/RFO	Opportunity to attract a career minded individual	Would need holiday and other absence cover A career pursuing candidate may not be keen to perform an 'all round' role The Council may not initially have need of a FT post
Option 2 A part time clerk and part time RFO or Job Share i.e.2 part time clerk/RFOs	The postholders would be expected to cover for each other Scope for the Council to increase hours as needed	One would have to be senior to fulfil Clerk to the Council role
Option 3 A part time clerk/RFO and admin assistant	Scope for the Council to increase hours as needed	None obvious, but in practical terms will depend on the quality of the candidate for clerk/RFO
Option 4 A part time clerk/RFO	Scope for the Council to increase hours as needed	Unlikely to visibly reduce the input needed from Councillors

Expressions of Interest

It is proposed that a general advertisement is placed on the SALC website, in the local press and on Council notice-boards inviting potential candidates to contact the Parish Clerk or the Chairman.

Agenda item 9.a

Motion

Council is asked to agree:

“The revised budget plan for 2022-23 as set out in the attached paper dated May 2022”.

Irene Mitchell
Chairman
25th May 2022

Proposed by: Irene Mitchell

Seconded by:

		Forecasts		
INCOME	2022-23 baseline	Year 1 2023-24	Year 2 2024-25	Year 3 2025-26
Precept	87433	94428	101982	103002
Car Park donations	8000	10000	15000	20000
Burials	5500	5500	6100	6100
Grants LA	9730	10217	10727	11264
Grants other				
Donations				
Interest				
donations from EV surplus		500	750	1000
Refunds	637			
totals	111300	120644	134559	141365
EXPENDITURE				
LOAN: PWLB street lights	7520	7520	7520	7250
Administration				
Payroll	24250	32000	34000	36000
Audit, payroll services etc	2500	2625	2756	2894
Telephone & broadband	750	788	827	868
Copy, print, website, postage, petty cash	1200	1260	1323	1389
Data Protection	100	100	100	100
Subscriptions/Insurance	3000	3150	3308	3473
All Training/Cllr expenses	2000	1000	1050	1103
Room hire PC meetings	300	315	331	347
Buildings Maintenance	0	1000	1000	1000
Digital mapping	150	150	150	150
Misc Administration	500	500	500	500
Elections	600	1000	1000	1000
Parish Office business rates	750	788	827	868
Sub total	43620	52195	54691	56942
Public Realm				
Green Maintenance, street cleansing & dog sanitation	28000	28000	28000	29400
All cemetery management	1600	1680	1764	1852

PC Green Maintenance and Care	2000	2100	2200	2300
Street Lighting energy	4000	4000	4000	4000
Play equipment	500	500	500	500
Street Furniture	0	3000	0	0
Public Toilets/car parks	16000	16800	17640	18522
Car Park donation points	430	430	430	430
Utilities,all car parks & office	4200			
Miscellaneous	1000	1000	1000	1000
Sub total	57730	57510	55534	58004
Exception items				
Website development	1000	1000	1000	1000
Accounting software & computer	2000	0	0	2000
sub-total	3000	1000	1000	3000
Section 137				
Christmas trees/lighting	2200	2000	2000	2200
Pre school subsidy	0	0	0	0
Grants	750	0	0	0
Library support	0	0	0	0
Lavenham Walk	0	0	0	0
1st Meadow summer facilities	500	500	500	500
Xmas Carol Event	500	500	500	600
Platinum Jubilee/Other small Events	3000	1000	1000	1000
Sub total	6950	4000	4000	4300
Contingency/build reserves	0	5939	19334	19119
Total	111300	114705	115225	122247

Lavenham Parish Council: Church Street Toilets – Putting Matters Right

Agenda item 9.b Church Street Public Conveniences

Motion

Council is asked to agree:

“To approve emergency remedial work to Church Street toilets at a cost of £12294.00 net of VAT and to earmark a provisional sum from Neighbourhood CIL of £15,000 to include additional trades costs and contingencies ”

Irene Mitchell
Chairman
25th May 2022

Proposed by: Irene Mitchell

Seconded by:

Lavenham Parish Council: Church Street Toilets – Putting Matters Right

Agenda item 9.b Church Street Public Conveniences

Background

On 7th April 2022 Council agreed we should seek a report from an accredited company on the fitness for purpose of the 2021 refit. Council also agreed we should seek a quotation to put matters right. This was considered by Council on 5th May 2022, where it was agreed that we should await the report and request further information. Council asked for confirmation on whether it is necessary to replace all toilets and requested more information on warranties of the recommended fittings.

This paper is to inform Council of the further information received and to invite a decision on the way forward.

Report on Fitness for Purpose

This report drew attention to the toilets being located directly opposite a public house and that vandal resistant sanitaryware had not been installed. The report also noted the finish and workmanship of the doors are of poor quality and may have been installed incorrectly. The magnets do not catch which prevents the automatic door locking system from working.

Quotation – Further Information

The sanitaryware proposed, has a manufacturer warranty of 12 months but in the opinion of the provider, has a considerably longer lifespan. The items are designed for use in institutions. The system proposed is, concealed cisterns with hands free electronic flush mechanisms to avoid misuse. To install this flush mechanism, toilets have to be replaced with the 'back to the wall' type. This mechanism is operated by battery. A mains charging option is available and a price has been requested. It is not reasonable to expect paid staff or Councillors who are not plumbers or electricians to change batteries.

Damage has been experienced to flush mechanisms and sanitaryware in 2 cubicles; those directly facing the public house. It is possible to undertake remedial work on only 1 cubicle but this would mean a significantly higher unit cost. Economies of scale are achieved if all are replaced at the same time.

Doors and Automatic Locking

The quote contains a small sum for an investigation of the current doors, replacement of broken or ineffective door furniture and an undertaking to work with the supplier of the automatic door locking system to seek a solution. If Council decide that full operation of this system is required, it is expected that there will be further costs e.g. replacement doors. From observation of this system, it is:

- Sensitive to slight changes in door movement
- Relies on users reading multiple instructions to operate the doors and alarm bells. NOTE: given our location this might need to be multi-lingual
- Causing users to panic and damage fittings or setting of the alarm NOTE: We do not have an on-call service for emergencies

Re-providing more robust door furniture is included in the stated prices.

Image of the Council

Only a few Councillors and the Clerk have had any involvement with this project. Since completion, all toilets have been in full working order on only a few days. The public have been understanding of our dilemma but are not content. The reputation of the Council and the village has been damaged by this unfortunate episode.

Lavenham Parish Council: Church Street Toilets – Putting Matters Right

Options

The options presented here are:

1. Undertake remedial works to vandal-proof the complete facility
2. Close the facility completely
3. Do nothing

The cost of providing temporary toilets has had to be absorbed whilst we continue to pay for a full cleaning and sanitation service. This cannot continue. Council must now decide to undertake the remedial work or close the toilets completely to avoid cleaning and sanitation costs. Savings would not be immediate as the sanitation contract is for a period of 2 years. Cleaning can be stopped within 1 month maximum. Releasing those costs would enable provision of additional portable toilets but would result in the loss of a 2nd parking space which would require the formal approval of Babergh Council. Energy standing charges cannot be avoided as the supply is to the whole building which includes the Parish Office.

Risks

When committing to spend resources, Council is **obliged** to consider risk. The key risk factors are set out below. The level of risk applied to each factor is subjective. Not all factors may be applicable, but it is felt prudent to include rather exclude any possible risk.

		Risk Level	Type of Risk
1	Remedial works		
	Short term complete closure of the facility	Low to Medium	reputational
	Additional portaloos for a brief period	Low to Medium	financial
	Impact on CIL budget	Medium	financial
2	Permanently close the facility		
	Permanent portable toilets balanced by reduced cleaning costs	Neutral	financial
	Permanent loss of 2 car parking spaces (if permitted)	Low to Medium	reputational
	CIL team opinion on quality of future bids	Low to Medium	financial
	Possible clawback of funds circa £50k	Medium to High	financial
	Impact on Council reserves	Very High	financial
	Influence on decisions by CIL team for future bids	Medium to High	financial
	Public criticism & damage to reputation of the Council and village	Very High	reputational
3	Do Nothing		
	Likelihood donated income remaining low	Very high	financial
	Investigation by CIL team	High	reputational
	Adverse criticism and damage to reputation of the Council	Very high	reputational
	Continuing overspending of budget	Very High	financial

Overall, the risk of Do Nothing is considered High to Very High. Closure of the facility is High. Remedial work is Medium.

The Future

If Option 1 is adopted, the Clerk and Chairman will review whether all cubicles should be designated for all users or whether to change the arrangements to a different combination. Council approval will be sought for any changes to the current arrangements.

Irene Mitchell, Chairman
25th May 2022

Agenda item 9. Finance – request for Literary Festival sponsorship

Dear Jane,

We're delighted to announce that the seventh Lavenham Literary Festival is taking place on 18 - 20 November. The Parish Council has in the past generously supported this event and we write to ask for help again this year.

The talks will cover a wide variety of fiction and non-fiction subjects and our distinguished authors include Alan Johnson, politician turned thriller-writer, historian and television presenter Tracy Borman and the poet Wendy Cope.

We are writing to invite Lavenham Parish Council to sponsor one of our ten authors. Your name would appear twice in the Festival programme, alongside the author's name and in the list of sponsors, and will be displayed on the screen during their talk. You will of course also be introduced to the author you are sponsoring. Author sponsorship is offered at £250.

We are happy to send you a list of the authors available. Do please get in touch if you have any queries or would like to discuss the proposal.

We hope you will take this opportunity to support the Lavenham Literary Festival which makes an important contribution to the life of our village. We attract an audience from all over East Anglia and as far afield as London, the Midlands and the north and south of England.

Best wishes,

Susan Burton

Agenda item 10 (Clerk's Report) – Request for Parish Council support for future museum initiative

From: Carroll Reeve
Sent: 14 April 2022 13:16
To: Iain Lamont
Subject: Museum

Iain,

An idea that has been kicking around for a little while: is the need for a Lavenham village museum or heritage centre. This would cover village history, including the airfield. There are two different groups in the village that hold some many and varied artefacts between them. The Friends of Lavenham Airfield (FOLA) hold the airfield memorabilia and are about to open a memorial to the USAAF airmen who perished on missions from here. A separate trust holds village artefacts.

The idea is to put an extension off of the main street corridor of the village hall. At this time there is no clear plan or scheme, but I want to seek out potential grants and Chris Knock (BMSDC grant officer) suggests the - National Heritage Lottery Fund.

To move this forward requires a host of organisations in the village coming together - LCC, etc. Would the parish council support such an initiative?

regards, have a good Easter break, Carroll

Planning Applications for consideration at LPC meeting on 9th June 2022

APPLICATION FOR PLANNING PERMISSION WITHOUT COMPLIANCE OF
CONDITION(S)

DC/22/02404 10 Lady Street, Lavenham

Proposal: Application under S73 for Removal or Variation of a Condition following grant of Planning Permission B/12/01024/FUL Dated 06/03/2013 Town and Country Planning Act 1990 - Change of use from residential to mixed use (A1, A3 and C3) including associated alterations, and conversion of existing garage to kitchen preparation area and toilets as amended and amplified by agent's letter dated 4 December 2012 amending description to change of use to mixed Class A3 and Class A4 use and conversion of garage to storage, plant and WC use, together with other changes to the proposals as set out in an 'Additional Information' document and a revised Design and Access Statement together with amended plans numbered 915/05A, 06A, 07A, 08A, 09A, 10A and 11A - To vary Condition 2 (Hours of operation) and Condition 11 (Restriction of Areas for Consumption of Food and Drink) to allow extension to current opening hours and revision to areas to be used for consumption of food and drink

DC/22/02649 45 High Street, Lavenham

Full Planning Application - Erection of open sided garage/store.

DC/22/02802 Fiddler Simpsons Cottage, The Granary, Bury Road, Lavenham

Planning Application - Erection of 1No. dwelling.

Agenda Item 13

Report on progress at Gas Works Car Park May

The Site works renovating the Gas Holder are to be completed on the 1st June.

The final electrical commissioning will be completed week commencing 6th June

Contract completion with our solicitors is planned for 10th June when we will then officially own the Gas Holder

The opening will take place on 14th June and Durman Stern will return on 15th June to remove the gates and Andrew will erect the P sign. After then the Car Park will be open.

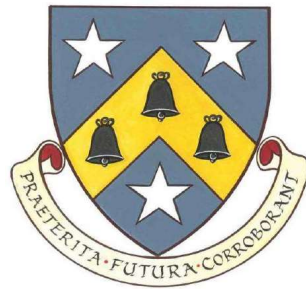
The legal order is not yet ready; we will erect a temporary notice until it is prepared. See the attached.

The EV point cannot open until we have agreed a way that we can trade. A proposal is being worked on to allow this to happen shortly.

Iain Lamont

30/5/22

The Coat of Arms
of Lavenham



LAVENHAM PARISH COUNCIL

Welcome to Water Street Gas Works Car Park

Parking is for the Park Of Vehicles as defined in the current Lavenham Parish Council Parking Regulations a copy of which can be viewed on the Parish Council Website <http://lavenham.onesuffolk.net/>

The council permits persons to park motor vehicles on this car park on the strict understanding that all persons do so entirely at their own risk.

The Council shall not accept responsibility nor be under liability for any loss or damage whatsoever caused to any motor vehicles or other property entering or brought onto this car park

The following restrictions apply and are included in the
Lavenham Parish Council Parking Regulations

No Parking outside designated bays

No Continuous running of engines

No unlicensed vehicles

No vehicles over 1.5 tonnes (Goods Vehicles)

No selling, hiring, servicing or washing of vehicles

No Caravans, boats or trailers (not attached to a vehicle)

No incorrect use of use of directional signs

No use of the car park as any form of operating centre

No trading

No sleeping, camping, cooking, littering

No erection of structures

No parking at Electric Vehicles Charging points unless charging a vehicle

No obstruction of Electric Vehicle Charging Points

Electric Vehicles are limited to 12 hours parking whilst charging.

Vehicles not parked in accordance with the parking regulations may receive a penalty charge

Registered keeper's details may be requested from the DVLA