

# **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 6<sup>th</sup> July 2023 at Lavenham Village Hall, Church Street, Lavenham.**

## **Public Attendance**

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

## **AGENDA**

- 1. Apologies and approval of absences**
- 2. Declarations of Interest**
- 3. To consider requests for dispensations**
- 4. To approve as accurate minutes of the last meeting of the Council**
- 5. Public participation session (15 minutes)**
- 6. Local Authority Councillors' Reports**
- 7. Chairman's Announcements**
- 8. LNP2 Reg 16 Consultation**  
Receive and note a report from the Chairman of the LNP Review Group
- 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 31 May 2023.**
  - 10.b Motion to approve Receipts and Payments for the month ended 31 May 2023.**
  - 10.c Updates as to Website Management, .gov domain, EV charging, litter bins, dog bins and bench cleaning.**

10.d **Proposal to approve criteria for use of Restricted Reserves**  
**Motion: Council is asked to approve criteria for use of Restricted Reserves**

10.e **Proposal to approve Complaints Policy and Complaints about Councillors Policy**

**Motion: Council is asked to approve Complaints Policy and Complaints about Councillors Policy**

**11. Proposal to support Lavenham Football Club**

**Motion: To award recurrent funding of a maximum of £520 per annum to be funded from revenue**

**12. Report for noting of a moth infestation in the Churchyard**

**13. Social Media Policy**

**Motion: Council is asked to approve the establishment of a Parish Council Social Media Account**

**14. Report from the Traffic Working Party**

**Motion: Council is asked to approve the report and award funding of up to £5,000 for an external study to be funded from NCIL**

**15. Small Heritage Fund Raising**

**Motion: Council is asked to approve the Scheme Rules for a Small Heritage Fund**

**16. Proposal to replace the Kissing Gate**

**Motion: Council is asked to accept the preferred quotation B**

**17. Proposal to renovate the two listed telephone boxes.**

**Motion: Council is asked to issue invitations to quote for their renovation**

**18. Date of next meeting – Thursday 3<sup>rd</sup> August 2023**



Andrew Smith  
Clerk to the Council, Parish Office, Church St, Lavenham

Date: 30<sup>th</sup> June 2023

## **PARISH COUNCIL MEETING**

Held on Thursday 1<sup>st</sup> June 2023, commencing 7.30 pm. in the Village Hall.

*Full reports and supporting documents can be found on the Parish Council website under Meetings, June 2023 Meeting Pack. Paper copies are also available.*

### **Present:**

Cllrs Alison Bourne, Matt Chick, Frank Domoney, Lizzie Falconer, Iain Lamont, Janice Muckian, Irene Mitchell and Jane Ranzetta

Babergh District Cllrs Margaret Maybury, Paul Clover

In Attendance: Ian Rafferty: Babergh Council Community Safety Officer

Six members of the public.

### **1. Apologies and approval of absences**

Cllr Morrey.

**Proposed by Cllr Falconer seconded by Cllr Muckian, carried.**

### **2. Declarations of Interest**

None

### **3. Requests for Dispensation**

The Clerk reported that a dispensation request had been received from Cllr Mitchell, and that he had granted it so as to enable the Chair to discharge the responsibilities of the office when matters concerning Water Street or The Common are brought to the attention of the Council.

Cllr Mitchell has a Disclosable Pecuniary Interest in a property next to The Common. The dispensation requested is that Cllr Mitchell be permitted to remain in the Chair to conduct the meeting where general matters concerning Water Street and/or The Common are the subjects of discussion. This means that Cllr Mitchell will not participate in discussion or vote other than exercising a casting vote, should this need arise.

Where matters to be discussed relate specifically to her property Cllr Mitchell will hand over to the Vice Chair (or another councillor) and leave the room.

The dispensation expires on the date of the Council's Annual Meeting in 2024 or an earlier date if Cllr Mitchell ceases to be the Chair.

The Clerk repeated his request of Councillors, made at the previous meeting of the Parish Council, that each Councillor living in the Water St area, seriously consider requesting a dispensation to speak and vote on matters concerning Water St and the surrounding streets as otherwise the Council will likely be inquorate, unable to make any decisions, with respect to any issues as to this important street.

### **4. To approve as accurate minutes of the last meeting of the Council**

Cllr Falconer proposed, seconded by Cllr Bourne, carried.

### **5. Public participation session**

A Member of the Public asked why the Chair, as reported in Chairman's Announcements at the May 18 meeting, had written to Babergh Council with respect to an empty property on Sudbury Rd asking them to take action under the Empty Homes Initiative with there having been no discussion in Council of this prior to the letter being sent.

The Chair responded that she had received an informal complaint and had written as a Councillor as is her right.

A Member of the Public reported that Cadent whilst laying new gas pipes had taken over a layby in Meadow Close making it difficult to park, dumped soil on the Meadow Close Play area and removed a pathway post leaving a hole in the ground.

The Chair asked the Clerk whether any correspondence had been received from Cadent or the relevant authorities as to the work. The Clerk responded that that there had been none.

The Chair said that she would follow this matter up and respond to the resident.

A member of the Public thanked the Council for its help in persuading the Building Contractor to clean the construction and other debris from the Bury Rd.

## **6. Local Authority Councillors' Reports**

Cllr Maybury apologised for her non-attendance at the farewell for Clerk Bellward. She had been on holiday

Cllr Maybury explained that she had been asked to re-emphasise to all what should be placed in the blue recycling bins and the need for all items in them to be clean.

<https://www.babergh.gov.uk/waste-services/what-goes-in-my-bins/>

Cllr Maybury detailed the composition of the new Babergh Council Cabinet: 4 Greens, 3 Independents and 1 Liberal Democrat. Under the terms of the agreement, the Liberal Democrats are providing the leader for the first year of the council term: Cllr Busby. The Green Party, which won the most seats in the election, will provide the leader for the second and fourth years of the council term, and Independents for the third year.

The cabinet will not meet until July 18, the June meeting cancelled, to allow for full briefings to take place as 4 of the Cabinet are new members of Council.

Cllr Maybury concluded by reporting that she had written to Cllr Lindsay (Suffolk CC) following reports to her, as to the state of Lavenham's roads.

Cllr Clover endorsed Cllr Maybury's comments emphasising the care that needs to be taken as to what goes into recycling bins.

## **7. Chairman's Announcements**

The Chairman reported as to four matters:

- A) She had attended the Memorial Service at Lavenham Airfield where the names of the 233 US Servicemen who had died were read out.
- B) She reminded all present that the Hidden Gardens event was taking place Sunday June 4 and the vintage VW weekend Saturday/Sunday June 17/18.
- C) She welcomed Cllrs Ranzetta and Muckian to the Planning Group.

## **8. Council discussion with Ian Rafferty (Community Safety Officer Babergh DC)**

The Chair introduced Mr Rafferty and invited him to explain his role and that of his team and to refer specifically to parking on pavements which had given rise to concerns.

Mr Rafferty explained this his team had responsibilities for Anti-Social Behaviour, Domestic Abuse and Modern-Day Slavery, Pollution, Fly tipping and worked closely with the Tenancy Management team.

He explained the team is small and whilst trying to follow up all cases had to risk assess and prioritise.

With respect to parking and road traffic matters the Police have delegated most matters to Councils except endorseable offences, major disruptions and obstructions. Locally, shared with West Suffolk, there is an online reporting mechanism. His team will not visit Lavenham unless there are reports. Parking on private land is a matter for landowners and on Babergh DC land is a matter for Babergh DC.

The obstruction of pavements and driveways are matters for Civil Enforcement, the obstruction of Highways is a Police Matter.

Mr Rafferty agreed to report further in writing as to whether and how pavement parking is actioned. In response to a question from the Chair as to parking on the grass in Spring St by Tradesmen, Mr Rafferty agreed to consider parking notices on the Babergh land on Spring St.

## **9. Planning**

### To receive a report and recommendations from the Planning Group

DC/23/02208 Notification of Works to Trees in a Conservation Area The Tudor Cottage 92 Church Street Lavenham Sudbury Suffolk CO10 9QT Fell 1No. Ash (T1), Crown reduce 1No. Horse Chestnut (T2) by up to 3m Comments by 2nd June 2023

DC/23/02363 | Notification of Works to Trees in a Conservation Area The Grove 5 Lady Street Lavenham Sudbury Suffolk CO10 9RA Reduce 1No. Hornbeam by approximately 4m overall and install a brace Comments by 8th June 2023.

Motion to support both applications proposed by Cllr Ranzetta and seconded by Cllr Falconer: Carried.

DC/23/02259 | Notification of Works to Trees in a Conservation Area Parking Area Off Lower Road Directly Opposite Trinity Guild Lavenham Fell 2No. Conifers (T1 and T2) Comments by 5th June 23

DC/23/02259 has been considered and this Council considers that the Planning Authority must first determine whether this is a 'designated parking space' as the applicant details in the application. If the Planning Authority were to permit the felling of these two trees, then this Council recommends the imposition of a condition that the two trees are replaced with indigenous trees.

Motion proposed by Cllr Ranzetta and seconded by Cllr Bourne: Carried

DC/23/02258 | Application for Listed Building Consent 72 High Street Lavenham Sudbury Suffolk CO10 9PT Installation of secondary glazing to 3No first floor windows facing High Street. Comments by 9th June 2023.

DC/23/02258 has been considered and this Council considers that the application should be approved provided that the secondary glazing chosen is not highly visible from the street.

Motion proposed by Cllr Ranzetta and seconded by Cllr Falconer: Carried.

DC/23/02214 | Application for Works to Trees subject to Tree Preservation Order The Old Rectory Church Street Lavenham Sudbury Suffolk CO10 9SA WS41/A1 - Fell 3No. Yew (G1), Coppice 1No. Goat Willow (T1), Reduce 2 main limbs of 1No. Horse Chestnut (T2) by 3-4m and several smaller ones by up to 2m to balance the crown, Reduce height of 1No. Oak (T3) by 4-5m, Reduce over extended branches of 1No. Flowering Cherry (T4) by up to 1.5m, Reduce height of 1No. Holm Oak (T5) by approx. 30-35%. Fell 3No. Poplar Trees (G2) and tidy and shape other trees in G2, Fell group of dead trees (G3). Remove 1 over extended limb of 1No. Ash (T6), Fell 1No. Conifer Hedge (T7) Comments by 2nd June 23.

A number of Councillors spoke of their concerns about this application. Cllr Lamont confirmed that the whole site is covered by a Tree Protection Order. Cllr Ranzetta noted previous tree works on this site.

After some discussion Cllr Ranzetta proposed that 'the Council noted that this whole site is covered by a TPO and is significant to the Village. The Council considers that this application, as it stands, should be refused and that Babergh DC should commission a full arboricultural inspection of each tree named in the report for consideration by this Council at a future date'.

The motion was seconded by Cllr Bourne and was carried.

### **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.

All enforcement notices have been declined. At 8 Ropers Court the door has been in place for over 10 years and so no action is possible. At 4 Ropers Court, after further report, it is now clear that the items are wood. Discussions continue with Babergh Council as to the installation of solar panels in a Conservation Area,

### **10. Clerk/RFO Report**

The Clerk read out a most generous letter of appreciation from Clerk Bellward following her retirement and send-off. Cllr Mitchell thanked those who had put so much time and effort into organising the event.

The Clerk detailed the principal items for the July provisional agenda:

- a) Social Media Policy
- b) Small heritage fund raising draft proposal
- c) Criteria for using the events fund
- d) Criteria for using Neighbourhood CIL
- e) Reviewed Complaints procedure
- f) Councillor Complaints (Babergh Policy)

#### **10.a Motion: to approve a revised Code of Conduct.**

The Clerk explained that the Code of Conduct is an important document which sets out how Councillors must behave. The document that Council is asked to adopt is the latest version, issued May 2021, recommended by the Suffolk Association of Local Councils (SALC). As the SALC website explains this code is 'as adopted by all Principal Authorities in Suffolk and viewed as a 'national code'. There are no significant changes to the Code of Conduct as previously adopted by the Council. The Clerk has no concerns regarding the proposed Code.

Proposed by Cllr Lamont, seconded by Cllr Muckian, motion carried.

#### **10. b Motion: Council is asked to adopt the Standing Orders issued by NALC April 2022 as modified to reflect the way of working of this Parish Council.**

The Clerk explained that the Standing Orders are an important document 'the bible' which set out how the Council operates. Model Standing Orders were revised by the National Association of Local Councils (NALC) in April 2022. The document that Council is asked to adopt is the revised Model Standing Orders as modified to reflect the way that this Parish Council operates with respect to Working Groups and Committees. There are no significant changes to the Standing Orders as previously adopted by the Council. Detailed Financial Regulations are not contained within the Standing Orders and are a separate document.

Proposed by Cllr Lamont, seconded by Cllr Falconer, motion carried.

#### **10.c Motion: Council is asked to adopt revised Standing Financial Regulations.**

The Clerk explained that the Standing Financial Regulations set out how the budgeting, accounting, reporting, procurement and banking arrangements of the Council will operate.

The clerk talked through a document detailing the changes highlighting:

- a) The budgeting process has been enhanced by introducing a reforecast after Month 4 in addition to the forecast after Month 8.
- b) Basic accounting practices unchanged, these have been commented well upon by the Internal Auditor.
- c) The reporting processes remain unchanged except that, in the interest of better transparency, sections regarding the disclosure of Employee costs have been removed.

- d) The procurement practices are largely unchanged except: a) The financial thresholds as to obtaining quotes and tenders have been updated for inflation and changes in the law. b) The ability of the RFO to procure services when expenditure is required for the safety of the public or proper functioning of the Council has been revised. The RFO may now spend up to £1,500 per occurrence and not per annum. The authorisation process as to such expenditure has been strengthened.
- e) Banking arrangements retain the key principle that all payments must be initiated by one person and authorised by another, updated to reflect the use of internet banking rather than cheques. Petty Cash is no longer used.

Proposed by Cllr Lamont, seconded by Cllr Falconer, motion carried.

#### 10.d Motion: Council is asked to adopt the revised Scheme of Delegation

Scheme of Delegation The Scheme of Delegation delegates responsibilities to the Clerk and sets out how the Clerk is to exercise these. Two changes have been made: a) The Register of Correspondence is no longer required as all emails are retained. b) The previous Scheme of Delegation required the Clerk to respond to all Correspondence. This has been deleted as sometimes it is appropriate for a Councillor to respond. Motion: Council is asked to adopt the revised Scheme of Delegation.

Proposed by Cllr Chick, seconded by Cllr Lamont, motion carried.

#### 10.e Motion: Council is asked to approve the Annual Governance and Accountability Return including Internal Auditor reports.

The Council is required to:

- a) Submit an Annual Governance and Accountability Return (AGAR) together with various supporting schedules
- b) Publish the AGAR
- c) Commission a review of the AGAR and the Councils underlying financial and accounting processes by an Internal Auditor.

The Clerk spoke to each of the documents in turn highlighting the following issues:

- a) Restatement notes. Restatement is primarily due to, as the Council has crossed various size thresholds, Section 2 must now be submitted on an Income and Expenditure basis not a Receipts and Payments basis.
- b) As Council is aware an Internal Auditor was not appointed with respect to 2021/2022, this omission has not been repeated.
- c) The Internal Auditor has found no serious weaknesses in the Council's financial and accounting processes commenting: 'Proper Book-keeping... all were found to be in order'. 'Good budgetary procedures are in place'. 'I would like to record my appreciation to the Clerk to the Council for the quality of the documentation in the Audit File'
- d) The Internal Auditor has commented on various aspects of our housekeeping. The significant points are:
  - i Generally accepted best practice as to how regularly Standing Orders, Financial Regulations (which incorporate Internal Controls) and Risk Registers are reviewed has changed over time. The Internal Auditor has pointed out that these have not been reviewed in the year of audit. Previously Council reviewed these every two to three years. Council has changed its practices in these areas.
  - ii The Auditor has also pointed out that the Report of the External Auditors was not published in the required manner. This is true but the report was tabled to Council at its meeting of April 6th 2023.

Cllr Mitchell thanked the Clerk for his summary commenting that the regular reviews of these documents was now enshrined into the Council's annual schedule.

Proposed by Cllr Falconer, seconded by Cllr Muckian, motion carried.

#### 11. Date of next meeting

Thursday 6<sup>th</sup> July, 7.30 pm in the Village Hall. The meeting closed at 9.43 pm.

**Agenda Item 8**

**Report to Council 6<sup>th</sup> July 2023**

**REVISION OF THE LAVENHAM NEIGHBOURHOOD PLAN**

The Council is asked to note that 'Regulation 16' consultation on the draft revised Lavenham Neighbourhood Plan commenced on Monday 3<sup>rd</sup> July, and will end at 4pm on Friday 18<sup>th</sup> August.

**Background**

The Council approved at its 27<sup>th</sup> April meeting submission of the 'Regulation 15' draft revised Lavenham Neighbourhood Plan (LNP2), and its accompanying submission documents, to the local planning authority (Babergh District Council).

In my report to the 27<sup>th</sup> April meeting, I explained that Babergh District Council (BDC) will organise a further six-week period of consultation on the submission draft revised Plan. During this six-week consultation, any stakeholders can respond including Lavenham residents. All responses will be published on the BDC website at the end of the consultation period.

BDC has just told us that this 'Regulation 16' consultation will commence on Monday 3<sup>rd</sup> July, and will end at 4pm on Friday 18<sup>th</sup> August. On 3<sup>rd</sup> July, BDC will publish on its website further details about this consultation.

**Next Steps**

BDC will now look to appoint an examiner and liaise with the Parish Council over choice. Best practice is to offer a choice of three examiners. Once appointed, BDC will send to the examiner the submission and supporting documents, and all the consultation responses received.

Examination once started could take two to three months. It will be conducted in public, which means all communications will be published on a dedicated web page on the BDC website. And the examiner is likely to run it through written representations only – but, in the unlikely event that issues crop up which the examiner does not quite understand, hearings may be called.

The examiner is likely to ask a series of questions to BDC and the Parish Council at the start of the examination, and then a second lot towards the end. The purpose of these will be to help the examiner clear up queries, when working through all the documentation and the representations.

If minded to make a significant change, the examiner will normally run a scenario with the Parish Council as to how this can best be done.

Before the end of examination, there will be a Fact Check report. This is a draft report issued by the examiner inviting BDC and the Parish Council to correct factual errors only. This will be followed by the actual final report.

## LAVENHAM PARISH COUNCIL:

The final report will include a set of required modifications, which the examiner considers will need to be made to ensure the LNP2 meets the basic conditions. The examiner is only allowed to require modifications if these are necessary to ensure a neighbourhood plan meets the basic conditions.

Following the close of the examination, the Parish Council and BDC are expected to work together to prepare a Neighbourhood Plan Referendum. This is for local voters to decide whether LNP2 should be adopted in place of the (current) 2016 Plan.

Although, if the Parish Council does not wish to accept the required modifications, but BDC consider they are required for LNP2 to meet the basic conditions, then the Parish Council has the option of withdrawing LNP2, and not proceeding to a referendum.

**Roy Mawford**

LNP Revision Group Leader  
30 June 2023

## **Agenda Item 9:**

### **Lavenham Parish Council Planning Group.**

#### **Planning Applications for consideration at LPC meeting on 6th July 2023**

##### **DC/23/02303 | Notification of Works to Trees in a Conservation Area**

45 And 46 High Street Lavenham Sudbury Suffolk CO10 9PY

Fell 1No. Ash (T1), Fell 1No. Pare (T1)

Comments by 7<sup>th</sup> July

These trees are not protected by a TPO and are damaging the wall on the boundary of Bell House garden. The application is by Hartog Hutton.

#### **Recommend Approval**

##### **DC/23/02493 - APPLICATION FOR PLANNING PERMISSION**

The Bays, Bears Lane, Lavenham, Sudbury Suffolk CO10 9RT

Householder Application - Remodel bungalow, upgrade building fabric and erect front link extension to ancillary building

Comments by 7<sup>th</sup> July

This building is not listed & but is in the conservation area. The alternations are mainly internal with changes to the windows and would be permitted developments if not on the conservation area. The adjacent properties are not listed and of a similar age post 2<sup>nd</sup> World war. There are no new windows overlooking adjacent properties.

#### **Recommend Approval**

##### **DC/23/02450 - APPLICATION FOR PLANNING PERMISSION**

Carramore, Sudbury Road, Lavenham, Sudbury Suffolk CO10 9SB

Householder Application - Erection of first floor side and single storey rear extensions.

Comments by 7<sup>th</sup> July

The North 1<sup>st</sup> Floor extension has two issues. The rear window overlooks the properties at no1 & no3 the Glebe. The 1<sup>st</sup> floor pitch roof extension will cast a shadow over the rear of no1 the Glebe during the day as it is directly to the South of No1 the Glebe. This affects their amenities. Hence it is contrary to Policy D3 of the Lavenham Neighbourhood plan.

The proposal as presented represents an over-massing of the plot as seen from the street.

#### **Recommend Refusal**

##### **DC/23/02594 - APPLICATION FOR CONSENT TO CARRY OUT WORKS TO TREE(S) PROTECTED BY A TREE PRESERVATION ORDER**

The Old Rectory, Church Street, Lavenham, Sudbury Suffolk CO10 9SA

Application for Works to Trees subject to Tree Preservation Order WS41/A1 - Fell 1 No. Holm Oak (T1)

Comments by 7<sup>th</sup> July

This application affects a tree in the previous application. In this application the tree was recommended to be pruned. The owners want to retain the tree. It is our

recommendation that the tree is pruned and if it recovers it should be regularly maintained to a smaller size.

### **Recommend Refusal**

#### **DC/23/02828 - APPLICATION FOR WORKS TO TREE(S) IN A CONSERVATION AREA**

The Little House, Lady Street, Lavenham, Sudbury Suffolk CO10 9RA  
Notification of Works to Trees in a Conservation Area - Fell 1 No. Gleditsia (T1)  
Comments by 7th July

This tree is growing poorly with many dead branches and is in poor condition as detailed in the report. There is soft rot of the wood with later-stage white rot at the base, the report states the tree is dying.

The owners made an application last year DC/22/03562 Notification of Works to Trees in a Conservation Area- Reduce crown of 1No. Gleditsia. This was approved.

### **Recommendation: under consideration**

#### **For consideration at next LPC meeting August 6th**

#### **DC/23/02224 - APPLICATION FOR PLANNING PERMISSION**

Land North East Of Briarside , Bridge Street , Lavenham , Sudbury CO10 9SH  
Full Application - Erection of a detached two storey dwelling and ancillary outbuilding utilising existing vehicular access.  
Comments by 17<sup>th</sup> July

#### **DC/23/03012 - APPLICATION FOR PLANNING PERMISSION**

1 Green Willows, Lavenham, Sudbury, Suffolk CO10 9SP  
Householder Application - Erection of a garage/storage building (re-submission and amended scheme to DC/23/00424)  
Comments by 18<sup>th</sup> July

## 9A Planning Register

Jan				LPC
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. Contrary 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	Approved	Approval
01753	Little Beeches	Trees	Ongoing	Approval
May				
02208	Tudor Cottage, 92 Church St	Trees	Approved	Approval
02214	The Old Rectory, Church St	Trees	Approved	Arborterial Inspection by Babergh DC
22/06052	25 Prentice St	Cartlodge Discharge of Conditions	Ongoing	Approval
22/06053	25 Prentice St	Conservatory Discharge of Conditions	Ongoing	Approval
02258	72 High St	Secondary glazing to 3 first floor windows	No consent required	Approval with Condition not visible from street
02259	Lower Rd	Removal of 2 conifers	Approved	Determine if 'designated parking', replacement indigenous trees.
02363	5 Lady St	Tree: 1 Hornbeam	Approved	Approval
02493	The Bays, Bears Lane	Remodel Bungalow	Ongoing	
02450	Carramore, Sudbury Rd	First Floor Side Extension	Ongoing	
02303	45 and 46 High St	Trees	Ongoing	
June				
02594	The Old Rectory, Church St	Trees	Ongoing	
02828	Little House, Lady St	Trees	Ongoing	
02224	Briarside, Bridge St Rd	New House	Ongoing	
03012	1 Green Willows	Garage, revision of 00424	Ongoing	
Enforcement				
EN/23/00265	4 Ropers Court	UPVC windows & UPVC Patio Doors Front Balcony		Further investigation has shown these to be wooden.
EN/23/00219	8 Ropers Court	UPVC Front Door		Now more than 10 years old. No enforcement action possible.
EN/23/00212	25 Church St	Solar Panels		Babergh says not on wall fronting a highway so is permitted.

	April Actual Mth	May Actual Mth	May Actual YTD	May Budget YTD	Favourable/( Adverse)	Notes
Precept	9,175.00	9,175.00	18,350.00	18,350.00	0.00	Received in April at budgeted amount
Babergh Cleansing Grant	891.67	891.66	1,783.33	1,783.33	0.00	Received Quarterly, very minor increase now expected.
Fixed Income	<u>10,066.67</u>	<u>10,066.66</u>	<u>20,133.33</u>	<u>20,133.33</u>	<u>0.00</u>	
Burial Fees	70.00	3,300.00	3,370.00	1,000.00	2,370.00	4 burials this mth.
Car Park and Toilet Donations	1,974.15	1,734.85	3,709.00	0.00	3,709.00	Cash £1,010, Card £752, Card Accrual cf £484 less bf £500
Other Donations	0.00	407.63	407.63	0.00	407.63	Donations re retirement of Parish Clerk
EV Charging Income	100.00	100.00	200.00	200.00	0.00	This is all accrued, prudent estimate, last actual is Dec 22.
Interest Received	0.00	748.23	748.23	0.00	748.23	£748.23 received June 5. Not budgeted as budget prepared prior to recent increases in interest rates.
Variable Income	<u>2,144.15</u>	<u>6,290.71</u>	<u>8,434.86</u>	<u>1,200.00</u>	<u>7,234.86</u>	Car Parking and Interest income will continue to be received. Other items are one-offs.
Total Income	<u>12,210.82</u>	<u>16,357.37</u>	<u>28,568.19</u>	<u>21,333.33</u>	<u>7,234.86</u>	
Management Costs	5,186.03	4,375.79	9,561.82	10,116.67	554.85	Agreed to Payroll and Nupremis Planning Consultancy re Bury Rd £647.
Office costs	1,371.74	542.68	1,914.41	2,275.00	360.59	No significant variations
Costs of Democracy	0.00	0.00	0.00	0.00	0.00	No Costs
Street Cleaning and Green Maintenance	2,311.87	2,493.79	4,805.65	5,292.50	486.85	Little spent so far on tree maintenance
Public Realm	878.67	853.67	1,732.35	2,586.67	854.32	Energy Savings and corrected accounting re PWLB
Toilet Costs	957.11	1,860.36	2,817.46	3,200.00	382.54	Prentice St Non EV Energy refund £432 re estimated readings is key driver
Misc	135.00	1,183.78	1,318.78	0.00	-1,318.78	Cost of leaving do for Parish Clerk
Community Events	0.00	0.00	0.00	0.00	0.00	No Costs
EV Costs	310.03	77.51	387.54	200.00	-187.54	£288 Anglia Charging Backdated invoice relating to 2022/2023 received May 2023.
Contingency	0.00	0.00	0.00	416.67	416.67	Contingency
Total Costs	<u>11,150.44</u>	<u>11,387.57</u>	<u>22,538.02</u>	<u>24,087.50</u>	<u>1,549.48</u>	
Surplus/(Deficit)	<u>1,060.38</u>	<u>4,969.80</u>	<u>6,030.18</u>	<u>-2,754.17</u>	<u>8,784.34</u>	

		Mar 23	May 23
Fixed Assets	Cost	135,407.90	139,349.76
	Accumulated Depreciation	0.00	0.00
	Net Book Value	<u>135,407.90</u>	<u>139,349.76</u>
Debtors		0.00	0.00
Accrued Income		404.27	3,303.91
VAT Refunds		1,585.76	2,016.15
		<u>1,990.03</u>	<u>5,320.06</u>
Cash at Bank	Bus Prem	325,883.44	370,936.94
	Current Acc	1,971.91	10,101.29
	Petty Cash	110.00	110.00
		<u>327,965.35</u>	<u>381,148.23</u>
Trade Creditors		0.00	-5,452.47
Accruals		-9,726.01	-10,770.22
Deferred Income		0.00	-36,700.00
Lights Creditor		-135,407.90	-135,407.90
		<u>-145,133.91</u>	<u>-188,330.59</u>
Loans		-78,744.89	-78,744.89
Net Assets		<u>241,484.48</u>	<u>258,742.58</u>
General Funds		143,776.98	150,095.99
Ballot Fund		4,800.00	4,800.00
Public Realm		5,000.00	2,832.13
Number 2 Lady St		3,000.00	3,000.00
NCIL		47,387.04	62,834.56
Lavenham Funds in Trust		1,500.00	1,500.00
Neighbourhood Plan Fund		4,173.51	-46.09
Lighting Sinking Fund		27,081.58	28,960.62
Street Fair Fund		4,765.37	4,765.37
Total Reserves		<u>241,484.48</u>	<u>258,742.58</u>
Imbalance		0.00	0.00

Cashflow:

Opening Cash	327,965.35
Precept Cash	55,050.00
Car Parking Donations	3,234.95
Other Donations	359.33
Burial Fees	3,370.00
EV Charging Income	354.27
NCIL	15,288.81
Supplier Payments	-22,423.95
Supplier Refund	432.34
VAT Refund	2,714.69
Salaries Payments	-4,822.56
Donation Repaid	-375.00
Closing Cash	<u>381,148.23</u>
Deduct uncleared cheque lodgement	-145.00
Deduct uncleared cheque lodgement	<u>-3,080.00</u>
Per Bank Statement	<u>377,923.23</u>

	B/F	Income/ Expenses	21/22 Correction	In lieu dep'n Lighting earmark	Transfers	C/F
General Funds	143,776.98	6,030.18		-1,879.04	2,167.87	150,095.99
Ballot Fund	4,800.00					4,800.00
Public Realm	5,000.00				-2,167.87	2,832.13
Number 2 Lady St	3,000.00					3,000.00
NCIL	47,387.04	15,055.91	391.61			62,834.56
Lavenham Funds in Trust	1,500.00					1,500.00
Neighbourhood Plan Fund	4,173.51	-4,219.60				-46.09
Lighting Sinking Fund	27,081.58			1,879.04		28,960.62
Street Fair Fund	4,765.37					4,765.37
Total Reserves	241,484.48	16,866.49	391.61	0.00	0.00	258,742.58

<b>Prem</b>	<b>Premium Account</b>	
01/05/2023	Balance Brought Forward	388,222.25
02/05/2023	Transfer to Current Account	-5,000.00
04/05/2023	Transfer to Current Account	-10,000.00
05/05/2023	VAT Refund	1,585.76
18/05/2023	Transfer to Current Account	-5,000.00
30/05/2023	Transfer to Current Account	<u>1,128.93</u>
30/05/2023	Balance Carried Forward	370,936.94
30/04/2023	Per Bank Statement	370,936.94
		0.00
<b>Current</b>	<b>Current Account</b>	
01/05/2023	Balance Brought Forward	1,527.43
02/05/2023	Transfer from Business Premium Account	5,000.00
02/05/2023	Supplier Payment: Go Cardless	-43.08
02/05/2023	Car Parking Income Card Payments	182.40
04/05/2023	Andrew Smith April Wages	-2,236.49
04/05/2023	Jane Bellward April Wages	-985.15
04/05/2023	Supplier Payment: Nupremis Planning	-646.87
04/05/2023	Supplier Payment: JPB Landscapes	-2,684.58
04/05/2023	Supplier Payment: Village Hall Hire	-90.00
04/05/2023	Supplier Payment: Broxap Ltd	-1,894.68
04/05/2023	Supplier Payment: Modicum Planning	-3,434.20
04/05/2023	Supplier Payment: Out Design	-500.00
04/05/2023	Supplier Payment: Infinity Cleaning	-781.95
04/05/2023	Transfer from Business Premium Account	10,000.00
05/05/2023	Car Parking Income Cash Donations	250.00
09/05/2023	Supplier Payment: British Gas	-15.73
09/05/2023	Car Parking Income Card Payments	49.40
11/05/2023	Supplier Payment: British Gas	-23.13
12/05/2023	Supplier Payment: Viking	-128.40
15/05/2023	Car Parking Income Card Payments	213.75
16/05/2023	Supplier Payment: British Gas	-149.33
18/05/2023	Transfer from Business Premium Account	5,000.00
18/05/2023	Car Parking Income Cash Donations	280.00
19/05/2023	Supplier Payment: Heelis and Lodge	-400.00
19/05/2023	Supplier Payment: Glasscubes	-60.00
19/05/2023	Supplier Payment: Anglian Water	-15.85
19/05/2023	Supplier Payment: Anglian Water	-57.73
19/05/2023	Supplier Payment: Anglian Water	-251.49
19/05/2023	Supplier Payment: Church Hire	-100.00
19/05/2023	Supplier Payment: BT	-79.33
19/05/2023	Supplier Payment: Babergh DC	-1,075.92
19/05/2023	Supplier Payment: Project Orange	-48.48
19/05/2023	Supplier Payment: Fire Protect	-208.08
22/05/2023	Donation	129.33
22/05/2023	Car Parking Income Card Payments	172.90
23/05/2023	Supplier Payment: Glasdon Ltd	-706.76
23/05/2023	Supplier Payment: Garden Materials	-27.99
23/05/2023	Supplier Payment: Zoom	-15.99
24/05/2023	Supplier Payment: Mutts Buts	-165.70
25/05/2023	Supplier Payment: Total Energies	-80.60
25/05/2023	Supplier Payment: BT	-7.73
26/05/2023	Burial Income	220.00
30/05/2023	Car Parking Income Cash Donations	235.00
30/05/2023	Donation	5.00
30/05/2023	Car Parking Income Cash Donations	245.00
30/05/2023	Donation	80.00
30/05/2023	Supplier Payment: Go Cardless	-43.08
30/05/2023	Supplier Payment: HP Ink	-17.00
30/05/2023	Supplier Refund: Viking	128.40
30/05/2023	Car Parking Income Card Payments	133.00
30/05/2023	Donation	145.00
30/05/2023	Burial Income	3,080.00
30/05/2023	Balance Carried Forward	<u>10,101.29</u>
	Uncleared lodgement	-145.00
	Uncleared lodgement	<u>-3,080.00</u>
		<u>6,876.29</u>
30/05/2023	Per Bank Statement	6,876.29
		0.00

**Agenda Item 10d**

**Report to Council 6<sup>th</sup> July 2023**

**Criteria for use of Restricted Reserves**

**1 Background:**

The Council has two funds which it must be careful to use as the Donors expect, these are in addition to the Neighbourhood CIL Fund the use of which is controlled by legislation.

**a) Street Fair Fund:**

**Background:**

Minutes Council Meeting 13 January 2022:

The Parish Council had received a request from the Lavenham Street Fair Committee before Christmas to consider taking responsibility for the remaining funds in the Lavenham Street Fair Committee bank accounts.

The condition specified was that it was to be used for Celebratory Events that benefit the whole village. An example might be to support the Queen's Platinum Jubilee celebrations.

The Street Fair Committee stated that within their constitution if the committee was wound up the funds could be transferred as suggested or, alternatively, distributed to charities.

Proposed by Mr Thompson, seconded by Ms Falconer, that the Parish Council accepts the donation from the Lavenham Street Fair Committee and puts this in a ring-fenced fund for use by Lavenham Parish Council to support Celebratory Events that benefit the whole village. Carried.

**Financial History:**

£7,000 received Mar 25 2022, £405 received from Babergh DC Locality Jubilee Plaques  
£1,000 received from Bellingham Jubilee Donation, £2,000 LPC Donation  
£765 Other Donations including Public Collection, £4,905 Expenditure re Jubilee  
£1,500 Expenditure Loan to Lavenham Community Council re Coronation  
Balance £4,765

**Policy as to the use of this fund:**

The wording used in the Minutes of the Meeting 13 January 2022 apply, this is a 'ring-fenced fund for use by Lavenham Parish Council to support Celebratory Events that benefit the whole village'.

## LAVENHAM PARISH COUNCIL:

### **b) Lavenham Funds in Trust £1,500**

This fund has been in place for many years. A report called 'Earmarked Expenditure Revision 2 Feb 2021 CR' prepared by Carroll Reeve in February 2021 describes this as being for 'Village Sign repaint'.

Policy as to the use of this fund:

This fund shall be used solely for the repair including repaint of the Village Sign.

## **2 Proposal**

**Motion: Council is asked to approve criteria for use of Restricted Reserves**

**Recommended: Parish Clerk: Andrew Smith**

**Agenda Item 10e**

**Report to Council 6<sup>th</sup> July 2023**

**Complaints Policy**

1. It is essential for the integrity of the Council that pathways to complain about:
  - a) Council Employees
  - b) Councillors
  - c) Council Administration and Procedures
2. Any complaint about a Council Employee should be put in writing to the Chairman of the Council. The matter will then be dealt with internally as an employment matter and appropriate action taken, unless the behaviour is unlawful.
3. All councillors sign up to the Code of Conduct as part of their declarations of acceptance of office. Complaints about Councillors should follow the Complaints about Councillors policy on our website.
4. Complaints about Procedures or Administration should be discussed with the Clerk who is also the Proper Officer of the Council.

Should that not resolve the matter Complainants are invited to write to either the Clerk or Chairman who will advise the date of the meeting when the Council will consider the matter.

The Council shall consider whether the nature of the complaint warrants the exclusion of the public and press from the meeting. Any decisions on a complaint shall be announced at the Council meeting in public.

At that meeting the Complainant will be asked to outline the grounds of their complaint. At the end of the meeting the Complainant and the Clerk will be asked to leave the room whilst the Councillors decide whether or not the grounds for the complaint have been made.

Complainants may appeal the decision to a further meeting of the Council. Should a Complainant still not be satisfied the Complainant may contact the Local Authority Ombudsman (0300 061 0614 or via online complaints form), who provides an independent national service to investigate complaints about councils.

**Recommended by: Clerk to Council, Andrew Smith**



## LAVENHAM PARISH COUNCIL

### COMPLAINTS POLICY

Lavenham Parish Council is committed to providing its services efficiently and to as high a standard as possible. We encourage individuals to bring any perceived shortcomings to our notice so that we may:

- have the opportunity to resolve your issue
- learn from any mistakes so that they may be prevented in future
- review policies and procedures where necessary

We take all complaints very seriously and it will depend on the type of complaint as to how it is handled. Complaints can be about:

- an employee
- a Councillor
- administration and procedures

This policy sets out the procedures for dealing with complaints by members of the public about Lavenham Parish Council.

1. The Council will deal with complaints about the Council employees internally as an employment matter. Any complaint about a Council employee should be put in writing to the Chairman of the Council. The matter will then be dealt with internally and appropriate action taken, unless the behaviour is unlawful.
2. All councillors sign up to the Code of Conduct as part of their declarations of acceptance of office. Complaints about councillors should follow the Complaints about Councillors policy on our website.
3. Complaints about procedures or administration should be discussed with the Clerk who is also the Proper Officer of the Council. Mistakes and misunderstandings are often resolved informally at this stage.
4. The complaint should be put in writing to the Clerk and the Council will discuss it at the next Parish Council Meeting.

However, if the Clerk cannot resolve the concern or issue to your satisfaction, please follow the steps detailed below.

- a) Please put your complaint in writing to the Clerk, detailing the procedure or administration you wish to complain about. If you do not wish to send the complaint to the Clerk it may be sent to the Chairman.
- b) The Clerk shall acknowledge the receipt of your complaint and advise you of the date of the meeting when the Council will consider the matter.
- c) You will be invited to attend the meeting and may bring with you such representatives as you wish.
- d) At least 7 clear days before the meeting, you will need to provide Lavenham Parish Council with copies of any documentation or other evidence, which you may wish to refer to at the meeting. The Council will similarly provide you with copies of any documentation upon which you may wish to rely at the meeting.
- e) The Council shall consider whether the nature of the complaint warrants the exclusion of the public and press from the meeting. Any decisions on a complaint shall be announced at the Council meeting in public.
- f) The following procedure will be followed:-
  - i. The Chairman will introduce everyone.
  - ii The Chairman will explain the procedure.
  - iii You will be asked to outline the grounds of your complaint.
  - iv If relevant, the Clerk will explain Lavenham Parish Council's position.
  - v Councillors will then have the opportunity to question you and the Clerk.
  - vi You and the Clerk will then be offered the opportunity of any last words.
  - vii You and the Clerk will be asked to leave the room whilst the Councillors decide whether or not the grounds for the complaint have been made, (if a point of clarification is necessary, both parties are to be invited back).
  - viii You and the Clerk return to hear the decision, or to be advised when the decision will be made.
- g) The decision will be confirmed in writing within seven working days together with details of any action to be taken.
- h) If you wish to appeal against the decision, you must inform Lavenham Parish Council, in writing, within 7 working days of the written confirmation of the decision.
- i) The Clerk will acknowledge receipt of your request for an appeal within 48 hours and advise you when the matter will be re-considered by the Council.
- j) You will be invited to attend the appeal meeting and may bring with you a maximum of 2 representatives.
- k) The appeal meeting will follow the same procedure as detailed in (f), providing you with the opportunity to explain your grounds for the appeal.
- l) After the appeal, Lavenham Parish Council will confirm its final decision in writing within 7 working days, together with details of any action to be taken.

m) If you have exhausted Lavenham Parish Council's complaints procedure and are not satisfied with the action taken, or believe that you have been unfairly treated, then you can pursue your complaint through the Local Authority Ombudsman (0300 061 0614 or via online complaints form), who provides an independent national service to investigate complaints about councils.

Reviewed and Adopted: July 2023

To be reviewed: July 2025

**Agenda Item 10e**

**Report to Council 6<sup>th</sup> July 2023**

**Complaining about a Councillor Policy**

1. It is essential for the proper functioning of local democracy that the pathway to complain about the behaviour of a Councillor is known.
2. Complaints about Parish Councillors are handled by the Principal Authority, in our case Babergh District Council.
3. Parish Councillors must abide by the Code of Conduct adopted by the Parish Council. Complaints can be only be made concerning alleged failure to follow that Code.
4. Complaints can be lodged online. <https://www.babergh.gov.uk/the-council/making-a-complaint-about-a-councillor>
5. Informal advice can be obtained from the Babergh Council Monitoring Officer Ifty Ali on 01449 724694
6. Complainants who are not satisfied with the outcome of their complaint can contact the Local Government and Social Care Ombudsman. <https://www.lgo.org.uk/make-a-complaint/fact-sheets/other-topics/complaints-about-standards-and-member-conduct>.

**Recommended by: Clerk to Council, Andrew Smith**

The Coat of Arms  
of Lavenham



## LAVENHAM PARISH COUNCIL

### **Making a complaint about a councillor Policy**

Complaints about Parish Councillors are handled by the Principal Authority, in our case Babergh District Council.

Parish Councillors must abide by the Code of Conduct adopted by the Parish Council.

You can make a complaint if you think that they have not followed that code.

The Babergh Council Monitoring Officer can only deal with complaints about the behaviour of a councillor, which are covered by the code of conduct.

The code of conduct only applies to a councillor whilst they are performing their functions as a councillor. It does not apply to a councillor acting in their personal capacity.

The Monitoring Officer cannot deal with complaints about staff (for example, town clerks, parish clerks, or officers). If you wish to complain about Lavenham Parish Council staff e.g. the Parish Clerk please contact the parish council.

You may complain about a councillor online:

<https://www.babergh.gov.uk/the-council/making-a-complaint-about-a-councillor/>

### **Further support**

If you would like some informal advice before you submit your complaint, you can ring the Babergh Council Monitoring Officer Ifty Ali on [01449 724694](tel:01449724694)

### **Local Government and Social Care Ombudsman**

If you are unhappy with the outcome of your complaint you can contact the Local Government and Social Care Ombudsman.

The Ombudsman does not offer a right of appeal against the Council's decision. However, they can consider if there was any fault in the way the Monitoring Officer or Standards Committee handled the complaint.

<https://www.lgo.org.uk/make-a-complaint/fact-sheets/other-topics/complaints-about-standards-and-member-conduct>

**Agenda Item 11**

**Report to Council 6<sup>th</sup> July 2023**

**Mixed Recycling Waste Bin for Lavenham Football Club**

1. The Lavenham Football Club organised by many volunteers has achieved great success in attracting large numbers of young people from Lavenham and surrounding villages to be engaged in sport. In a few short years, the Club has had success and has put Lavenham on the amateur sporting map. The Club operates a range of teams to suit various age groups and abilities. They are sponsored by many Lavenham businesses and charge a modest annual membership.
2. Each occasion the teams use the Recreation Ground, large amounts of drinks are consumed by the young players and supporters and I have received a polite request for help with providing a further recycling bin. Presently, recycling and general waste in excess of the capacity of the two bins already provided by the Community Council, is kindly being taken by local businesses. The cost of a normal household bin emptied fortnightly is £233 per annum. This has been discussed with the Community Council and it has confirmed that they would take responsibility for ordering and managing refuse collection for bins paid for by the Parish Council.
3. **Proposal**

**That the Parish Council sponsors one additional recycling bin at a cost of £233 per annum. Should this prove insufficient, the Council is also asked to approve a further household general waste bin at £290 per annum without the need for reference back to the Council.**

**Proposed: Councillor Irene Mitchell**

**Agenda Item 12**

**Report to Council 6<sup>th</sup> July 2023**

**Moth Infestation in the Churchyard**

1. On 9<sup>th</sup> June it was reported to the Council that Buxus moth-caterpillars are infesting the box bushes in the Churchyard.
2. The contractor used to prune the box bushes was rapidly approached and has indicated that treatment would cost approaching £3,000 and would need to be repeated each year.
3. A second contractor has been recommended to the Council, Council has requested this contractor to visit the site, assess the situation and recommend a programme of pest control.
4. Council is asked **to note** this report.

**Clerk to Council: Andrew Smith 30 June 2023**

## LAVENHAM PARISH COUNCIL:

### **Agenda Item 13**

#### **Report to Council 6<sup>th</sup> July 2023**

#### **Social Media Policy**

##### **Mission:**

The Council seeks to engage with all Members of the Public and wishes for the Parish Council to be perceived as a valuable part of Village Life.

##### **Background:**

The Council has traditionally engaged with the Community through public noticeboards and the Lavenham Life magazine. In recent years it has started to use its website to engage.

Council is aware that many in the community are left untouched by these forms of communication and that many demographic groups are ignored by this approach.

The Council has considered which forms of Social Media suit the material it has and the audience it seeks to reach and has determined that it's Official Website and Facebook are most appropriate. It will keep Twitter etc under review.

##### **General Principles Guiding Use of Social Media:**

Social Media shall be used to:

- To publish, promote and preserve the work of the Council to a wider audience;
- To advertise and promote engagement in the democratic process and to widen participation across the community in the affairs of the Council and the community
- To advertise and promote work of its partner agencies such as the Police, Fire and ambulance services, BMSDC, and other town/parish councils;
- To disseminate community news of interest such as road closures, planning and licensing applications, events and so on.

Social Media Shall NOT be used for:

- Entering online debates or arguments about the Council's work;
- Recruitment process for employees or councillors – other than for the placing of Vacancy Advertisements – as this could lead to potential discrimination and privacy claims;

##### **The Parish Council website:**

The website will be regularly updated with the key points from Council Meetings and progress with respect to Council projects.

The website will publicise all events of general that are going on in the village and will contain links and contact information for all village groups.

Communications received from local councils and Suffolk-wide community groups will be added to the website.

Links to key services provided by public bodies which serve Lavenham eg BMDSC, Suffolk CC, Anglian Water, UK Power Networks will be added to the website.

## **LAVENHAM PARISH COUNCIL:**

The Parish Council will make clear which services it is responsible for and which it is not.

The .gov email addresses of all Councillors will be added to the website.

### **Facebook:**

The Council recognises that approx. 45million people in the UK use Facebook and that 3,500 are members of the Lavenham Facebook page.

The Council's Facebook page will be updated with the key points from Council Meetings and progress with respect to Council projects.

The council will repost so as to further disseminate communications received from public bodies which serve Lavenham eg BMDSC, Suffolk CC, Anglian Water and UK Power Networks.

Comments will be permitted and replies will be made to posts containing inaccurate information.

Comments are not vetted before publication.

Replies will not be made to posts which are merely the expressing of opinions either supportive or opposed to Council policies and initiatives. Those that wish to criticise Council policies and/or propose changes to them will be encouraged to contact either the Clerk or a Councillor.

The Council respects that members of the public may have different opinions and the Council's posts will at all times respect these differences.

The page will be moderated by the Clerk and in the Clerk's absence by another Councillor. Inappropriate posts (ie those which are insulting and disrespectful of others or are posts designed to promote an individual business interests) will be deleted. Where appropriate, the moderator will report any such posting to any other appropriate agency including the Suffolk Police and Suffolk Council's Safeguarding Unit.

Replies will only be posted by the Clerk and in the Clerks absence by an agreed substitute.

### **Councillors and the Clerk and their private interaction with Facebook:**

Councillors and Council staff must not:

- Hide their identity using false names or pseudonyms
- Present personal opinions as that of the Council
- Present themselves in a way that might cause embarrassment to the Council
- Post content that is contrary to the democratic decisions of the Council
- Bring the Council into disrepute, including through content posted in a personal capacity

### **Proposal:**

**Motion: Council is asked to approve the establishment of a Parish Council Social Media Account.**

**Proposed: Councillor Lizzie Falconer**

**Agenda Item 14**

**Report to Council 6<sup>th</sup> July 2023**

**Report from the Traffic Working Party**

1. The Report is attached.
2. The Lavenham Traffic Working Party was set up in 2022. The remit was originally to investigate the perceived static parking issues within the village and provide recommendations to the Parish Council for consideration. However, it became evident that we also needed to consider movement of people and vehicles.
3. The group is formed from volunteers representing residents and people who live, work, use and are engaged in local business.
4. In terms of traffic, the challenge is to find an approach which balances the needs of local businesses and residents as well as encouraging tourism related to the heritage asset of the village (which some businesses also rely on).
5. We recommend a strategic study including a survey of static traffic, an assessment of parking requirements, review of traffic signage, consideration of pedestrian safety and sustainable transport solutions with the overall aim being to reduce the impact of parking and congestion within the streets and key public spaces and improve the village environment as a whole.

**6. Proposal**

**Council is asked to approve the report and award funding of up to £5,000 for an external study to be funded from NCIL.**

**Submitted by the Chair of the Traffic Working Party District Councillor  
Margaret Maybury.**

# Lavenham: Scope for Strategic Traffic Review

Draft 1: 2 November 2022

Draft 2: 16 May 2023

Draft 3: 18 June 2023

Draft 4: 25 June 2023

Draft 5: 30 June 2023

# DRAFT 05



## Contents

1.0 Introduction

2.0 Lavenham Past

3.0 Lavenham Present

4.0 Review of perceived traffic issues

5.0 Outline of scope for strategic study

Appendix:

A. Sources of Information



## 1.0 Introduction

The Lavenham Traffic Working Party has been set up in 2022. The remit was originally to investigate the perceived static parking issues within the village and provide recommendations to the Parish Council for consideration. However, it became evident that we also needed to consider movement of people and vehicles.

The group is formed from volunteers representing residents and people who live, work, use and are engaged in local business.

The discussions have identified a range of different needs and priorities. The village is of historic importance and is recognised by Babergh District Council as a major tourist attraction. However, as well as a place to visit, it is also a working village where people live, run businesses and work from.

In terms of traffic, the challenge is to find an approach which balances the needs of local businesses and residents as well as encouraging tourism related to the heritage asset of the village (which some businesses also rely on).

There have been numerous groups aiming to address these issues over the years. In 2021 Community Engagement was held for the draft Lavenham Neighbourhood Plan. Returned questionnaires highlighted static and moving traffic was a problem. This subject is now one of the 4 key themes in the emergent plan.

Extract:

*Theme Four:*

*Movement of people and vehicles*

*Apart from housing, the topic in the questionnaire that generated enormous response was traffic, Lavenham's residents and visitors have 21st century expectations in the way they travel, be it just for local shopping, or for a holiday tourist experience.*

*The car dominates, leaving walking more a leisure activity than simply a means of getting from A to B. Lavenham's ancient street pattern is inflexible when considering the needs of pedestrians and vehicles (private, commercial, agricultural) and the demands of parking for residents and tourists. In much of the historic core, off-street parking for residents is a rarity. The Covid lockdowns introduced many people to online shopping which in turn increased the amount of delivery traffic. Commercial pressures mean bulk deliveries to local shops are made in larger vehicles; larger farm vehicles are needed to plant, service and harvest crops from larger field sizes.*

*Theme 4 is supported by two objectives:*

- To support measures that address challenges within Lavenham's settlement boundary relating to: traffic volumes; oversized and heavy vehicles; obstructed and inadequate pedestrian routes; and inadequate provision for cyclists.*
- To support measures that manage down the demand for on-street and public parking spaces, and that use most efficiently the current and potential supply of parking spaces. (From Neighbourhood Plan).*

The purpose of this document is to outline the context of the village and the scope for a high level analysis of how the perceived traffic issues could be approached to create a vision and focus for discussion with local stakeholders.



## 2.0 Lavenham Past

Lavenham is noted as one of England's best preserved medieval villages with more than three hundred listed buildings to discover and marvel at. Its medieval wealth was achieved with hard work, organisation and success of the wool and cloth trade. It is a fascinating place to explore today, walking along streets which reveal an intriguing story of great wealth to poverty and back again.

The Saxon Manors of Overhall and Netherhall were granted to Alberic De Vere in 11c by William the Conqueror and thus became a manorial village. It was granted its first market charter in 1257 by Henry III. At this early date Lavenham was already making woollen cloth and the new charter enabled it to trade with other areas. Merchant clothiers were drawn to the area to organise the workers during the 15c and the quality and reputation of Lavenham 'blew' broadcloth was soon known far and wide. By 1524 Lavenham was ranked as 14th richest in the country despite its small size. It paid more tax than even the big cities of the time such as Lincoln and York.

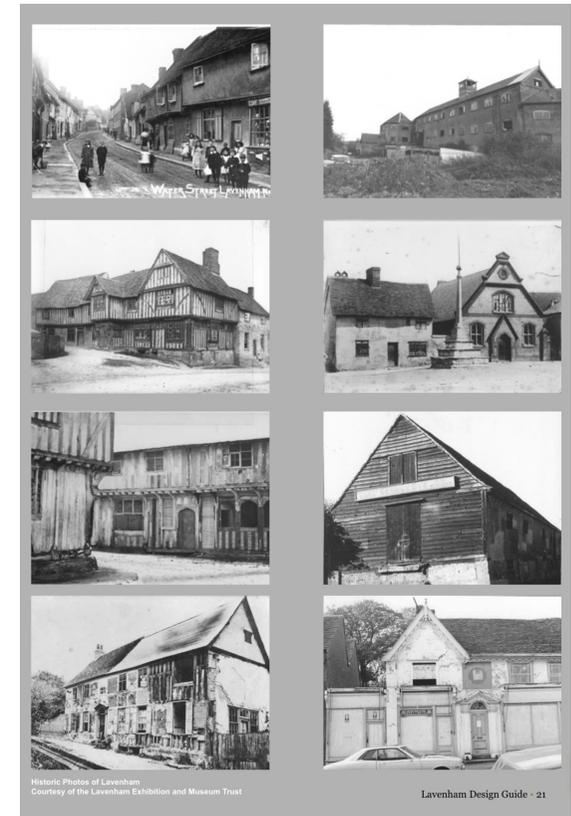
Old records now refer to Lavenham as a town and its wealth was flaunted with the construction of magnificent buildings such as the lavish perpendicular gothic style church of St Peter and St Paul with its 141 foot tower. The main streets of Lavenham were lined with fine timber framed 'open hall' houses.

During the reign of Henry VIII, trade sanctions and heavy taxes due to the Imperial campaigns in France led to a loss of the country's export markets. In addition, Dutch refugees in nearby Colchester began weaving lighter, cheaper and more fashionable cloths. The Italian clothiers introduced cottons and silks. Soon the manufacture of these finer cloths was taken up by the larger towns and the woollen cloth trade in Lavenham began to fail. It did continue for a time with the preparation of the woollen yarn for the new manufacturers. 400 years of cloth making had come to an end.

What followed was a 200 year period of impoverishment. Many of the former Merchant's houses were divided up to provide small homes for large families. The Guildhall building was used as a workhouse. By a twist of fortune it was the extreme poverty and neglect that preserved the Lavenham we can enjoy today. The Market Place and the five streets and one lane leading from it, together with Water Street, High Street and Church Street, is still very much on the same scale as it would have been in the 15th century.

There was a period of revival in the early 19th century when the railway (dismantled 1964) breathed new life into the area, opening it up for trading in coconut matting and horse hair manufacturing.

Source: <https://www.lovelavenham.co.uk/history-lavenham/potted-history-lavenham-suffolk/>



Source:

[Design-Guide.FinalNov2022-1.pdf \(onesuffolk.net\)](#)

### 3.0 Lavenham Today

Lavenham is a vibrant and self-reliant community of around 1,800 people at the 2011 Census fortunate to live in what has often been described as England's finest medieval village. Since 2011 approximately 138 new homes have been built.

It is designated as one of ten 'core' villages by Babergh, having a significant and diverse range of shops, professional services and hospitality facilities. Lavenham is also an important and prestigious tourist destination. A Neighbourhood Plan is in place (currently under review) and was considered vital by the Parish Council because whilst the environment of Lavenham's special character needs protecting, the balance of the community is threatened by an ever increasing divergence amongst age groups. A principle objective of the Plan is therefore to achieve a better balanced community.

Lavenham's economy is underpinned by tourism. This provides employment, not only for those engaged in tourism related businesses but also the many local trades and maintenance services/ support services.

The preservation of Lavenham's historic core within the conservation area and the importance of its setting within the surrounding countryside are key factors in maintaining Lavenham's position as an important tourism destination, as well as serving residents of the village and the surrounding area. The opportunities for employment and the need for more young people are closely linked and both depend on preserving Lavenham's unique qualities.  
(source: Neighbourhood Plan)

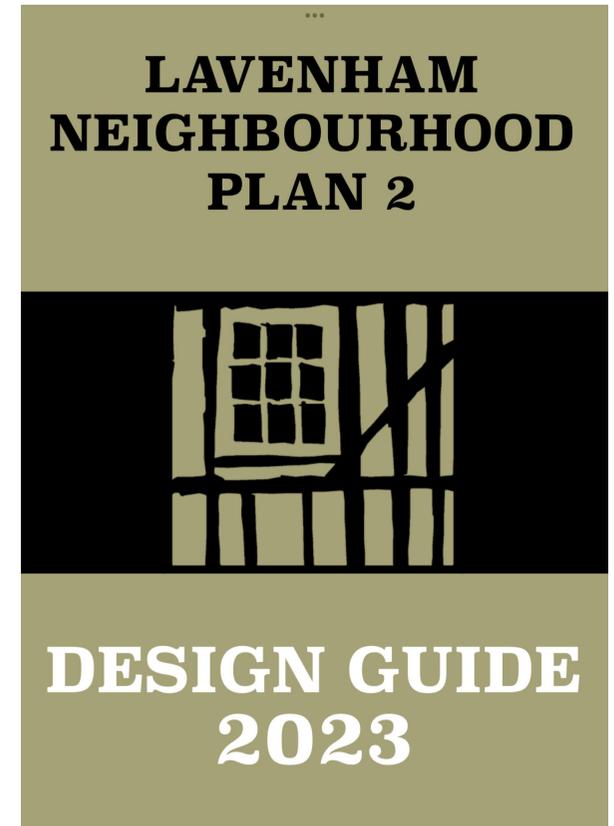
In terms of community provision, the village is served by a Pre School and Lavenham Community Primary School, which currently caters for pupils aged 5–11.

The village also has a Village Hall which hosts many community events and also has a library. In terms of health provision, there is GP surgery and a dentist.

There are also excellent recreational facilities including playing fields, tennis courts and an up-to-date children's play area.

Lavenham has the Parish Church of St Peter and St Paul's. It is Grade 1 Listed and one of the most important Wool Churches in England. Today it still provides a place of worship and venue for events.

Refer to the Lavenham Design Guide 2023. This provides a narrative to explain how Lavenham has developed through successive eras, to become the place we know today. The Guide also identifies village character areas and sets out design principles to which improvement and proposals should adhere.



Source:

[Design-Guide.FinalNov2022-1.pdf \(onesuffolk.net\)](#)

## 4.0 Review of Perceived Traffic Issues

### Transport

Lavenham is on the A1141, the main road between Hadleigh and Bury St Edmunds.

Parking is an issue within the village which arises from the influx of visitors primarily generated from tourism, along with the needs of residents, people working in the village and using local retail. The village has 3 public car parks as well as street parking. Currently, parking is free of charge.

**Speed Restrictions:** There is a proposal currently under consideration to introduce a 20 mph zone to cover much of the village, however this does not entirely replace the existing 30 mph zone. This is perceived as necessary due to the prevalence of an older local population and a regular and growing influx of tourists moving around this medieval village with its narrow footpaths and roads. In addition, the centre of the village with its retail core and host of eateries and hostelry is bisected by the A1141, and concomitant pedestrian movements across this main road.

### Public Transport

The village formerly had a railway station on the Long Melford–Bury St Edmunds branch line, which was opened on 9 August 1865. There were plans for the Hadleigh branch line to be extended to Lavenham, but they never came to fruition. The line was an important goods route during the Second World War and was guarded by numerous Type 22 pillboxes, most of which are still visible in the surrounding farmland. The railway station was closed to passengers on 10 April 1961, with a goods service surviving until April 1965. Today the disused line is used as a public footpath and is a designated nature reserve.

Today, the only public transport is the bus service (753 Bury St Edmunds to Sudbury where there are links to train connections towards London or Cambridge).

Bus times are:

broadly hourly both directions Mon-Sat  
Last Buses  
from Lavenham to Bury 17.48  
from Bury to Lavenham 18.25  
from Lavenham to Sudbury 18.56  
from Sudbury to Lavenham 17.17

No service Sundays

Currently no taxi service operates from Lavenham.



Source:

[Design-Guide.FinalNov2022-1.pdf \(onesuffolk.net\)](#)

## 4.0 Review of Perceived Traffic Issues

### Visual Assessment

The Traffic Working Group have done a visual assessment which aims to identify key issues. These can be summarised under the following headings:

- **Car parks and current usage of these:** It should be noted that electric charging points have been installed, however, the majority are not operational yet.

In 2021, 2020 Consultancy were commissioned by Babergh and Mid Suffolk District Councils to undertake a car park study and prepare a parking strategy covering off-street car parks and the provision of on-street parking. The Parking Study and the Babergh + Mid Suffolk District Council's Parking Strategy 2022-2042 should be referred to, see links below.

Note: The Cock Horse Inn Car Park is referred to as Church Street Car Park in this scope document.

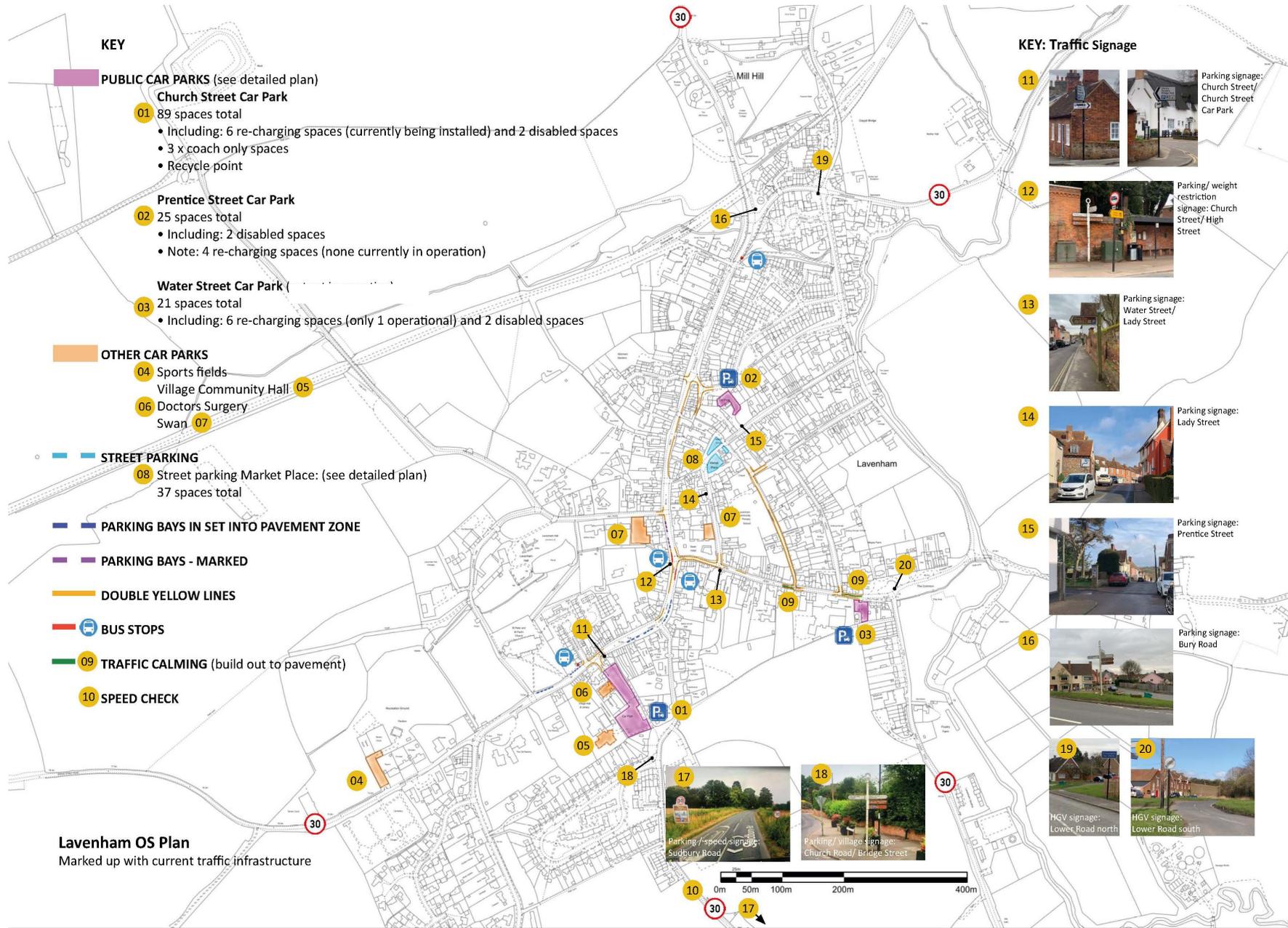
[Parking Study Report \(midsuffolk.gov.uk\)](https://midsuffolk.gov.uk)

[BABERGH and MID SUFFOLK DISTRICT COUNCIL'S PARKING STRATEGY 2022-2042](#)

- **Street parking:** The car parking behaviour can be summarised with the following themes:
  - Parking on pavements (both in the historic core and the wider residential streets).
  - Parking causing unnecessary obstruction to pedestrians and vehicles in Market Place.
  - Parking on double yellow lines both residential streets (e.g. Barn Street).
  - Parking at close proximity to street junctions, thus obscuring pedestrian and vehicle sight lines. This is seen both in the historic core, the wider surrounding streets and the approaches into Lavenham.
  - Parking on green verges (residential streets outside of the historic core – e.g. Spring Street and Tenterpiece).
- **Signage:** Visual survey of the existing signage reveals areas of 'clutter' and well as areas where directional signage is unclear (e.g. directional signage to car parks) or does not exist (directional signage to the Water Street car park)

The maps overleaf summarise:

- 1) Existing traffic infrastructure (signage/ double yellow lines/ car parks).
- 2) Mark up of the street parking as a typical condition, this highlights the impact that the cars have in the street scape and public spaces.



**KEY**

**PUBLIC CAR PARKS** (see detailed plan)

**01 Church Street Car Park**

- 89 spaces total
- Including: 6 re-charging spaces (currently being installed) and 2 disabled spaces
- 3 x coach only spaces
- Recycle point

**02 Prentice Street Car Park**

- 25 spaces total
- Including: 2 disabled spaces
- Note: 4 re-charging spaces (none currently in operation)

**03 Water Street Car Park**

- 21 spaces total
- Including: 6 re-charging spaces (only 1 operational) and 2 disabled spaces

**OTHER CAR PARKS**

- 04** Sports fields
- 05** Village Community Hall
- 06** Doctors Surgery
- 07** Swan

**STREET PARKING**

- 08** Street parking Market Place: (see detailed plan)
- 37 spaces total

**PARKING BAYS IN SET INTO PAVEMENT ZONE**

**PARKING BAYS - MARKED**

**DOUBLE YELLOW LINES**

**BUS STOPS**

**09 TRAFFIC CALMING** (build out to pavement)

**10 SPEED CHECK**

**KEY: Traffic Signage**

- 11** Parking signage: Church Street/ Church Street Car Park
- 12** Parking/ weight restriction signage: Church Street/ High Street
- 13** Parking signage: Water Street/ Lady Street
- 14** Parking signage: Lady Street
- 15** Parking signage: Prentice Street
- 16** Parking signage: Bury Road
- 17** Parking / speed signage: Sudbury Road
- 18** Parking/ village signage: Church Road/ Bridge Street
- 19** HGV signage: Lower Road north
- 20** HGV signage: Lower Road south

**Lavenham OS Plan**  
Marked up with current traffic infrastructure



## Lavenham Traffic Infrastructure

(refer to map for locations)

(photographs are an enlargement from previous page)

11



Parking signage: Church Street/ Church Street Car Park

12



Parking/ weight restriction signage: Church Street/ High Street

13



Parking signage: Water Street/ Lady Street

14



Parking signage: Lady Street

15



Parking signage: Prentice Street

16



Parking signage: Bury Road

17



Parking/ speed signage: Sudbury Road

18



Parking signage: Church Street

19



HGV signage: Lower Road (north)

20



HGV signage: Lower Road (south)



**KEY**

- PUBLIC CAR PARKS** (see detailed plan)
- OTHER CAR PARKS**
- STREET PARKING**
- PARKING BAYS IN SET INTO PAVEMENT ZONE**
- PARKING BAYS - MARKED**
- DOUBLE YELLOW LINES**
- BUS STOPS**
- TRAFFIC CALMING (build out to pavement)**



01 Church Road: pavement parking



02 High Street: parking on both sides, lower height kerbs, narrow way width



03 High Street: pavement parking



04 High Street: parking on pavement restricting pedestrian zone



05 High Street: parking on pavement with parking bay markings



06 High Street: parking on pavement restricting pedestrian zone



07 High Street: pavement parking

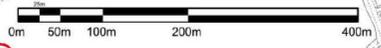


08 High Street: pavement parking



09 High Street / Spring 30 mph: parking on pavement restricting pedestrian zone

**Lavenham OS Plan**  
Marked up with street parking



**KEY continued**

Note on images 12-14: Market Place is a highway with sets to delineate car parking area.



## 5.0 Outline of Scope for Strategic Study

**In terms of traffic, the challenge is to find an approach which balances the needs of local businesses and residents as well as encouraging tourism related to the heritage asset of the village (which some businesses also rely on).**

The strategic study should consider the whole village and approaches which address:

### 5.1

**Survey of static traffic:** Provide a scope and methodology to allow the Lavenham Parish Council to commission and undertake such a survey.

### 5.2

**Parking requirements** generated by tourism, people working in the village, people using retail within the village, residential parking, servicing vehicles. This should include an assessment of the current car parking provision both in existing car parks and the on-street parking, recognising seasonal fluctuation and village events. Is there adequate provision and if not, what options could be considered to address this?

### 5.3

#### **Signage:**

Review of traffic signage within the village, taking into account the emerging Design Guide for the village. Could this be improved?

[Design-Guide.FinalNov2022-1.pdf \(onesuffolk.net\)](#)

### 5.4

#### **Pedestrian safety:**

This should consider approaches to introduce safe crossing at key road junctions (High Street/ Water Street junction; High Street/ Hall Road junction; Brent Eleigh Road/ Water Street junction).

### 5.5

#### **Sustainable transport solutions:**

This should consider quantum of electric charging points, cycle provision with the aim to create a greener approach.

### 5.6

#### **Output:**

The strategic study should build on the findings of the Babergh Car Parking Strategy Survey (referenced in section 4.0), however, it needs to differentiate the output from this documents.

We recognise that there will not be one solution to address the impact of parking, and therefore we are looking for a range of ideas which could be considered.

The overall aim is to reduce the impact of parking and congestion within the streets and key public spaces and improve the village environment as a whole.

To commence the study, we are suggesting that a site visit is arranged with members of the Lavenham Traffic Working Party to walk through the village and highlight the context and perceived issues.

### 5.6

#### **Output cont:**

Output for the study should include the following:

Report describing range of strategic options considered. This should include:

- Observations from site visit.
- Written description for possible options with a qualitative view weighing up the relative ease of implementation (for example; taking into account cost/ duration/ planning impacts).
- Photographic references to options considered.
- Sketches illustrating the strategic options (OS plan of the village provided).
- Case studies which illustrate where some of the strategic options have been implemented.
- Ideas for possible funding avenues.

## Appendix A: Sources of Information

Lavenham Design Guide

[Design-Guide.FinalNov2022-1.pdf \(onesuffolk.net\)](#)

Emerging Babergh and Mid Suffolk Local Plan evidence base

<https://www.midsuffolk.gov.uk/planning/planning-policy/evidence-base/current-evidence/>

Babergh Core strategy – Evidence base on core villages

<https://www.midsuffolk.gov.uk/planning/planning-policy/adopted-documents/babergh-district-council/core-strategy/>

Neighbourhood Plan

<https://www.babergh.gov.uk/planning/neighbourhood-planning/neighbourhood-planning-in-babergh/lavenham-neighbourhood-plan/>

Suffolk Local Transport Plan

<https://www.suffolk.gov.uk/roads-and-transport/transport-planning/transport-planning-strategy-and-plans/>

Babergh parking

<https://www.babergh.gov.uk/environment/parking/>

Local Highway Authority at Suffolk County Council

<https://www.suffolk.gov.uk/roads-and-transport/>

Lavenham Conservation Area Appraisal (very out of date though)

<https://www.babergh.gov.uk/assets/Conservation-Area-Appraisals/Lavenham2010CAA.pdf>

Census data from 2011

<https://www.suffolkobservatory.info/overview/?report=3e84a86214f4453581dc6e3204e130c1&feature=E05012578#/view-report/355e134d218e43fda37e52fb98024d6f/E05012578>

Census data for 2021 to be released May June 2022

<https://www.gov.uk/government/statistics/announcements/initial-findings-from-the-2021-census-in-england-and-wales>

## Appendix A: Sources of Information

Crashmap

<https://www.crashmap.co.uk/>

Parish Profile – Lavenham

<https://www.midsuffolk.gov.uk/the-council/parish-profiles/>

Historic England – advice on parking in historic places

<https://historicengland.org.uk/images-books/publications/streets-for-all/heag149-sfa-national/>

Bear Lane development Transport assessment

[https://planning.baberghmidsuffolk.gov.uk/online-applications/files/076B83C83661C545F5B64807148FB5E4/pdf/DC\\_17\\_04024-TRANSPORT\\_ASSESSMENT-3073877.pdf](https://planning.baberghmidsuffolk.gov.uk/online-applications/files/076B83C83661C545F5B64807148FB5E4/pdf/DC_17_04024-TRANSPORT_ASSESSMENT-3073877.pdf)

Parking Street Survey – the industry recognised ‘Lambeth Method’

[https://www2.richmond.gov.uk/docs/arlington/CDE40\\_pl\\_parking\\_survey\\_guidance\\_note\\_nov\\_2012\\_update.pdf](https://www2.richmond.gov.uk/docs/arlington/CDE40_pl_parking_survey_guidance_note_nov_2012_update.pdf)

Manual for Streets

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/341513/pdfmanforstreets.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/341513/pdfmanforstreets.pdf)

Manual for Streets 2

<https://www.eastleigh.gov.uk/media/8587/cd48-2.pdf>

Building for a healthy life

<https://www.udg.org.uk/publications/othermanuals/building-healthy-life>

National Planning Policy Framework

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1005759/NPPF\\_July\\_2021.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1005759/NPPF_July_2021.pdf)

## Appendix A: Sources of Information

Planning Practice Guide

<https://www.gov.uk/government/collections/planning-practice-guidance>

Example report - Northallerton Parking Report

[https://issuu.com/lovenorthallerton/docs/2570\\_northallerton\\_bid\\_parking\\_repo](https://issuu.com/lovenorthallerton/docs/2570_northallerton_bid_parking_repo)

**Agenda Item 15**

**Report to Council 6<sup>th</sup> July 2023**

**Small Heritage Fundraising**

1. The minutes of April 6 2023 record that 'A motion to agree in principle to establish a Heritage Improvement Fund with a separate Bank Account with the Clerks instructed to draft a draft constitution to administer the fund was proposed by Cllr Mitchell, seconded by Cllr Chick, carried.
2. Draft Scheme rules have been prepared detailing:
  - a) How projects are selected
  - b) How much funding the Council will offer
  - c) Banking arrangements
  - d) Acceptance and rejection of Donations
  - e) Procedures in the event that it is not reasonably possible to execute the project, the project become more expensive than originally envisaged or the project fails to attract sufficient donations.

**Motion: Council is asked to approve the Scheme Rules for a Small Heritage Fund**

**Recommended by Clerk to Council: Andrew Smith 30 June 2023**

## **Agenda Item 15**

### **Scheme rules with respect to funding small heritage projects**

#### Background:

The Parish Council invites the Public to donate to the funding of small heritage projects and is hugely appreciative of their support.

The purpose of these rules is to document how the Scheme will operate.

#### Proposed Projects:

The Projects to which the Public will be invited to contribute will be determined by the Council at its public monthly meetings. Members of the public are invited to suggest Projects to the Council. Suggestions are very much welcomed.

Council will determine to what extent it will match the Donations to each Project.

Council has the power to vary these matchings (for example as the financial position of the council changes) at its public monthly meetings.

Donations made by the Public will be held in a separate Bank Account and will be separately analysed in the Balance Sheet of the Council.

#### Donations:

Donations can be refused by the Council should the Parish Council decide that it is not appropriate to accept the Donation. The Council will consider all factors in making such a decision including the conditions imposed by the Donor, the identity of the Donor, the sources of the money. The Donor has no right of appeal as to the decision of the Council.

Once donations have been received up to the amount requested from the General Public then the Council will use its best endeavours to execute the project. Should further donations be received then they will be applied to the next project.

If in the opinion of the Council it is not able to reasonably execute the project (reasons to include legal prohibitions, unreasonable increase in cost or other complications) then Council has the right to cancel the project and apply the Donations to the next project.

Should funds be required to complete the project beyond the amount originally envisaged then the Council may at its discretion use Council Funds to make the shortfall, cancel the project applying the Donations to the next project or use Donations to the next project to make up the shortfall.

Should a Project not obtain sufficient Donations, within a reasonable time period as determined by the Council, to allow it to go ahead then Council may at its discretion use Council Funds to make the shortfall or cancel the project applying the Donations to the next project.

Refunds of Donations are not expected to be made, all refunds are made at the discretion of the Council and the Donor has no right of appeal as to the decision of the Council.

Register of Donations:

The Council will maintain a list of Donations including any conditions attached to Donations which have been accepted by the Council.

Winding up of the Fund:

The Council may at its discretion decide to discontinue the Fund. Should it do so the Council will donate the funds to an organisation(s) who will use the funds, in the reasonable opinion, of the Council, in the way(s) that the Donors intended.

**Agenda Item 16**

**Report to Council 6<sup>th</sup> July 2023**

**Kissing Gate Quotation**

1 At the Council meeting in 6 April 2023 I presented 3 quotes:

Contractor A estimated: £5,044.00

Contractor B estimated: £4,368.00

Contractor C estimated: £3,950.00

I commented that Contractor A still has the templates for the pales from the previously unsuccessful bid, that Contractor B would not accept a retainer against workmanship on the grounds that at the time of installing the gates onto Church Street, the previous Council waived it and post completion work was completed to the Council's full satisfaction and that she hesitated to recommend Contractor C to the Council as he has declined to meet us on site, although he has received the specification of works drawn up by the Parish Council, and has not discussed the plans any further.

2 The minutes of 6 April 2023 record that 'all councillors agreed that retention was important. Cllr Morrey agreed to discuss further with Contractor B and report to next meeting'.

3. I have spoken to Contractors A and B and they have accepted our suggestion of adding the 2.5% retention to the agreed contract price and then to withhold it until any post-completion rectifications have been satisfactorily carried out.

**4. Proposal**

**That the Parish Council is asked to accept the preferred quotation B**

**Proposed: Councillor Mary Morrey**

**Agenda Item 17**

**Report to Council 6<sup>th</sup> July 2023**

**Proposal to renovate the two listed telephone boxes**

1. Renovation of the Grade 2 listed telephone boxes has proven to be more complex than previously thought, the work must be done off-site with the lead-based paint a particular issue.
2. A limited number of specialist repairers exist all of whom have long waiting lists.
3. Paintwork will need to be completed with BS538 paint and safety glass to standard BS 6262.
4. Contractors will need to detail the preparation measures that the Council would need to fulfil prior to renovation commencing, timescales for completion of the renovation and guarantees offered as the completed work

**5. Proposal**

**Council is asked to issue invitations to quote for the renovation.**