

## **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 7.00 pm on Thursday 2<sup>nd</sup> April 2026 at Lavenham Village Hall, Church Street, Lavenham.**

### **Public Attendance**

Members of the public and press are welcome to attend. At item 5 the public will be invited to give their views/question the Parish Council on issues on the agenda or local matters. This item will generally be limited to 10 mins. duration.

### **AGENDA**

- 1. Apologies and approval, if applicable, of absences**
- 2. Declarations of Interest**
- 3. To consider requests for dispensations**
- 4. To approve as accurate minutes of the 5<sup>th</sup> March 2026 of the Council**
- 5. Public participation session (10 minutes)**
- 6. Chair's Announcements**
- 7. Local Authority Councillors' Reports**
- 8. Clerk/RFO report**
  - 8.a Motion to approve Accounts for month ending 28<sup>th</sup> February 2026**
  - 8.b Motion to approve Receipts and Payments for month ending 28<sup>th</sup> February 2026**
- 9. Planning**
  - 9.a Planning Register: Report**
  - 9.b Planning Group: To receive reports and recommendations**
- 10. Lavenham Neighbourhood Plan 3: Report and minutes of LNP Group meeting**
- 11. Motion concerning Councillor volunteering and non-endorsement of Private Businesses**

**12. Motion concerning Communications Policy**

**13. Motion concerning Expenses Policy**

**14. Motion concerning Privacy Policy**

**15. Motion concerning Bus Improvements**

**16. Report concerning possible move of First Meadow Gate**

**17. Report concerning First Meadow Boundary**

**18. Report concerning The Paddocks Allotments**

**Date of next meeting – Thursday 14<sup>th</sup> May 2026**

A handwritten signature in black ink that reads "A Smith". The signature is written in a cursive style with a long horizontal stroke at the end.

Andrew Smith  
Clerk to the Council  
Parish Office  
Church St  
Lavenham

Date: 27<sup>th</sup> March 2026

**PARISH COUNCIL MEETING**

Held on Thursday 5<sup>th</sup> March 2026, commencing at 7.pm in the Village Hall.

All supporting documents can be found on the Parish Council website under Meetings, March 2026.

**Present:**

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

**1. Opening Statement by the Chair:**

The Chair welcomed everyone and introduced herself explaining to all present that this meeting is being recorded. The Chair reminded all that this is not a public meeting, but a meeting of the Council held in public. Members of the Public were respectfully asked to maintain silence during the Council's deliberations and not to approach the Councillors. Councillors were requested not to engage with Members of the Public when Council is in session. All were asked to ensure that their mobile phone was on silent and were reminded to treat all present with respect.

**2. Apologies and approval of Absences**

The Clerk reported that no Councillor had informed him that they were unable to attend the meeting. Cllr Domoney reported that Cllr Robinson had informed him that he was not going to attend. Cllr Domoney apologised that he had not passed on this information more quickly.

**3. Declarations of Interest and item 4 Requests for Dispensations**

Four Councillors had updated their Registers of Interests:

- a) Cllr Muckian had updated her Register of Interests to include that she has been nominated by the Parish Council to be the PC representative on the Lavenham Guildhall Local Committee and is an ordinary Member of the National Trust.
- b) Cllr Sherman had updated his Register of Interests to include that he rents, for no consideration, a 20 feet container for storage of his personal effects on 2nd Meadow.
- c) Cllr Domoney had updated his Register of Interests to include that he rents allotment beds and space for an apiary on Poultry Farm and Second Meadow and has various local responsibilities. He is Leader of the War Planning Group, Chair of the Lavenham Waterside Allotments Group, Leader of the Lavenham Beekeepers and Hornet Warden for Lavenham and area. He is also an unpaid Director and the CEO of Anglia Maghreb Quantum Cities.
- d) Cllr Robinson had updated his Register of Interest concerning his business interests. Cllr Robinson has declared that he is connected with Greenwich Park Management Limited and that he and his Partner together have 29 income generating properties. He has also updated his Register to include that he is a member of the PC's Planning Working Group.

The Clerk said that he anticipated that various Councillors will need to leave the room for Items 13 (Allotments) and 17 (First Meadow Boundary).

He asked whether Councillors had any further interests or updates to their interests that they wished to declare. No Councillor said that they did.

The Clerk told Councillors that a significant volume of correspondence has been received by the Monitoring Officer at Babergh Council detailing concerns with respect to alleged incomplete registration of interests by Parish Councillors and a number of other alleged behaviours by Parish Councillors. The Monitoring Officer has, in summary, received considerable correspondence alleging that Councillors have breached the Code of Conduct.

The Monitoring Officer had asked the Clerk to inform Councillors that his Office is still considering these complaints. The Monitoring Officer has assessed that it is likely that some of these complaints will be dismissed, some may be relevant for informal resolution but is confident that he will determine that some of these complaints will require more formal action. To that end he is actively considering which of the complaints will be referred to the Suffolk Joint Standards Board for their formal consideration. This Board will be comprised of elected Councillors from Mid Suffolk District Council.

When a Joint Standards Board Hearing is required, the complaint subject will be informed of the hearing date and the appropriate arrangements. This meeting will be held in private, as it relates to an individual, but the Board's decisions will be published publicly and reported at a Parish Council meeting.

The Monitoring Officer had advised the Clerk that the most common actions that may be taken by the Board should the Board uphold the Complaint are:

- a) To recommend that the subject member be formally censured.
- b) To recommend that the subject member be removed from all committees, working groups etc of the council;
- c) To recommend that the subject member should not be appointed and/or removed from all outside bodies to which they have been appointed to by the Council;
- d) To instruct the Monitoring Officer to arrange appropriate training.

The Clerk reported that, as referred to earlier, Cllr Robinson had updated his Register of Interests to include membership of this Councils Planning Working Group.

Cllr Robinson had written to the Clerk '*Andrew — to enable me to participate fully and vote on all planning matters (excluding, of course, any items where I hold a Disclosable Pecuniary Interest), I would be grateful if you could issue a blanket dispensation covering my involvement in planning discussions and voting*'.

The Clerk explained that it is his opinion that membership of the Parish Councils Planning Group does not lead in and of itself to Conflicts of Interest at a Council Meeting. He considers that Conflicts of Interest must be considered on a case by case basis. He had therefore declined the request for such a blanket dispensation. The Monitoring Officer had informed the Clerk that he agrees with his interpretation and has advised him that being on a working group of the Parish Council does not create a conflict type scenario in terms of interests.

#### **4. Approval of Minutes**

To approve as accurate minutes of the 5<sup>th</sup> February 2026 meeting of the Council.

**Motion to approve. Proposed:** Cllr Sherman **Seconded:** Cllr Falconer **Decision:** Approved. Cllrs Mawford and Ranzetta abstained. Neither had been present at the meeting.

Cllr Domoney asked Cllr Mawford whether he wished to withdraw comments made at a previous meeting or apologise. Cllr Mawford replied that if anybody, including Cllr Domoney, thinks that he has breached the Code of Conduct, then it is open to them to refer him to the Monitoring Officer.

#### **5. Public Participation Session**

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

A Member of the Public expressed her concern about sites adjacent to the Melford Rd offered by local landowners for development which are not actually in Lavenham Parish, they are within Acton Parish. The Chair of the LNP Group and the Member of the Public agreed to continue to correspond with the Member of the Public and Acton Parish Council. The LNP Group is very aware of residents' concerns about these sites which are within Acton but are adjacent to Lavenham and will respond in due course.

A Member of the Public expressed his concerns that the sites offered adjacent to Melford Rd were prone to flooding, might increase the local risk of flooding and that development of these sites would increase the burden on Lavenham services. He requested a data set of the sites offered. The Chair of the LNP asked the Member of the Public to contact him. He reminded the Member of the Public that this is just a 'Call for Sites' to which local landowners have responded. He added that the Neighbourhood Plan Questionnaire will very shortly be distributed to all residents seeking residents views on the future development of the village.

A Member of the Public asked whether the Parish Council would welcome the establishment of a taxi office in Lavenham. The Chair replied that she had never previously heard of such a proposal saying that she recognised that many might welcome this.

A Member of the Public updated the Parish Council concerning the reopening of The Angel. He told Councillors that the new owners are working with Babergh Council to properly carry out the works required to reopen.

## **6. Chair's Announcements**

The Chair reported that the new footpath adjacent to Melford Road appears to be complete. Confirmation that the works are complete has not yet been received.

The Chair had represented the Council, for the first time, at a Lavenham Guildhall Local Committee meeting. She reminded all that for residents of Lavenham, entry to the Guildhall is free.

The PC has been advised that Babergh are looking to grant a license to allow a mobile veterinary service to park at the Cock Inn car park for two days each week. This will occupy either a coach space or four car spaces. Busy summer weekends will be avoided.

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

The Clerk presented County Cllr Lindsay's report.

County Cllr Lindsay had advised that he is still waiting to hear from the County's Public Rights of Way Officer, who was apparently on leave last week, about the status of access across the Railway Walk. He has pursued this again.

The County Cllr had advised that after District Cllr Clover raised the issue of part of Clay Lane being made impassable, apparently by construction vehicles, the Rights of Way Officer had told him that Highways are investigating the causes and potential enforcement.

Brent Eleigh Parish Council has expressed a desire for funding to improve the surface of Clay Lane. He has passed this request on to Babergh CIL team, who have received it favourably and have added the Lane to their LCWIP list (Local Cycling and Walking Infrastructure Plan). A bid for CIL funding for improving the surface of the Lane from Brent Eleigh PC is expected shortly.

He advised that County Council elections are back on following a legal challenge which the Government found it could not defend against, although before its lawyers saw the challenge the Government had been adamant that it had legal precedents on its side.

Suffolk Highways has announced that they will trial towing away vehicles that have not been removed between March and June this year for about 19 specific planned resurfacing works. The Council will, a fortnight before, place cards placed under windscreens and through residents' doors. Two days before the works are due to begin, cones will be put out along with signage warning that it will become a towing zone on the day. If there are cars parked on the road on the day, officers will knock on doors to try and find the owner and as a last resort, vehicles will be moved. There is a £70 fine to get it back. Essex County Council has been doing this for about a decade and found that it has worked to cut costs of road works.

District Cllr Clover reported that the Local Government Reorganisation (LGR) process has been further complicated by the Leader of Norfolk County Council announcing that they intend to withdraw from the LGR process. Norfolk was partnering up with Suffolk under one Mayor with an equal number of Unitary Authorities in each County. It is certain that the Mayoral elections will go forward. It is within the Governments gift to cancel Unitary Authority elections and impose whatever system they decide although this would require an Act of Parliament.

He noted the recent publication of the latest Call for Sites map and that a number of residents have expressed concern over the latest potential developments.

He reminded Cllrs that there have been two Babergh Calls for Sites. One at the beginning of 2024 where just over 580 were put forward, their Assessment is to be found in the SHLAA section on the Babergh website.

The second Call for Sites occurred between October 2025 and January 2026. A map of the 500 additional sites put forward is also on the Babergh website.

Babergh has decided to deploy a uniform methodology to assess the suitability of these sites, both the original 580 and the most recent 500 sites, so as to ensure fairness.

Babergh hope to publish the Strategic Housing and Economic Land Availability Assessment (SHELAA) around May, this will assign each site an overall Red/Amber/Green rating.

Following this, further assessment work will be carried out working with experts from Heritage, Highways and Sustainability to select a list of preferred sites which will then be published for public consultation. Objections from Lavenham and Acton residents have already been received, however no decisions have yet been made as to which sites will be allocated for development. He emphasised that not all sites will be allocated for development.

He reminded Cllrs that Babergh is the licensing authority for taxi services and thanked County Cllr Lindsay for his attention to the issues of Clay Lane. He told Cllrs that he is continuing to work with the Suffolk County Cllr Cabinet Member for Highways and Flooding to press for works to resolve flooding issues adjacent to Lavenham Butchers.

## **8. Clerks Report**

The Clerk explained that there were a number of required annual reviews of Council documents in his report but that he would begin with Public Realm.

### **Public Realm**

The Clerk apologised to Cllrs that neither he nor the tree surgeon contacted Babergh concerning the First Meadow Tree Maintenance. First Meadow is within the Conservation Area.

The Babergh Tree Protection Officer has confirmed that no contact had been required concerning the most significant work i.e. the felling of the Silver Birch as it was dead but that contact should have been made regarding the trimming, for safety reasons, of branches of the trees overhanging the Play Area. Unfortunately, neither the PC nor the Contractor had done this, this requirement to contact Babergh had fallen through the cracks.

Both the PC and its contracted tree surgeon have apologised to the Tree Protection Officer who has confirmed that, had he been contacted, he would certainly have given permission and that he will take no action whatsoever concerning this error. The Clerk described this as a lesson learned and an error which will not be repeated.

The tree survey has been received and sent to the Council's contracted tree Surgeon requesting the development of a prioritised action plan. Additionally, UK Power Networks have visited First Meadows and identified which trees they will be trimming back to establish the correct distances between the overhead electricity lines and the trees. The cost of this work will be borne by UKPN. Should this work be carried out in the Spring or Summer they will check for nesting birds. The Clerk has put them in touch with Babergh Council who have approved their work.

Enabling works have this week been completed in the Water St Car Park for the installation of replacement EV chargers. It is anticipated that the new and improved Chargers will be shortly operational.

The Speed Indicator Device Battery is recharging as the days get longer. It may be that we have to purchase replacement batteries. The situation is being monitored.

It's been a bad week for toilet doors, the locks have failed on three of the six doors this week, two in Church St and one in Prentice St, all have been repaired. It is not likely that these breakages are due to vandalism, more likely it is excessive force being applied to the handles by someone outside when someone is inside. A second toilet roll dispenser has been installed and stocked with paper in each of the toilets. Complaints have been received this month concerning the doors (people had extreme difficulty getting out) and the lack of toilet paper.

**Accounts:**

The Clerk explained that the January Accounts contain two significant variances:

- a) £2,000 or so because the election was uncontested. This will be a saving as compared to our last forecast.
- b) £5,800 or so because the remaining part of the emergency tree work and the tree survey were done in February. This is timing only.

The draft February Accounts, he told Cllrs will tell a very different story, explaining that it is appropriate to focus more on these draft accounts and as they contain a number of unexpected savings realised in February.

The February Accounts will show a deficit for the eleven months of some £7,000, a reduction of approximately £10,000 on the deficit of £17,000 for the eleven months included in the forecast and all of this is real gains not timing. There have been a number of unanticipated windfalls contributing to this £10,000 improvement.

- a) £2,000 or so saving because the election was uncontested.
- b) £1,701 saving as the Annual Street Light Maintenance and Electricity bill has been received, that saving is of course electricity.
- c) £1,500 saving as the grant to the Christmas Event Group has been repaid in full.
- d) £1,250 more Burial income than anticipated. The last three deaths have all been burials rather than cremations.
- e) £1,233 of Locality Grants have been received to help with the costs of tree maintenance.
- f) £764 saving on toilet cleaning consequent of the reduction in cleaning frequency.
- g) £434 saving on Winter Electricity costs for the Parish Office and Toilets.

These savings, he said, will be somewhat balanced out somewhat by the upcoming legal costs concerning Allotments and repair costs to the Hub Building but certainly they do make the financial position a little easier.

Cllr Lamont asked if the loan from the Public Works Loan Board could be paid off. The Clerk explained that it could be but it would weaken the Councils cash position too much.

**Motions:** To approve Accounts and Receipts and Payments for month ending 31<sup>st</sup> January 2026

**Proposed:** Cllr Bourne **Seconded:** Cllr Ranzetta **Decisions:** Approved unanimously.

The Clerk explained that concerning its **Standing Orders** Council had, at its meeting of 1<sup>st</sup> May 2025 Council, adopted the insignificant technical changes required by NALC consequent of the revised NALC Model Standing Orders issued March 2025. Therefore, no changes are proposed, except (consequent of Council decision of 5th February 2026) deleting that recordings of Council Meetings will be erased.

The Clerk explained that in March 2025 NALC had issued revised **Standing Financial Regulations** which, whilst making no substantial changes, included a new section called 'Risk Management and Financial Control' and contained amended clauses in Bold Type which it is compulsory to adopt.

He explained that it compulsory to adopt these new regulations advising Councillors that they make no changes to the Councils Internal Controls which remain:

- a) Over £30,000 spend: Tenders
- b) Spend £3,000 to £30,000: 3 quotations
- c) Spend £1,000 to £3,000: strive to obtain 3 estimates
- d) Spend less than £1,000 shall seek to achieve value for money.
- e) RFO authority to spend up to £1,500 per month for proper functioning of Council or safety of the Public.
- f) Two people required to make any payment.

He explained that concerning the **Scheme of Delegation** a change is proposed to improve the example given of a matter which needs to be resolved between Council Meetings. It makes it clearer the circumstances when the Clerk must consult with Councillors. No significant changes are proposed to the **Authority to Commit Resources**.

Cllr Mawford asked if Register of Interest rules apply to Working Groups. The Clerk replied that they do. Cllr Sherman agreed to remind all members of the Neighbourhood Planning Group of their need to disclose their interests.

**Motion:** Council has reviewed its Standing Orders, Standing Financial Regulations (including system of internal controls), Scheme of Delegation and Authority to Commit Resources. It considers these documents including the system of internal controls to be appropriate.

**Proposed:** Cllr Ranzetta **Seconded:** Cllr Bourne **Decision:** Approved unanimously.

The Clerk explained that concerning the **Risk Register** he had adopted Cllr Mawford's suggestion from the 2025 review that the register include both the likelihood of an event happening and the effect. The Register has been thoroughly reviewed considering events during this Clerks three years employment.

Risks concerning Physical Equipment are now the first category on the register. This area is considered to contain significant risks.

Assets such as streetlights and benches are distributed throughout the village and contain no moving parts but the Toilets (electrical, plumbing and ironmongery failures) and the Playground Equipment present risks to users.

No incidents have been reported concerning streetlights and benches etc other than lights not working and very occasional reports of dirty benches.

Minor repairs have been required on the play equipment and the play equipment has been subject to low level vandalism but there have been no reports of injuries.

The toilets though have developed leaks, failures to flush, sewerage spills and locks have failed making it difficult for users to exit. He told Cllrs that these facilities are difficult for Council to manage. Council has no out of hours maintenance service for these facilities.

Financial Risks including Fraud remain present but are more easily controlled. The appropriate controls are in place and no issues have arisen. Unlike the management of Physical Assets, the small size of the Parish Council assists very good risk management of Financial Risk. The financial risk which is most difficult to manage is poor management of high value Capital projects.

Management Risks are now split out from Financial Risks. Council has reviewed and expanded its policies and procedures to reduce these risks. Inappropriate behaviour by Members and Employees including full declaration of Members Interests require ongoing monitoring.

Cllr Mawford and other Cllrs suggested that the Business Continuity Impact risk should be amended from Low to Medium. The Clerk agreed to amend this rating.

In response to a question from Cllr Lamont the Clerk confirmed that he had checked the Gasworks for leaks and deterioration.

Cllr Lamont asked about deterioration of gravestones. The Clerk replied that the gravestones do deteriorate but he was not aware of any posing risks to cemetery visitors. He said that none had required repair since he had become Clerk. Cllrs Norman and Ranzetta said that in the past the PC had had to repair gravestones.

**Motion:** The risk register is approved.

**Proposed:** Cllr Mawford **Seconded:** Cllr Ranzetta **Decision:** Approved unanimously.

**Motion:** to approve Appointment of Heelis and Lodge as Internal Auditors for the year ended 31 March 2026 at a cost of not more than £500 plus VAT

**Proposed:** Cllr Mitchell **Seconded:** Cllr Falconer **Decision:** Approved unanimously. Cllr Bourne was absent from the room for this vote.

### 9a. Planning Register

The Clerk presented the Planning Register commenting that all Babergh decisions are in line with Councillor recommendations.

**9b. Planning Applications**

**DC/26/00299** First Floor 6 Market Place. Change of first floor from tea room back to residential use.

Cllr Lamont explained that the applicant wishes to re-occupy the upstairs part of the property as upstairs has not proved economically viable as an extended tearoom. No structural changes are proposed and the proposed change of this first floor space is not contrary to the Lavenham Neighbourhood Plan.

**Motion:** The Application is supported subject to a condition that the first floor space is occupied for residential purposes only for and by the owner of the business.

**Proposed:** Cllr Ranzetta **Seconded:** Cllr Mawford **Decision:** Approved. Cllr Sherman voted against. Cllr Mitchell abstained.

**DC/26/00604** 13-14 Market Place. Fell a cedar tree in a Conservation Area

Cllr Lamont explained that this tree is not a native species and it is quite large for its location. Additionally, heavy pruning is not appropriate for most conifers.

**Motion:** Recommend Approval

**Proposed:** Cllr Sherman **Seconded:** Cllr Mitchell **Decision:** Approved unanimously.

**10. Lavenham Neighbourhood Plan Group: Report by The Chair of the Group**

The Chair of the Group presented his report. He commented that the Group had received a further letter from a Member of the Public concerning the Questionnaire. He considered that he had already replied to this person's questions and would not reply further.

**11. Report concerning charging for the use of the Public Toilets**

The Clerk explained that its Meeting of 4<sup>th</sup> December 2025 he had been instructed to conduct a rapid investigation of options to reduce costs of providing public washrooms for decision by March 2026. He reminded Cllrs that the Council has budgeted Donation Income of £2,300 for 2026/27 and estimated costs of approximately £19,000.

He told Cllrs that online research had indicated that the cost of introducing a charging system was £3,000 to £4,500 per toilet door. The suppliers he approached quoted similar amounts. A cashless system would likely cost approaching £24,000 fully installed and a cash and card system £30,000.

He said that the project costs were so high because neither facility has a lobby creating a single access point. He outlined other difficulties such as the ongoing monthly costs for card devices on each door, the need to enter into maintenance contracts and that a leading supplier of charging mechanisms advises that a usage reduction of 50% should be expected when charges are introduced. He suggested that reduced usage will be a particular problem in Lavenham, both facilities being adjacent to Pubs.

Consensus emerged not to take charging ideas forward but that this annual deficit would require future consideration by Council particularly the ongoing provision of the Prentice St facilities where the level of donations is particularly low. Cllr Norman suggested approaching selling the roof space for the generation of solar electricity. The Clerk agreed to investigate this with Babergh Council.

**12. Report concerning the assignment of the lease for 2 Lady St.**

The Clerk told Cllrs that at the meeting of Council held on 5<sup>th</sup> February 2026 he had been instructed to obtain legal advice concerning the legal position of the Council following the request of the Hub.

That advice was that the PC is not required to assign the lease. Additionally, any assignment would not require, as advised by a Trustee of the Hub, only a Deed of Assignment but also a Licence to Assign. Changes to the term of the lease would require a new lease. Changes to clauses in the lease such as the repair obligations or rent payable can be done via a deed of variation signed at the same time as the Licence to Assign and Deed of Assignment. It was unclear whether the addition of break clauses would require a new lease.

In answer to a question from Cllr Sherman the Clerk replied that the costs of assignment would likely be hundreds of pounds.

### **13. Report of progress concerning (The Paddocks) Allotments**

Cllr Domoney began to speak, from his seat, concerning progress of another Allotments site in the Village: the Riverside Allotments.

The Clerk reminded Cllr Domoney that he had an interest in this agenda matter and as had been the case at the 5<sup>th</sup> February 2026 Meeting needed to leave the room. Cllr Domoney responded by requesting the Chair to 'throw out as well' a Member of the Public, an Officer of the Paddocks Allotments Group, sitting in the Public Participation area.

He was advised that the rules for councillors are different to those for other people sitting in the public area, and that the Member of the Public could stay. The Member of the Public remained in the room.

On 5<sup>th</sup> February Cllr Domoney had moved to the public area and had spoken from there about allotments in public participation time. The Clerk thought that Cllr Domoney could again move there and speak. But the Chair pointed out that Cllr Domoney could not do so, because public participation time had passed, being earlier on the agenda. The Clerk then corrected himself and agreed with the Chair that Cllr Domoney needed to leave the room. The Clerk apologised to Cllr Domoney for his incorrect initial advice.

Cllr Domoney began to speak again about the Riverside allotments and was stopped from speaking by the Chair who asked him to take time to reflect and compose himself. Cllr Domoney was guided by the Clerk to leave the room. Councillor Domoney addressed the Chair asking 'are you threatening me?'

After further exchanges, including the Chair saying that she was considering pausing the Meeting, Cllr Domoney responded 'don't ever threaten me' and left the room.

Councillor Mitchell asked the Chair why the Council was receiving a report about the Riverside allotments as she believed this site to be a commercial enterprise. The Chair replied that she also considered that the Riverside allotments are a commercial enterprise and Council did not hear a report for that reason. Councillor Mitchell pursued this by noting that Councillor Domoney's attempt to speak was stopped not because of the subject he attempted to speak about but was because the Clerk had ruled at a previous meeting that he had a conflict of interest in the subject matter of allotments. The Chair agreed that was correct. Councillor Mitchell then queried whether the Council should ever be hearing from commercial enterprises and the Chair confirmed the Council does not.

(Clerks Note: All local residents including Cllrs may speak on local matters including commercial businesses, from the Public Participation area in Public Participation time unless the matter relates to their Disclosable Pecuniary Interest)

Councillor Falconer said that she considered that Councillor Domoney standing behind the Chair should be recorded as intimidating and the Chair agreed.

The Clerk explained that on 5<sup>th</sup> February 2026 Council had passed the following motion:

'The Clerk is instructed to work with the relevant parties and obtain legal advice to finalise the agreements, up to a maximum cost of £1,500 and to return to Council with final draft documents for Council to consider. Additionally, before formally instructing the Solicitor, the Clerk will contact PROW (Suffolk County Council Public Rights of Way) to explain that the PC is proceeding with the legal handover of the allotments and follow up on their 2018 letter to clarify their requirements, if any, concerning legal documentation'.

Suffolk Public Rights of Way had been contacted and the historic transfer of title documents which detail a right over the Railway Path had been shared with them.

They had advised on 16<sup>th</sup> February 2026 that: 'Following initial contact and subsequent information received I can confirm that the matter regarding potential access across Lavenham Footpath 26 over Suffolk County Council owned land is with our property team and appropriate stakeholders including ourselves for review. Can I ask that no forward action or further correspondence is made until such a time that you receive a formal response on the matter?'

The Clerk advised Cllrs that consequent of the motion passed contact has not yet been made with lawyers. Cllr Domoney returned to the room.

#### **14. Motion concerning replacement Church Street light**

The Clerk explained on 5<sup>th</sup> June 2025 the owner of a Church St property wrote concerning a street light:

'The above light is fixed to our house and is has partly come out of the wall to which it is fixed.

I am in the process of having re-pointing done as the upper front bedroom has been getting damp in that corner, the area is currently scaffolded.

The builder I am using who is very knowledgeable about houses of this era states that the soft red bricks can no longer support the weight and windage of the streetlight and that water is getting in through the large bolt holes. The white brick is now cracked and loose because of the leverage of the bracket.

Given that the builder is already part through the works I need the light to be urgently removed. I am happy to ask our professional electrician to disconnect the light and the builder and I will take it down so that the repairs can be undertaken in timely manner.

This is the second time this has pulled out the previous time was in 2022 and it is clear that the new lights are way too heavy and large given a strong westerly wind that funnels down Church Street.

May I suggest that our light is discontinued as there is ample light from the Cock Horse that is on all night every night illuminating the whole area'.

Subsequently the light was disconnected and the fittings are being stored by the property owner.

Complaints have recently been received concerning the poor lighting in the area particularly where a tree makes the footpath narrow and uneven.

Suffolk Highways were asked whether anything could be done to make the pavement less uneven. They have said that the pavement does not meet their criteria for intervention.

Suffolk Streetlighting have suggested three possible locations for replacement light:

- a) At the side of No 2 Church Rooms at the narrow pinch point within the footpath beneath the tree.
- b) Outside (Front Of Path) No 74 Church St.
- c) Replacement of existing signpost outside the PC Office (Junction to the Cock Inn Car Park )

The Clerk explained that costs vary a little due to the differences in site locations but are all approximately £2,400.

The Clerk suggested that Councillors will need to determine:

- a) Whether there is a need for a replacement light.
- b) Whether Option c) (i.e. by the Parish Office) which does not require an increase to the number of items of street furniture will illuminate the area sufficiently.
- c) And should they decide that there is a need for a streetlight but that option c) (i.e. by the Parish Office) will not illuminate the area sufficiently which of options a) and b) they prefer.

Cllrs expressed a preference for the replacement light to be placed on the side of the road where the previous light had been. Cllr Mawford suggested a door knock of the affected properties. Cllr Bourne agreed to speak with the effected properties, The drafted motion was not proposed.

#### **15. Report concerning Tree Survey**

The Clerk informed Cllrs that the Tree Survey had been received on 17<sup>th</sup> February 2026. It is some 163 pages long and contains 29 recommendations concerning 27 trees. The Survey has been forwarded to Suffolk Tree Services for review requesting submission of a costed action plan.

### **16. Motion concerning Second Weekly Street Bin Emptying**

The Clerk informed Cllrs that in 2025 Council had purchased an extra emptying of 12 street bins each Friday, throughout the summer months, in addition to the regular bin emptying each Tuesday. The 2025/26 rate was £83 per bin per year and so 8 months of extra bin emptying (early April 2025 to late November 2025) was purchased at a cost of £55.28 per bin for 12 bins at a total cost of £663.36.

He said that the number of overflowing bins had been very significantly reduced.

He told Cllrs that the Babergh bin emptying cost has increased from £83 per bin per year to £108 per bin per year and so the cost of the same extra empties is £864 for 2026/27.

Should Council decide to do this the Clerk would aim for the first extra empty to be Friday 20<sup>th</sup> March (School term ends 20<sup>th</sup> or 27<sup>th</sup> March) and the last extra empty on Friday 12<sup>th</sup> November which would be two weeks after the Autumn term half term break.

**Motion:** To purchase a second weekly emptying of street litter bins, by Babergh Council, during the summer months at a cost of £864 per annum.

**Proposed:** Cllr Mitchell **Seconded:** Cllr Mawford **Decision:** Approved unanimously.

### **17. Motion concerning First Meadow Boundary**

Cllrs Domoney and Sherman left the room.

The Clerk explained that on 31<sup>st</sup> August 2025 a local property owner advised that the boundary fence which is:

*'meant to create the boundary between our property and it (First Meadows) is clearly on our side of our dropped kerb at the entrance of the site'.*

*This creep into our land is confirmed on the land registry plan and also the vendor advised that the fence had been put up on the Poultry Farm land rather than the parish's'.*

The Clerk told Cllrs that the property owner has removed the part of the fence which overlapped the drop kerb. The piece of fence removed was approximately 6 feet long.

The Clerk had obtained from Solicitors the title deeds of First Meadow, this had taken many weeks. These deeds from September 1940 do not clearly show where the boundary should be.

This information was supplied to the local property owner together with the comment that it was the Clerks understanding, from research, that *'my understanding has long been that title plans just show general boundaries and are indicative only'.*

The Clerk displayed further correspondence from the local property owner submitted in support of their position. The Clerk also displayed various maps and aerial photographs, telling Cllrs that it is perhaps not clear where the Boundary line should be. But the Clerk noted that Cllrs may still determine that the local property owner has made a sufficiently strong case in uncertain circumstances, or that the local property owner's position is simply correct.

Council should consider whether that case is either a) strong\_b) correct or incorrect\_c) somewhat unclear but that it is in the interests of Council to have certainty where the boundary is, Council wishes to be a good neighbour and Council does not wish to incur unnecessary cost. He explained that Boundary Disputes are very difficult to resolve other than by agreement.

Council could offer to make a boundary agreement with the local property owner with the costs of this shared as Council determines.

Boundary Agreements, he explained, can be done informally or by a surveyor and a solicitor and fully documented.

Cllr Bourne asked what the chances would be of getting an informal agreement. Cllr Falconer interjected 'zero'. The Clerk said that the local property owner would prefer an informal agreement because it would be cheaper.

Cllr Ranzetta said that she favoured an informal agreement. Cllr Bourne concurred. Cllr Mawford said that an informal agreement would be helpful but that the agreement would require legal input considering the nature of the person the PC is dealing with. Cllr Norman said that she feared creep without legal involvement, Cllrs Mitchell and Ranzetta concurred.

The Clerk told Cllrs that an informal agreement would be a signed document but without the involvement of lawyers. A second option would be to involve lawyers in the whole process.

Cllr Ranzetta said that the document needs to be registered with the Land Registry.

Cllr Mitchell said that, considering the nature of who we are dealing with, the matter needs 'buttoning down'. She said that there probably has been creep over the years. Cllr Lamont said that a formal agreement would be to the benefit of all parties.

Cllr Norman expressed concern that should the maintenance of the fence be the responsibility of the Poultry Farm that the boundary would creep.

Cllr Lamont suggested an amendment to the motion so that it reads 'The Clerk is instructed to offer to share the costs of drawing up a formal Boundary agreement with the local property owner registered with the Land Registry. The Boundary Agreement to be brought back to Council for formal approval. In exchange for the Parish Councils co-operation concerning this matter the local property owner recognises that the maintenance of the fence between First Meadow and their property is the responsibility of the owner of Poultry Farm'.

**Motion:** to amend Motion so that it reads as above

**Proposed:** Cllr Lamont **Seconded:** Cllr Mawford **Decision:** Approved unanimously.

**Motion:** to pass the motion as amended

**Proposed:** Cllr Mawford **Seconded:** Cllr Mitchell **Decision:** Approved unanimously.

Meeting ended 9.28pm Date of next meeting – Thursday 2<sup>nd</sup> April 2026 7pm

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**Current**

|  |             |
|--|-------------|
| 31/01/2026 Balance Brought Forward                       | 3,563.19    |
| 02/02/2026 Community Council Rent                        | 1.00        |
| 02/02/2026 Toilet Donations: Card                        | 12.35       |
| 03/02/2026 Christmas Event Loan Repaid                   | 1,895.66    |
| 05/02/2026 Pension Contributions: NEST                   | -174.33     |
| 05/02/2026 Supplier Payment: British Gas                 | -13.51      |
| 09/02/2026 Toilet Donations: Card                        | 7.60        |
| 10/02/2026 Supplier Payment: British Gas                 | -120.89     |
| 10/02/2026 Transfer from Deposit Account                 | 5,000.00    |
| 11/02/2026 Supplier Payment: Seago and Stopps            | -144.00     |
| 11/02/2026 Supplier Payment: Onsite IT                   | -77.76      |
| 11/02/2026 Supplier Payment: JPB Landscapes              | -3,197.23   |
| 11/02/2026 Supplier Payment: Infinity Cleaning           | -734.72     |
| 11/02/2026 Jan Net Wages: Andrew Smith                   | -3,751.38   |
| 12/02/2026 Supplier Payment: British Gas                 | -29.30      |
| 13/02/2026 Toilet Donations: Cash                        | 100.00      |
| 16/02/2026 Supplier Payment: SLCC Clerk Training         | -495.00     |
| 16/02/2026 Toilet Donations: Card                        | 8.55        |
| 17/02/2026 Supplier Payment: Pearroc Toilet Roll Holders | -90.00      |
| 17/02/2026 Supplier Payment: SALC                        | -206.40     |
| 17/02/2026 Supplier Payment: Iain Lamont                 | -36.96      |
| 19/02/2026 Pension Contributions: NEST                   | -256.83     |
| 19/02/2026 Supplier Payment: EE                          | -12.96      |
| 19/02/2026 Transfer from Deposit Account                 | 160,000.00  |
| 19/02/2026 Supplier Payment: Suffolk County Council      | -100,000.00 |
| 20/02/2026 Supplier Payment: Suffolk County Council      | -54,155.47  |
| 20/02/2026 Supplier Payment: BT                          | -80.69      |
| 20/02/2026 Supplier Payment: Richford Builders           | -1,074.00   |
| 20/02/2026 Supplier Payment: Suffolk Tree Services       | -3,360.00   |
| 23/02/2026 Toilet Donations: Card                        | 11.40       |
| 24/02/2026 Burial Income: Deacons                        | 725.00      |
| 24/02/2026 Burial Income: Deacons                        | 725.00      |
| 24/02/2026 Burial Income: Deacons                        | 285.00      |
| 26/02/2026 Supplier Payment Paya Go Cardless             | -43.08      |

28/02/2026 Balance Carried Forward 4,280.24

28/02/2026 Per Bank Statement 4,280.24  
0.00

**Premium**

|   |             |
|---|-------------|
| 31/01/2026 Balance Brought Forward              | 405,862.14  |
| 02/02/2026 Babergh Locality Grants re Tree Work | 1,233.50    |
| 10/02/2026 Transfer to Current Account          | -5,000.00   |
| 16/02/2026 HMRC VAT Refund                      | 629.15      |
| 19/02/2026 Transfer to Current Account          | -160,000.00 |

28/02/2026 Balance Carried Forward 242,724.79

28/02/2026 Per Bank Statement 242,724.79  
0.00

Today: 02 Mar 2026

 LAVENHAM PARISH COUNCIL

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**Transactions**

**COMMUNITY 20-83-50 00567094**

|                      |           |  |  |
|----------------------|-----------|--|--|
| Available balance    | £4,255.53 |  |  |
| Last night's balance | £4,280.24 |  |  |
| Overdraft limit      | £0.00     |  |  |

Showing 8 transactions between 23/02/2026 and 02/03/2026 from 23/02/2026 to 02/03/2026

| Date       | Description   | Money in | Money out | Balance   |
|------------|---|----------|-----------|-----------|
| 02/03/2026 | Direct Debit ANGLIAN WATER BUSI 1070884 DDR             |          | -£16.92   | £4,255.53 |
| 02/03/2026 | Debit HPI INSTANT INK UK ON 28 FEB BDC                  |          | -£13.49   | £4,272.45 |
| 02/03/2026 | Counter Credit CHARITIES TRUST CP14679 BGC              | £5.70    |           | £4,285.94 |
| 26/02/2026 | Direct Debit CORNERSTONEMERCHAN CORNERSTONEM+HNTFP DD R |          | -£43.08   | £4,280.24 |
|            |   |          |           | 4,280.24  |

Today: 02 Mar 2026

 LAVENHAM PARISH COUNCIL

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**Transactions**

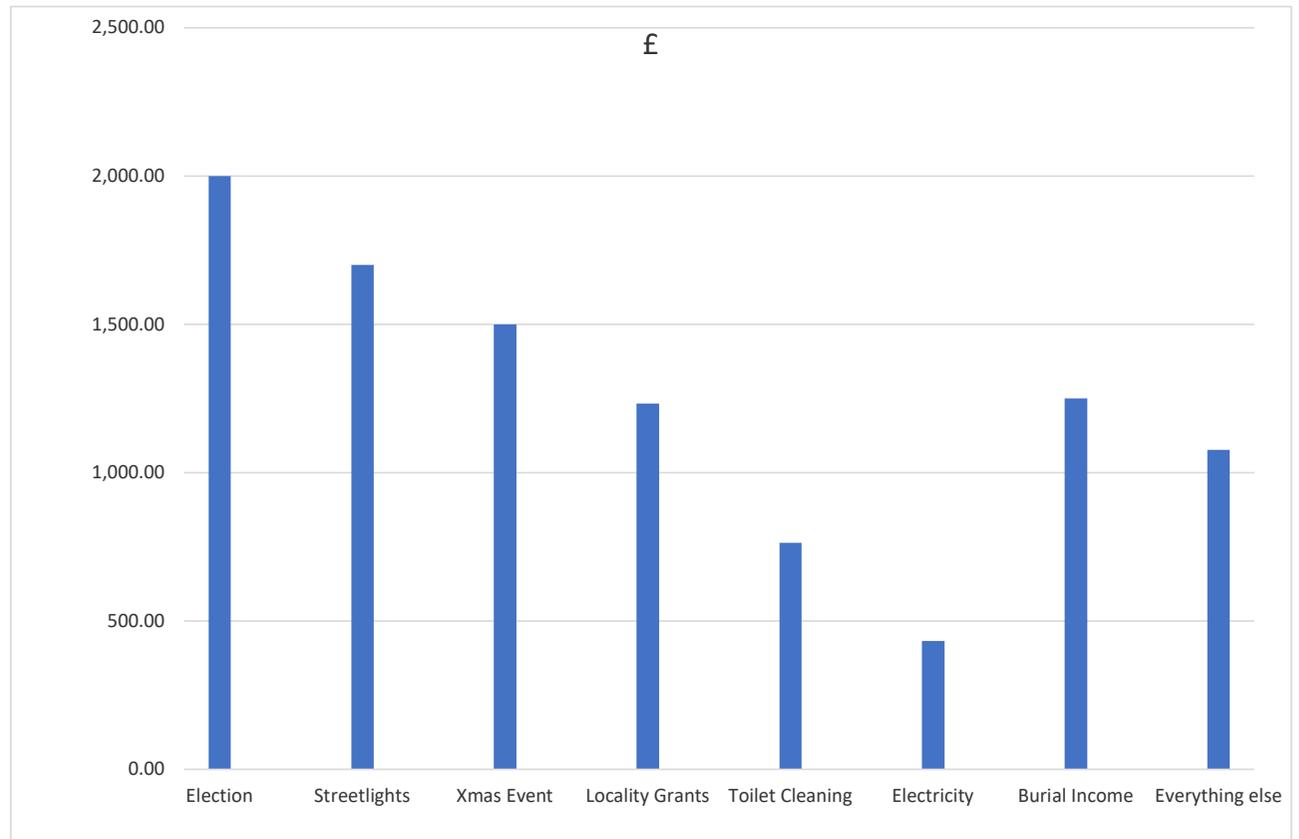
**Business Premium ME 20-83-50 20567116**

|                      |             |  |  |
|----------------------|-------------|--|--|
| Available balance    | £243,710.15 |  |  |
| Last night's balance | £242,724.79 |  |  |
| Overdraft limit      | n/a         |  |  |

Showing 5 transactions between 02/02/2026 and 02/03/2026 from 31/01/2026 to 02/03/2026

| Date       | Description  | Money in | Money out    | Balance     |
|------------|--|----------|--------------|-------------|
| 02/03/2026 | Credit Payment INTEREST PAID GROSS FOR PERIOD 8DEC/ 1MAR | £985.36  |              | £243,710.15 |
| 19/02/2026 | Funds Transfer 208350 00567094 FT 208350 00567094 FT     |          | -£160,000.00 | £242,724.79 |
| 16/02/2026 | Counter Credit HMRC VTR XSV126000100262 BGC              | £629.15  |              | £402,724.79 |
|            |  |          |              | 242,724.79  |

| Type            | £        |
|-----------------|----------|
| Election        | 2,000.00 |
| Streetlights    | 1,701.13 |
| Xmas Event      | 1,500.00 |
| Locality Grants | 1,233.50 |
| Toilet Cleaning | 763.72   |
| Electricity     | 433.32   |
| Burial Income   | 1,250.00 |
| Everything else | 1,076.53 |
|                 | 9,958.20 |



|                                   | Apr Actual | May Actual | Jun Actual | Jul Actual | Aug Actual | Sep Actual | Oct Actual | Nov Actual | Dec Actual | Jan Actual | Feb Actual | Actual YTD | Reforecast | Favourable | Notes  |
|-----------------------------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|--|
|                                   | Mth        |            | 2 YTD      | /(Adverse) |  |
| Precept                           | 10,194.33  | 10,194.33  | 10,194.33  | 10,194.33  | 10,194.33  | 10,194.33  | 10,194.33  | 10,194.33  | 10,194.33  | 10,194.33  | 10,194.33  | 112,137.67 | 112,137.67 | 0.00       | No variance  |
| Babergh Cleansing Grant           | 1,111.11   | 1,111.11   | 1,111.11   | 1,111.11   | 1,111.11   | 1,111.11   | 1,111.11   | 1,111.11   | 1,111.11   | 1,111.11   | 1,111.11   | 12,222.21  | 12,222.21  | 0.00       | No variance  |
| Fixed Income                      | 11,305.44  | 11,305.44  | 11,305.44  | 11,305.44  | 11,305.44  | 11,305.44  | 11,305.44  | 11,305.44  | 11,305.44  | 11,305.44  | 11,305.44  | 124,359.88 | 124,359.88 | 0.00       |  |
| Burial Fees                       | 92.00      | 1,397.00   | 37.00      | 725.00     | 1,255.00   | 360.00     | 0.00       | 835.00     | 275.00     | 440.00     | 1,735.00   | 7,151.00   | 5,901.00   | 1,250.00   | Variable depending on number of deaths   |
| Car Park and Toilet Donations     | 233.97     | 271.05     | 221.80     | 276.55     | 257.70     | 300.55     | 226.30     | 118.95     | 157.05     | 109.20     | 120.40     | 2,293.52   | 2,162.92   | 130.60     | Not significant  |
| Other Donations                   | 0.00       | 0.00       | 94.95      | 0.00       | 0.00       | 300.00     | 0.00       | 0.00       | 190.00     | 0.00       | 1.00       | 585.95     | 500.00     | 85.95      | Not significant  |
| EV Charging Income                | 247.90     | 165.87     | 248.76     | 265.51     | 0.00       | 0.00       | 0.00       | 0.00       | 0.00       | 0.00       | 0.00       | 928.04     | 1,128.04   | -200.00    | EV Inactive. Lease Signed November 2025  |
| Interest Received                 | 400.00     | 548.06     | 400.00     | 400.00     | 530.06     | 400.00     | 400.00     | 400.00     | 483.78     | 400.00     | 185.36     | 4,547.26   | 4,448.06   | 99.20      | Not significant  |
| Variable Income                   | 973.87     | 2,381.98   | 1,002.51   | 1,667.06   | 2,042.76   | 1,360.55   | 626.30     | 1,353.95   | 1,105.83   | 949.20     | 2,041.76   | 15,505.77  | 14,140.02  | 1,365.75   |  |
| Total Income                      | 12,279.31  | 13,687.42  | 12,307.95  | 12,972.50  | 13,348.20  | 12,665.99  | 11,931.74  | 12,659.39  | 12,411.27  | 12,254.64  | 13,347.20  | 139,865.65 | 138,499.90 | 1,365.75   | Insignificant difference to forecast   |
| Management Costs                  | 7,813.04   | 6,813.04   | 3,903.04   | 3,607.04   | 4,184.04   | 3,895.04   | 3,954.04   | 3,914.04   | 3,996.04   | 3,458.94   | 4,320.15   | 49,858.45  | 49,969.28  | 110.83     | Not significant  |
| Office costs                      | 733.32     | 818.14     | 976.68     | 649.68     | 724.68     | 711.26     | 906.26     | 691.62     | 691.26     | 621.26     | 1,396.26   | 8,920.41   | 8,643.52   | -276.89    | Not significant  |
| Costs of Democracy                | 0.00       | 0.00       | 2,073.00   | -727.70    | 0.00       | 0.00       | 0.00       | 0.00       | 0.00       | 0.00       | 0.00       | 1,345.30   | 3,345.30   | 2,000.00   | Election not contested.  |
| Street Cleaning and Green Maint   | 3,163.84   | 3,000.51   | 2,984.13   | 5,487.47   | 3,199.47   | 6,172.47   | 2,987.47   | 3,774.95   | 4,590.19   | 2,889.55   | 7,784.93   | 46,034.97  | 46,753.54  | 718.57     | Grants Received £1,233.50 but repairing Churchyard wall cost £895.             |
| Public Realm                      | 1,017.53   | 971.52     | 617.53     | 613.24     | 613.24     | 613.24     | 613.24     | 613.24     | 469.24     | 536.92     | -1,164.21  | 5,514.75   | 7,395.88   | 1,881.12   | Street light Electricity Saving £1,701.  |
| Toilet Costs                      | 1,266.61   | 3,066.28   | 1,119.69   | 947.37     | 1,958.73   | 1,408.05   | 916.94     | 1,975.51   | 976.48     | 991.08     | 1,182.12   | 15,808.81  | 17,530.88  | 1,722.07   | Reduction in toilet cleaning and cheaper electricity costs.                    |
| Water St                          | 264.53     | 264.53     | 264.53     | 264.53     | 264.53     | 264.53     | 264.53     | 264.53     | 264.53     | 264.53     | 264.53     | 2,909.78   | 2,909.78   | 0.00       | No variance  |
| Community Events including Grants | 375.00     | 500.00     | 0.00       | 0.00       | 350.00     | 1,500.00   | 0.00       | 513.17     | 2,750.00   | 75.00      | -1,500.00  | 4,563.17   | 6,283.86   | 1,720.69   | Recovery of £1,500 loan to Christmas Event Group                               |
| EV Costs                          | 179.72     | 76.14      | 138.77     | 113.34     | 12.64      | 12.64      | 12.47      | 12.24      | 12.47      | 12.87      | -5.17      | 578.13     | 627.52     | 49.39      | EV Inactive. Lease Signed November 2025  |
| Sinking Fund                      | 1,000.00   | 1,000.00   | 1,000.00   | 1,000.00   | 1,000.00   | 1,000.00   | 1,000.00   | 1,000.00   | 1,000.00   | 1,000.00   | 1,000.00   | 11,000.00  | 11,000.00  | 0.00       | No variance  |
| Contingency                       | 0.00       | 0.00       | 0.00       | 0.00       | 0.00       | 0.00       | 0.00       | 0.00       | 0.00       | 0.00       | 0.00       | 0.00       | 666.67     | 666.67     | Contingency  |
| Total Costs                       | 15,813.58  | 16,510.15  | 13,077.36  | 11,954.96  | 12,307.32  | 15,577.22  | 10,654.94  | 12,759.29  | 14,750.20  | 9,850.14   | 13,278.60  | 146,533.77 | 155,126.21 | 8,592.45   | Uncontested Election, Suffolk Streetlighting, Christmas Grant, Locality Grants |
| Surplus/(Deficit)                 | -3,534.27  | -2,822.73  | -769.41    | 1,017.54   | 1,040.89   | -2,911.23  | 1,276.80   | -99.90     | -2,338.93  | 2,404.50   | 68.60      | -6,668.12  | -16,626.32 | 9,958.20   |  |
| LNP                               | 124.00     | 0.00       | 0.00       | 30.00      | 1,000.00   | 16.00      | 40.00      | 0.00       | 96.00      | 0.00       | 101.10     | 1,407.10   | 4,210.00   | 2,802.90   | Printing Newsletter was only cost, no professional fees incurred               |

|  | April Actual Mth | May Actual Mth | Jun Actual Mth | Jul Actual Mth | Aug Actual Mth | Sep Actual Mth | Oct Actual Mth | Nov Actual Mth | Dec Actual Mth | Jan Actual Mth | Feb Actual Mth | Actual YTD | Reforecast 2 YTD | Favourable / (Adverse) |
|--|------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|------------|------------------|------------------------|
| Staff salaries and Other Consultancy Costs | 7,674.04         | 6,774.04       | 3,774.04       | 3,474.04       | 3,774.04       | 3,795.04       | 3,774.04       | 3,774.04       | 3,781.04       | 3,318.94       | 3,680.15       | 47,593.45  | 48,239.28        | 645.83                 |
| Audit and Payroll bureau costs             | 139.00           | 39.00          | 129.00         | 133.00         | 410.00         | 100.00         | 180.00         | 140.00         | 215.00         | 140.00         | 640.00         | 2,265.00   | 1,730.00         | -535.00                |
| Management Costs                           | 7,813.04         | 6,813.04       | 3,903.04       | 3,607.04       | 4,184.04       | 3,895.04       | 3,954.04       | 3,914.04       | 3,996.04       | 3,458.94       | 4,320.15       | 49,858.45  | 49,969.28        | 110.83                 |
| Telephone & broadband                      | 83.93            | 78.04          | 78.04          | 78.04          | 78.04          | 78.04          | 78.04          | 78.04          | 78.04          | 78.04          | 78.04          | 864.33     | 864.33           | 0.00                   |
| Website Dev and .gov                       | 104.80           | 184.80         | 64.80          | 64.80          | 64.80          | 154.80         | 119.80         | 64.80          | 64.80          | 64.80          | 64.80          | 1,017.80   | 1,017.80         | 0.00                   |
| Accounting software & computer             | 0.00             | 0.00           | 0.00           | 0.00           | 0.00           | 0.00           | 0.00           | 0.00           | 0.00           | 0.00           | 0.00           | 0.00       | 0.00             | 0.00                   |
| Office Materials                           | 9.99             | 20.70          | 11.24          | 11.24          | 11.24          | 11.24          | 11.24          | 81.60          | 11.24          | 11.24          | 11.24          | 202.21     | 166.89           | -35.32                 |
| Data Protection                            | 0.00             | 0.00           | 0.00           | 0.00           | 0.00           | 0.00           | 47.00          | 0.00           | 0.00           | 0.00           | 0.00           | 47.00      | 47.00            | 0.00                   |
| Subscriptions & Insurance                  | 278.22           | 278.22         | 278.22         | 278.22         | 278.22         | 282.80         | 282.80         | 282.80         | 352.80         | 282.80         | 282.80         | 3,157.88   | 3,123.32         | -34.57                 |
| All Training/Clr expenses                  | 0.00             | 0.00           | 288.00         | 33.00          | 36.00          | 0.00           | 35.00          | 0.00           | 0.00           | 0.00           | 667.00         | 1,059.00   | 592.00           | -467.00                |
| Room hire PC meetings                      | 72.00            | 72.00          | 72.00          | 0.00           | 72.00          | 0.00           | 108.00         | 0.00           | 0.00           | 0.00           | 108.00         | 504.00     | 684.00           | 180.00                 |
| Office Maintenance                         | 0.00             | 0.00           | 0.00           | 0.00           | 0.00           | 0.00           | 0.00           | 0.00           | 0.00           | 0.00           | 0.00           | 0.00       | 0.00             | 0.00                   |
| Digital mapping                            | 0.00             | 0.00           | 0.00           | 0.00           | 0.00           | 0.00           | 0.00           | 0.00           | 0.00           | 0.00           | 0.00           | 0.00       | 0.00             | 0.00                   |
| Parish Office business rates               | 101.05           | 101.05         | 101.05         | 101.05         | 101.05         | 101.05         | 101.05         | 101.05         | 101.05         | 101.05         | 101.05         | 1,111.52   | 1,111.53         | 0.01                   |
| Parish Office rent                         | 83.33            | 83.33          | 83.33          | 83.33          | 83.33          | 83.33          | 83.33          | 83.33          | 83.33          | 83.33          | 83.33          | 916.67     | 916.65           | -0.01                  |
| Office Miscellaneous                       | 0.00             | 0.00           | 0.00           | 0.00           | 0.00           | 0.00           | 40.00          | 0.00           | 0.00           | 0.00           | 0.00           | 40.00      | 120.00           | 80.00                  |
| Office costs                               | 733.32           | 818.14         | 976.68         | 649.68         | 724.68         | 711.26         | 906.26         | 691.62         | 691.26         | 621.26         | 1,396.26       | 8,920.41   | 8,643.52         | -276.89                |
| Cost of Democracy                          | 0.00             | 0.00           | 2,073.00       | -727.70        | 0.00           | 0.00           | 0.00           | 0.00           | 0.00           | 0.00           | 0.00           | 1,345.30   | 3,345.30         | 2,000.00               |
| Green Maintenance                          | 1,178.86         | 1,137.23       | 1,137.23       | 1,137.23       | 1,337.23       | 1,137.23       | 1,137.23       | 1,137.23       | 1,637.23       | 1,137.23       | 1,174.19       | 13,288.12  | 12,751.16        | -536.96                |
| Tree Maintenance and Care                  | 0.00             | 0.00           | 0.00           | 2,550.00       | 0.00           | 3,200.00       | 15.00          | 0.00           | 1,200.00       | 0.00           | 3,946.50       | 10,911.50  | 12,765.00        | 1,853.50               |
| Street cleansing                           | 1,478.84         | 1,478.84       | 1,478.84       | 1,478.84       | 1,478.84       | 1,478.84       | 1,478.84       | 1,478.84       | 1,478.84       | 1,478.84       | 1,478.84       | 16,267.22  | 16,267.22        | 0.00                   |
| Refuse collection bins & dog bins          | 371.00           | 232.92         | 232.92         | 186.25         | 221.25         | 221.25         | 221.25         | 221.25         | 138.97         | 138.33         | 138.33         | 2,323.75   | 2,240.17         | -83.57                 |
| Chapel Business Rates                      | 135.15           | 135.15         | 135.15         | 135.15         | 135.15         | 135.15         | 135.15         | 135.15         | 135.15         | 135.15         | 135.15         | 1,486.60   | 1,486.60         | 0.00                   |
| All cemetery management                    | 0.00             | 16.38          | 0.00           | 0.00           | 27.00          | 0.00           | 0.00           | 24.48          | 0.00           | 0.00           | 911.92         | 979.78     | 243.38           | -736.40                |
| Play equipment                             | 0.00             | 0.00           | 0.00           | 0.00           | 0.00           | 0.00           | 0.00           | 778.00         | 0.00           | 0.00           | 0.00           | 778.00     | 1,000.00         | 222.00                 |
| Street Cleaning and Green Maint            | 3,163.84         | 3,000.51       | 2,984.13       | 5,487.47       | 3,199.47       | 6,172.47       | 2,987.47       | 3,774.95       | 4,590.19       | 2,889.55       | 7,784.93       | 46,034.97  | 46,753.54        | 718.57                 |
| Street furniture                           | 400.00           | 353.99         | 0.00           | 0.00           | 0.00           | 0.00           | 0.00           | 0.00           | 0.00           | 0.00           | 0.00           | 753.99     | 933.99           | 180.00                 |
| Street Lighting energy                     | 530.00           | 530.00         | 530.00         | 530.00         | 530.00         | 530.00         | 530.00         | 530.00         | 386.00         | 458.00         | -1,243.13      | 3,840.87   | 5,542.00         | 1,701.13               |
| PWWLB interest                             | 87.53            | 87.53          | 87.53          | 83.24          | 83.24          | 83.24          | 83.24          | 83.24          | 83.24          | 78.92          | 78.92          | 919.89     | 919.89           | -0.01                  |
| Public Realm                               | 1,017.53         | 971.52         | 617.53         | 613.24         | 613.24         | 613.24         | 613.24         | 613.24         | 469.24         | 536.92         | -1,164.21      | 5,514.75   | 7,395.88         | 1,881.12               |
| Church Street energy                       | 83.29            | 141.91         | 80.00          | 71.17          | 65.98          | 81.33          | 63.84          | 94.91          | 100.09         | 115.14         | 96.54          | 994.20     | 1,427.52         | 433.32                 |
| Church Street water                        | 0.00             | 399.03         | 0.00           | 0.00           | 444.71         | 0.00           | 0.00           | 435.30         | 0.00           | 0.00           | 209.03         | 1,488.07   | 1,578.74         | 90.67                  |
| Church St Toilets Business Rates           | 67.37            | 67.36          | 67.37          | 67.37          | 67.36          | 67.37          | 67.37          | 67.37          | 67.37          | 67.37          | 67.37          | 741.02     | 741.02           | 0.00                   |
| Prentice St Water                          | 0.00             | 180.35         | 0.00           | 0.00           | 218.44         | 0.00           | 0.00           | 246.72         | 0.00           | 0.00           | 110.01         | 755.52     | 818.79           | 63.27                  |
| Prentice St non EV energy                  | 40.45            | 37.27          | 44.17          | 26.32          | 28.51          | 30.49          | 29.50          | 29.90          | 26.51          | 27.91          | 29.77          | 350.80     | 404.71           | 53.91                  |
| Donation Points                            | 194.05           | 35.90          | 35.90          | 35.90          | 35.90          | 35.90          | 35.90          | 35.90          | 35.90          | 35.90          | 35.90          | 553.05     | 560.23           | 7.18                   |
| Washroom Cleaning & Consumables            | 771.45           | 843.95         | 892.25         | 746.61         | 792.83         | 917.99         | 720.33         | 825.41         | 746.61         | 744.76         | 343.50         | 8,345.69   | 9,109.41         | 763.72                 |
| Washroom Minor Maintenance                 | 110.00           | 1,360.50       | 0.00           | 0.00           | 304.99         | 274.97         | 0.00           | 240.00         | 0.00           | 0.00           | 290.00         | 2,580.46   | 2,890.46         | 310.00                 |
| Miscellaneous                              | 0.00             | 0.00           | 0.00           | 0.00           | 0.00           | 0.00           | 0.00           | 0.00           | 0.00           | 0.00           | 0.00           | 0.00       | 0.00             | 0.00                   |
| Toilet Costs                               | 1,266.61         | 3,066.28       | 1,119.69       | 947.37         | 1,958.73       | 1,408.05       | 916.94         | 1,975.51       | 976.48         | 991.08         | 1,182.12       | 15,808.81  | 17,530.88        | 1,722.07               |
| Water Street green maintenance             | 48.29            | 48.29          | 48.29          | 48.29          | 48.29          | 48.29          | 48.29          | 48.29          | 48.29          | 48.29          | 48.29          | 531.21     | 531.21           | 0.00                   |
| Water Street Business Rates                | 216.23           | 216.23         | 216.23         | 216.23         | 216.23         | 216.23         | 216.23         | 216.23         | 216.23         | 216.23         | 216.23         | 2,378.57   | 2,378.57         | 0.00                   |
| Water St                                   | 264.53           | 264.53         | 264.53         | 264.53         | 264.53         | 264.53         | 264.53         | 264.53         | 264.53         | 264.53         | 264.53         | 2,909.78   | 2,909.78         | 0.00                   |
| Small Grants (combined)                    | 375.00           | 500.00         | 0.00           | 0.00           | 350.00         | 1,500.00       | 0.00           | 0.00           | 0.00           | 0.00           | -1,500.00      | 1,225.00   | 2,725.00         | 1,500.00               |
| Christmas trees/lighting                   | 0.00             | 0.00           | 0.00           | 0.00           | 0.00           | 0.00           | 0.00           | 513.17         | 2,750.00       | 75.00          | 0.00           | 3,338.17   | 3,500.00         | 161.83                 |
| Xmas Eve Community Carols                  | 0.00             | 0.00           | 0.00           | 0.00           | 0.00           | 0.00           | 0.00           | 0.00           | 0.00           | 0.00           | 0.00           | 0.00       | 0.00             | 0.00                   |
| 1st Meadow summer facilities               | 0.00             | 0.00           | 0.00           | 0.00           | 0.00           | 0.00           | 0.00           | 0.00           | 0.00           | 0.00           | 0.00           | 0.00       | 0.00             | 0.00                   |
| Misc                                       | 0.00             | 0.00           | 0.00           | 0.00           | 0.00           | 0.00           | 0.00           | 0.00           | 0.00           | 0.00           | 0.00           | 0.00       | 58.86            | 58.86                  |
| Bellward Award                             | 0.00             | 0.00           | 0.00           | 0.00           | 0.00           | 0.00           | 0.00           | 0.00           | 0.00           | 0.00           | 0.00           | 0.00       | 0.00             | 0.00                   |
| Community Events including Grants          | 375.00           | 500.00         | 0.00           | 0.00           | 350.00         | 1,500.00       | 0.00           | 513.17         | 2,750.00       | 75.00          | -1,500.00      | 4,563.17   | 6,283.86         | 1,720.69               |
| EV Costs                                   | 179.72           | 76.14          | 138.77         | 113.34         | 12.64          | 12.64          | 12.47          | 12.24          | 12.47          | 12.87          | -5.17          | 578.13     | 627.52           | 49.39                  |
| Sinking Fund                               | 1,000.00         | 1,000.00       | 1,000.00       | 1,000.00       | 1,000.00       | 1,000.00       | 1,000.00       | 1,000.00       | 1,000.00       | 1,000.00       | 1,000.00       | 11,000.00  | 11,000.00        | 0.00                   |
| Contingency                                | 0.00             | 0.00           | 0.00           | 0.00           | 0.00           | 0.00           | 0.00           | 0.00           | 0.00           | 0.00           | 0.00           | 0.00       | 666.67           | 666.67                 |
| Total Expenses                             | 15,813.58        | 16,510.15      | 13,077.36      | 11,954.96      | 12,307.32      | 15,577.22      | 10,654.94      | 12,759.29      | 14,750.20      | 9,850.14       | 13,278.60      | 146,533.77 | 155,126.21       | 8,592.45               |

|                         |             | Mar 25             | Feb 26            | Increase/(decrease) | Notes   |
|-------------------------|-------------|--------------------|-------------------|---------------------|---|
| Fixed Assets            |             | 146,934.44         | 145,797.03        | -1,137.41           | Spring St Cancellation  |
| Debtors                 |             | 0.00               | 0.00              | 0.00                | No change   |
| Accrued Income          |             | 1,821.01           | 1,119.61          | -701.40             | Burial Income Accrued of £1,060 at March.                         |
| Prepayments             |             | 1,095.98           | 2,059.82          | 963.84              | Mainly Business Rates and Insurance                               |
| VAT Refunds             |             | 3,926.07           | 28,291.17         | 24,365.10           | Street Lights VAT to be reclaimed                                 |
|                         |             | <u>6,843.06</u>    | <u>31,470.60</u>  | <u>24,627.54</u>    |   |
| Cash at Bank            | Bus Prem    | 394,845.94         | 242,724.79        |                     |   |
|                         | Current Acc | 3,242.82           | 4,280.24          |                     |   |
|                         |             | <u>398,088.76</u>  | <u>247,005.03</u> | -151,083.73         | Streetlights paid   |
| Trade Creditors         |             | -21,393.91         | -7,464.21         | -13,929.70          | Playquip and Suffolk Street Lights creditors at 31 Mrch 2025 paid |
| Accruals                |             | -16,511.59         | -24,712.71        | 8,201.13            | Legal Fee Accrual £8,000  |
| Deferred Income         |             | 0.00               | -11,305.44        | 11,305.44           | Precept and Cleaning Grant for whole year received                |
| Lights Creditor         |             | -129,600.30        | 0.00              | -129,600.30         | Paid  |
|                         |             | <u>-167,505.80</u> | <u>-43,482.37</u> | <u>-124,023.43</u>  |   |
| Loans                   |             | -66,059.55         | -59,564.60        | -6,494.95           | Capital Repayments made   |
| Net Assets              |             | <u>318,300.91</u>  | <u>321,225.69</u> | <u>2,924.78</u>     |   |
| General Funds           |             | 195,927.66         | 191,231.84        | -4,695.82           | The deficit YTD   |
| Ballot Fund             |             | 4,800.00           | 3,527.70          | -1,272.30           | 20 mph scheme Parish Poll Cost                                    |
| Lavenham Funds in Trust |             | 1,500.00           | 1,500.00          | 0.00                | No change   |
| Street Fair Fund        |             | 6,265.37           | 5,565.37          | -700.00             | VE Day and VJ Day   |
| Sinking Fund            |             | 46,995.64          | 57,995.64         | 11,000.00           | Being increased by £1,000 per month                               |
| NCIL                    |             | 62,812.24          | 61,405.14         | -1,407.10           | LNP   |
| Total Reserves          |             | <u>318,300.91</u>  | <u>321,225.69</u> | <u>2,924.78</u>     |   |
| Imbalance               |             | 0.00               | 0.00              | 0.00                |   |

|                         | B/F        | Per I and E | VE Day and VJ Day | 20 mph Poll | Christmas Event | LNP NCIL  | Other | C/F        |      |
|-------------------------|------------|-------------|-------------------|-------------|-----------------|-----------|-------|------------|------|
| General Funds           | 195,927.66 | -6,668.12   | 700.00            | 1,272.30    | 0.00            | 0.00      | 0.00  | 191,231.84 | 0.00 |
| Ballot Fund             | 4,800.00   | 0.00        | 0.00              | -1,272.30   | 0.00            | 0.00      | 0.00  | 3,527.70   | 0.00 |
| NCIL                    | 62,812.24  | 0.00        | 0.00              | 0.00        | 0.00            | -1,407.10 | 0.00  | 61,405.14  | 0.00 |
| Lavenham Funds in Trust | 1,500.00   | 0.00        | 0.00              | 0.00        | 0.00            | 0.00      | 0.00  | 1,500.00   | 0.00 |
| Sinking Fund            | 46,995.64  | 11,000.00   | 0.00              | 0.00        | 0.00            | 0.00      | 0.00  | 57,995.64  | 0.00 |
| Street Fair Fund        | 6,265.37   | 0.00        | -700.00           | 0.00        | 0.00            | 0.00      | 0.00  | 5,565.37   | 0.00 |
| Total Reserves          | 318,300.91 | 4,331.88    | 0.00              | 0.00        | 0.00            | -1,407.10 | 0.00  | 321,225.69 | 0.00 |

|             |                              |   | BDC                         | LPC                                |
|-------------|------------------------------|---|-----------------------------|------------------------------------|
| 9           |                              |   |                             |                                    |
| Mar-26      |                              |   |                             |                                    |
| 03022/3     | The Old Rectory              | Planning Perm and Listed Building Consent Doorcase                                    | Refusal. Appealed. Refused. | Refusal                            |
| 05313       | Anchor House, 27 Prentice St | Listed Building Consent - Proposed roof repairs                                       | Approval                    | Approval                           |
| 00604       | 14 Market Place              | Fell a cedar tree   | Approval                    | Approval                           |
| Open items: |                              |   |                             |                                    |
| 04033/4     | Hall, Hall Rd                | Planning Permission and Listed Building Consent Proposed replacement entrance gates   | Refusal. Appealed.          | Approval                           |
| 05426       | Chilton Woods, Sudbury       | Reserved Matters 269 dwellings  | Ongoing                     | No Comment                         |
| 05163       | Pegtile Court                | Installation of an Air Source Heat Pump   | Ongoing                     | Need Listed Bldg Application       |
| 00299       | 6 Market Place               | First Floor conversion back to residential  | Ongoing                     | Approval with occupation condition |
| 00941/2     | 1 Bakers Mill                | Installation of an electric vehicle charging point on the internal wall of the garage | Ongoing                     | Ongoing                            |
| 00674       | Land north east of Briarside | Single storey dwelling and garage   | Ongoing                     | Ongoing                            |
| 00924       | 24 The Paddocks              | Erection Gym and Music Room Variation of Condition                                    | Ongoing                     | Ongoing                            |
| 01173       | 30 High St                   | Reducing size of an Ash tree  | Ongoing                     | Ongoing                            |
| 01137/8     | Blaize Barn, 5 Bears Lane    | Off street parking space and new boundary screen walls                                | Ongoing                     | Ongoing                            |

## Lavenham Parish Council Planning Group.

Planning Applications for consideration at LPC meeting on 2<sup>nd</sup> April 2026

### Notification of Works to Trees in a Conservation Area - Raise the lower crown of 1 No. Ash (T1) by 2m, remove the lower epicormic growth and branches at ground level and slightly reduce the overhang to the Car Parking Area by approximately 1m

Show more description 

30 High Street Lavenham Sudbury Suffolk CO10 9PT

**Application. No:** DC/26/01173 | Received: Wed 18 Mar 2026 | Validated: Fri 20 Mar 2026 | Status: Awaiting decision

These works represent ongoing maintenance of trees.

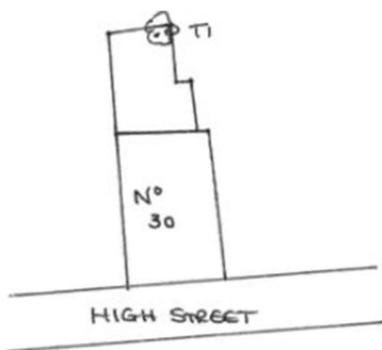
### Recommend Approval

T1 – Ash tree

To remove the lower epicormic growth and branches at ground level

To raise the lower crown by 2m

To slightly reduce the overhang to the Car Parking Area by approximately 1m



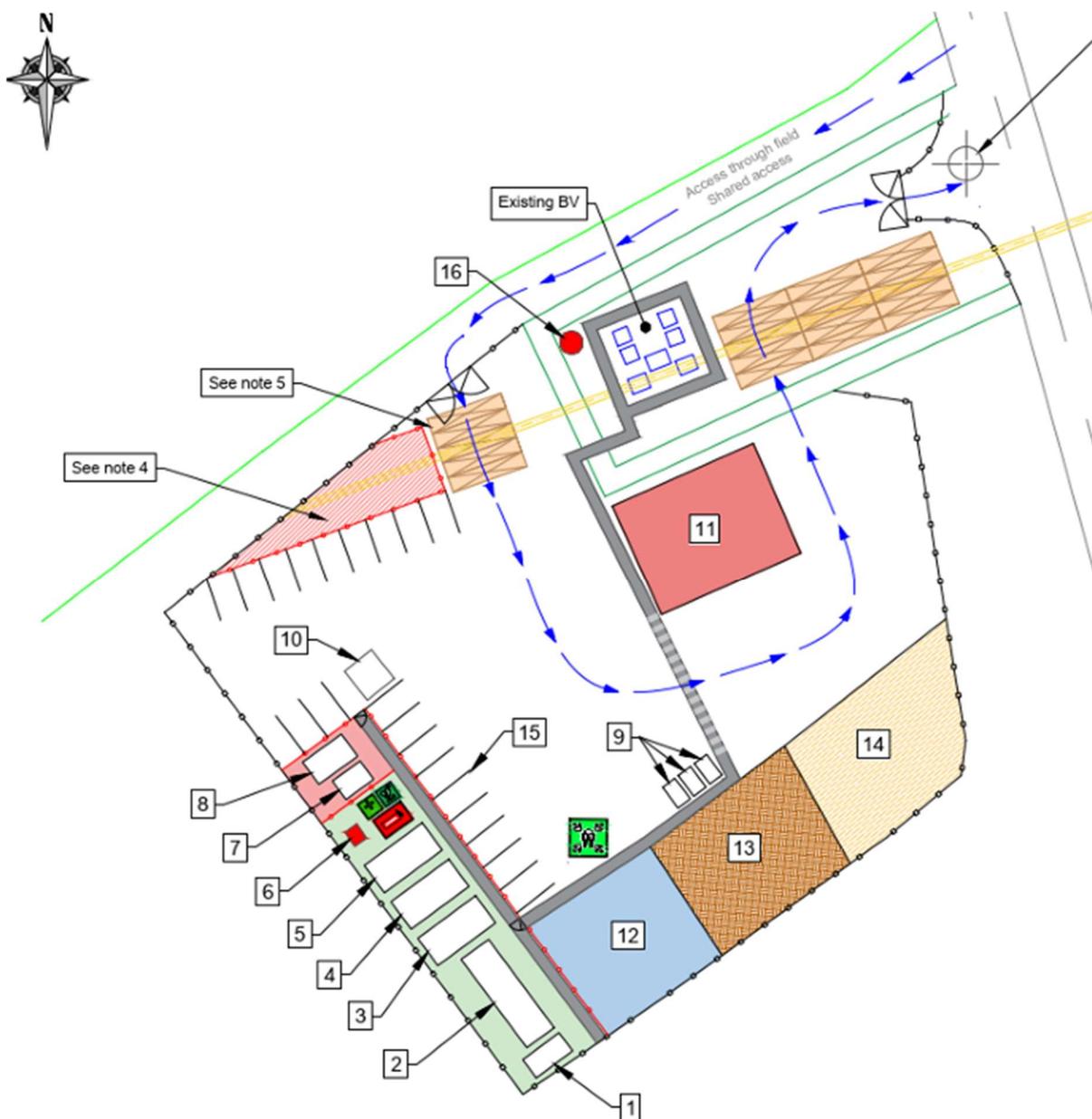
## Discharge of Conditions Application for DC/25/05310 - Condition 5 (Construction Management Strategy)

Land To The West Of Sudbury Road Lavenham Sudbury Suffolk CO10 9SB

**Application. No:** DC/26/01077 | Received: Thu 12 Mar 2026 | Validated: Fri 13 Mar 2026 | Status: Awaiting decision

This application is for the Gas Terminal update on Sudbury Road. The application is technical - the full details are in the Construction Management Strategy on the Planning Portal. We would not normally comment on discharge of condition applications of this type.

Plan in Strategy document showing access to traffic flow, temporary structures, parking etc.



**Application for Listed Building Consent - Installation of an electric vehicle charging point on the internal wall of the garage.**

Show more description 

1 Bakers Mill Prentice Street Lavenham Sudbury Suffolk CO10 9RD

**Application. No:** DC/26/00942 | Received: Thu 05 Mar 2026 | Validated: Tue 10 Mar 2026 | Status: Awaiting decision

This has no effect on the external appearance of the property and has little effect on heritage assets.

**Recommend approval**

**Householder Application- Installation of an electric vehicle charging point on the internal wall of the garage.**



1 Bakers Mill Prentice Street Lavenham Sudbury Suffolk CO10 9RD

**Application. No:** DC/26/00941 | Received: Thu 05 Mar 2026 | Validated: Tue 10 Mar 2026 | Status: Awaiting decision

This has no effect on the external appearance of the property and has an insignificant effect on heritage assets.

**Recommend approval**



**Application under S73 for Removal or Variation of a Condition following grant of Planning Permission DC/25/04913 dated 31/12/2025 Town and Country Planning Act 1990 (as amended) - Erection of home gym/music room. To vary Condition 2 (Approved Plans and documents) As per plans/documents submitted.**

Show more description 

24 The Paddocks Lavenham Sudbury Suffolk CO10 9UF

**Application. No:** DC/26/00924 | Received: Wed 04 Mar 2026 | Validated: Thu 05 Mar 2026 | Status: Awaiting decision

Revised plan with a different roof pitch to the south elevation and now including an array of 8 photovoltaic panels. The proposal is to partially change the approved facing of boarding to a combination of boarding, brick and flint. The proposed internal layout is also altered to include a store.

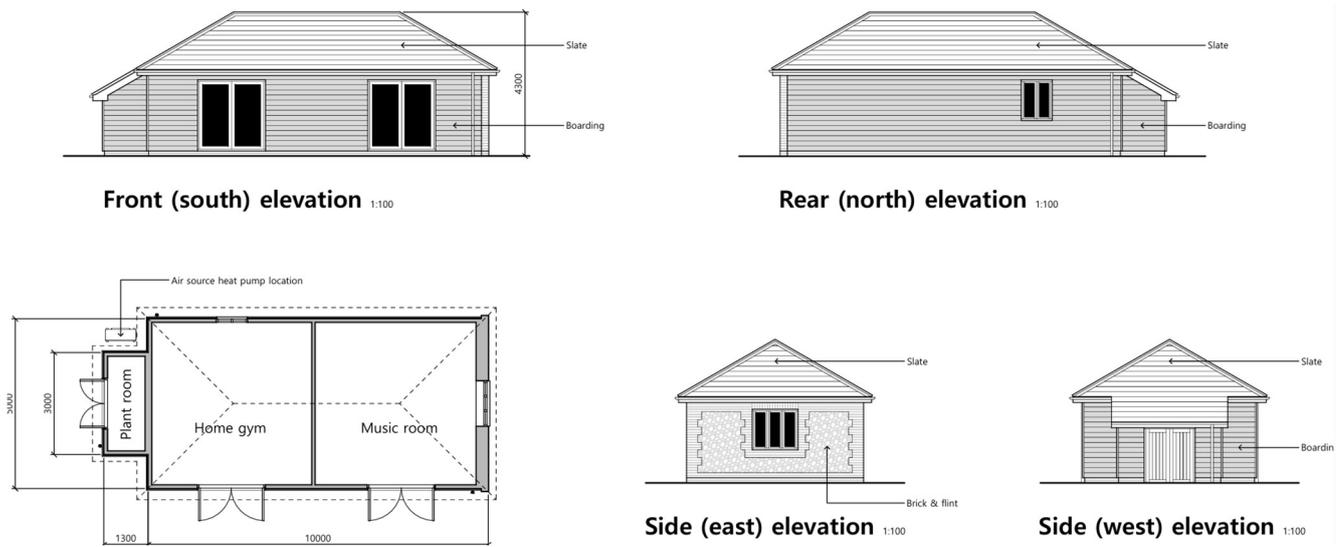
The approved east elevation is mostly brick and flint with some boarding. This application seeks to change the east elevation to boarding only.

The property is not in a conservation area. The materials are similar to others used on this development, and the footprint has not changed.

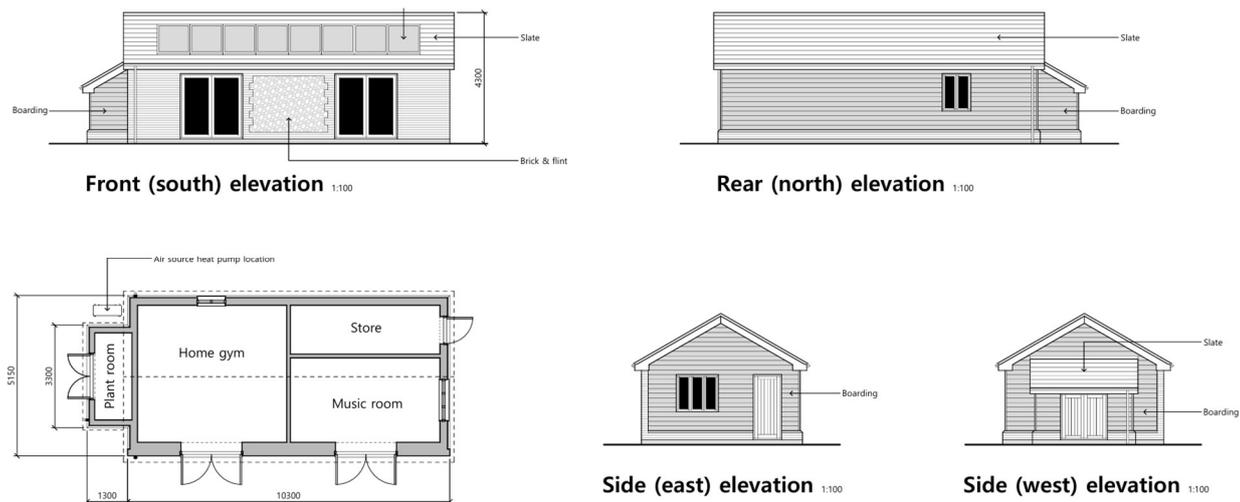
**Recommend approval**



Previous Plan



Plan submitted in [application application](#).



**Discharge of Conditions Application for DC/25/02701 - Condition 3 (Materials), 4 (Eaves and Verges), 5 (Windows, Doors and Rooflights), 6 (Vents) and 7 (Garden Wall and Gate)**

Show more description

75 Church Street Lavenham Sudbury Suffolk CO10 9QT

**Application. No:** DC/26/00876 | Received: Tue 03 Mar 2026 | Validated: Tue 03 Mar 2026 | Status: Awaiting decision

We would not normally comment on discharge of condition applications of this type.

## Application for Listed Building Consent - Proposed addition of two solar tubes into existing kitchen to provide improved lighting

Show more description 

66 Church Street Lavenham Sudbury Suffolk CO10 9QT

**Application. No:** DC/26/00844 | Received: Mon 02 Mar 2026 | Validated: Wed 04 Mar 2026 | Status: Awaiting decision

**Babergh has confirmed planning permission is not required for this application**

## Planning Application - Erection of 1no single storey dwelling and garage utilising existing vehicular access.



Land North East Of Briarside Bridge Street Road Lavenham CO10 9SH

**Application. No:** DC/26/00674 | Received: Mon 16 Feb 2026 | Validated: Mon 09 Mar 2026 | Status: Awaiting decision

This property is outside the Conservation Area, but adjacent to it. It was previously the location of the old Police Station which was demolished many years ago as part of approved application B/93/0763

This application is a modification of two previous applications on this site, both of 2 storey buildings. In this application, the size of the proposed building has been reduced to a single storey inside the front elevation of the previously approved application DC/23/02224/FUL, which the Parish Council supported.

### **Recommend Approval**

Location



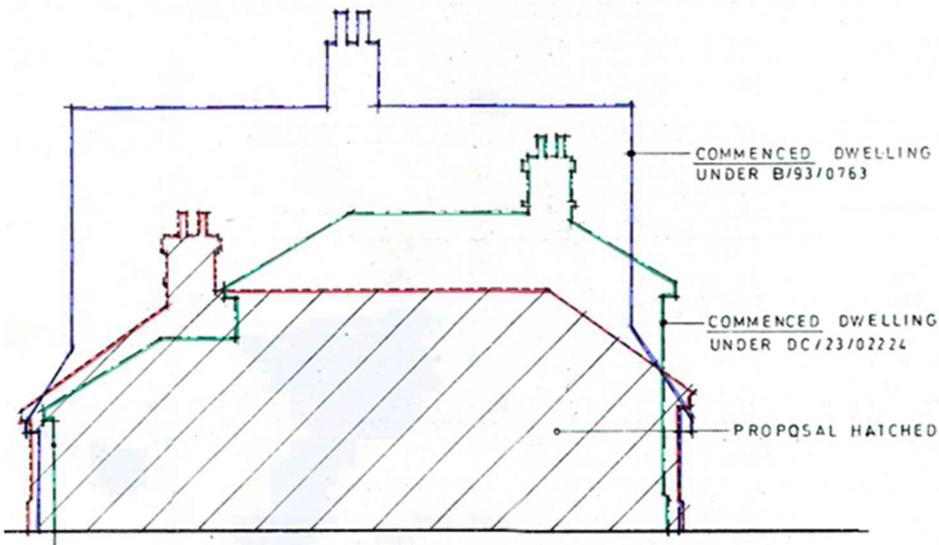
View outside site – access is behind LPC Bench which will need to be moved. Dropped kerb is in place.



### Elevations



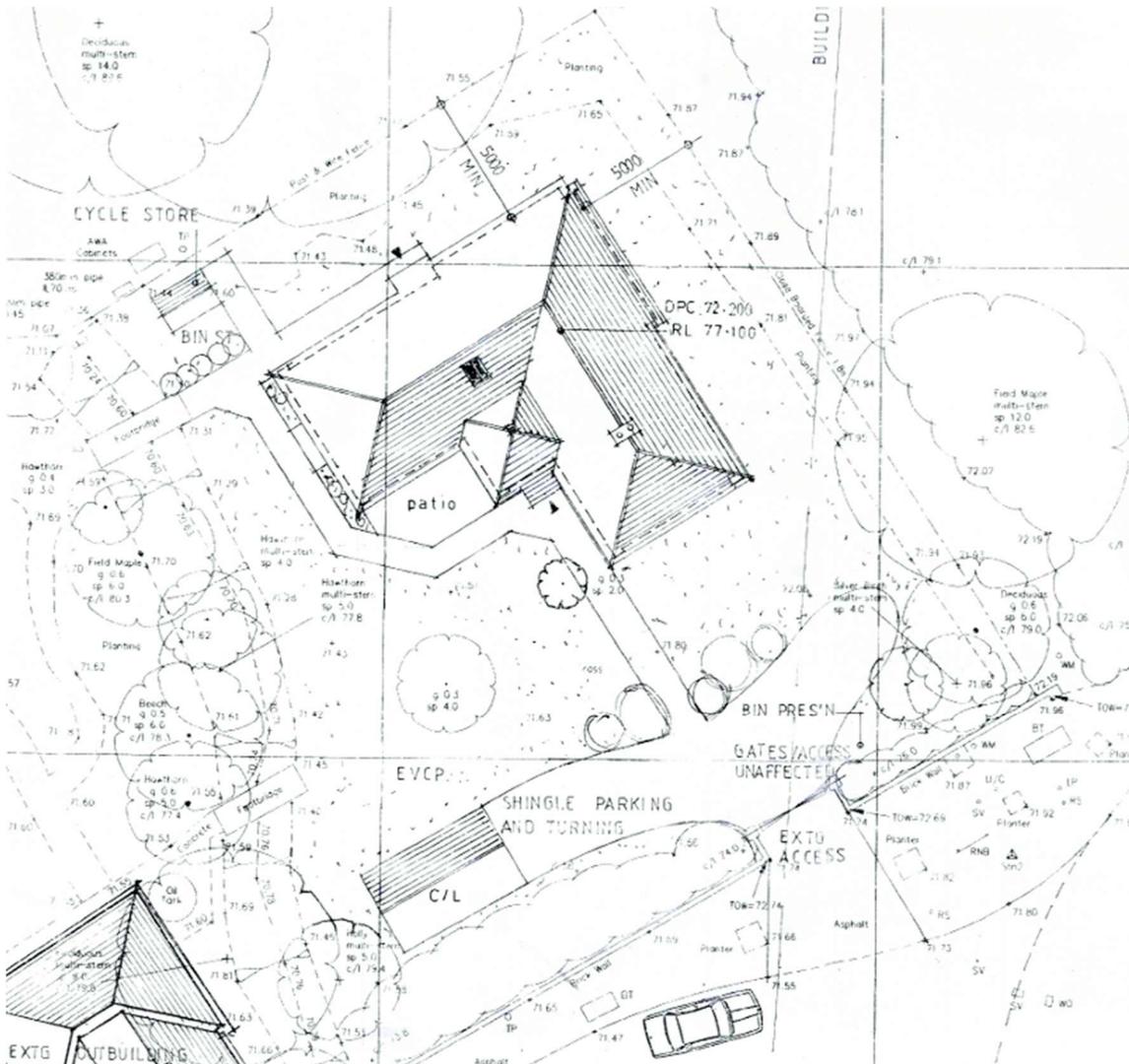
Comparison of front elevation of this versus previous applications showing reduction.



**FRONT ELEVATION - MASSING COMPARISON**

1/100 (A1)

**Site plan**



## Application for Listed Building Consent - Creation of off street car parking space and erection of new boundary screen walls



Blaize Barn 5 Bears Lane Lavenham Sudbury Suffolk CO10 9RS

**Application. No:** DC/26/01138 | Received: Mon 16 Mar 2026 | Validated: Tue 17 Mar 2026 | Status: Awaiting decision

## Householder Application - Creation of off street car parking space and erection of new boundary screen walls



Blaize Barn 5 Bears Lane Lavenham Sudbury Suffolk CO10 9RS

**Application. No:** DC/26/01137 | Received: Mon 16 Mar 2026 | Validated: Tue 17 Mar 2026 | Status: Awaiting decision

This property is Grade II listed and is in the conservation area.

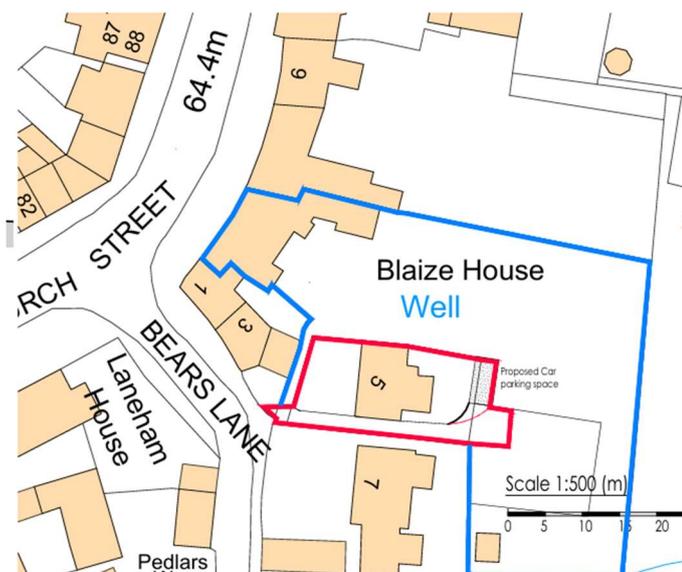
New parking area to be created from garden area by removal of bushes. New boundary wall created in Red Brick with Pillars and wooden panels, same style as existing boundary wall. Boundary appears to have been updated by taking part of the garden from Grade II\* listed Blaize House, so impact needs to be assessed on both properties.

Change is at the rear of the property so little effect on the street scene, but possible effect of the setting of listed buildings 5 Bears Lane and Blaize House.

To be reviewed at the meeting.

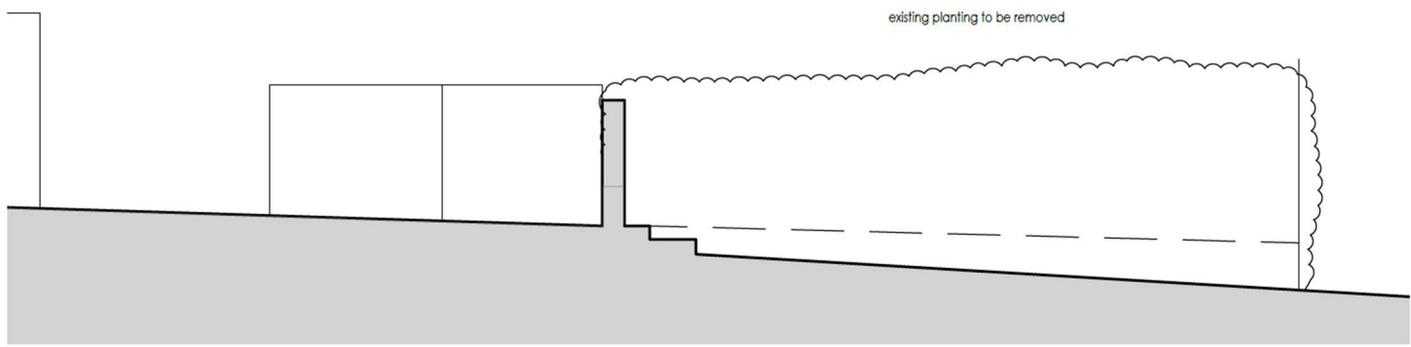
Proposed Site Plan  
Tool

Existing land registry boundary plan from Mapping

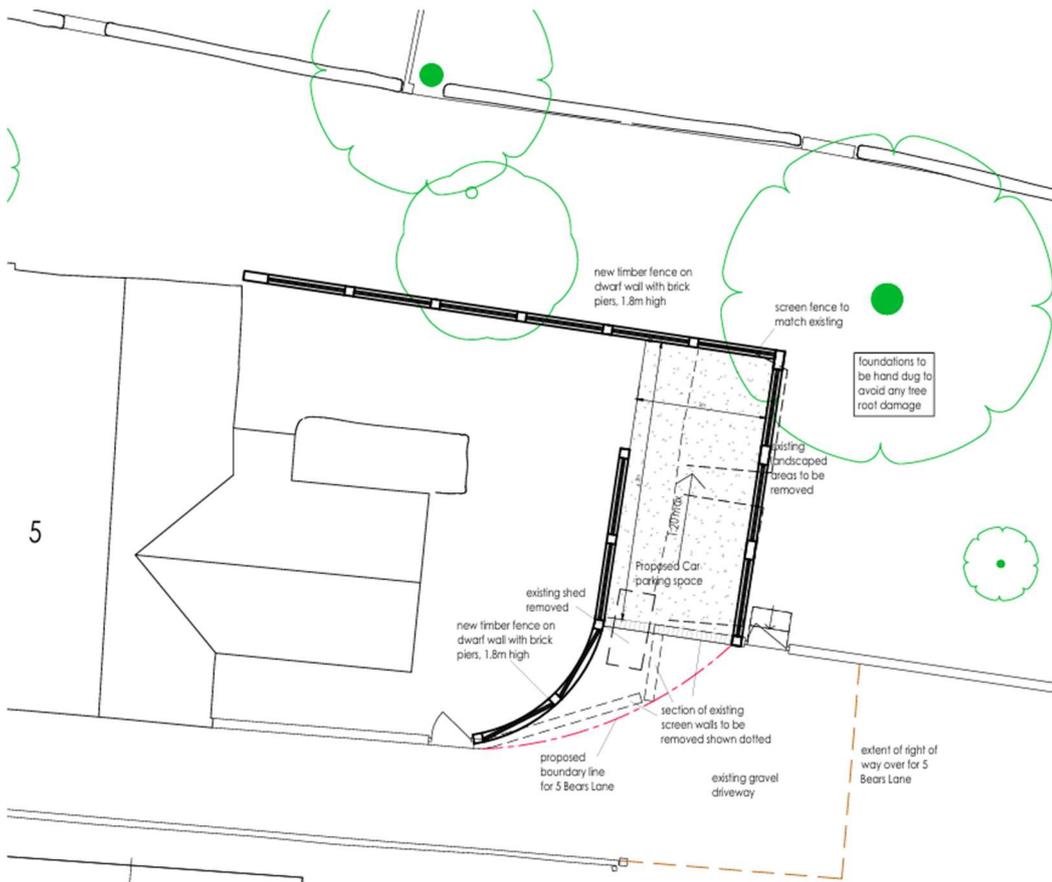




# Existing and proposed layout

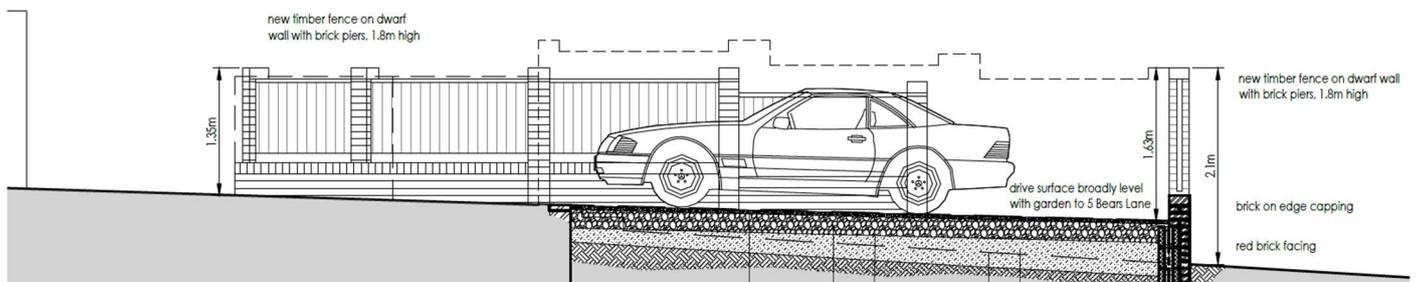


EXISTING SECTION



PROPOSED SIDE (EAST) ELEVATION

Section Drawing East elevation



**Lavenham Neighbourhood Plan Group Report**

Last week we met with our professional to go over what we are going to display and present to the General Public at the Drop in.

All the leaflets and the Questionnaire have been delivered. We are aware of the spelling mistake on the return envelope but I personally decided not to push the point as we have received excellent support from the Lavenham Press with excellent prices. There has so far been quite a good response which will be updated on the night of the parish council meeting.

We have received, from the relevant specialist, the Lavenham Demographic and Socio-Economic Review. The cost of this was exactly as budgeted. Before councillors ask I have purposely not gone into details of the DSER as it's on our agenda for the next meeting of the LNP Group.

We have purchased the 'Parish On Line' Mapping Service which is better than the previously used mapping tool and costs the same amount.

At our meeting with Places for People we were advised that Babergh has granted funds to help with the costs of producing Neighbourhood Plans. There are several actions that need to be complied with, I am pleased to say we meet the criteria even down to District Councillors support and at this time we thank Cllr Paul Clover for his support. There is a maximum of £20,000 per council.

A special thanks is extended to Tracey Brinkley and her band of workers for the excellent report they brought to the table on green spaces. Several additional areas have been highlighted for further research to enhance green spaces in the village. This will be addressed to council at a later date.

As requested in the last Parish Council meeting I have requested LNP Members declare any possible conflicts of interest and expect to get this to the clerk in the next couple of weeks.

As you can see it's been a very busy month for our group and I am personally grateful work that has gone into this .

I will have to advise later on the first drop in held in the Village Hall on Sunday 29<sup>th</sup> March 2026.

Cllr Michael Sherman

Chair of the LNP Group

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## **Lavenham Neighbourhood Plan Revision Group**

Steering group meeting 9<sup>th</sup> March 2026

### **Agenda** and minutes

**Attending:** Michael Sherman, Alison Bourne, Savanna Bourne, Danielle Twitchen, Tracey Brinkley, Jack Norman, David Theobold, Charles Posner and Carroll Reeve. **Apologies:** None

**Minutes of previous meeting:** agreed, subject to change of date of next meeting to 9<sup>th</sup> March, due to other commitments arising.

**Matters arising:** None

Parish council feed-back: Need for declarations of interest by members of this group called for by a parish councillor. Authority to be clarified.

### **Open Spaces and related issues:**

Suffolk County Council has provided guidance and advice to parish councils and local communities wishing to designate Local Green Spaces as part of the neighbourhood plan process. This is contained in a paper issued by them in late 2025.

The designation of Local Green Spaces can provide a variety of advantages. Ecological benefits, habitat conservation, and biodiversity net gain/enhancement can be achieved through the protection offered by any designation. Local Green Spaces are a flexible and multi-use provision of: • public realm; • local amenity and leisure; • a place for sports, exercise and activity, recreation and relaxation; and /or, • access to nature.

As previously reported four members of the group undertook an initial review. Tracey presented their report. This centred upon the Lavenham map and reference schedule previously circulated. The evidence basis for identify village open and green spaces was sourced from the 2016 NP, NP2, the Landscape Character Assessment, Lavenham Definitive Map and Babergh DC working papers. This was augmented by a walking survey of the village. The criteria adopted was that contained in the Suffolk CC open spaces consultation document.

The outcomes map and list will be digitised and shared in due course.

### **JLP and second call for sites:**

This document has recently been released by BDC without any preliminary desktop review. This has caused some consternation and confusion with residents. Until the outstanding review is completed the document is of little value.

### **AoB:**

A mapping system using locally sourced data (BDC, SCC etc) has been procured for the use of the group and our advisors.

Phasing of development and infrastructure delivery is key to the success of any NP. The need for such an approach has been levelled at BMSDC officers and Cabinet members. Officers are now to investigate this further. This relates to any NP and the JLP.

**Next meeting:** 14<sup>th</sup> April 2026

**Councillor Volunteering and Non Endorsement of Private Businesses**

**Background:**

The purpose of a Parish Council is to make decisions on behalf of its community.

In discharging their duties, Councillors must act at all times, in accordance with the Code of Conduct which has as its foundation, the Seven Principles of Public Life known as the Nolan Principles. These are:

- Selflessness
- Integrity
- Objectivity
- Accountability
- Openness
- Honesty
- Leadership

Councils comprise a range of individuals with differing professions across a range of sectors, interests and skills who step forward to perform duty for the public interest.

When making statements at Council, Councillors must be mindful to separate their personal interests from those of the public interest. This separation is generally managed through Declarations of Interest whereby a Councillor will be absent from a debate.

But there may be occasions when the Council is in session that a request is made from the public for volunteer support. When this arises, the request will be referred for Council decision at an appropriate time at the discretion of the Clerk and the Chair.

Councillors must not respond by individually offering their expertise or resources directly to the public. This presents a risk to the Councillor that their offer may be misconstrued as not being in accordance with the Nolan Principles. It also may be interpreted as a Parish Council agreement to such an arrangement.

To manage the risks of breaching the Nolan Principles, the following policy is proposed.

**Policy:**

1. When a Councillor wishes to volunteer service as an individual, this must not be offered whilst the Council is in session, to ensure that it is not interpreted that the Council are officially delegating a volunteer.
2. Councillors are at liberty in their personal capacity, to privately offer their services as members of the public to local voluntary organisations/groups and/or charities.
3. Where the Council is invited to have a representative on the board or committee of a Voluntary organisation, Council shall decide who its Councillor representative should be and reports from the Voluntary organisation may be given at Council.

## **LAVENHAM PARISH COUNCIL:**

4. Councillors personally associated with voluntary organisations/group/charities should not make statements or comment on behalf of those bodies to the Council in session.
5. A Councillor may make a Conflict of Interest declaration and deliver a statement from a Voluntary organisation in Public Participation time. Where this arises Councillors should seek approval from the Voluntary organisation to do so.
6. Councillors must not make statements or comments when the Council is in session about their own businesses, activities or interests e.g. I go to art classes at X establishment. This is avoid any possible interpretation that the Council endorses any private business.
7. As there is widespread opportunity for private businesses to advertise their activities, products or services on websites and social media, the Parish Council operated notice-boards, newsletters, website and social media accounts will not include promotion of any such businesses or invite sponsorship.
8. Voluntary organisations and community groups with a focus on providing public service or amenity and/or supporting charities are welcome to seek approval from the Clerk to promote their purpose using Council owned media.
9. Private businesses and voluntary organisations may offer donations without condition, to the Parish Council, to assist in providing public services for the benefit of the Lavenham community. The Parish Council is under no obligation to accept any such offers.

### **Motion:**

The Parish Council adopts the Non-Endorsement of Private Businesses policy as set out above.

Proposed: Councillor Irene Mitchell

**Policy Reviews**

**12 Communications Policy:**

This was approved by Council in April 2024 with a review date of April 2024.

No changes are proposed.

**Motion:**

The Parish Council adopts the Communications policy.

**13 Expenses Policy:**

This was introduced by Council in June 2022 but appears never to have been formally adopted.

No changes to the policy, including amounts payable, are proposed except that the previous NALC template policy has been reworded for the Lavenham situation.

**Motion:**

The Parish Council adopts the Expenses policy.

**14 Privacy Policy:**

This was introduced by Council in June 2023 but appears never to have been formally adopted.

No changes are proposed except updates to email addresses etc

**Motion:**

The Parish Council adopts the Privacy policy.



## **Communications Policy**

### **1. Purpose**

The purpose of this policy is to define the roles and responsibilities within the Council regarding communications. This is a complex area with a considerable amount of relevant legislation. This policy seeks to avoid misunderstandings and ensure that Council, including its Members and Officers, operates in accordance with the law and best practice.

### **2. Scope**

Councillors are provided with a .gov email account and are expected to use only this account for Council business. Personal emails should not be sent from this account. The reasons for this clear guidance are:

- Emails received by the Council's Officers or Members may be disclosed following a request under the Freedom of Information Act 2000 or following a subject access request under the Data Protection Act 1998 or during legal proceedings.
- Information that relates to the official business of the Council that is held in personal email accounts (for example Hotmail, Yahoo and Gmail) of Members or the Officer is caught by the 2000 Act.
- If official business of the Council held in personal email accounts of Members (and the Officer) contains personal data, it may come within the scope of a subject access request under the 1998 Act.
- If the personal email accounts of Members contain personal data that relates to their activities as a Parish Councillor or campaigning for election, it may come within the scope of a subject access request to the Member under the 1998 Act.
- If internal emails are defamatory, offensive, or wrongly disclose confidential information or personal data (which means information that may identify a living individual, such as name, address or telephone number) to those who should not have such confidential information or personal data, this may provide others with a means of legal redress against the Council.

Information in the personal emails of Members (and the Officer) that does not relate to the business of the Council will not be subject to the 1998 or 2000 Act.

### **3. Key principles**

- When writing any official communication it is important to assume that it may have to be disclosed to a court or tribunal or to the Information Commissioner.
- Emails even when they have been deleted can often be retrieved and may be disclosable to a court or the Information Commissioner and so any email should be considered permanent.
- Emails even if marked private or confidential, might eventually need to be disclosed when it is lawful to do so, e.g. under the 2000 or 1998 Acts or as part of the requirement on parties to

disclose documents in the course of legal proceedings. It is therefore important that business language is used at all time in Council emails.

- Information in communications may not be confidential but may be sensitive.
- Always respect the privacy of others and do not write anything in communications that might be construed as offensive or discriminatory.
- Negative comments about an individual, including members of the public, Members, Officer, or business suppliers are not appropriate.

#### **4. Official Parish Council Correspondence**

##### **4.1 Incoming Communications**

Most contact with the Council is electronic. Arising from the legislative protections set out in Section 2, it is therefore necessary there is central point for all communications to the Council in order that a complete record is maintained. Individual Councillors should never be the sole custodian of any correspondence or information received or sent in the name of the Parish Council. The composition of the Council changes from time to time and it therefore imperative there is a central point of correspondence storage. The Clerk's office is permanent and is therefore the primary depository of contact with the Council.

All correspondence for the attention of the Parish Council as a body should therefore be addressed to the Clerk. As there is no way of communicating this requirement to all sources who may approach the Council, if Councillors directly receive correspondence, judgment is required to determine whether the substance of the correspondence is a matter for Council. The following general principles shall be applied to process written contacts.

- Correspondence received by a Councillor from commercial sources, voluntary organisations, the print media, the public beyond Lavenham residents or organisations, should be forwarded to the Clerk for action
- Contact from Officers of Local Authorities about matters pertaining to the Council should be forwarded to the Clerk
- Complaints about the performance or behaviour of the Clerk should be made to the Chair as described in the Complaints policy.

##### **4.2 Outgoing Communications**

- All official correspondence from the Council should be sent by the Clerk in the name of the Council using council letter headed paper, making it clear that it is written in its official capacity.
- Where correspondence from the Clerk to a Councillor is copied to another person, the addressee should be made aware that a copy is being forwarded to that other person. Explicitly blind copying should be avoided to ensure transparency.

##### **4.3 Sharing of Content**

The Clerk receives a high volume of correspondence which will be shared with Councillors as necessary or appropriate; this includes sharing the opinions of members of the public. Councillors do not have a right to obtain confidential information/documentation unless they can demonstrate a 'need to know'.

#### **5. Councillor Contact with External Parties**

Councillors should expect to be contacted by the people they serve. Members of the public can contact Councillors via the email addresses shown on the Parish Council website. These will also be posted on notice boards and Lavenham Life on a periodic basis.

Enquiries may be in person, by telephone, letter, e-mail or via social media. When in doubt about how to respond to an enquiry, Councillors should seek the guidance of the Clerk.

At no time should councillors make any promises to the public about any matter raised with them other than to say they will investigate the matter. Depending on the issue it may be appropriate to:

- Refer the matter to the Clerk to deal with it as appropriate
- Request an item on a relevant agenda provided the Clerk considers it legal
- Investigate the matter personally, having sought the guidance of the Clerk.

Councillors must ensure that all communication with the public on Council related matters reflects the decisions and policies of the Parish Council regardless of the Councillor's individual views on any subject. Should a Councillor have a different opinion to the decision and policy of the Council then they must make it clear that these views are personal.

## **6. Contact with other Councils and Councillors**

Individual Councillors should not approach Officers of other Local Councils or Local Authorities or other Statutory Agencies. This is to ensure that all business matters are processed via the Clerk.

Councillors are empowered to communicate with other Councillors including representatives of other local councils or Local Authorities on a Councillor to Councillor basis. Contact from Councillors whether colleague Parish Councillors or Local Authority Councillors should be regarded as a personal approach from the correspondent. As such the individual Councillor may manage the correspondence personally, providing the substance does not commit the Parish Council to a particular course of action. Where Councillors have doubt the Clerk should be approached for advice.

A copy of all outgoing correspondence relating to the council or a Councillor's role within it, should be sent to the Clerk, and it should be noted on the correspondence, e.g. "copy to the Clerk", so that the recipient is aware that the Clerk has been advised. This is to maintain a clear history of issues raised and conclusions reached and to avoid 're-invention of the wheel' at a later date.

## **7. Communications with Parish Council Staff**

### **7.1 Instructions to the Clerk**

Individual Councillors or a group of Councillors may not give instructions to any member of staff, unless authorised to do so by the Council. The Council may not give instructions to the Clerk or to another employee which are inconsistent or conflict with previous Council decisions or arrangements for delegated power unless those arrangements have been varied by a resolution of the Council.

### **7.2 Councillor correspondence with the Clerk**

Instant replies should not be expected from the Clerk who is a single employee with the authority to prioritise the business of the Council. Emails sent out of hours will be responded to within 5 working days. Councillors are asked to be courteous and should respond to emails from the Clerk within the timescale requested by the Clerk when requested to do so. Where timescales are issued by the Clerk this is to ensure that the business of the Council is conducted in a timely manner.

## **8. Contact with the Media (all Forms)**

### **8.1 Approaches from the Media**

- Members and the Clerk should always have due regard for the long-term reputation of the Council in all their dealings with the media.
- The Clerk is the first point of contact for all media enquiries
- Approaches to Councillors from any form of media should be referred to the Clerk.

## 8.2 Approaches to the Media

- Letters or articles representing the views of the Council should only be submitted to the media by the Clerk following specific instruction of the Council. However, on occasions when it is necessary for the public to be informed immediately, the Clerk is tasked to make announcements using Social Media and/or the website and by exception Print Media E.g. Road Closures.
- The purpose of a press release is to make the media aware of a potential story, to provide important public information or to explain the Council's position on a particular issue. The Clerk, in consultation with the Chair, is responsible for issuing press releases.
- Unless a Councillor has been authorised by Council or the Chair to speak to the media on a particular issue, Councillors who are asked for comment by the press should make it clear that any views they express are personal and not necessarily those of the Council.
- At no time, should confidential matters be divulged.
- If Members choose to express their own opinions on Council matters, they must make clear that the views put forward are those of the individual Member and not representative of Council policy.

## 9. Documents for Council and Working Groups

- Agendas and supporting documents should be clear and concise. They should contain sufficient background and details of proposals to enable Councillors to make an informed decision, and for the public to understand what matters are being considered and what decisions are to be taken at a meeting.
- Communications between Councillors regarding agenda items should have regard to the potential issue of pre-determination. While it is perfectly acceptable to exchange thoughts, ideas and information, Councillors should ensure they retain an open mind and avoid comments that might give the perception of having reached a conclusion in advance of the Council meeting.

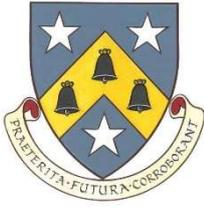
Implementation Date: 5 April 2024

Review Date: April 2026

### Document control

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|--|--|
| Version and Date:                                      | Adopted:                                     |
| Created September 2023 V1.0                            | Adopted at Full Council Meeting 5 April 2024 |
| Reviewed April 2026 V2.0 <b><u>Without changes</u></b> | Adopted at Full Council Meeting 2 April 2026 |
|  |  |

The Coat of Arms  
of Lavenham



## LAVENHAM PARISH COUNCIL

# Expenses Policy

### Purpose

This policy sets out the Council's rules on how employees can claim for expenses incurred in the performance of their duties for the Council. The purpose of this policy is to ensure that employees are properly reimbursed for legitimate business expenses and to ensure that these expenses are treated appropriately for tax purposes. It does not apply to Councillors.

### General procedure

The Council will reimburse you for actual expenditure that is incurred wholly, necessarily and exclusively in connection with authorised duties that you undertake in the course of your employment. To claim for expenses, you must set out the reasons why the expense was incurred. If you are unsure whether an expense can be claimed, you should seek prior written authorisation from the Council.

Expenses will not be paid unless supporting evidence is provided. This should include original receipts or invoices with the date and time of the transaction (unless you are claiming for mileage). When claiming for travel expenses on public transport, you should enclose the tickets showing the departure point and destination of your journey, where possible. Credit and debit card statements will not be accepted. Where you are submitting a VAT receipt, you should set out:

- the name and VAT registration number of the retailer or service provider;
- the goods and services provided; and
- the amount of VAT payable.

Once completed and signed, you should submit your expense claim to Council for approval.

Expenses claims should be submitted within 30 days of the expense being incurred

### Homeworkers

If you are a Homeworker, your normal place of work as stated in your contract will be your home. The council will reimburse all reasonable expenses incurred by homeworkers in the course of their duties upon receipt of satisfactory claims.

The council will provide the following equipment necessary to enable homeworking employees to do their job.

- Desk with lockable drawer (or separate secure document store)
- Laptop or personal computer
- Printer

Alternatively, Council will agree with homeworkers a suitable sum to cover use of their own equipment.

The council should also pay the employee for the costs associated with heating, lighting, etc the workspace. HMRC rules allow for some of these expenses to be paid tax-free. HMRC guidance: <https://www.gov.uk/expenses-and-benefits-homeworking/homeworking-expenses-and-benefits-that-are-exempt-from-tax>

## **Training**

When attending training courses all employees are able to claim travel expenses for the difference in the usual home to work costs. Where the training takes place outside contracted daily hours, part-time employees should be paid on the basis as time spent on training is working time.

Some training can be very expensive and as a condition for funding training, the council requires full repayment of all costs incurred for any training course in excess of £500 should an employee not complete the training or leave the council within a year of completion. Repayment of costs reduces to 50% reimbursement in the second year.

## **Travel**

Employees and managers should consider whether or not travel is necessary or if there are more appropriate means (for example tele-conferencing or video-conferencing).

### Rail

You may claim for standard class rail fares only. Where possible, rail journeys should be booked well in advance to benefit from any discounts for early booking.

### Use of your own car

It may be appropriate and cost-effective to use your own car when travelling on business, for example if you are travelling with other staff or councillors or, where there is limited public transport to your destination, or the journey time is significantly shorter than using public transport. Any use of your own car on business is subject to you:

- holding a full UK driving licence;
- ensuring that your car is roadworthy and fully registered; and
- holding comprehensive motor insurance that provides for business use.

Prior authorisation should be sought from the Clerk (or the Chair in the case of the Clerk), before using your own car on business. The Council accepts no liability for any accident, loss, damage or claim arising out of any journey that you make on business. The Council will not pay for the cost of any insurance policy on your own car.

To claim for petrol expenditure, you should set out the distance of the journey undertaken. The Council will pay you a mileage allowance of 45p per mile for mileage under 10,000 miles and 25p per mile for mileage over 10,000 miles, or such other rate as set out from time to time by HM Revenue and Customs. The Council will pay for tolls, congestion charges and parking costs incurred, where applicable.

### Use of bicycle or Motorcycle

If use of your bicycle or motorcycle is approved, you can claim a mileage allowance of 20p or 24p per mile respectively or such other rate as set out from time to time by HM Revenue and Customs.. Any use of your own motorcycle on business is subject the same requirements as a car (see above).

## Taxis

Any use of taxis will require prior approval and only in limited circumstances. These are:

- where taking a taxi would result in a significantly shorter travel time than using public transport;
- where there are several employees travelling together; or
- where personal security and safety of employees is an issue, for example taxis may be permitted after 9.30pm.

You must obtain a receipt with details of the date, place of departure and destination of the journey.

## **Overnight accommodation**

As a guideline for travel on council business you should book accommodation equivalent to three-star standard or less. You may book hotel accommodation of up to £120 maximum in a major city and £100 elsewhere. It is your responsibility to ensure that any hotel reservations are cancelled within the required cancellation period if they are no longer required.

## **Meals**

If you are required to be away from home on council business, you may claim up to:

- £10 for breakfast (if this is not included in the hotel room rate);
- £15 for lunch;
- £25 for dinner

The maximum amounts above are inclusive of drinks. Alcohol cannot be reclaimed under any circumstances.

You should supply receipts and invoices for all hotel and meal expenses other than for the daily allowance, where no receipt is required.

## **Entertainment/gifts**

The Council has strict rules about offering or receiving both entertainment and gifts. Any gifts, rewards or entertainment offered to you should be reported immediately to the Clerk (or the Chair in the case of the Clerk). As a general rule, small tokens of appreciation, for example flowers or a bottle of wine, may be retained by employees.

## **Annual events**

The Council may decide to hold a staff event, such as a Christmas meal or other celebration. Except where agreed to the contrary, attendance is not compulsory, and you will remain responsible for any expenses you incur.

## **Expenses that will not be reimbursed**

The Council will not reimburse you for:

- the cost of any travel between your home and usual place of work (except in exceptional circumstances for early morning/late night transport as set out above);
- the cost of any travel undertaken for personal reasons;
- the cost of any travel for your partner or spouse;

- any fines or penalties incurred while on council business for whatever reason, including penalties for not paying for a rail ticket in advance of boarding the train and penalties or fines associated with motoring offences, including speeding or parking fines, clamping or vehicle recovery charges;
- alcohol; and
- cash advances or withdrawals from an ATM machine.

You are required to pay for any travel costs incurred by your partner or spouse in the event that he or she accompanies you on business. Your spouse or partner must have adequate travel insurance for that journey.

### **False claims**

If the Council considers that any expenditure claimed was not legitimately incurred on behalf of the Council, it may request further details from you. The Council will thoroughly investigate and check any expenses claim as it sees fit. It may withhold payment where insufficient supporting documents have been provided. Where payment has been made to you prior to the discovery that the claim was not legitimate or correct, it may deduct the value of that claim from your salary.

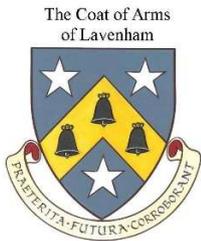
Any abuse of the Council's expenses policy will not be tolerated. This includes, but is not limited to:

- false expenses claims;
- claims for expenses that were not legitimately incurred;
- claims for personal gain;
- claims for hospitality and/or gifts without them having been declared; and
- receipt by you of hospitality and/or gifts from contacts that may be perceived to influence your judgment.

The Council will take disciplinary action where appropriate and, in certain circumstances, may treat a breach of this policy as gross misconduct, which may result in your summary dismissal. In addition, the Council may report the matter to the police for investigation and criminal prosecution.

### **Document control**

|                          |  |
|--------------------------|--|
| Version and Date:        | Adopted:                                     |
| Created June 2022 V1     | Adopted but not formally approved.           |
| Reviewed April 2026 V2.0 | Adopted at Full Council Meeting 2 April 2026 |
|                          |  |



## LAVENHAM PARISH COUNCIL

### Privacy Policy

Lavenham Parish Council is committed to protecting your privacy. We are registered with the Information Commissioners Office and our registered number is ZB424319. The Privacy Notice below explains how we use information about you and how we protect your privacy.

#### PERSONAL INFORMATION

Personal information can be anything that identifies and relates to a living person. This can include information that when put together with other information can then identify a person. For example, this could be your name and contact details.

Some information is 'special' and needs more protection due to its sensitivity. It's often information you would not want widely known and is very personal to you. This is likely to include anything that can reveal your:

- sexuality and sexual health
- religious or philosophical beliefs
- ethnicity
- physical or mental health
- trade union membership
- political opinion
- genetic/biometric data
- criminal history

We very rarely need to collect anything of this nature. If we do, we make sure our handling of your data is secure.

#### WHY WE NEED TO USE YOUR PERSONAL INFORMATION

We may need to use some information about you to:

- maintain our accounts and records
- manage our property
- provide services to our residents and visitors
- train and manage the employment of our workers who deliver those services;
- help investigate any worries or complaints you have about your services;
- keep track of spending on and quality of services
- help with research and planning of new services.

## THE LEGAL BASIS FOR PROCESSING YOUR PERSONAL INFORMATION

Generally, we collect and use personal information in these instances where:

- it is necessary to perform our statutory duties
- you have entered into a contract with us
- it is required by law
- it is necessary for employment purposes
- it is necessary for legal cases
- it is to the benefit of society as a whole
- it is necessary to protect public health
- you, or your legal representative, have given consent
- it is necessary to protect someone in an emergency

If we have consent to use your personal information, you have the right to remove it at any time. If you want to remove your consent, please contact the Parish Clerk at [clerk@lavenham-pc.gov.uk](mailto:clerk@lavenham-pc.gov.uk) so we can deal with your request.

We don't sell or pass your personal information to anyone else for marketing purposes.

## YOUR RIGHTS

Data Protection law gives you a number of legal rights. These are:

- **The right of access (Data Subject Access Requests):**

You can ask the Council for a copy of the personal information it holds or processes relating to you. We should provide this within 1 month. If there is a great deal of information or it is difficult to identify and retrieve, then we can ask for a time extension. This applies to personal information that is in both paper and electronic records.

- **The right to rectification:**

Everyone is entitled to have their own personal data rectified / changed if it is inaccurate or incomplete. If an organisation has shared the personal data in question with anyone else, then it must also take all reasonable steps to inform them of the change. You will be asked to provide evidence of your identity and the correction so that the organisation can ensure your privacy rights are protected.

- **The right to erasure:**

The right to erasure, sometimes referred to as 'the right to be forgotten'. However, this is not an absolute right. In some circumstances you can ask for your personal information to be deleted, for example:

- Where your personal information is no longer needed for the reason why it was collected in the first place
- Where you have removed your consent for us to use your information (where there is no other legal reason us to use it)
- Where there is no legal reason for the use of your information
- Where deleting the information is a legal requirement. Where your personal information has been shared with others, we'll do what we can to make sure those using your personal information comply with your request for erasure.

Please note that we can't delete your information where:

- We're required to have it by law
- It is used for freedom of expression
- It is required for public health purposes
- It is necessary for legal claims

- **The right to restrict processing:**

In some circumstances you have a right to restrict what processing an organisation carries out or ask that they stop processing your personal data. When processing is restricted, the organisation may continue to store your data but not to process it further. However, this right cannot overrule any legal obligation placed on the organisation to continue processing your personal information.

- **The right to data portability:**

Following a request for disclosure of your data, you have the right to ask for your information in a digital format so that you can reuse it for other purposes. For example, data portability could be used to upload your information to a third-party price comparison website to compare and identify best value for something like utilities or mobile phone use. It is unlikely that data portability will apply to most of the services you receive from the Council.

- **The right to object:**

Everyone has the right to object to the processing of their data in limited circumstances. However, you can only object based on "grounds relating to your particular situation". E.g., you may need to maintain a higher level of security due to the type of job you have. In these situations, an organisation must stop processing your personal data unless it can demonstrate compelling grounds for the processing, which override your interests, rights and freedoms or where processing is for the establishment, exercise or defence of legal claims.

- **Rights related to automated decision making and profiling:**

You have a right to request that decisions based solely on automated processing, including profiling, which may produce a legal effect or affect you significantly, have some form of human input so they are not automatically generated by a computer. This right is in place to ensure that potentially damaging decisions are not taken without some form of human intervention. This right also applies to 'profiling'. However, this Right will not apply if the decision:

- is necessary for entering into, or performance of, a contract between you and the Council
- is authorised by law, or is based on your explicit consent

Organisations are required to ensure that appropriate safeguards are in place to protect your rights, freedoms and legitimate interests and you can ask to have any computer-made decisions explained to you.

## **WHO WE SHARE YOUR INFORMATION WITH**

We rarely share any of our information. We will only do so where necessary to deliver our services to you. Where we have these arrangements there is always an agreement in place to make sure that the organisation complies with data protection law.

We may share your personal information when we feel there's a good reason that's more important than protecting your privacy. This doesn't happen often, but we may share your information:

- in order to find and stop crime and fraud; or
- if there are serious risks to the public, our staff or to other professionals;
- to protect a child; or to protect adults who are thought to be at risk, for example if they are frail, confused or cannot understand what is happening to them.

For all of these reasons the risk must be serious before we can override your right to privacy.

## **HOW WE PROTECT YOUR INFORMATION**

We'll do what we can to make sure we hold records about you (on paper and electronically) in a secure way, and we'll only make them available to those who have a right to see them. Examples of our security include:

- Encryption, meaning that information is hidden so that it cannot be read without special knowledge (such as a password).
- Controlling access to systems and networks allows us to stop people who are not allowed to view your personal information from getting access to it
- Training for our staff allows us to make them aware of how to handle information and how and when to report when something goes wrong

## **HOW LONG WE KEEP YOUR PERSONAL INFORMATION FOR**

We will only keep your information for as long as it is required by us in order to comply with legal and regulatory requirements or for other operational reasons. The retention period is either dictated by law or by our discretion. Once your information is no longer needed it will be securely and confidentially destroyed.

## **HOW TO GET ADVICE AND REQUEST YOUR PERSONAL INFORMATION**

Please contact the Parish Clerk at [clerk@lavenham-pc.gov.uk](mailto:clerk@lavenham-pc.gov.uk)

For independent advice about data protection, privacy and data sharing issues, you can contact the Information Commissioner's Office (ICO). Telephone 0303 123 1113 or visit [ico.org.uk](http://ico.org.uk)

### **Document control**

|                          |  |
|--------------------------|--|
| Version and Date:        | Adopted:                                     |
| Created June 2023 V1.0   | Adopted but not formally approved.           |
| Reviewed April 2026 V2.0 | Adopted at Full Council Meeting 2 April 2026 |

Funding for Buses

Lavenham can benefit again from government grants for bus service improvements. County Councillor Robert Lindsay reported to the 8 January 2026 Council meeting:

*Suffolk has been awarded £27m of funding for bus services from the government's Local Authority Bus Grant (LABG), this can be used for routes, ticketing or improving infrastructure like bus stops and shelters. Previously known as the Bus Services Improvement Grant, communities in Suffolk will be able to suggest improvements in their area and 'bid' for funding. Because funding is spread over three years, there is no deadline as such.*

*Previous funding rounds in past two years were far smaller - of the order of only £5m – but, as you know, it secured extra services on the route between Sudbury and Bury via Lavenham and now a new daily peak time route between Hadleigh and Stowmarket is in the offing thanks to the earlier round of money. Our area is still very underserved by bus routes so worth thinking about what extra services or extra bus stop facilities would best serve Lavenham residents.*

Given our area is still very underserved by buses, we should be taking up this further opportunity to improve all aspects of our bus services, including:

- Bus Timetable Improvements
- Bus Shelters
- Accurate Service Information Boards
- New/relocated Bus Stops

To gather suggestions from members of our community about improvements that the Council should be seeking on their behalf, I suggest we should invite people to write or email our Clerk with their ideas by the end of this month. These can then be worked up into draft proposals for the Council to consider at our next meeting on 14<sup>th</sup> May 2026.

Good bus services improve people's lives:

- They are particularly important for households that have no private motor vehicle (car or van). The figure for Lavenham is 16% of households overall, but this rises to 26% and 31% in the areas where social housing predominates.
- They are also important for households that have only one private motor vehicle. The figure for Lavenham is 46% of households – and, where such households include more than one driver, vehicle availability to each driver is likely to be limited.
- They help residents to travel for work, education, pleasure and accessing other services. They can be the difference between being able to hold down a job or not – and between getting to appointments at a particular time or not.
- They also help people who work or shop in Lavenham but don't live here, as well as tourists and other visitors, to get here.

Motion:

The Clerk is instructed to advertise an invitation to people living in or near to Lavenham to send him – by letter or email **no later than 30<sup>th</sup> April 2026** – their ideas for improving local bus services.

Those responding to this invitation are asked to say whether they live or work in Lavenham parish – and, if not, the area where they live. (This is to help us to understand the routes and locations where ideas for service improvements are concentrated.)

**Proposed: Councillor Roy Mawford**

**First Meadow Gate Update**

**Background:**

In late 2025 a number of Cllrs ranked moving the pedestrian gate on First Meadow as a priority. Support was not obtained for the associated project of building a safety crossing.

The existing gate on the corner of First Meadow and Water St is:

- a) In a dangerous position for users of First Meadow being on a three way corner.
- b) Purports to be the start of a Public Right of Way but that Public Right of Way actually begins 55 metres further down Brent Eleigh Rd.

Council voted in December 2025 that the £33,335 budgeted cost of the Neighbourhood Plan be charged to NCIL.

|  | £        |
|--|----------|
| NCIL as at 1 April 2025                | 62,812   |
| Green Willows Street Light             | (4,450)  |
| Neighbourhood Plan spend to end Feb    | (2,803)  |
| Neighbourhood Plan spend in the future | (30,532) |
|  |          |
| Unspent NCIL                           | £25,027  |

**Recent Events:**

The Clerk has been in contact with Suffolk PROW and Suffolk Highways.

Suffolk PROW will shortly reply concerning the chicane or similar arrangement which will need to be built to enable safe use of the new entry point as a gate is unacceptable.

Suffolk Highways have been asked what will need to be constructed to enable safe access to the proposed new entrance from the pavement on the other side of Brent Eleigh Rd.

The aim is to bring a costed proposal for Council to consider in the light of the £25,000 unspent amount and other possible projects.

Other projects which received significant Cllr Support were:

- 1) Tree Work but Council voted not to use NCIL for tree work at its December 2025 Meeting.
- 2) Additional Speed Indicator Devices
- 3) White Village Entry Gates
- 4) Additional or replacement First Meadow Play Equipment.

### **First Meadows Boundary**

#### **Background:**

At its Meeting held on 5<sup>th</sup> March 2026 Council voted that:

'The Clerk is instructed to offer to share the costs of drawing up a formal Boundary agreement with the local property owner registered with the Land Registry. The Boundary Agreement to be brought back to Council for formal approval. In exchange for the Parish Councils co-operation concerning this matter the local property owner recognises that the maintenance of the fence between First Meadow and their property is the responsibility of the owner of Poultry Farm'.

#### **Subsequent Events:**

The landowner rejected this offer.

The landowner is not prepared to accept any maintenance obligation for the fence and is not willing to make any contribution to the cost of obtaining professional assistance (surveyors and lawyers) to prepare and document the agreement.

The landowner remains willing to sign a document drafted using a template obtained from the internet, previously described in Council Working Papers as an 'informal agreement' as lawyers and solicitors would not be involved, which would be lodged at the Land Registry. The March Working Papers did not make this lodgement with the Land Registry clear.

<https://www.gov.uk/government/publications/boundary-agreements-and-determined-boundaries/practice-guide-40-land-registry-plans-supplement-4-boundary-agreements-and-determined-boundaries>

<https://www.gov.uk/government/publications/boundary-agreements-and-determined-boundaries/practice-guide-40-land-registry-plans-supplement-4-boundary-agreements-and-determined-boundaries#recording-a-boundary-agreement-in-the-register>

The landowner wrote: 'My proposal to agree the boundary line and register it with the Land Registry was the only practical and proportionate option on the table. The Parish Council collectively voted against this approach. From my perspective, the matter is now closed, and I have reclaimed the land that is rightfully mine'.

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Date: 27<sup>th</sup> March 2026  
Enquiries to: Matthew Lee  
Mobile: 07540 668835  
Email: [matthew.lee2@suffolk.gov.uk](mailto:matthew.lee2@suffolk.gov.uk)

## DRAFT

Dear Sirs

**Re: Lavenham Railway Walk – Access to Community Allotments**

Please take this letter as formal consent from Suffolk County Council for vehicular and pedestrian Access to be taken over Lavenham Railway walk via a crossing point between Norman Way, Lavenham and the allotments site

For the avoidance of doubt this right is granted subject to the following conditions:

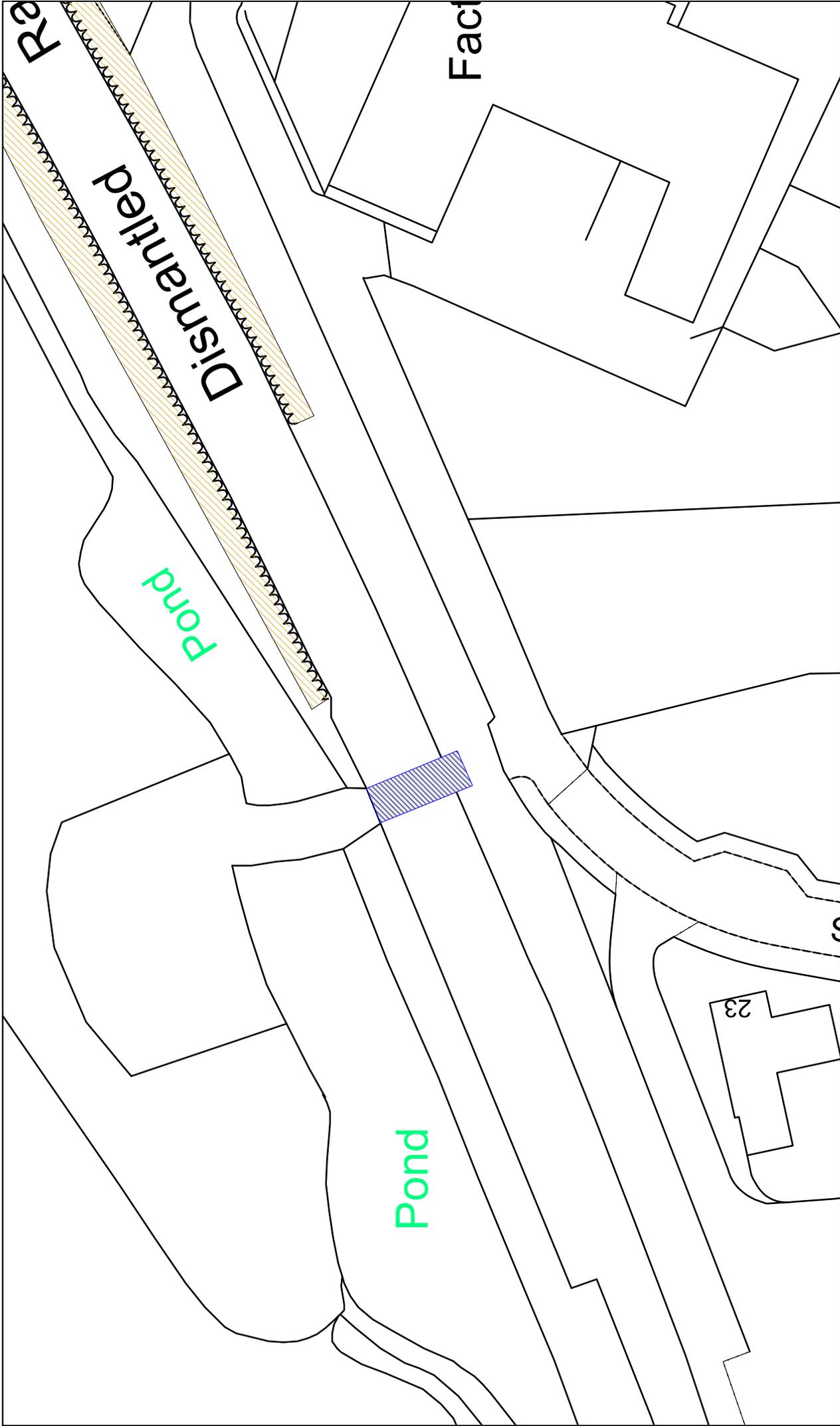
- Access can be taken 7 days a week but only in daylight hours.
- Access is restricted to a 3-metre-wide strip between Norman Way and the allotments as shown hatched in blue on the attached plan.
- There is no vehicular access granted to any other part of Lavenham Railway Walk than that shown hatched in blue on the enclosed plan
- Lavenham Parish Council and or The Allotments association are to be responsible for maintaining and repairing the access strip and always ensuring that it is level, obstacle free, and safe for its intended use as a public right of way.
- No repairs to the surface are to be carried out without first consulting and seeking the approval of Suffolk County Councils rights of way team.
- The delivery of building materials, soil, fertiliser, and compost by commercial vehicles to the allotments will be permitted.
- However, Suffolk County Council must be given 48 hours' notice of any deliveries, there must be no more than 6 deliveries within any 24 hour period, and any damage caused to the access must be repaired to an acceptable standard as soon as possible.
- Signs must be erected on either side of the crossing point stating "Please be aware of and consider Pedestrians while crossing footpath"

- Lavenham Parish Council and or the Allotments Association must take reasonable steps to prevent unauthorised vehicular use of the access particularly to prevent access by motorbikes and 4wheel drive vehicles.

We trust that this letter and the conditions relating to access set out therein are clear however if you require clarification please contact Matthew Lee.

Yours faithfully

**Matthew Lee BSc (Hons) MRICS**  
County Farms Management Officer  
Corporate Property, Corporate Services



Corporate Property,  
Endeavour House,  
8 Russell Road,  
Ipswich, Suffolk. IP1 2BX

This information has been taken from our records but our deeds have not been checked. If the areas or precise boundaries of the land in question are critical we may need to undertake investigations that may result in change.



Parish: Lavenham  
Map Title: Lavenham Railway Walk - Allotments Access Plan  
Scale: 1:500.0

Author: leemr1  
Date: 27/03/2026