

LAVENHAM PARISH COUNCIL

To: Members of Lavenham Parish Council

You are duly summoned to attend the Annual Meeting of Lavenham Parish Council to be held at 7.30 pm on Thursday 18th May 2023 at Lavenham Village Hall, Church Street, Lavenham.

Public Attendance

Members of the public and press are welcome to attend. At item 5 the public will be invited to give their views/question the Parish Council on issues on the agenda, or raise issues for consideration of inclusion at future meetings. This item will generally be limited to 15 mins. duration.

AGENDA

- 1. To elect a Chairman**
- 2. To elect a Vice-Chairman**
- 3. Declarations of Interest**
- 4. To consider requests for dispensations**
- 5. To approve as accurate minutes of the last meeting of the Council**
- 6. Public participation session (15 minutes)**
- 7. Local Authority Councillors' Reports**
- 8. Chairman's Announcements**
- 9. Planning**
To receive a report and recommendations from the Planning Group
- 10. Clerk/RFO Report**
 - 10.a Motion: to approve Accounts for the month ended 30 April 2023.**
 - 10.b Motion to approve Receipts and Payments for the month ended 30 April 2023.**
 - 10.c Motion to approve the removal of Jane Bellward, Robert Macro, Carroll Reeve and Iain Lamont from the Bank Mandate and the addition of Andrew Smith, Janice Muckian and the Chairman.**

11. Proposal to establish a [.gov.uk](https://www.gov.uk) domain

Motion: Council is asked to approve the implementation of Microsoft 365 at an initial cost of not more than £400 and an ongoing annual cost of £780.

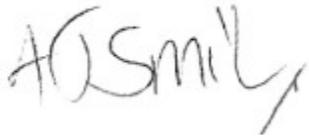
12. Report to Allotments and Lavenham Walk

Receive and note report from Councillor Mitchell.

13. Meeting of June 1 2023.

To note that council will be asked to approve at its meeting on June 1 the Code Of Conduct, Council Standing Orders, Council Financial Regulations, Authority to release resources, Council Scheme of Delegations.

14. Date of next meeting – Thursday 1st June 2023



Andrew Smith
Clerk to the Council
Parish Office
Church St
Lavenham

Date: 12th May 2023

9. Lavenham Parish Council Planning Group.

Planning Applications for consideration at LPC meeting on 18TH May 2023

None

Planning Applications for consideration at LPC meeting on 1st June 2023

DC/23/02208 Fell Ash Tree, Tudor Cottage, 92 Church Street.

DC/23/02214 – Fell seven trees, The Old Rectory, Church Street.

These applications have been received very recently and Babergh DC has agreed to close Consultation on June 2.

Applications for Discharge of Conditions for consideration at LPC meeting on 18TH May 2023

DC/22/06053 (Cartlodge to replace Garage) and DC/22/06052 (reconstruction of Conservatory) at 25 Prentice Street.

Enforcement Notices lodged with Babergh DC

EN/23/00265 4 Ropers Court, UPVC windows throughout and UPVC Patio Doors Front Balcony.

EN/23/00219 8 Ropers Court, UPVC Front Door.

EN/23/00212 25 Church St, Installation of Solar Panels.

	Location	Subject	Babergh	Lavenham PC
Jan				
00458	Pegtile Ct	Trees	Granted	Recommend refusal, there does not appear to be any justification for the need to fell this tree. No comment re Neighbourhood Plan.
00426	8 The Paddocks	Trees	Granted	Conditional: replacement trees. Trees all poor quality Hawthorn with many small trunks. No reference to Neighbourhood Plan.
00424	1 Green Willows	Garage	Refused	Refusal. Building footprint out of proportion compared to other garages and properties. Contrar to Neighbourhood Plan Policy D1.
00441	4 Parmenter Walk	Extension	Granted	Approval. No reference to Neighbourhood Plan.
Feb				
00774	Island House	Trees	Granted	Conditional: replacement Oak, No reference to Neighbourhood Plan.
00545	8 Ropers Court	French Doors	Granted	Refusal, modern plastic/metal type windows and doors. No reference to Neighbourhood Plan.
00529	16 Prentice St	Trees	Granted	Conditional: replacement trees. No reference to Neighbourhood Plan.
Mar				
01344	Land West of Bury Rd	6 Houses	Ongoing	Refusal. Contrary to D1 and CS11 of LNP, and contrary to CR08 Babergh Local Plan, CS15 Babergh Core Strategy and LP01 and SP03 of the emerging Babergh and Mid Suffolk Local Plan.
01094	32 Spring St	Extension	Granted	Approval, extension is outside Conservation area. No reference to Neighbourhood Plan.
01036	2 Granary Cottages	Extension	Granted	Approval, extension modest and not visible from the street. No reference to Neighbourhood Plan.
01044	Pegtile Court	Solar Panels	Ongoing	Refusal, Conservation area D1 and Solar Panels etc Policy ENV1.
Apr				
01821	Caustons, Bolton St	Trees	Approved	Approval
01688	46 Church St	Repairs	Ongoing	Approval
01753	Little Beeches	Trees	Ongoing	Approval
May				
02208	Tudor Cottage, 92 Church St	Trees	Ongoing	
02214	The Old Rectory, Church St	Trees	Ongoing	
22/06052	25 Prentice St	Cartlodge Discharge of Conditions	Ongoing	
22/06053	25 Prentice St	Conservatory Discharge of Conditions	Ongoing	
Enforcement				
EN/23/00265	4 Ropers Court	UPVC windows & UPVC Patio Doors Front Balcony	Ongoing	
EN/23/00219	8 Ropers Court	UPVC Front Door	Ongoing	
EN/23/00212	25 Church St	Solar Panels	Ongoing	

10.a April 2023 Accounts	April Actual YTD	April Budget YTD	Favourable/ (Adverse)	Notes
Fixed Income	10,066.67	10,066.67	0.00	
Variable Income	2,144.15	600.00	1,544.15	Car Parking Income: Under accrual in March £268.85. Underlying Income £1,705.30.
Total Income	12,210.82	10,666.67	1,544.15	
Depreciation and PWLB interest	208.67	626.67	417.99	This is interest, not as budgeted, total repayments, continuing variance. Earmark set up to in lieu of depreciation.
Management Costs	5,186.03	5,058.33	-127.70	Agreed to Payroll. Nupremis Planning Consultancy re Bury Rd were the additional costs incurred.
Office costs	1,321.74	1,520.83	199.10	No significant variances
Public Realm Costs	2,981.87	3,312.92	331.05	Accrual based on final electricity cost for 2022/2023
Toilet Costs	702.94	1,383.33	680.39	Prentice St Non EV Energy refund £432 re estimated readings is key driver
Misc	185.00	41.67	-143.33	Accrual Chapel St Business Rates due to having multiple properties.
Community Events	0.00	0.00	0.00	No variation
Other	564.20	141.67	-422.53	£288 Anglia Charging Backdated invoice relating to 2022/2023 received May 2023.
Contingency	0.00	208.33	208.33	Contingency
Total Costs	11,150.44	12,293.75	1,143.31	
Surplus/(Deficit)	1,060.38	-1,627.08	2,687.46	

	April Actual YTD	April Budget YTD	Favourable/ (Adverse)	Notes
Staff salaries and Other Consultancy Costs	4,870.03	4,850.00	-20.03	Agreed to Payroll. Nupremis Planning Consultancy re Bury Rd were the additional costs incurred.
Audit and Payroll bureau costs	316.00	208.33	-107.67	Minor under accrual year end £96 is majority of this.
Management Costs	5,186.03	5,058.33	-127.70	
Telephone & broadband	113.41	100.00	-13.41	Not material
Office materials & petty cash	0.00	108.33	108.33	No costs incurred
Data Protection	0.00	0.00	0.00	No costs incurred
Subscriptions & Insurance	680.94	700.00	19.06	SALC membership
All Training/CLr expenses	39.22	166.67	127.45	Environmental Conference CLr Mitchell
Room hire PC meetings	109.00	66.67	-42.33	Village Hall
Buildings Maintenance	0.00	0.00	0.00	No costs incurred
Digital mapping	150.00	150.00	0.00	Pear Technology Annual Invoice
Parish Office business rates	145.83	62.50	-83.33	Accrued
Parish Office rent	83.33	83.33	0.00	Accrued to forecast
Costs of Democracy	0.00	0.00	0.00	No costs incurred
Miscellaneous	0.00	83.33	83.33	No costs incurred
Office costs	1,321.74	1,520.83	199.10	No significant variances
Green Maintenance	958.75	958.75	0.00	Charge is £958.75 per mth unchanged from prior yr
Street cleansing	1,278.40	1,333.33	54.93	Charge is £1278.40 per month unchanged from prior year
Refuse collection bins & dog bins	74.72	87.50	12.78	Accrual made, invoice now received.
Tree Maintenance and Care	0.00	150.00	150.00	No costs incurred, no accruals made, immaterial
All cemetery management	0.00	91.67	91.67	No costs incurred, no accruals made, immaterial
Play equipment	0.00	25.00	25.00	No costs incurred, no accruals made, immaterial
Street furniture	170.00	0.00	-170.00	Actual cost is invoice for repairing Notice Boards
Street Lighting energy	500.00	666.67	166.67	Accrual based on final electricity cost for 2022/2023
Public Realm Costs	2,981.87	3,312.92	331.05	
Church Street energy	157.21	291.67	134.46	Actual costs incurred to end April
Church Street water	0.00	0.00	0.00	Invoiced quarterly, not material, no accruals
Prentice St Water	0.00	0.00	0.00	Invoiced quarterly, not material, no accruals
Prentice St non EV energy	-236.79	50.00	286.79	Prentice St Non EV Energy refund £432 re estimated readings is key driver
Donation Points	35.90	41.67	5.77	£35.90 is regular monthly cost
Water Street green maintenance	0.00	41.67	41.67	No costs incurred
Washroom Cleaning & Consumables	746.62	833.33	86.71	Actual Costs
Minor Maintenance	0.00	83.33	83.33	No costs incurred
Miscellaneous	0.00	41.67	41.67	No costs incurred
Toilet Costs	702.94	1,383.33	680.39	
Website development	0.00	16.67	16.67	No costs incurred
Accounting software & computer	50.00	25.00	-25.00	Computer Repair
Chapel Business Rates	135.00	0.00	-135.00	Accrual Chapel St Business Rates due to having multiple properties.
Misc	0.00	0.00	0.00	No costs incurred
Misc	185.00	41.67	-143.33	
Small Grants (combined)	0.00	0.00	0.00	No costs incurred
Christmas trees/lighting	0.00	0.00	0.00	No costs incurred
Xmas Eve Community Carols	0.00	0.00	0.00	No costs incurred
1st Meadow summer facilities	0.00	0.00	0.00	No costs incurred
Platinum Jubilee/small events	0.00	0.00	0.00	No costs incurred
Community Events	0.00	0.00	0.00	
Energy Standing charge/lighting/EV	310.03	100.00	-210.03	£288 Anglia Charging Backdated invoice relating to 2022/2023 received May 2023.
Water Street Business Rates	254.17	41.67	-212.50	Accrual
Other	564.20	141.67	-422.53	
Contingency		208.33	208.33	
Total Expenses	11,150.44	12,293.75	1,143.31	
Surplus/(deficit)	1,060.38	-1,627.08	2,687.46	

		Mar 23	Apr 23
Fixed Assets	Cost	135,407.90	138,760.79
	Accumulated Depreciation	0.00	0.00
	Net Book Value	135,407.90	138,760.79
Debtors		0.00	0.00
Accrued Income		404.27	1,542.32
VAT Refunds		1,585.76	3,705.15
		1,990.03	5,247.47
Cash at Bank	Bus Prem	325,883.44	388,222.25
	Current Acc	1,971.91	1,527.43
	Petty Cash	110.00	110.00
		327,965.35	389,859.68
Trade Creditors		0.00	-10,624.74
Accruals		-9,726.01	-9,510.94
Deferred Income			-45,875.00
Lights Creditor		-135,407.90	-135,407.90
		-145,133.91	-201,418.58
Loans		-78,744.89	-78,744.89
Net Assets		241,484.48	253,704.47
General Funds		143,776.98	145,663.99
Ballot Fund		4,800.00	4,800.00
Public Realm		5,000.00	3,421.10
Number 2 Lady St		3,000.00	3,000.00
NCIL		47,387.04	62,675.85
Lavenham Funds in Trust		1,500.00	1,500.00
Neighbourhood Plan Fund		4,173.51	44.31
Lighting Fund		27,081.58	27,833.85
Street Fair Fund		4,765.37	4,765.37
Total Reserves		241,484.48	253,704.47
Imbalance		0.00	0.00

Cashflow:

Opening Cash		327,965.35
Precept Cash	55,050.00	
Car Parking Donations	1,473.50	
Burial Fees	70.00	
EV Charging Income	354.27	
NCIL	15,288.81	
Supplier Payments	-8,798.67	
Supplier Refund	432.34	
Salaries Payments	-1,600.92	
Donation Repaid	-375.00	
Closing Cash	61,894.33	389,859.68
Per Balance Sheet		389,859.68
Add back Uncashed cheque payment		500.00
Per Bank Statement		390,359.68
		0.00

	B/F	Income/ Expenses	In lieu dep'n Lighting earmark	Bins Transfers	C/F
General Funds	143,776.98	1,060.38	-752.27	1,578.90	145,663.99
Ballot Fund	4,800.00				4,800.00
Public Realm	5,000.00			-1,578.90	3,421.10
Number 2 Lady St	3,000.00				3,000.00
NCIL	47,387.04	15,288.81			62,675.85
Lavenham Funds in Trust	1,500.00				1,500.00
Neighbourhood Plan Fund	4,173.51	-4,129.20			44.31
Lighting Fund	27,081.58		752.27		27,833.85
Street Fair Fund	4,765.37				4,765.37
Total Reserves	241,484.48	12,219.99	0.00	0.00	253,704.47

10. b Receipts and Payments April 2023

Premium Account

4/1/2023 Balance Brought Forward	325,883.44
4/11/2023 Babergh DC Precept	55,050.00
4/13/2023 Transfer to Current Account	-8,000.00
4/17/2023 Babergh NCIL	15,288.81
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4/30/2023 Balance Carried Forward	388,222.25
4/30/2023 Per Bank Statement	388,222.25

Current Account

4/1/2023 Balance Brought Forward	1,971.91
4/3/2023 Anglia Charging	354.27
4/3/2023 Supplier Payment Richard Duchesne Christmas Tree	-264.00
4/3/2023 Car Parking Income Card Payments	106.40
4/4/2023 Car Parking Income Cash Donations	155.00
4/11/2023 Car Parking Income Cash Donations	241.00
4/11/2023 Refund Electricity Total Energy	432.34
4/12/2023 Car Parking Income Card Payments	133.95
4/13/2023 From Bus Prem	8,000.00
4/17/2023 Car Parking Income Card Payments	108.30
4/17/2023 Supplier Payment BT	-161.67
4/17/2023 Supplier Payment Suffolk CC Lights	-2,128.79
4/17/2023 Supplier Payment SALC Membership	-680.94
4/17/2023 Supplier Payment Glasscubes Software	-36.00
4/17/2023 Supplier Payment JPB Landscapes	-2,684.58
4/17/2023 Net Wages Payment Bellward	-985.15
4/17/2023 Net Wages Payment Smith	-615.77
4/17/2023 Supplier Payment Infinity Cleaning	-750.50
4/17/2023 Supplier Payment Pear Technology Mapping Software	-180.00
4/17/2023 Supplier Payment Command Pest (Sanitary Bins_	-174.00
4/17/2023 Supplier Payment Village Hall hire	-85.50
4/17/2023 Supplier Payment Karl Hobbs Computer Repair	-50.00
4/17/2023 Supplier Payment Verastar Telephone	-295.41
4/17/2023 Donation repayment Lavenham Gardening Club	-375.00
4/18/2023 Supplier Payment British Gas Water St	-74.69
4/18/2023 Supplier Payment British Gas Church St	-98.52
4/18/2023 Halstead Memorial Burial Income	70.00
4/18/2023 Car Parking Income Cash Donations	190.00
4/24/2023 Supplier Payment: HJ Lazarus	-165.00
4/24/2023 Supplier Payment: Seago and Stopps	-115.20
4/24/2023 Supplier Payment: Paul Holland	-170.00
4/24/2023 Supplier Payment: M Consulting	-500.00
4/24/2023 Car Parking Income Card Payments	306.85
4/25/2023 Supplier Payment BT Mobile Phone DD	-7.73
4/25/2023 Supplier Payment Total Energy DD Electricity Water St	-121.33
4/25/2023 Supplier Payment Zoom	-15.59
4/26/2023 Supplier Payment Conference Attendance	-39.22
4/28/2023 Car Parking Income Cash Donations	232.00
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4/30/2023 Balance Carried Forward	1,527.43
Cheque not cashed	500.00
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4/30/2023 Per Bank Statement	2,027.43

10.c Proposal to change signatories on the Bank Mandate

Background:

The Bank Mandate requires that two signatories are required for all payments. This is satisfactory, in my opinion.

The signatories to the Bank Mandate are currently Jane Bellward, Mary Morrey, Robert Macro, Carroll Reeve and Iain Lamont.

Carroll Reeve and Iain Lamont are on the Bank Mandate consequent of having been Chairmen of the Parish Council but have had no recent involvement in Banking matters.

Motion: Council is asked to approve the removal of Jane Bellward, Robert Macro, Carroll Reeve and Iain Lamont from the Bank Mandate and the addition of Andrew Smith, Janice Muckian and the Chairman.

Andrew Smith, Clerk to Council

11. Proposal to establish a .gov.uk domain

Background:

At the April 6 meeting Council Mitchell reported as to the need to improve the IT systems of the Council including establishing a .gov domain.

The minutes of that meeting report that:

Cllr Mitchell presented her report. Cllr Chick commented that with the security concerns of IMAP and the desire to introduce a centralised document management system that Office 365 would be the preferred option. The Clerk was asked to look for two quotes including cloud-based document storage. Cllr Mitchell commented that the recent failure of one of the Clerks laptops had highlighted the need for central data storage.

Update:

Council has attempted to find alternative suppliers. No suitable further suppliers have been identified. The hourly rate quoted by the Supplier is £65 plus VAT per hour.

Discussions with IT professionals in related fields have confirmed that this rate is highly competitive. Equally importantly this supplier has provided the same services to a neighbouring parish who are extremely pleased with the work done.

The total cost of the project following conversations with the supplier to include cloud-based storage of all the Council's electronic files is:

Summary of Costs ex VAT (Microsoft 365)

	Implementation	Annual Recurring
Purchase/hosting of domain	£60	£60
Set-up	£260 est.	
Email x 12 addresses		£720
Totals	£320	£780

The Standing orders of the Council state that 'where the value is below £3,000.00 and above £1,000.00 the RFO shall strive to obtain 3 estimates.

Motion: Council is asked to approve the implementation of Microsoft 365 at an initial cost of not more than £400 and an ongoing annual cost of £780.

Andrew Smith: Clerk to Council

12. Report to Council 18th May 2023

Provision of Allotments

1. Legal Context

Parish Councils have Powers to provide land for allotments and to enter into tenancies in or outside the council's area. They also have a Duty to provide allotment gardens if demand is unsatisfied and if reasonable to do so. [Small Holding & Allotments Act 1908, ss.23, 25.] "Demand" is defined in law as Representation in writing of six electors or council taxpayers in the Parish. "Reasonable to do so" means the council must use its best endeavours to acquire suitable land. It has power to acquire land, freehold or leasehold, by agreement or, if necessary, by compulsion. It may also take a lease or tenancy of land for the same purpose. However, the council may find it impossible to acquire land on reasonable terms, in which case it cannot meet the demand for allotments. [Clerks and Councils Direct]

2. Current Position

LNP1 Policy C4 states that "(development) proposals which provide for public allotments will be encouraged". There are no allotments within the Parish. Interest in acquiring an allotment is around 20 residents but this will require verification.

3. Hartog Hutton Development [Land off Normans Way]

As a planning condition, 8 allotments are being developed. There are however issues with this site from a Parish Council perspective that remain unresolved [see 5 below]. The developer has verbally indicated that he expects to sub-let the land to the Parish Council at a peppercorn rent. However, Mrs Bellward, Clerk to the Council, confirms that there is no agreement with the developers and there is no obligation to do so.

4. Planning Process

The Parish Council gave support to the proposal to development allotments north of the Railway Walk in 2016/17, **providing** car parking was made available on the south side and that vehicles would not be permitted to traverse the pedestrian walkway. The outline planning permission given in 2017 contained a Condition that before any development commenced, *details of allotments, access and associated parking provision to be submittedwith a timetable for their delivery to be advised and implemented as agreed.* "

The Parish Council were consulted again in 2018 when the developer sought to discharge some of the other Conditions and the Planning Authority refused to discharge the Condition relating to the allotment site because they had not submitted details as required under the Outline Planning Permission. In 2020, the developer submitted a drawing to the Planning Authority which shows provision for 3 vehicles to park within the allotment site and thus permitting vehicles to traverse the Railway Walk. This was approved by the Planning Officer without reference back to the Parish Council. Babergh Council have been contacted and we await their response.

5. Council is asked **to note** this report.

Councillor Irene Mitchell, 10th May 2023