

LAVENHAM PARISH COUNCIL

To: Members of Lavenham Parish Council

You are duly summoned to attend the Meeting of Lavenham Parish Council to be held at 7pm on Thursday 2nd October 2025 at Lavenham Village Hall, Church Street, Lavenham.

Public Attendance

Members of the public and press are welcome to attend. At item 6 the public will be invited to give their views/question the Parish Council on issues on the agenda or local matters. This item will generally be limited to 10 mins. duration.

AGENDA

- 1. Apologies and approval of absences**
- 2. Declarations of Interest**
- 3. To consider requests for dispensations**
- 4. Chair and Councillors tributes to Cllr Morrey**
- 5. Approval of Minutes**
 - 5.a To approve as accurate minutes of the 7th August meeting of Council**
 - 5.b To approve as accurate minutes of the 4th September meeting of Council**
- 6. Public participation session (10 minutes)**
- 7. Chair's Announcements**
- 8. Local Authority Councillors' Reports**
- 9. Babergh District Council Overview and Scrutiny Committee Report**
- 10. Planning Register**
- 11. Planning Applications**
- 12. Lavenham Neighbourhood Plan 3: Report and Approval of Questionnaire**
- 13. Water Street EV chargers: Report**

14. Clerk/RFO report

14.a External Auditors Report for the year ended 31 March 2025

14.b Motion to approve Accounts for month ending 31st August 2025

14.c Motion to approve Receipts and Payments for month ending 31st August 2025

15. Parish Newsletter and Lavenham Life

16. Christmas Event Report

17. Date of next meeting – Thursday 6th November 2025

A handwritten signature in grey ink that reads "ASmith" with a stylized flourish at the end.

Andrew Smith
Clerk to the Council
Parish Office
Church St
Lavenham

Date: 26th September 2025

PARISH COUNCIL MEETING

Held on Thursday 7th August 2025, commencing at 7pm in the Village Hall.

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

Present:

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

Opening Statement by the Chair:

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

1. Apologies and approval of Absences

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

2. Declarations of Interest

The Clerk informed Councillors that Cllr Lamont has declared that he considers that he has an interest with respect to 10 Lady St and will not be speaking or voting on that matter. The Clerk informed Councillors that Cllr Sherman had informed him that he no longer has an interest in 44 Spring St and now has an interest in 38 Spring St and that he will shortly update his Register of Members Interests.

The Clerk invited Councillors to declare any interests, none were declared.

3. Requests for Dispensations

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

4. To approve as accurate minutes of the July 3rd 2025 meeting of the Council

Proposed: Cllr Robinson **Seconded:** Cllr Mitchell **Decision:** Approved unanimously. Cllr Sherman abstained having not been present at the meeting.

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 explained that she was speaking on behalf of a number of local residents and businesses who would like to put on a small Christmas event to coincide with the late-night opening of local shops. She emphasised that this was not an attempt to revitalise the Christmas Fair. The intention is that the event be for local people and not be advertised outside Lavenham. Thoughts include live music, a light show and a food truck in the Market Place. Christmas Carols, horse chestnuts and a best dressed elf competition. She appealed to the Parish Council for funding. The Chair replied that this could be considered at the next meeting of Council and urged the Member of the Public to put together a formal proposal. Cllr Mitchell commented that a plan for the management of vehicles and attendees would be required as news of the event would inevitably spread via social media.

A Member of the Public spoke of her concerns with respect to the proposed 'vin van' in the Market Place. She suggested that this will lead to parents drinking in the late afternoon, having collected their children from the school, and so failing to properly supervise their children. She said that the proposal would lead to mess and noise. Lavenham, she said, is a Tudor Village and not Benidorm.

A Member of the Public echoed some of those concerns highlighting that the application restricts public access to the cross with tables and chairs situated adjacent to the Cross. He said that no business or organisation should be able to restrict access to the Scheduled Ancient Monument. He questioned whether the encouragement of alcohol consumption for nine hours a day for six months of the year was appropriate for the Market Place. He expressed concern that it might be difficult for the licensee to stop customers walking around the Market Place with drinks in open containers. He asked if the Parish Council had given permission for this. The Chair replied that the Parish Council has not been formally approached by the applicant.

A Member of the Public expressed concern about the growth of the vegetation along Lower Rd and the size of some of the trees on the High St towards Bury Rd. The Clerk agreed to approach Suffolk Highways.

A Member of the Public asked why Cllr Mitchell considered that the voting on the 20-mph scheme had been influenced by those who live outside the village. Cllr Mitchell replied that she considered that some posts, by those outside the village, on social media had had an influence on the voting.

A Member of the Public explained that the Planning Application for 75 Church St had been developed in consultation with Babergh with the gabled roof being a consequence of that engagement. The applicant had also consulted Historic England. She told Councillors that the proposal did not substantially increase the size of the property.

A Member of the Public informed Councillors that an herb garden had been established next to Second Meadow with the herbs available for the use and consumption of residents and visitors.

6. Chair's Announcements

The Chair reminded all of the VJ Day service which will be held in the Church at 10.00 on Sunday 17th August noting that this is a thanksgiving service to observe the 80th anniversary of the victory over Japan and the end of World War 2.

8. Local Authority Councillors' Reports

District Cllr Clover reported that Babergh has passed a Motion to develop the option of a proposal for three Unitary Councils to serve Suffolk. He commented that, at that time, no costings had been presented precluding any level of informed debate. Some information concerning costs and savings had subsequently been provided.

Babergh has announced that they are currently exploring, consequent of the withdrawal of Central Government funding, what other funding could be made available to those parishes wishing to produce a Neighbourhood Plan.

He told Councillors that the Tour of Britain cycle race will pass through Lavenham, the white markings recently painted on various local roads indicate repairs to the road surface required for the race.

County Cllr Lindsay told Councillors that the County Council will spend £1.9million from reserves to fund preparation for unitaries and the Norfolk/Suffolk mayor. He said that £100,000 has already been spent selling the proposal for a single Suffolk mega unitary and attacking the District Councils' rival proposals for three unitaries. He explained that half of this £100,000 is estimated to have gone on a social media campaign and the other half on the costs of delivering a leaflet to every household.

He informed Councillors that at the Council Meeting of July 10th 2025 he had seconded a motion to make it easier to obtain lower speed limits where the community supports one. The motion had been rejected by the Conservative administration on the grounds that they were already planning to do this. He said that he was not hugely optimistic that they will change things enough to make a difference. He suggested that the Council might wish to raise with the cabinet member Chris Chambers their policy on insisting on repeater signs, rather than allowing them just at entrances to a 20mph zone.

He informed Councillors that from next year, to comply with new government regulations for glass and food waste. Cllr Clover explained that the Blue Bin will remain as now but may also be able to take soft plastics such as the plastic film used in packaging.

Cllr Sherman asked if the Councils had sorted out plastic disposal saying that for the last year it had been ultimately going to landfill because no contract is in place for the disposals of hard plastics and has not been in place for the last year. He asked Cllr Lindsay if this had been resolved. Cllr Lindsay said that he would investigate.

8. Planning Register

The Clerk reported that no decisions had been made by Babergh which differed to the Parish Councils recommendations..

9. Planning Applications

DC/25/3120 1 The Maltings, Barn St. Listed Building Consent - Replacement of existing French doors, kitchen window and back door.

Cllr Lamont explained that the application is to replace modern rear ground floor timber French doors, kitchen window and back door with metal framed "Crittall" type. He told Councillors that these replacements are in keeping with the industrial aesthetic of the building.

Motion: that the Parish Council recommends approval of Application DC/25/3120.

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

DC/25/3025 87-88 High St. Removal of small Cheery tree approx'4m high and 30cm diameter at base.

Cllr Lamont commented that he explained that the tree is in a prominent position on the High Street telling Councillors that the application does not include a report from a tree surgeon with evidence it needs to be felled rather than pruning. However, a recent picture of the tree shows that it has died.

Motion: that the Parish Council recommends approval of Application DC/25/3025.

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

DC/25/3022 and 3023 The Old Rectory, Church St. Planning permission and Listed Building Consent. Addition of a painted timber, pedimented doorcase surrounding the existing front door.

Cllr Lamont explained that with respect to the previous application Council had recommended that the timber pediment that was over the door (prior to the pediment being removed by the current occupants because the timber was in poor condition) be replaced by a replica. Council had written that 'LNP 2016 Policy D1 states that 'that proposals must be sympathetic to the setting of any individual heritage asset'. The Rectory front door can be seen from street and is located close to a Grade 1 Church'.

Cllr Lamont told Councillors that this new application is a proposal for a much larger pediment with dummy columns on either side to give the appearance of columns, even though there is no portico commenting that there is no evidence that the building ever had a door surround of this size.

Cllr Lamont explained that although it does not project from the front of the building the visual aspect would be significantly changed. The removed pediment, he said, was original and reflected the history of this building and should be replicated and replaced as suggested by the pre-application advice in DC/24/00744. No evidence, he said, had been provided that a larger pediment and door surround was ever present on the building. Policy D1, he said, continues to apply.

Cllr Robinson said that buildings should be allowed to evolve rather than Council stifling developments.

Cllr Mitchell said that she considered that there will be harm to the setting of the listed building as it will be different, the building will look grander should the applications be approved, than it originally was.

Motion: that the Parish Council recommends refusals of applications DC/25/3022 and DC/25/3023

Proposed: Cllr Lamont **Seconded:** Cllr Mawford **Decision:** Approved. Cllrs Bourne and Robinson voted against. Cllr Sherman abstained.

DC/25/2700 and 2701 75 Church St. Single storey extension to the rear following demolition of existing conservatory.

Cllr Lamont outlined the proposal to Councillors and drew Councillors attention to the report written by the Babergh Heritage Officer and quoted from that report.

'Most of the proposed alterations to the house are to later fabric that has no significance, such as the demolition of the late 20th century conservatory and the creation of new openings in later masonry underbuilding that replaced timber framing'.

'There are two proposed alterations where it is uncertain whether historic fabric would be affected. These are the proposed new opening at ground floor of the existing kitchen to the west side and the enlargement of the first floor window opening within the bathroom to the north. I recommend that limited opening up is carried out to establish that these proposals would not involve the cutting or removal of any surviving historic timber framing or infill panels'.

'It is not clear from the submission if the proposed replacement of windows includes those in the whole house, or just to those that would be altered on the rear, north elevation. If other windows are proposed as being replaced, then additional information would be required as part of the application'.

'The form of the proposed extension reflects the discussions and drawings exchanged at pre-application stage. The roof form of the extension reflects that of the 17th century wing to which it is attached, but the materials and detailed design are of a contemporary nature. I recommend that the number of rooflights within the extension be reduced from two to one, to simplify the west roofscape. This minor comment aside, I consider that the proposed extension would be architecturally harmonious with the traditional forms of the house and its historic context whilst expressing the contemporary date of its design in the use of modern materials and detailed design. It would improve the rear aspect of this house and would improve the living standards of the accommodation'.

Cllr Robinson commented that the pitch of the proposed roof was consistent with neighbouring buildings. **The picture, he thought, made the proposal look bigger than it actually is.**

Motion: the Parish Council recommends approval of the applications subject to the recommendations of the Heritage Officer.

Proposed: Cllr Lamont **Seconded:** Cllr Mitchell **Decision:** Approved unanimously. Cllr Ranzetta abstained.

10. Licensing Applications

The Clerk explained that two Applications have been made for an alcohol licence and one application for a pavement licence. The pavement licence is related to the application for an alcohol licence in the Market Place.

The Market Place:

The Clerk explained that the proposal is for the siting of a bar trailer in the area in the middle of the Market Place (which is normally surrounded by cars) and four tables each with four chairs to be positioned adjacent to the Market Cross in front of Toll Cottage. The proposal is for operation seven days per week between noon and 9pm from April 1st to 30th September each year. Tables and Chairs will be onsite for an additional 30 minutes at the start and end of the day and will be cleared away, together with any litter, each night.

Cllr Ranzetta questioned whether the location is respectful to the memorials to the fallen.

Cllr Mitchell commented that the tables are not proposed to be placed adjacent to those memorials adding that it must be remembered that the 'Market Place' should be, as the name indicates, a place to conduct business. The economy of the Village is, she said, dependent on visitors. Recognising that the Market Place is also a residential area she drew Councillors attention to the restricted hours proposed and expressed support for the proposal.

Cllr Sherman expressed concerns that the proposal would be deleterious to other vendors of alcohol in the Market Place and could lead to other vendors such as burger van and pizza van being in the Market Place.

Cllr Robinson said that, in his opinion, the majority of the village was opposed to the proposal and so the Parish Council should be too.

Cllr Bourne expressed concern about the serving of alcohol so close to the school at the end of the school day.

Cllr Lamont described the proposal as a continuation of the long established selling of food and alcohol in the Market Place. Cllr Mawford agreed commenting that the proposal replaces the outside seating area lost with the closure of The Angel.

Motion: The Parish Council opposes the Applications

Proposed: Cllr Domoney **Seconded:** Cllr Bourne

Decision: Approved. Cllrs Bourne, Domoney, Robinson and Sherman voted in favour. Cllrs Lamont, Mawford and Mitchell voted against. Cllr Ranzetta abstained.

10 Lady St:

Cllr Sherman questioned whether there was an alcohol licence in place for the previous openings of this premise. The Clerk explained that the current licensing situation was unclear.

The Clerk explained that the proposed licensing application was inconsistent with the Planning Permission which permits the consumption of alcohol in the garden (which is not proposed in the licensing application) but does not permit the consumption of alcohol in the driveway. He informed Councillors that the proposed hours of serving are noon to 2300 seven days a week.

Cllr Sherman questioned again whether the current serving of alcohol was legal and queried the character of the applicant. Cllr Mitchell responded that there was possibly a licence in place but Babergh had not updated their website.

Cllr Ranzetta expressed concern about the playing of music in the latter part of the evening. Cllr Bourne replied that with respect these premises concerns had previously been raised concerning music but these concerns had turned out to be largely unfounded. Cllrs Mawford and Mitchell agreed.

Cllr Mawford proposed an amendment to the motion so that it read:

Amended Motion: Council recommends approval of the application with the exclusion of the driveway and urges Babergh Council to ensure that all serving and consumption of alcohol in the premises is appropriately licenced.

Proposed: Cllr Mawford **Seconded:** Cllr Mitchell

Decision: Approved. Cllrs Domoney, Mawford, Mitchell and Ranzetta, Cllr Robinson voted against. Cllrs Bourne, Lamont and Sherman abstained.

11. Lavenham Neighbourhood Plan 3

Cllr Sherman reported that the EGM had been held to allow the preferred supplier to be engaged. Work to develop the Questionnaire continues, pilot studies continue. The Questionnaire will be brought, in due course, to Council for approval. The Chair asked whether a budget for the whole LNP project would be brought to the November meeting of Council. Cllr Sherman confirmed that it would be so brought. He thanked the LNP2 Group for their work saying that much of their work will go unamended into LNP3. Other parts of their work require minor amendment due to the passage of time.

Cllr Sherman said that he would continue to aim to provide a written report in advance.

12. Clerk/RFO report

The Clerk informed Councillors that Babergh Council has told him that the owners off the property on Lower Rd have been given six months to return the land to its original condition.

The Clerk told Councillors that Arthur Charvonia Babergh Chief Exec and Cllr John Ward the Leader of the Council are coming to the Parish Office on August 13th at 6.30 pm. Cllrs Domoney, Mawford, Mitchell, Ranzetta, Robinson and Sherman said that they would like to attend.

The Clerk told Councillors that James Cartlidge MP will be hosting a debate on LGR. Mr Cartlidge writes that there will be 'strong speakers from both sides attending to set out their arguments and answer questions. Speaking in favour of a One Suffolk unitary council will, amongst others be Cllr Matthew Hicks Leader of Suffolk County Council and Cllr John Ward and Cllr Deborah Saw the Leader and Deputy Leader of Babergh District Council'. The Clerk explained that the debate will be on September 12th at 2pm in the Hadleigh Town Hall. Due to capacity at Hadleigh Town Hall the Parish Council is limited to two representatives. Cllrs Robinson and Sherman expressed an interest in attending.

The Parish Council has been informed by Babergh Council that a pod for two e-bikes will very shortly be installed in the Babergh owned Cock Inn car park near the bottle bank/glass recycling bins.

He spoke next of Public Realm items telling Councillors that replacement SID batteries were supplied for one of the Melford Road Speed Indicator Devices. The device has however failed again and the supplier has suggested some checks that we can do to the device to ascertain what the problem is. He reported that there have been no further floods in the Prentice St Car Park. This is the longest run for some time. Donations in the car parks remain about £250 per month.

Suffolk Tree Services has been asked to the survey of all Council owned trees and since one of the felled Scots Pines in the cemetery was within the group tree preservation order a quote has been requested for the grinding of the stump and the replanting a new Scots Pine. Additionally, the Box Bushes in the Churchyard have been recently retreated for blight. This should have been done a month or so back, the contractor has apologised.

Accounts:

The Clerk reported that the big Financial news is that Babergh District Council has informed the Parish Council that the Cleaning Grant will be cut by half in 2026/27 and removed entirely from 1 April 2027. This decision was made at a meeting of the Babergh Cabinet in February but not publicised.

The current amount of Cleaning Grant received is approaching £14,000 per year. Council, the Clerk said, has a three year contract with JPB at an annual cost of £18,000 for street cleaning. Our District Councillors are questioning this with Babergh but the Clerk fears that the most likely answer is that Babergh will insist on removing the Grant but continue to empty the street litter bins and cease the current charging to the PC of some £2,000 per annum for this service.

The Clerk said that Cllrs could take this matter up with Cllr Ward and CEO Arthur Charvonia at the meeting with them on 13th August. Cllr Mawford said that this is not a Babergh Grant, it is the Parish Council discharging the responsibilities of the District Council. Cllr Mitchell said that Babergh Council had to recognise that the PC has in good faith entered into a three year contract with the supplier. She urged the Clerk to contact the other effected Parishes.

The effect of the change is therefore to increase the Council's Net Costs by some £12,000 per annum which unless savings are found elsewhere will increase Council Tax by some 10%.

The Clerk spoke next of the June Accounts. He explained that at the last meeting he had said that the likely deficit for the three months to June 30th was £7,500 compared to a budgeted deficit of £1,000 and so our shortfall will have increased to £6,500.

He explained that the actual deficit for the three months to June 30th is £7,250 and so the shortfall is £6,250. The main reason for the deficit, he said, is the £6,800 of legal costs incurred in this Financial Year. Other significant variances to budget at end June were the accrual of the unbudgeted costs for the Parish Poll of £2,000 and savings, which were timing only, of £2,000 in Tree Maintenance Costs.

He spoke next concerning the July Accounts informing Councillors that the July Accounts, which will be presented to Council next month, will likely show a reduced deficit. The deficit for the four months ended July 31st is likely to be about £6,300 because the actual invoice has been received for the Parish Poll. The Poll cost £1,200 not the £2,000 estimated by Babergh as worst case. Additionally, £725 of Burial Income was received in July.

He concluded by telling Councillors that it has been formally confirmed to Council that Neighbourhood CIL can be used to fund the costs of developing a Neighbourhood Plan. Council, he said, has just over £50,000 of uncommitted such funds of which some £30,000 expire in 2028 and £20,000 expire in 2029. The Clerk will shortly be inviting Councillors to suggest and comment on the priority items for these funds. In addition to the possibility of spending these funds on a new Neighbourhood plan remembering that the existing one expires in 2031 there are Items such as a further SID for the Bury Rd, Entrance Gates to the Village to discourage speeding, further lorry signage on the Hadleigh side of the village, paths in the Cock Inn car park to replace the desire lines. Other suggestions will be welcomed.

Motion: To approve Accounts for month ending 30th June 2025

Proposed: Cllr Mitchell **Seconded:** Cllr Robinson **Decision:** Approved unanimously

Motion: To approve Receipts and Payments for month ending 30th June 2025

Proposed: Cllr Mitchell **Seconded:** Cllr Robinson **Decision:** Approved unanimously

13. VJ Celebration Grant

The Chair reminded Councillors that at the July 3rd 2025 Meeting of Council it had been reported that the Lavenham British Legion committee had met and subsequently told Cllr Morrey that they would be extremely grateful for a £350 grant towards their expenses of holding Celebrations to mark VJ Day.

Motion: that the Parish Council, recognising the significance of VJ Day and the desire of the British Legion to make the day a community day for all Members of the Public to join in, makes a Grant to the British Legion of £350 from the Street Fair Fund.

Cllr Mitchell reminded Councillors that generally the street fair grant is intended to provide working capital for community activities but that the applications for VE and VJ Day grants could be considered exceptional.

Proposed: Cllr Robinson **Seconded:** Cllr Mawford **Decision:** Approved. Cllr Domoney voted against.

Power to make Grants under S137 of the Local Government Act 1972.

14. Report concerning Railway Walk Allotments

The Clerk read the letter received from the Railway Walk Allotments Association explaining that the organisation now had a constitution and a Bank Account and has been awarded a grant by the Open Gardens committee.

The Group has told the Council that as an unincorporated association it cannot take a legal interest in the site but could assist in the management of it.

The Clerk told Councillors that he would now talk with the Allotments Association, the Group and others to move matters forward.

Meeting ended 9.25pm

Date of next meeting – Thursday 4th September 2025 7pm

PARISH COUNCIL MEETING

Held on Thursday 4th September 2025, commencing at 7pm in the Village Hall.

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

Present:

Chair: Cllr Janice Muckian. Cllrs: Alison Bourne, Lizzie Falconer, Jane Ranzetta, Chris Robinson and Michael Sherman. Ten members of the public.

Opening Statement by the Chair:

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

1. Apologies and approval of Absences

The Clerk reported that Cllrs Domoney, Lamont, Mawford, Mitchell and Morrey were not present and had sent their apologies.

2. Declarations of Interest

The Clerk informed Councillors that Cllr Robinson had declared an interest in a Planning Matter due to be discussed and that as the matter relates to one of his Disclosable Pecuniary Interests he will leave the room for that item. The Clerk invited Councillors to declare any further interests, none were declared.

3. Requests for Dispensations

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

4. To approve as accurate minutes of the August 7th 2025 meeting of the Council

Cllr Robinson said that the draft minutes did not fully reflect his comments. The Chair asked Cllr Robinson to write to the Clerk explaining where he considered the minutes were incomplete.

Cllr Sherman expressed concern that the draft minutes did not include his conversation with the County Cllr concerning the recycling of plastic items. The Clerk responded that this was because the full answer of County Cllr Lindsay including the correction of some matters concerning recycling was on the Agenda for this meeting. Cllr Sherman repeated that he wanted the conversation minuted. The Clerk explained that he had taken the decision to exclude information from the minutes which appeared to be incorrect. The Chair asked all Councillors to agree with the Clerk any required changes prior to the next meeting. Approval of the minutes was deferred.

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 spoke in support of the proposed Christmas event. She said that the event would be something for everyone in the village to look forward to, an event by the village for the village. The Group organising the event is seeking donations from many sources and aims, in future, to fundraise throughout the year. The Group requests a loan which it hopes to pay back.

A Member of the Public asked why the Eezybikes had been placed in the Church St car park criticising the loss of two parking spaces. The Clerk explained that Babergh had internally made the decision to site them in the car park.

6. Chair's Announcements

The Chair reported that the Parish Councils joint bid with Suffolk Highways for District CIL money of £67,000 for the Green Willows path will be presented to Babergh Cabinet on 9th September for decision.

She noted that Konectbuses (formerly Hedingham and Chambers) has made some timetable changes, including renumbering buses. She advised anyone making a journey to check the app or online. She thanked the Clerk for posting the new timetables on the Parish Council website.

The Chair informed Councillors that the previous day, together with the Clerk, she had met with Malcolm Payne from Hartog Hutton and representatives of the Lavenham Community Allotments Association. She reported that progress is being made and that both organisations are being very helpful. It is intended that draft agreements will be available to Council to consider at the October meeting prior to Council incurring any costs.

The Chair told Councillors that on Monday Council had received an invitation on to submit questions to a meeting of the Babergh Overview and Scrutiny Committee Meeting concerning car parking charges. Council will be submitting questions.

On August 13th 2025 a number of Councillors and the Clerk met with the Babergh Chief Executive Arthur Charvonia and Leader of the Council Councillor John Ward to hear more about Local Government Reorganisation. She described the meeting as having been informative and helpful. Councillors and the Clerk had taken the opportunity to explain to them both the Parish Council's opposition on financial, legal and moral grounds to Babergh's proposed cuts to the Street Cleaning delegation of responsibilities monies known as the 'Caretaker Fund'. Both had engaged with the Parish Council on the subject. The Parish Council has written to both and awaits a response.

8. Local Authority Councillors' Reports

The Clerk explained that County Cllr Lindsay was unable to attend. He delivered his report which was a response to a question from Parish Cllr Sherman at the previous meeting of Council. Cllr Lindsay told Councillors that there are different categories of plastic some can be recycled and others cannot be:

'Soft, flexible plastics, like plastic bags and the peelable covers of food packages are not recyclable but they will be from April 2027.

Stiffer plastics such as soft drink bottles, stiff plastic food packaging etc. should be put in the recycling bin and should continue to be after the changes.

"Hard" plastics such as Lego bricks, buckets, bins, drainage pipes have never been recycled in Suffolk and will continue not to be after the changes. Most authorities across the country have never recycled these items. Their chemistry means they can't be melted down and remoulded.'

District Cllr Maybury presented her report adding that District Cllrs were very firmly in support of the Green Willows Footpath CIL application. She reported that she been able to get Babergh to remove the low-level growth obstructing the Sudbury Rd pavement. She had also with the help of Cllr Mawford swept moss from the Water St pavement into the highway which was then been swept by the Babergh mechanical Highway sweeper. She remains unconvinced by the Babergh decision to install the Eezybikes and their siting. She advised Cllrs that the Electrical Safety Fund is open for applications from groups ready to test and repair electrical products, deliver safer electrical installations in homes and communities or run awareness and education workshops about electrical safety.

District Cllr Clover spoke of the ongoing Local Government Reorganisation process and told Councillors that Parish Councils can borrow thermal imaging cameras to make assessments, from the roadside, of the thermal characteristics of properties. Both Councillors spoke of their concerns of the effects of the imposition by Babergh of car parking charges on local businesses.

The Chair asked when the usage etc. of the Eezybike scheme will be assessed, Cllr Clover replied that he did not know.

Cllr Robinson asked District Cllrs where the information concerning grants to help small rural businesses for capital items is. Cllr Clover said he would investigate and report back.

8. Planning Register

The Clerk reported that with one exception the matters listed as outstanding remain so. He told Councillors that in the last few days Babergh has declined the applications for the work adjacent to the front door on the Old Rectory with the reasons given for the declines very similar to the reasons given by the Parish Council for recommending refusal.

9. Planning Applications

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

DC/25/3575 Graylings 5 Prentice St. Listed Building Consent to replace 5 rear first floor windows with identically framed double glazed windows.

The Clerk explained that the windows that are proposed for replacement are not original, but are wooden framed, with thin glazing bars.

He told Councillors that hardwood frames in the same design as the current windows have been proposed but no details of the windows design have been provided so it is not possible to determine if the proposed hardwood windows will use slimline double glazing with similar slim glazing bars.

He informed Councillors that the opinion of the Planning Group is to recommend approval with a condition that details of the windows design are provided prior to commencement of works to ensure slimline panel and thin glazing bars are present.

Motion: that the Parish Council recommends approval of Application DC/25/3575 with a condition.

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

DC/25/3378 Finches, Bridge St Rd. Fell a Maple Tree covered by a Tree Preservation Order.

The Clerk explained that the application form states "T1; small dual stemmed field maple. One stem is dead, and the other is declining. It's within range of the road. Fell to ground level."

He told Councillors that the opinion of the Planning Group is that this is reasonable, given the condition of the tree. However, the application form does not state details of a replacement tree as is required for trees covered by a TPO and that without this we cannot recommended approval. The motion is therefore to recommend refusal pending details of a replacement tree.

Cllr Robinson said that he would prefer the motion to be approval subject to the provision of details of a replacement tree. Cllr Ranzetta expressed concern about the recent felling of trees in this area. The Clerk explained that unfortunately an amendment cannot negate the motion.

Motion: that the Parish Council recommends refusal of Application DC/25/3378 pending details of a replacement tree.

Proposed: Cllr Sherman **Seconded:** Cllr Ranzetta **Decision:** Approved. Cllrs Muckian, Ranzetta and Sherman voted in favour, Cllrs Falconer and Robinson voted against . Cllr Bourne abstained.

The Clerk explained that Council is aware of two Applications for Discharge of Conditions concerning which it has not been consulted. He told Councillors that on 6th March 2025 Council had passed a resolution that Council will discuss Discharges of Conditions only when a member of the Planning Group wishes to. No Member of the Planning Group wished to discuss the Discharges of Conditions.

Cllr Robinson left the room because Application DC/25/3618 relates to one of his Disclosable Pecuniary Interests.

DC/25/3618 The Poultry Farm, Brent Eleigh Rd, Application to determine if prior approval is required for a proposed change of use from Agricultural Building to Class E Commercial/Business/Service.

The Clerk explained that the application is for the conversion of an existing poultry shed to a flexible space for meetings, therapy sessions and office use.

He told Councillors that this is not a request for planning permission but for change of use from an agricultural building to a different usage class with the proposed new car parking area, solar panels and access road not part of this application.

He informed Councillors that the Planning Group considers that the Parish Council does not have the necessary expertise to comment on whether this application is a valid permitted development given its proposed use and the location in a High-Risk Flood Zone 3 next to the River Brett.

He told Councillors that this was a legally complicated matter and so the recommendation of the Planning Group is that Council does not comment.

Cllr Falconer asked if the building contained WW2 USAF paintings. Cllr Sherman said he had been inside the building but had not noticed any paintings. The Chair said that she agreed this very technical matter should be left to Babergh and that the matter of any paintings was not the question Council was being asked.

Motion: that the Parish Council passes no comment on application DC/25/3618

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

Cllr Robinson rejoined the meeting. The Clerk explained to Cllr Robinson the motion passed by Council.

10. Lavenham Neighbourhood Plan 3

Cllr Sherman reported that

- A) More sample questionnaires have been sent out and most have been returned to the Group. This has resulted in several changes needing to be made, these are at the moment with Planning professional Ian Poole. It is the firm intention of the Group to have the questionnaire ready for review at the October meeting of Council.
- B) The Group is arranging a letter drop to all residents explaining progress so far and plans are afoot to hold drop ins at the Guildhall. These will be on a Sunday afternoon and again in the evening.
- C) A good selection of steering group members will be fully conversant with progress up to the date of the drop ins and once the questionnaire is passed by Council it will be again delivered to all by hand thus saving costs.

11. Clerk/RFO report

The Clerk explained that the questions Council would ask the Babergh Overview and Scrutiny Committee would be about the Babergh Revenues and Costs from Car Parking charges i.e. whether the Profit was substantial or not.

Public Realm:

The Clerk informed Councillors that we have now ascertained that there was a wire not properly attached in the factory connecting the solar panel to the battery on one of the Melford Road Speed Indicator Devices. We have attached it and are hoping that the Sid will now be reliable.

The ivy has been cut on the roof of the bus stop opposite The Swan and it has been a month of toilet repairs. A broken tap has been replaced at Prentice St, two door locks have been replaced in the Church St toilets and we have begun to replace all the soap dispensers with higher quality units. Attempts to repair the soap dispensers to keep them reliably operational have failed. No further floods in the Prentice St Car Park. This is the longest run for some time.

Donations in the car parks remain about £250 per month with no substantial uptick as the summer season developed.

Suffolk Tree Services have been asked to the survey of all Council owned trees since one of the Scots Pines was within the group tree preservation order quote for the grinding of the stump and replanting a new Scots Pine.

Work on the Box Bushes is due in September, feeding, pest control and pruning.

The Contractor continues to provide weekly reports detailing the cleaning and grounds maintenance work done, the work is being done when scheduled.

Cllr Sherman asked for the Costs of Democracy and the costs of the LNP be split out, the Clerk agreed. He also asked why EV costs are still being incurred, the Clerk explained that the Water St Chargers will be transferred over very shortly.

July 2025 Accounts:

The Clerk reported that at the last meeting he had said that the July Accounts will likely show a reduced deficit with the deficit for the four months ended 31st July 2025 likely to be about £6,300. This had been because the actual invoice had been received for the Parish Poll (the Poll cost £1,200 not the £2,000 estimated by Babergh as worst case) and additionally £725 of Burial Income had been received in July. This estimate, he said, was accurate, the actual deficit is £6,263.

The budgeted deficit, he said, was £2,917 and so we are £3,300 worse than where we hoped we would be. The key reasons are:

- a) Unbudgeted legal expenses this year of £6,800
- b) Unbudgeted Parish Poll costs of £1,200
- c) Unbudgeted Drain Repair costs of £1,000
- d) Interest Received £1,000 higher than budgeted as Interest Rates have remained high
- e) Grant Expenditure being nearly £3,000 less than budgeted.

He explained to Councillors that more important than repeated explanations from him describing the reasons for the shortfall to date or the likely August financial result was where Council is likely to be for the year and where Council is likely to be next 31st March.

He told Councillors that Council Financial Regulations require Council to consider this now and that there is no point in constantly referring back to a budget written last November.

Displaying the Working Papers, he explained that really there are two, very standard, ways of doing a revised forecast for this Financial Year. The first is a 'top down' approach of quickly adding the known substantial changes and the second way is a more 'detailed approach' where everything is reviewed. He had done it both ways.

Taking the 'top down' approach our deficit for the year will be £33,000, £23,000 worse than Planned.

Taking the more detailed approach, he suspected that there will be extra Tree Maintenance costs when the survey is done and suggested that Council needs to have a big think about Grants. Additionally, there may be extra legal costs incurred either from complainants or concerning the legal arrangements concerning the Paddocks Allotments. He hoped that the contingency contained in the forecast of £1,300 will be sufficient. He was not certain that it was sufficient.

He had prepared the more detailed forecast assuming that Grant Expenditure is £2,725 for the year not the £6,000 planned. That would lead to a deficit for the year of £29,392 and Council having 7 months reserves at the end of the year. The preferred range is 6 to 9 months. The Council Tax Increase next year might then 10% to 12%.

The Clerk explained that these forecasts are subject to other decisions Council makes, including whether to use Neighbourhood CIL to fund the Neighbourhood Plan, the size of the whole multi-year budget for the Neighbourhood Plan (which will be presented in November) and the outcome of the conversations concerning the Babergh Street Cleaning Grant. There are a lot of uncertainties around that very preliminary estimate of next year's Council Tax, the increase could be higher or lower.

He concluded by saying that Council will shortly discuss Grants or rather the provision of a possibly non-recoverable loan for a Christmas event and so when that decision is made Council can then approve this reforecast it or amend it. He wanted to share with Councillors the whole financial position before that item is discussed and so the next motions are only to approve the July Accounts and Receipts and Payments. A motion concerning the reforecast will follow later.

He will shortly be inviting Councillors to suggest and comment on the priority items for Neighbourhood Cil funds.

Cllr Sherman asked if the Grants for VJ Day etc were from the Social Fund, the Clerk confirmed that they were but that they still represented a reduction in Council Funds and so go through the Income and Expenditure Account.

Cllr Falconer asked if further legal expenditure was likely, the Clerk replied that he did not know, it depended on what correspondence he received. He had heard nothing from the correspondents for some weeks.

Motion: To approve Accounts for month ending 31st July 2025

Proposed: Cllr Ranzetta **Seconded:** Cllr Robinson **Decision:** Approved unanimously

Motion: To approve Receipts and Payments for month ending 31st July 2025

Proposed: Cllr Ranzetta **Seconded:** Cllr Robinson **Decision:** Approved unanimously

12. Christmas Event

The Clerk presented the Working Paper detailing the planned event. Since the last Council Meeting the Chair and the Clerk had met with the Member of the Public who had sent two proposals.

The Group's preferred proposal was that the Parish Council make available a loan to cover Gifts from Santa - £300, a Magician - £400, Advertising - £200 and a Chestnut Roaster - £525.

All funds left over at the end of the evening, net of costs incurred, will be remitted to the Parish Council.

Should the funds remitted be greater than the loan advanced then the funds should be held by the Parish Council to fund the 2026 event.

Cllr Ranzetta described the proposal as 'a genius idea'. Cllr Falconer asked how much is in the event fund. The Clerk replied approximately £5,000. Cllr Falconer offered her help. Cllr Robinson spoke in support of the motion.

Motion: The Parish Council makes a £1,500 loan to the event organisers recognising that it may not recover all of the loan and that should the funds received exceed the loan advanced that the Parish Council will hold the surplus funds which will be put to a future similar event.

Power to make such a loan: LGA 1972, section 137

Proposed: Cllr Robinson **Seconded:** Cllr Ranzetta **Decision:** Approved unanimously,

13. Reforecast for the Year

The Clerk explained that this reforecast was for a loss of £29,392 for the year with no further grants made and the £15,000 which Council had voted to spend on the Neighbourhood Plan this year not being paid via Neighbourhood Cil. In answer to a question from Cllr Robinson the Clerk agreed that Council could revisit those decisions.

Motion: To approve the reforecast for the year ending 31st March 2026, a deficit of £29,392.

Proposed: Cllr Ranzetta **Seconded:** Cllr Sherman **Decision:** Approved unanimously

Meeting ended 8.16pm

Date of next meeting – Thursday 2nd October 2025 7pm

Report for Lavenham PC 23.9.25 by Robert Lindsay, County Councillor

Footway from Green Willows to connect to rest of village

I was pleased to hear that the parish's CIL bid for this, from the district's pot, has been approved. This, I think, is the first funding for a pavement Babergh have ever approved from its CIL pot and it has been something of a precedent for Babergh and County Highways working together. Now that Highways has the funding it is up to Highways to deliver it and I know this can be a very lengthy process. Both the County Council and Babergh council will dissolve in 2028 so it is important I and the Parish keep on at Highways and their contractor to complete the pavement before then.

Tree on High Street

I have been liaising with Highways and closely with the resident who has been afflicted by a lime tree shedding branches on to their gate and pavement on the High Street, damaging the gate, several times over the past few months. At the time of writing, Monday 22nd, I have been promised a meeting with their arboricultural officer who has assessed the tree after each incident. Highways is still insisting this not an emergency but have said they are scheduled to prune it next month i.e. October.

Donkey sanctuary looking for new home

I heard that horse and donkey charity French's Care Haven, which rescues unwanted animals and also offers mental health therapy for humans, is about to be evicted from the land it rents near Groton. On contacting founder Jann Turner, I learnt that it is seeking to purchase 20 acres of grazing land within a ten mile radius of Hadleigh. I said I would let my parish councils know in case they knew of anyone who might be interested in selling. Jann's contact details are on her website:

<https://www.frenchscarehaven.org.uk/>

One Suffolk or three Suffolk councils?

We had an interesting debate at an extraordinary county council meeting designed to get the council to endorse the Conservative administration's proposal for one unitary council, to be submitted to Government by the end of this month. The endorsement was carried by the majority Conservative vote but all opposition councillors (save 2 Reform) voted against, believing that most residents (who will not get to vote on this) prefer councils and councillors that are closer to them.

The business case makes much of cost savings, which they say will be used for funding market towns and 16 area committees (and somehow creating a "pro-active highways service that says 'yes' more often"). But their paid consultants say these savings won't emerge until five years after the merger, long enough to cast doubt on whether they will emerge at all. Also, how any surplus is spent will be entirely up to whatever administration is elected to the new unitaries, not the current one at the county council, elected 5.5 years ago.

The Government is expected to make a decision around March, but this could slip. Starmer recently sacked the minister, Jim McMahon, in charge of the process.

Slap on wrist for using public money to promote "one Suffolk"

In your August meeting I mentioned the Conservative administration's spending of public money to promote their plan for a Suffolk mega unitary.

We estimate that marketing spend has now ratcheted up to about £140k.

It turns out that after this was publicised, the Government issued a letter to all chief executives of local authorities saying:

"We would like to also take this opportunity to remind you of your responsibilities under the Code of Recommended Practice for Local Authority Publicity. Please do take care in having regard to ... the principles of objectivity and even-handedness and particularly paragraph 16 which states that local authorities should not use public funds to mount publicity campaigns whose primary purpose is to persuade the public to hold a particular view on a question of policy."

County council AND Mayoral Elections May 2026

The Government's official position since December 2024 was that County Council elections would be postponed for 12 months until May 2026. There was much speculation that this would again be cancelled because people would only be electing a body that lasts for two years before being dissolved. However as that date creeps ever closer, without any change of heart from Government, it is looking more and more likely that Suffolk County Council elections will be held then, at the same time as the Norfolk Suffolk Mayoral elections.

Progress on recycling household waste including food waste

New Government rules coming into force next year rightly insist councils must now collect and recycle glass and foodwaste and more plastics from the doorstep.

District councils are responsible for collecting the rubbish and the county council has to handle it at the depots.

On Tuesday 15 July, the administration decided to put £5.9m into updating the recycling centre at Great Blakenham so that it can handle more recyclable waste. Biffa runs the centre and this means it will charge them less for the service.

Separately, the council has signed a four-year contract to process all the county's food waste collected from the kerbside from next year at Adnams' anaerobic digestion plant near Southwold. The waste will be used to generate biomethane that can be connected to the gas grid and also used as a fuel for Adnams' lorries. The residue can be turned into fertiliser for nearby farmers.

Babergh Overview and Scrutiny Committee: Report

Background:

This meeting was described by Babergh as being:

‘an update regarding the new car parking tariffs that have been implemented across the District at the start of this year. This item will be in the form of an information bulletin, rather than a full extensive review, with an aim of providing our members with updated information for their assurance and noting. A fuller, deeper review will be taking place by the Overview and Scrutiny Committee in February 2026’.

Questions asked by the Parish Council:

The Parish Council submitted three questions to the 15th September 2025 meeting of the Babergh Overview and Scrutiny Committee Meeting.

The three questions asked were:

- a) Breakdown, by month, of the Car Parking Income in each of the two Car Parks (i.e. a split) since the imposition of charges broken down into regular fees, penalties and Other. We recognise that Lavenham Season Ticket Income cannot be split between sites but require this number to be disclosed. (Explanatory Note: The aim is to understand the Marginal Revenue to Babergh, in Lavenham, consequent of the imposition of charges).
- b) Breakdown, by month, of the Car Park costs incurred in each of the two Car Parks (i.e. a split) since the imposition of charges broken down into the major category types clearly identifying non-cash costs e.g. depreciation and any costs which are allocated overheads and are not therefore the marginal costs of enforcing car park charges in Lavenham. (Explanatory Note: The aim is to understand the Marginal Costs incurred by Babergh, relating to Lavenham, consequent of the imposition of charges)
- c) How much was spent introducing the charges in Lavenham broken down into the major expense types (capital and revenue spend) and explaining which costs relate specifically to Lavenham and which are allocated costs. (Explanatory Note: The aim is to understand the Marginal Costs incurred consequent of the inclusion of Lavenham in the scheme i.e. what monies would not have been spent if Lavenham had been excluded from the scheme)

The Chair and Clerk were extremely disappointed that only the third question was answered with the reply being that the Capital Costs were £15,056 in Church St and £6,445 in Prentice St.

Council was told that ‘Council does not account for its services in the way that Questions A and B requests. Due to this, there was not sufficient time to prepare an answer to these questions ahead of the Overview and Scrutiny Committee meeting’

Mark Emms (Director Of Operations) has subsequently told Council that he will aim to provide this information in October.

LAVENHAM PARISH COUNCIL:

Other Comments:

In general, Babergh Officers and Cabinet consider that the introduction of Parking Charges has gone well and made improvements to the Babergh finances. They consider that they have heard little from Parishes. The unanswered email from the Chair of this Council was not acknowledged.

Footfall Data and Business Surveys:

There was much discussion concerning the footfall data presented to the Committee which is derived from mobile phone data.

Babergh consider that this shows little change in Lavenham footfall however this is inconsistent with the footfall reports provided by Babergh Officers to the Parish Council. The Clerk has raised concerns that the reporting may be inaccurate and a response is expected shortly.

Reservations have also been expressed concerning whether this mobile phone derived data would ever clearly provide insight concerning the number of visits to Lavenham shops and facilities and the effects (significant or not) of the introduction of car parking charges.

District Councillors at the Meeting and the Chair and the Clerk (in other contacts with Babergh) have pushed Babergh to survey businesses, it is unclear exactly how or indeed whether Babergh will act on these requests.

10			BDC	LPC	
September					
03120	1 The Maltings, Barn St	Listed Building Consent Replacement of French Windows etc	Approval	Approval	
03378	Finches, Bridge St Rd	Fell Maple Tree	Approval but no works until replacement tree	Refusal no replacement tree	
03022/03023	The Old Rectory	Planning Perm and Listed Building Consent Doorcase	Refusal	Refusal	
02700/02701	75 Church St	Planning Perm and Listed Building Consent Extension	Approval with changes made in line with conditions	Approval with Conditions	
Open items:					
03575	Graylings, 5 Prentice St	Replace windows with double glazed windows	Ongoing	Approval with Conditions	
03618	Poultry Farm, Brent Eleigh Rd	Change of use from Agricultural to Commercial/Business Service	Ongoing	No Comment	
00457	15 The Paddocks	Earthworks	Ongoing	No Comment	
05113	Land south of Water St	Storage Shed and Greenhouse	Ongoing	Refusal	
00390	Toll Cottage, Market Place	Change of use to residential	Refusal. Appealed.	Refusal	
03778	Frogs Hall, Frogs Hall Rd	Listing Building consent for Various roof repairs	Ongoing	Ongoing	Oct-03
03972	Patch Cottage, 84 High St	Fell a holly tree and a yew tree	Ongoing	Ongoing	Oct-03
03999	1 Byes Barn, Prentice St	Works to an Ash Tree and a Hawthorn Tree	Ongoing	Ongoing	Oct-06
03906	Pedlars Way, Bears Lane	Fell Ash Tree in a conservation area	Ongoing	Ongoing	Oct-30
04183	One Bell House, 46 High St	First Floor Juliet Balcony and replacement of rotten windows with UPVC	Ongoing	Ongoing	Nov-07
Suffolk CC	Lavenham Primary School	Modifications to Outbuilding	Ongoing	Approval	

Lavenham Parish Council Planning Group.

Planning Applications for consideration at LPC meeting on 2nd October 2025

Notification of works to trees in a Conservation Area - 1) Ash Tree 2) Hawthorn Tree 1) Priority - Requirement from neighbour at property identified as Lingmell to remove branches that are overhanging their property. 2) Future requirement to carry out pollarding work on the trees to significantly reduce their height, remove any branches that overhang the walkway adjacent to Lingmell and reshape the trees. Note the trees are very lopsided as previously had conifers growing in close proximity to them.

Show more description 

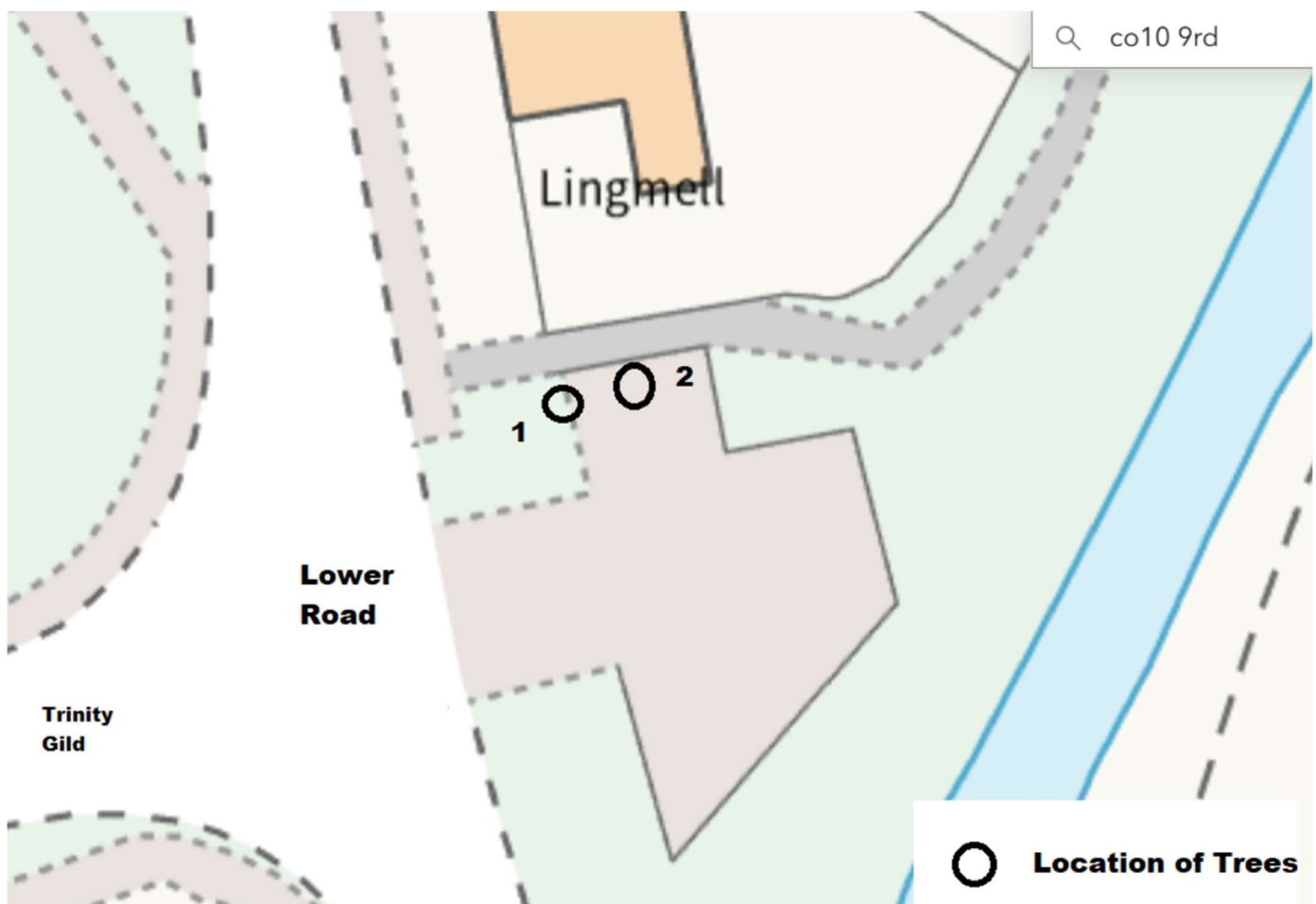
1 Byes Barn Prentice Street Lavenham Sudbury Suffolk CO10 9RD

Application. No: DC/25/03999 | Received: Mon 08 Sep 2025 | Validated: Tue 09 Sep 2025 | Status: Awaiting decision

Trees are lopsided and poorly maintained. Reduction and Maintenance is needed.

Recommend approval

Location plan



Picture of trees and public footpath – Lingmell property is over the wall to the left



Notification of Works to Trees in a Conservation Area - Fell 1no. Holly (T1) to ground level; Fell 1no. Yew (T2) to ground level

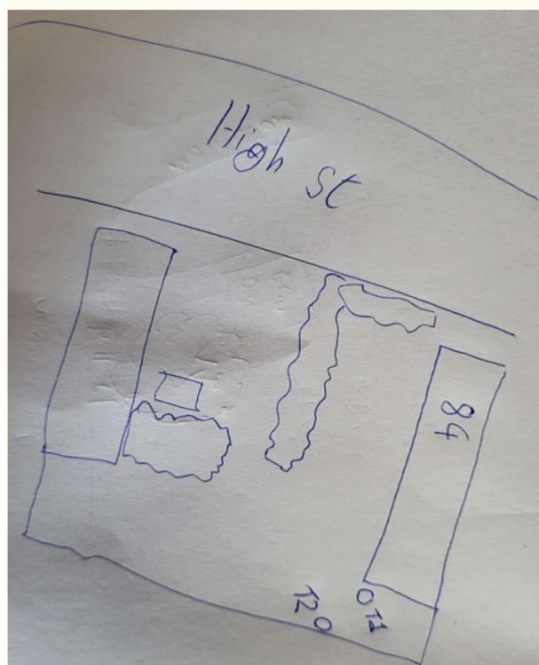
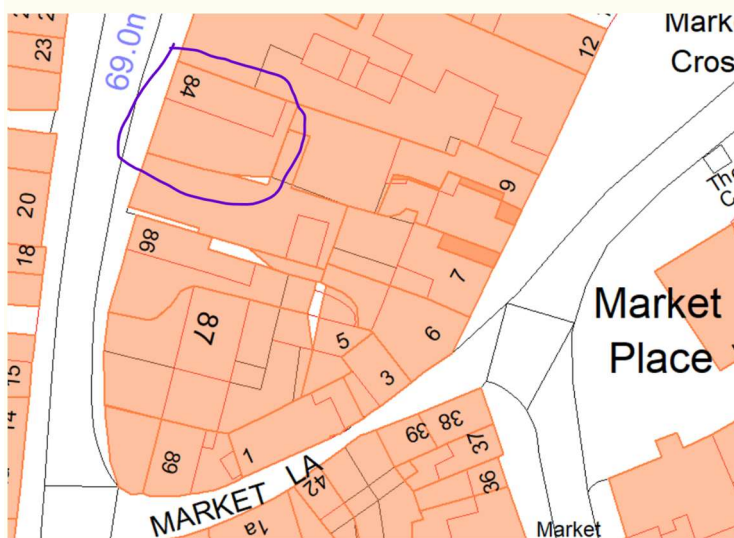


Patch Cottage 84 High Street Lavenham Sudbury Suffolk CO10 9PT

Application. No: DC/25/03972 | Received: Mon 08 Sep 2025 | Validated: Mon 08 Sep 2025 | Status: Awaiting decision

These are small trees located in a crowded garden – see photos.

Recommend Approval





Notification of works to Trees in a Conservation Area - Felling of 1 No. Ash Tree (T1)



Pedlars Way Bears Lane Lavenham Sudbury Suffolk CO10 9RT

Application. No: DC/25/03906 | Received: Wed 03 Sep 2025 | Validated: Wed 24 Sep 2025 | Status: Awaiting decision

This tree was pollarded last year following application DC/24/02725 granted July 2024. This application requests the same tree is now felled. Justification on application form - "Concerns with adjacent wall cracking"

Pictures show the tree before and after pollarding.

No recommendation from the planning group as the application was received too late for consideration.

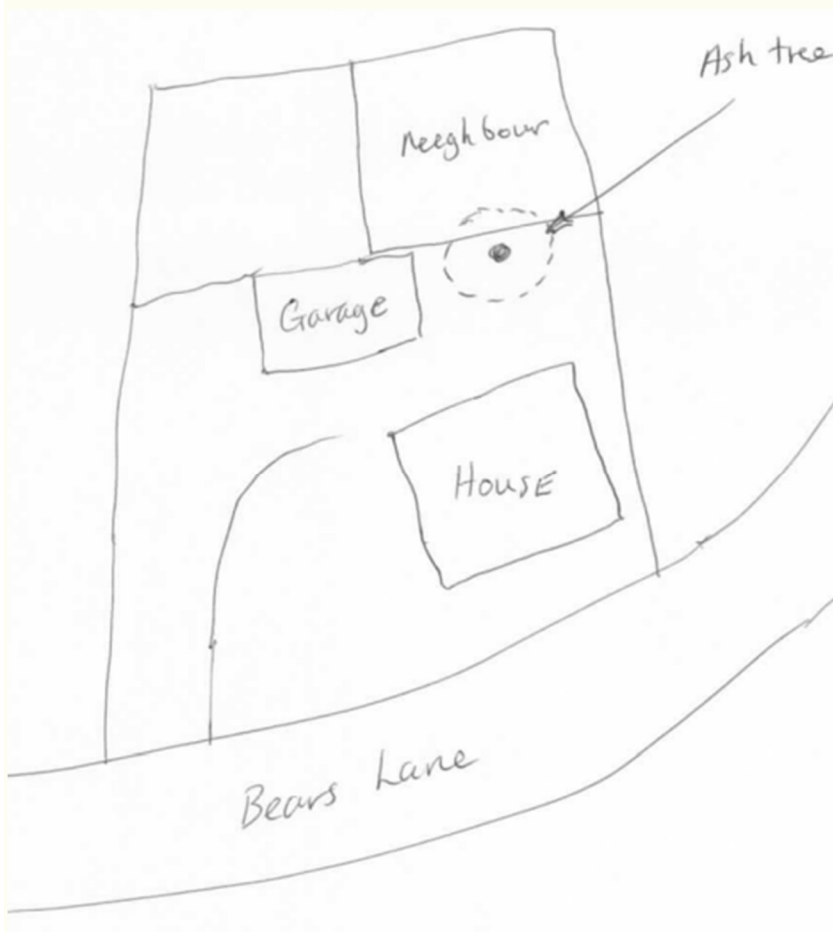
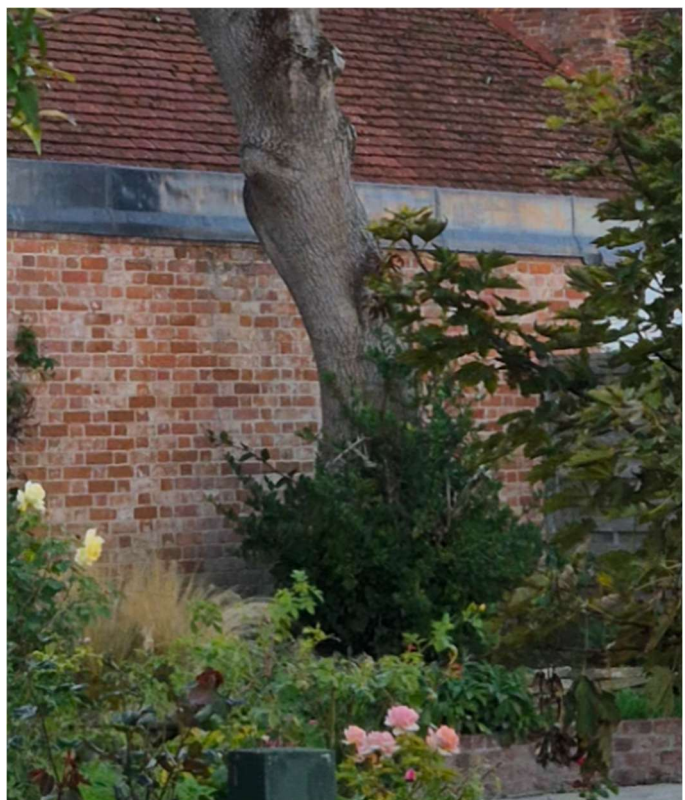


Image taken by Google Maps July 2023



Image of tree taken 25/9/25 showing this year's growth after pollarding and position next to neighbour.



Lavenham Parish Council Planning Group.

Planning Applications for consideration at LPC meeting on 2nd October 2025 Part 2

Application for Listed Building Consent - Repair and maintenance to sections of the roof where roof is leaking Replace lead flashing in gulley and around chimneys. Lay new battens and felt to area above dining room and north side and repair rotten timber as required. Adjust pvc guttering where guttering has been placed too low.

Show more description 

Frogs Hall Frogs Hall Road Lavenham Sudbury Suffolk CO10 9QH

Application. No: DC/25/03778 | Received: Wed 27 Aug 2025 | Validated: Thu 28 Aug 2025 | Status: Awaiting decision

This application details essential repairs and maintenance using like for like materials. Water ingress has caused damage with damp patches appearing in ceilings and external walls.

Further details are contained in the Damage Report and in the Design and Access Statement attached to the application.

Note that the unknown extent of hidden damage means that it is not possible to completely detail the repairs until the work is under way.

Recommend approval



1. DAMAGED AREAS: Northeast roof on 17C extension and 19C lean-to extension



- Delaminated and damaged peg tiles and slates to roof on north-east side of Frogs Hall.
- Moss damage to gulley
- Flashing to chimney failed
- Water ingressing flint wall from tiles above as no protection from water running off slate
- Timber damage to cill on window and plate at bottom of slate roof
- Guttering too low to catch water from tiles

2. DAMAGED AREA: Failed lead in valley between 15th C and 19th Extension rooves



3. DAMAGED AREA: Slipped tiles in valley on 1980s extension



Lavenham Neighbourhood Plan Working Group Report

The Steering Group has had a meeting and the minutes are attached to the working papers.

We have designed a new delivery plan and allotted people to certain areas to deliver when accepted the Questionnaire, this should ensure there is adequate cover to ensure every household receives the leaflets.

We have arranged two meetings for the public (dates to follow on acceptance of papers) these will be held on a Sunday, one in the Guildhall and another in the Village Hall. These will be on the same day, the first early afternoon for two hours and the second early evening, again for two hours.

We will advertise the drop in sessions far and wide using notice boards, shop windows and social media.

We will be requesting the clerk post on the PC web site and the PCs social media.

We are striving to try to make sense of all the chances to the Joint Local Plan and the work behind the scenes continues.

The Steering Group continues to work on a draft budget of costs to complete the Neighbourhood Plan.

Thankyou

Michael & Alison and the whole steering group

Lavenham Neighbourhood Plan Draft Questionnaire

This Questionnaire has been drafted with the assistance of the Councils Professional Advisor (Ian Poole of Places4People) and following the completion of a number of draft sample questionnaires by Members of the Public.

Motion:

The Parish Council approves the draft Questionnaire for distribution to the Members of the Public and requires the Working Group to engage a printer from Lavenham or nearby.

Power to provide information about matters affecting local government LGA 1972, section 142

Lavenham Neighbourhood Plan Revision Group 2025
Steering group meeting 9th September 2025, at Tenter Piece
Agenda and minutes

Attending: Michael Sherman (Chair), Alison Bourne, Danielle Twitchen, Tracey Brinkley, Jack Norman, David Theobald, Charles Posner, Carroll Reeve. And a representative of the business community.

1. **Apologies:** Ryan Cracknell. Savannah Bourne.
2. **Minutes** of previous meeting agreed.
3. **Matters arising:** None.
4. **Financial update:** Spent so far £218. Parish Council Clerk's report to PC confuses the situation to include £2,000 spent on a village Poll that does not relate to this group. Current interim budget set at £15,000, more complete budget to be made available for the November pc meeting. This is likely to be in the region of £25,000. Ian Poole will invoice for work to date later this month.
5. **Draft questionnaire:** Revised Survey questionnaire follow input from pilot study group had been circulated and confirmed. Photographs to be reconsidered to reflect the village as a whole.
6. **Draft Newsletter.** Two versions had been circulated a longer more complete version and an AI generated simplified version. It was agreed to circulate that second version.
7. **Drop-in event and time table.** Agreed to hold two events with the same agenda. One would be in the early evening and the other on a weekend morning. Newsletter would be delivered 10/14 days before hand and roughly as the survey is delivered. Member would deliver both to their geographic area and other volunteers would also be sought.
8. **Strategic Housing Land Area Assessment.** This strategic and influential report is being produced for BDC and neighbouring districts. It directs the authorities towards estimated housing stock at the end of a 20-year planning period. It does not drill down to parish level, but will give sufficient direction towards a local assessment. We will need to use this for our NP. However, it is running very late it was planned to be released to parishes in July. It appears to be stuck with Members.
9. **Business survey data.** It was explained that the current survey was a residential or household survey only. To produce a business survey would require a better understanding of the business community and its scope. The local business group was focussed on the Lavenham Business Forum. Contact has been made with them and they, no doubt, need to progress matters first before we get involved.
10. **AoB;** Later this month proposals for the Unitary Authority will be published. At SCC level they include a financed role for parish councils with a direct finance mechanism and some delegated authority. Michael Sherman had submitted a representation to BDC on the CIL proposed changes, as discussed.
11. **Next meeting:** to be arranged.

Lavenham Neighbourhood Plan

Revision Survey

Introduction

We recently wrote to you regarding the need to update our existing Neighbourhood Plan. Central government requirements and recent discussions within Babergh District Council, make it more important to revise the 2016 Neighbourhood Plan. This revised NP will help to determine local planning policies into the foreseeable future.

A majority of Lavenham residents rejected the previous revision. We must therefore go back to square one and collect your views and thoughts, so we need to ask you some questions about the issues and opportunities facing our village.

No one who fills in this survey can be identified. Once analysed the results will be reported back to you, via newsletters and forums to enable further discussion. This will help us develop a neighbourhood plan in keeping with local opinions, observations and suggestions.

Please help us by filling in this survey.



Completing this survey

This survey is open to all residents over the age of 16. We would like all residents to participate in this process.

As with a census document, one member of your household may complete this survey. Should household members wish they can complete their own survey document by:



- collecting a further survey from The Hub in Lady Street (open Monday-Saturday, but not Wednesdays, 11 am - 2 pm)
- going on-line to <https://www.smartsurvey.co.uk/s/Lavenham-NP-Revision-Survey/> or
- using this QR code

Once completed please return paper copies of the survey, in the envelope provided to the following locations in the village;

Village Hall, AR Heeks and Son, The Hub, Lavenham Butchers, or Sparling & Faiers.

The final date for completion is xx xx.

If you would like help in completing this survey, in the first instance, please contact The Hub on 01787 249939.

Please follow the instructions given for each question. Please try to answer all the questions. If you have any additional comments about a particular topic, please put them on a separate sheet of paper.

Thank you for your time. The more people who fill in the questionnaire, the greater influence we will have with Babergh District Council and central government, so please let us have your opinions.

Let us begin.....



HOUSING

In previous surveys and consultations, by far the topic of greatest concern to residents is the provision of housing, the possible location of new housing and the design of accommodation.

What is now urgent is that central government has placed a greater emphasis on the building of more homes. Babergh has a new homes annual target of 775, up from 416 and an increase of 86%, over the 20-year plan period. The allocation to Lavenham has yet to be determined. We do know that, between 2001 and 2021, an additional 137 homes were built in Lavenham.

With this background, please complete the following section.

1. Some new homes will be required to be built in the parish; what do you consider most important?

(Please note that public housing = housing provided by a local authority or housing association or local housing providers such as Lavenham Community Land Trust)

Please tick one box per row:

- Privately owned
- Privately rented
- Public housing
- Shared ownership ie. part owned / part rented

Not at all Important	Fairly important	Very important	Essential
☐	☐	☐	☐
☐	☐	☐	☐
☐	☐	☐	☐
☐	☐	☐	☐

2. Government policy and local information suggests smaller properties are required. What type of housing do you think might be needed in Lavenham over the next 20 years local plan period?

Please tick one box per row:

- Flats
- Bungalows
- Cottages (usually 1½ storey)
- Houses

- Single bedroom
- 2 bedrooms.
- 3 bedrooms
- 4 and plus bedrooms

- Sheltered housing
- Housing adaptable for people with special needs and the elderly
- Individual and self-build plots

Not needed	Not needed very much	Needed	Very much needed
☐	☐	☐	☐
☐	☐	☐	☐
☐	☐	☐	☐
☐	☐	☐	☐
☐	☐	☐	☐
☐	☐	☐	☐
☐	☐	☐	☐
☐	☐	☐	☐
☐	☐	☐	☐

3. Should new homes need to be built in the village over the next 20 years: what size of development would be best?

Please rank in order of preference, where 1 is your first choice, and 4 is your least favourite choice

- | | | | |
|--|--------------------------|------------------|--------------------------|
| • Infill and developments less than 10 homes | ☐ | • 25 – 49 homes | ☐ |
| • 10 – 24 homes | ☐ | • 50 – 100 homes | ☐ |

4. For any Neighbourhood Plan to work it needs to designate specific sites for development. If new sites are necessary, please indicate what attributes you consider preferable.

Please tick one box per row:

- | | Not needed | Not needed
very much | Needed | Very much
needed |
|---|--------------------------|--------------------------|--------------------------|--------------------------|
| • Be designed specifically to the site | ☐ | ☐ | ☐ | ☐ |
| • Be laid out with gentle curves to provide a variety of outlooks and mitigate vehicular speed. | ☐ | ☐ | ☐ | ☐ |
| • Prioritise pedestrians and cyclists. | ☐ | ☐ | ☐ | ☐ |
| • Adopt Street lighting standards to ensure people are kept safe and reduce light pollution. | ☐ | ☐ | ☐ | ☐ |
| • Adopt measures to manage surface water and prevent flooding. | ☐ | ☐ | ☐ | ☐ |
| • Adopt more contemporary building design and layouts. | ☐ | ☐ | ☐ | ☐ |
| • Increase building density to use less land. | ☐ | ☐ | ☐ | ☐ |
| • Consider buildings of three storeys. | ☐ | ☐ | ☐ | ☐ |
| • Plant margins within and around any development with trees, hedging etc. | ☐ | ☐ | ☐ | ☐ |
| • Retain existing verges, hedges and trees. | ☐ | ☐ | ☐ | ☐ |
| • Development boundaries adjacent to open countryside to be sensitively integrated. | ☐ | ☐ | ☐ | ☐ |
| • New homes to be built to sustainable standards and incorporate solar panels and other sources of renewable energy | ☐ | ☐ | ☐ | ☐ |
| • Schemes that promote well-located public spaces for the benefit of the community | ☐ | ☐ | ☐ | ☐ |
| • Provide a site for a new school. | ☐ | ☐ | ☐ | ☐ |

5. Please tell us how much you agree or disagree with the following statements:

Please tick one box per row:

- | | Definitely
Disagree | Disagree | Agree | Definitely
Agree |
|--|--------------------------|--------------------------|--------------------------|--------------------------|
| • Without a village school the fabric of our community would be undermined. | ☐ | ☐ | ☐ | ☐ |
| • All new buildings in Lavenham should be sympathetic to the surroundings. | ☐ | ☐ | ☐ | ☐ |
| • Any construction or alteration works should be built to current best practice. | ☐ | ☐ | ☐ | ☐ |
| • New construction should take account of the potential longevity of the building. | ☐ | ☐ | ☐ | ☐ |
| • Any new housing development in excess of 10 units should include a proportion earmarked for people with a local connection to Lavenham [and its surrounding villages] and be affordable to own/rent and run. | ☐ | ☐ | ☐ | ☐ |
| • Alterations to existing buildings should be done sensitively, taking into consideration the character and location of the property. | ☐ | ☐ | ☐ | ☐ |

GETTING AROUND AND ABOUT

Traffic, parking, transportation and associated topics have been identified as the second most important areas of concern.

6. Please tell us how much you agree or disagree with the following statements:

Please tick one box per row:

- Traffic calming measures should be introduced at the entrances to the village.
- Parking should be allowed on pavements in appropriate places.
- More public parking should be provided.
- Specific car parking should be provided for people working in Lavenham.
- Pedestrian crossings should be provided.
- Signage to Lavenham from main roads needs refurbishing.
- Signage within the village should be improved.
- Street lighting could be improved
- More charging points for electric vehicles are essential
- Public transport needs to be expanded.
- Footpaths & bridleways should be kept in good order.
- Our streets are adequately cleaned.
- Street repairs are dealt with promptly.

Definitely Disagree	Disagree	Agree	Definitely Agree
☐	☐	☐	☐
☐	☐	☐	☐
☐	☐	☐	☐
☐	☐	☐	☐
☐	☐	☐	☐
☐	☐	☐	☐
☐	☐	☐	☐
☐	☐	☐	☐
☐	☐	☐	☐
☐	☐	☐	☐
☐	☐	☐	☐
☐	☐	☐	☐
☐	☐	☐	☐
☐	☐	☐	☐
☐	☐	☐	☐



OUR ENVIRONMENT

Our local landscape and environment provide the backdrop to our daily lives.

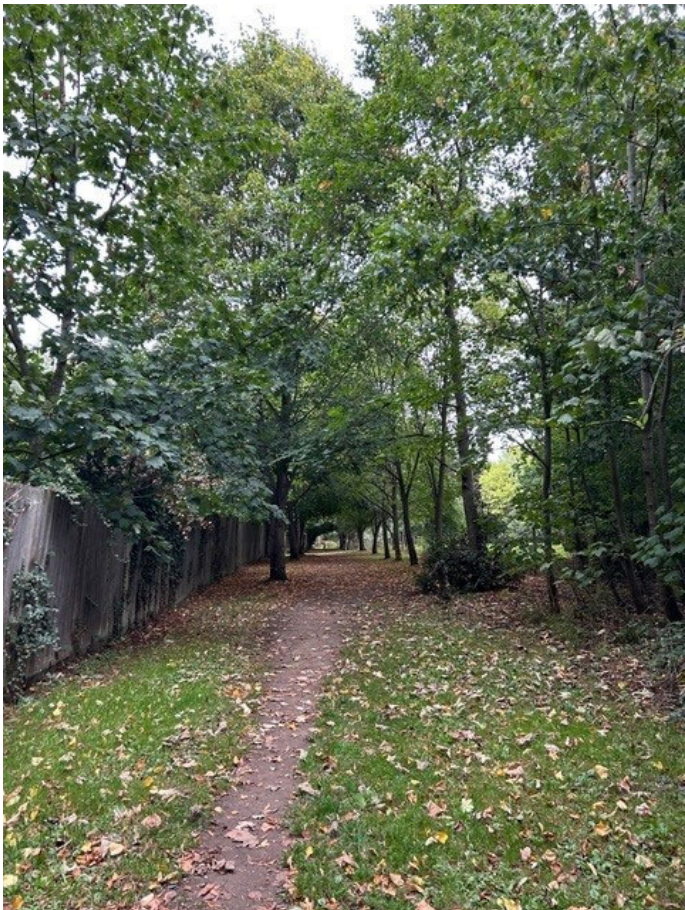
7. Please tell us how much you agree or disagree with the following statements:

Please tick one box per row:

- Dyehouse Wood is an important village asset.
- Too much emphasis is placed on Lavenham’s historic setting.
- Roadside verges should be maintained.
- It is important to manage wildlife habitats in the parish.
- There should be additional tree planting within the village.
- Lavenham needs public allotments.
- More benches should be provided in public spaces.

Definitely Disagree	Disagree	Agree	Definitely Agree
☐	☐	☐	☐
☐	☐	☐	☐
☐	☐	☐	☐
☐	☐	☐	☐
☐	☐	☐	☐
☐	☐	☐	☐
☐	☐	☐	☐
☐	☐	☐	☐

Anything else, please specify:



SHOPPING

8. Listed below are various things that most of us spend money on.

Which best describes how often you use the following services in the village?

Please tick one box per row:

[illegible]

9. What would encourage your household to spend more at Lavenham businesses?

Please tick all that you wish

- Discounts (when appropriate) for residents.
- Better parking.
- Home delivery

- Geater variety of shops.
- Greater variety of eateries
- More competitive prices

EMPLOYMENT

10. How much do you agree or disagree with the following statements?

Please tick one box per row:

- There is adequate and suitable employment for younger people in Lavenham.
- Lavenham will never be a provider of employment for all its inhabitants.
- Tourism is a good source of employment
- Pensioners should be provided with opportunities to supplement their income.
- The lack of jobs means young people must move from Lavenham.
- The lack of affordable homes means young people must move from Lavenham.
- We need more employment opportunities in Lavenham.
- Lavenham should have facilities to enhance technology opportunities.
- We must improve our technology infrastructure for those working from home.

Disagree

Agree



WELLBEING AND LEISURE

11. How important to you, individually or as a family, is preserving or providing the following village facilities/ amenities?

Please tick one box per row

- Village Hall.
- Play areas for young children
- Sports pavilion, playing fields and facilities.
- Public footpaths and bridleways.
- Allotments.
- Post office.
- The Hub.
- Groceries and food shops.
- Gifts, cards, books and stationery shops.
- Clothing shops.
- Existing eateries.
- Our pubs.
- Takeaway eateries
- Additional nursery care
- Health and beauty facilities
- Local trades people (electricians/builders, plumbers, gardeners etc.)
- Our primary school
- Our pre-school
- Our church and places of worship.
- Our cemetery
- Village groups, clubs & associations.
- Our Good Neighbours and Dementia schemes.
- Our Doctors surgery.
- Our Dental practice.
- Our Pharmacy.
- Our Library.
- Recycling facilities.
- Learning and training centres.
- High speed internet access.
- Public allotments
- Farmers Market

Not at all
Important

Fairly
important

Very important

Essential

[illegible][illegible][illegible][illegible][illegible][illegible][illegible][illegible]

12. How much do you agree or disagree with the following statements?

Our village requires new or more:

Please tick one box per row:

- Parent & toddler group.
- After school clubs.
- Holiday clubs for children.
- Adult learning opportunities.
- A village museum.
- An independent information/chat website for residents.
- Opticians.
- Adult exercise facilities on say First Meadow or the Railway Walk

Strongly Disagree	Disagree	Agree	Strongly Agree
☐	☐	☐	☐
☐	☐	☐	☐
☐	☐	☐	☐
☐	☐	☐	☐
☐	☐	☐	☐
☐	☐	☐	☐
☐	☐	☐	☐
☐	☐	☐	☐
☐	☐	☐	☐

13. How much do you agree or disagree with the following statements?

Please tick one box per row:

- There is not enough for teenagers to do in the village.
- The village would benefit from an expansion of adventure play and picnic areas.
- There are not enough facilities for the 65+ population.

Strongly Disagree	Disagree	Agree	Strongly Agree
☐	☐	☐	☐
☐	☐	☐	☐
☐	☐	☐	☐

14. To what extent do any of the following cause you direct concern within the village?

Please tick one box per row:

- Burglary.
- Vandalism.
- Car crime.
- Anti-social behaviour
- Litter.
- Fly tipping
- Dog / horse fouling
- Noise pollution
- Air pollution
- Heavy traffic
- Traffic speed
- Local social media sites

Not concerned	Slightly concerned	Quite concerned	Very concerned
☐	☐	☐	☐
☐	☐	☐	☐
☐	☐	☐	☐
☐	☐	☐	☐
☐	☐	☐	☐
☐	☐	☐	☐
☐	☐	☐	☐
☐	☐	☐	☐
☐	☐	☐	☐
☐	☐	☐	☐
☐	☐	☐	☐
☐	☐	☐	☐
☐	☐	☐	☐



NOW TELL US A BIT ABOUT YOURSELF PLEASE

15. How would you describe yourself?

Please tick one box:

- ☐ Male ☐ Prefer not to say ☐ Female

16. What is your age?

Please tick one box:

- ☐ 16-19 ☐ 20-24 ☐ 25-44
☐ 45-64 ☐ 65-74 ☐ 75 and over
☐ Prefer not to say

17. How long have you lived in Lavenham?

Please tick one box:

- ☐ All my life ☐ 20+ years ☐ 10 – 19 years
☐ 5-9 years ☐ 4 years or less ☐ Prefer not to say

18. The following list highlights some of our future challenges. Please rank these in order of preference that are the most important to you, with 1 as the highest and 8 as the lowest.

- | | | | |
|--------------------------------------|----------------------|---|----------------------|
| • Environment and climate change | <input type="text"/> | • Getting about the village. | <input type="text"/> |
| • Technology/Artificial Intelligence | <input type="text"/> | • Opportunities for young people | <input type="text"/> |
| • Homes | <input type="text"/> | • Street furniture | <input type="text"/> |
| • Growth and investment | <input type="text"/> | • Change in Local Government structure to a Unitary System. | <input type="text"/> |
| • Sense of village pride | <input type="text"/> | | |

PLEASE WOULD ONLY ONE PERSON PER HOUSEHOLD COMPLETE QUESTIONS 19 - 21

19. How many people are there in your household?

Please tick one box:

- ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 or more

20. Which of the following statements best describes your living arrangements in Lavenham?

Tick however many apply:

- ☐ I rent my property. ☐ I part-own my property. ☐ I am an owner occupier
☐ I occupy my property full time. ☐ I primarily occupy my property at weekends and holidays.

21. What is the employment status of the persons over 16 in your household?

Please identify the number in each category and only provide one answer per row:

- | | 1 | 2 | 3 | 4 | 5 |
|---|----------------------|----------------------|----------------------|----------------------|----------------------|
| • Working full time (more than 30 hours a week) | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| • Not working, looking for work | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| • Retired | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| • Working part time (less than 30 hours a week) | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| • Not working, not looking for work | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| • Not able to work | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| • Full-time student | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| • Voluntary unpaid work | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

WHAT NEXT?

The purpose of this survey is to get your views so that we can draw up a plan for our future. No matter how professional the team that composes it no survey is perfect. Indeed, a good survey should raise further questions and requires the input of those who have gone to the trouble of answering the questions. We are sure that although having had input from village meetings, census data and additional research we possibly have missed some things out.

If something is wrong, not clear or beside the point and if you have anything further to add please comment on a separate sheet of paper and attach it to the completed survey.

If you or someone you know need any help in filling in the survey, please contact the Hub on 01787 249939

Your completed survey can be accepted up to and including the xx xxxx 2025. Unless you have decided to complete online, please return your survey in the envelope provided to AR Heeks and Son, The Hub, Lavenham Butchers, Sparring & Faiers or Posy. Once we have analysed the results and report back to you the findings will serve as the basis for the preparation of the Revised Neighbourhood Plan.

**Thank you,
Lavenham Neighbourhood Plan Revision Group**

Please keep an eye out for future Neighbourhood Plan events.



EV Lease Agreements

Background:

At the 5th June Meeting of Council, the following Motion was passed:

The Clerk is instructed to send the unsigned lease, LTA54 notice and declaration to Connected Kerb. Council approves the lease and authorises two Councillors to sign the Lease when it has been signed by Connected Kerb.

This in the context that Suffolk County Council had advised:

‘Connected Kerb will then be in touch to arrange a date to replace your chargepoints and take over their operation and maintenance. SCC will arrange your first bay fee payment’.

And

‘I am working with BMSDC to arrange the Lease for Prentice Street so once they sign this and you have signed the Water Street one, we will be ready to go ahead with the adoption’.

Recent Developments:

On 1st August 2025 Suffolk County Council wrote, following enquiry emails from the Clerk, saying:

‘Hi Andrew, I hope you are well and thank you for your patience while we have worked to resolve the delay to your Lease with Connected Kerb.

We met with Connected Kerb on July 28th and they explained that the delay arose from a recent change to their insurance provider. Their new provider (Chubb) requires a small change to the level of product liability coverage, which you will find described at 3.3 a) i) of the Lease.

In view of the length of the delay experienced, we have asked Connected Kerb to consider what they can offer Hosts by way of an apology and will be in touch again shortly to confirm what is being offered.

The Lease wording will be adjusted from:

3.3 a. i) public liability insurance for a minimum amount of £10,000,000 per claim or series of claims and £10,000,000 per claim or series of claims in respect of products liability;

To:

3.3 a. i) public liability insurance for a minimum amount of £10,000,000 per claim or series of claims and £10,000,000 in the aggregate in respect of products liability; and

This is in line with industry standard and still represents a high level of coverage for a project of this scale and nature. We have consulted with Suffolk Legal, who have confirmed the change is acceptable.

LAVENHAM PARISH COUNCIL:

On 4th September the lease was sent by Connected Kerb drawing the following comment from Suffolk County Council.

'Please can you confirm that the Lease will include the agreed amendment to Clause 3.3a(i) when sent via DocuSign.

This was requested by Connected Kerb and agreed by Lavenham but is not reflected in the document you attached'

A corrected version of the lease has still not been received.

On 19th September Lawyers acting for Connectedkerb advised:

'Dear Andrew,

I have sought instruction from my client regarding the variation in indemnity wording, and I will respond once received.

'On 26th September Lawyers acting for Connectedkerb advised:

'Dear Andrew,

The amended wording to clause 3.3 was confirmed yesterday. I will shortly re-issue the lease for signature.'

Effect of this:

The EV chargers at Water St have been out of action for three months and revenue of £300 has been lost.

External Auditors Report and Public Rights

The External Auditors report was unqualified, i.e. the External Auditors raised no issues.

The required Notice of Public Rights was displayed 12th August 2025 to 29th August 2025.

Section 3 – External Auditor's Report and Certificate 2024/25

In respect of

Lavenham Parish Council – SF0238

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2024/25

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2024/25

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

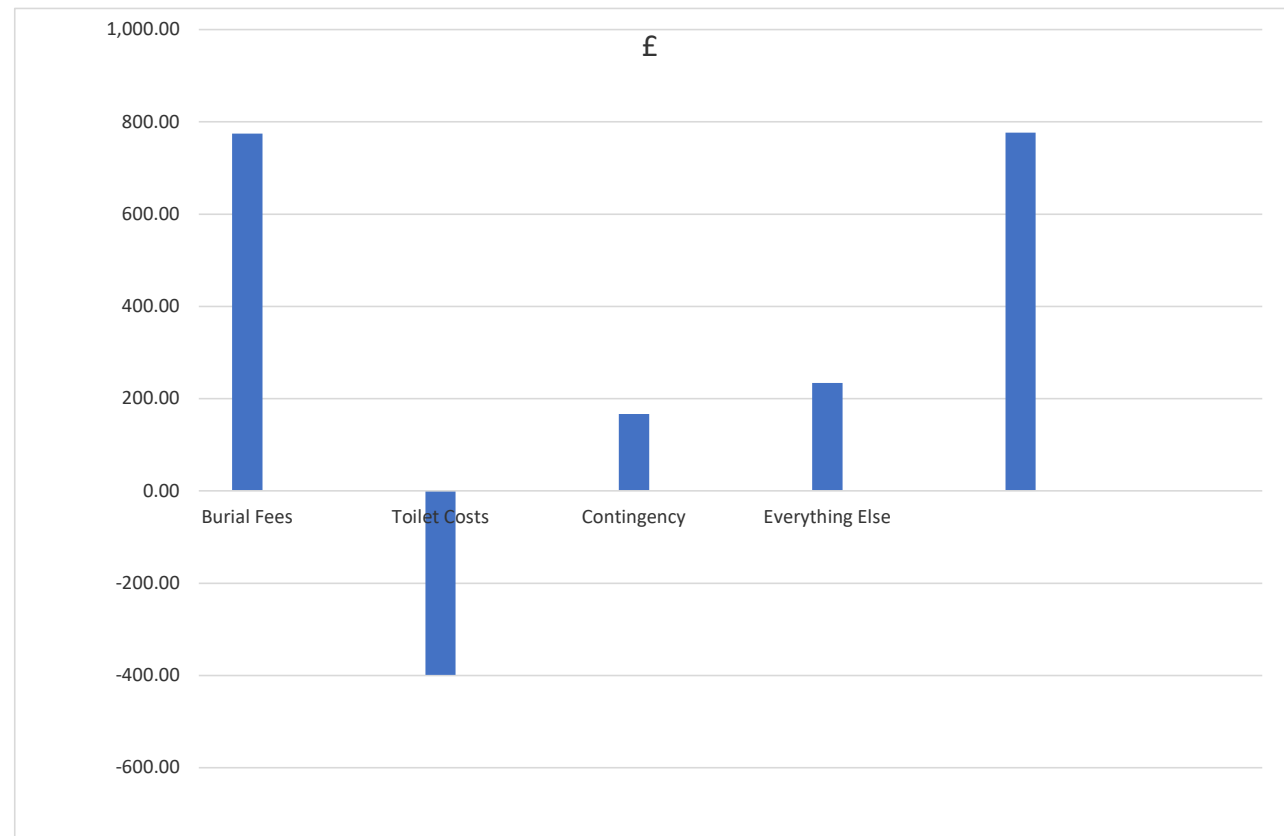
PKF Littlejohn LLP

Date

12/08/2025

	April Actual Mth	May Actual Mth	Jun Actual Mth	Jul Actual Mth	Aug Actual Mth	Actual YTD	Reforecast YTD	Favourable /(Adverse)	Notes
Precept	10,194.33	10,194.33	10,194.33	10,194.33	10,194.33	50,971.67	50,971.67	0.00	No variance
Babergh Cleansing Grant	1,111.11	1,111.11	1,111.11	1,111.11	1,111.11	5,555.55	5,555.55	0.00	No variance
Fixed Income	11,305.44	11,305.44	11,305.44	11,305.44	11,305.44	56,527.22	56,527.22	0.00	
Burial Fees	92.00	1,397.00	37.00	725.00	1,255.00	3,506.00	2,731.00	775.00	Variable depending on number of deaths
Car Park and Toilet Donations	233.97	271.05	221.80	276.55	257.70	1,261.07	1,273.37	-12.30	Reduction 80% on prior year as anticipated
Other Donations	0.00	0.00	94.95	0.00	0.00	94.95	94.95	0.00	No variance
EV Charging Income	247.90	165.87	248.76	265.51	0.00	928.04	928.04	0.00	No variance. Waiting transfer to Suffolk County Council. Legal Issues.
Interest Received	400.00	548.06	400.00	400.00	530.06	2,278.12	2,048.06	230.06	Higher Interest rates continue
Variable Income	973.87	2,381.98	1,002.51	1,667.06	2,042.76	8,068.18	7,075.42	992.76	
Total Income	12,279.31	13,687.42	12,307.95	12,972.50	13,348.20	64,595.40	63,602.64	992.76	Variable depending on number of deaths
Management Costs	7,813.04	6,813.04	3,903.04	3,607.04	4,184.04	26,320.20	26,176.16	-144.04	No significant variance
Office costs	733.32	818.14	976.68	649.68	724.68	3,902.49	3,958.69	56.20	No significant variance
LNP	124.00	0.00	0.00	30.00	1,000.00	1,154.00	1,154.00	0.00	Mainly Ian Poole LNP Accrual £1,000
Costs of Democracy	0.00	0.00	2,073.00	-727.70	0.00	1,345.30	1,345.30	0.00	Parish Poll £1,272 and Parish Poll Card £73
Street Cleaning and Green Maint	3,163.84	3,000.51	2,984.13	5,487.47	3,199.47	17,835.43	17,730.54	-104.88	No significant variance
Public Realm	1,017.53	971.52	617.53	613.24	613.24	3,833.06	4,034.82	201.76	Water Pumps and other Maint work now being done
Toilet Costs	1,266.61	3,066.28	1,119.69	947.37	1,958.73	8,358.66	7,959.60	-399.06	Minor repairs to tap, soap dispensers and doors
Water St	264.53	264.53	264.53	264.53	264.53	1,322.63	1,322.63	0.00	No variance
Community Events including Grants	375.00	500.00	0.00	0.00	350.00	1,225.00	1,225.00	0.00	No variance
EV Costs	179.72	76.14	138.77	113.34	12.64	520.61	527.97	7.36	No significant variance
Sinking Fund	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	5,000.00	5,000.00	0.00	No variance
Contingency	0.00	0.00	0.00	0.00	0.00	0.00	166.67	166.67	Contingency
Total Costs	15,937.58	16,510.15	13,077.36	11,984.96	13,307.32	70,817.37	70,601.37	-215.99	
Surplus/(Deficit)	-3,658.27	-2,822.73	-769.41	987.54	40.89	-6,221.97	-6,998.74	776.77	No significant variance, recently reforecast, main reason is Burial Income

Type	£
Burial Fees	775.00
Toilet Costs	-399.06
Contingency	166.67
Everything Else	234.16
	776.77



	April Actual Mth	May Actual Mth	Jun Actual Mth	Jul Actual Mth	Aug Actual Mth	Actual YTD	Reforecast YTD	Favourable /(Adverse)
Staff salaries and Other Consultancy Costs	7,674.04	6,774.04	3,774.04	3,474.04	3,774.04	25,470.20	25,586.16	115.96
Audit and Payroll bureau costs	139.00	39.00	129.00	133.00	410.00	850.00	590.00	-260.00
Management Costs	7,813.04	6,813.04	3,903.04	3,607.04	4,184.04	26,320.20	26,176.16	-144.04
Telephone & broadband	83.93	78.04	78.04	78.04	78.04	396.09	396.09	0.00
Website Dev and .gov	104.80	184.80	64.80	64.80	64.80	484.00	484.00	0.00
Accounting software & computer	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	64.41	73.17	8.76
Data Protection	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Subscriptions & Insurance	278.22	278.22	278.22	278.22	278.22	1,391.08	1,404.53	13.44
All Training/Cllr expenses	0.00	0.00	288.00	33.00	36.00	357.00	371.00	14.00
Room hire PC meetings	72.00	72.00	72.00	0.00	72.00	288.00	288.00	0.00
Office Maintenance	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
Parish Office business rates	101.05	101.05	101.05	101.05	101.05	505.24	505.24	0.00
Parish Office rent	83.33	83.33	83.33	83.33	83.33	416.67	416.67	0.00
Office Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00	20.00	20.00
Office costs	733.32	818.14	976.68	649.68	724.68	3,902.49	3,958.69	56.20
LNP	124.00	0.00	0.00	30.00	1,000.00	1,154.00	1,154.00	0.00
Costs Of Democracy	0.00	0.00	2,073.00	-727.70	0.00	1,345.30	1,345.30	0.00
Green Maintenance	1,178.86	1,137.23	1,137.23	1,137.23	1,337.23	5,927.78	5,727.78	-200.00
Tree Maintenance and Care	0.00	0.00	0.00	2,550.00	0.00	2,550.00	2,550.00	0.00
Street cleansing	1,478.84	1,478.84	1,478.84	1,478.84	1,478.84	7,394.19	7,394.19	0.00
Refuse collection bins & dog bins	371.00	232.92	232.92	186.25	221.25	1,244.35	1,256.01	11.67
Chapel Business Rates	135.15	135.15	135.15	135.15	135.15	675.73	675.73	0.00
All cemetery management	0.00	16.38	0.00	0.00	27.00	43.38	126.83	83.45
Play equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Street Cleaning and Green Maint	3,163.84	3,000.51	2,984.13	5,487.47	3,199.47	17,835.43	17,730.54	-104.88
Street furniture	400.00	353.99	0.00	0.00	0.00	753.99	953.99	200.00
Street Lighting energy	530.00	530.00	530.00	530.00	530.00	2,650.00	2,650.00	0.00
PWLB interest	87.53	87.53	87.53	83.24	83.24	429.07	430.83	1.76
Public Realm	1,017.53	971.52	617.53	613.24	613.24	3,833.06	4,034.82	201.76
Church Street energy	83.29	141.91	80.00	71.17	65.98	442.35	445.89	3.54
Church Street water	0.00	399.03	0.00	0.00	444.71	843.74	788.30	-55.44
Church St Toilets Business Rates	67.37	67.36	67.37	67.37	67.36	336.83	336.83	0.00
Prentice St Water	0.00	180.35	0.00	0.00	218.44	398.79	362.72	-36.07
Prentice St non EV energy	40.45	37.27	44.17	26.32	28.51	176.72	187.06	10.34
Donation Points	194.05	35.90	35.90	35.90	35.90	337.65	339.45	1.80
Washroom Cleaning & Consumables	771.45	843.95	892.25	746.61	792.83	4,047.09	4,028.85	-18.24
Washroom Minor Maintenance	110.00	1,360.50	0.00	0.00	304.99	1,775.49	1,470.50	-304.99
Miscellaneous	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	8,358.66	7,959.60	-399.06
Water Street green maintenance	48.29	48.29	48.29	48.29	48.29	241.46	241.46	0.00
Water Street Business Rates	216.23	216.23	216.23	216.23	216.23	1,081.17	1,081.17	0.00
Water St	264.53	264.53	264.53	264.53	264.53	1,322.63	1,322.63	0.00
Small Grants (combined)	375.00	500.00	0.00	0.00	350.00	1,225.00	1,225.00	0.00
Christmas trees/lighting	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Xmas Eve Community Carols	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
Misc	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Bellward Award	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	1,225.00	1,225.00	0.00
EV Costs	179.72	76.14	138.77	113.34	12.64	520.61	527.97	7.36
Sinking Fund	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	5,000.00	5,000.00	0.00
Contingency	0.00	0.00	0.00	0.00	0.00	0.00	166.67	166.67
Total Expenses	15,937.58	16,510.15	13,077.36	11,984.96	13,307.32	70,817.37	70,601.37	-215.99
Surplus/(deficit)	-3,658.27	-2,822.73	-769.41	987.54	40.89	-6,221.97	-6,998.74	776.77

		Mar 25	Aug 25	Increase/(decrease)	Notes
Fixed Assets		146,934.44	146,934.44	0.00	No change
Debtors		0.00	0.00	0.00	No change
Accrued Income		1,821.01	1,394.96	-426.05	Burial Income Accrued of £1,060 at March.
Prepayments		1,095.98	5,020.02	3,924.04	Mainly Business Rates and Insurance
VAT Refunds		3,926.07	1,503.81	-2,422.26	Playquip and Suffolk Street Lights VAT now recovered
		<u>6,843.06</u>	<u>7,918.79</u>	<u>1,075.73</u>	
Cash at Bank	Bus Prem	394,845.94	398,525.98		
	Current Acc	3,242.82	4,651.67		
		<u>398,088.76</u>	<u>403,177.65</u>	5,088.89	Precept for half year and Cleaning Grant whole year received
Trade Creditors		-21,393.91	-7,541.70	-13,852.21	Playquip and Suffolk Street Lights now paid
Accruals		-16,511.59	-23,012.90	6,501.32	Legal Fee Accrual £8,000
Deferred Income		0.00	-17,972.10	17,972.10	Precept for half year and Cleaning Grant whole year received
Lights Creditor		-129,600.30	-129,600.30	0.00	No change
		<u>-167,505.80</u>	<u>-178,127.01</u>	<u>10,621.21</u>	
Loans		-66,059.55	-62,824.93	-3,234.62	Capital Repayments made
Net Assets		<u>318,300.91</u>	<u>317,078.94</u>	<u>-1,221.97</u>	
General Funds		195,927.66	191,677.99	-4,249.67	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	51,995.64	5,000.00	Being increased by £1,000 per month
NCIL		62,812.24	62,812.24	0.00	No change
Total Reserves		<u>318,300.91</u>	<u>317,078.94</u>	<u>-1,221.97</u>	
Imbalance		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	

	B/F	Per I and E	VE Day and VJ Day	20 mph Poll	Other	Other	Other	C/F	
General Funds	195,927.66	-6,221.97	700.00	1,272.30	0.00	0.00	0.00	191,677.99	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	0.00	0.00	62,812.24	0.00
Lavenham Funds in Trust	1,500.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00	0.00
Sinking Fund	46,995.64	5,000.00	0.00	0.00	0.00	0.00	0.00	51,995.64	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	-1,221.97	0.00	0.00	0.00	0.00	0.00	317,078.94	0.00

Current

31/07/2025	Balance Brought Forward	6,920.81
04/08/2025	Toilet Donations: Card	13.30
05/08/2025	Supplier Payment: JPB Landscapes	-3,197.23
05/08/2025	Transfer from Premium Account	5,000.00
05/08/2025	Supplier Payment: Onsite IT	-77.76
06/08/2025	Supplier Payment: Lavenham Press	-30.00
06/08/2025	Supplier Payment: Seago and Stopps	-144.00
06/08/2025	Supplier Payment: Bartletts Arborists	-480.00
06/08/2025	Supplier Payment: Babergh District Council Parish Poll	-1,272.30
06/08/2025	Supplier Payment: Babergh District Council Bin Emptying	-1,992.00
06/08/2025	Andrew Smith Net Wages July	-2,368.92
06/08/2025	Supplier Payment; Suffolk Tree Services	-2,580.00
06/08/2025	Transfer from Premium Account	5,000.00
06/08/2025	Supplier Payment: Infinity Cleaning	-895.94
06/08/2025	Supplier Payment: SALC	-39.60
07/08/2025	Supplier Payment: British Gas	-119.00
08/08/2025	EV Revenue: Fuuse	265.51
08/08/2025	NEST: Pension Payments	-174.33
11/08/2025	Toilet Donations: Card	11.40
12/08/2025	Supplier Payment: British Gas	-27.63
12/08/2025	Supplier Payment: British Gas	-74.72
15/08/2025	Grant: Lavenham British Legion VJ Day	-350.00
18/08/2025	Burial Income: Halstead Memorial	265.00
18/08/2025	Supplier Payment: Washroom Hub	-59.99
18/08/2025	Toilet Donations: Card	5.70
19/08/2025	Supplier Payment: EE	-12.96
19/08/2025	Toilet Donations: Cash	90.00
20/08/2025	Supplier Payment: BT	-80.69
26/08/2025	Toilet Donations: Card	17.10
27/08/2025	Supplier Payment: Anglia Water	-27.00
29/08/2025	Burial Income: Deacons Minns	725.00
29/08/2025	Toilet Donations: Cash	120.00
29/08/2025	Burial Income: Hallstead Memorials	265.00
29/08/2025	Supplier Payments: Go Cardless Paya	-43.08
31/08/2025	Balance Carried Forward	4,651.67
31/08/2025	Per Bank Statement	4,651.67
		0.00

Premium

31/07/2025	Balance Brought Forward	407,002.66
06/08/2025	Transfer to Current Account	-5,000.00
05/08/2025	Transfer to Current Account	-5,000.00
12/08/2025	HMRC: VAT Refund	1,523.32
31/08/2025	Balance Carried Forward	398,525.98
31/08/2025	Per Bank Statement	398,525.98
		0.00



COMMUNITY

20-83-50 00567094

£4,651.67

Last night's balance £4,651.67

Date	Description	Money in	Money out	Balance
Mon, 01 Sep 25	ANGLIAN WATER BUSI		-£444.71	£3,979.78
Mon, 01 Sep 25	ANGLIAN WATER BUSI		-£218.44	£4,424.49
Mon, 01 Sep 25	HPI INSTANT INK UK		-£13.49	£4,642.93
Mon, 01 Sep 25	CHARITIES TRUST	+ £4.75		£4,656.42
Fri, 29 Aug 25	W.A. Deacon Funera	+ £725.00		£4,651.67

View all transactions

4,651.67

Recent transactions



Business Premium ME

20-83-50 20567116

£398,525.98

Last night's balance £398,525.98

Date	Description	Money in	Money out	Balance
Tue, 12 Aug 25	HMRC VTR	+ £1,523.32		£398,525.98
Wed, 06 Aug 25	208350 00567094 FT		-£5,000.00	£397,002.66
Tue, 05 Aug 25	208350 00567094 FT		-£5,000.00	£402,002.66

View all transactions

398,525.98

Parish Newsletter

Background:

On 24th September 2025 Council received the email below from the publishers of Lavenham Life:

*'We would like to know **by 17th October** if the Parish Council would like to fund the print run of free December 2025 Lavenham Life magazines as per last December.*

*This deadline is important. We would need to put a notice in our **November edition** to avoid people picking up copies of the magazine from the normal outlets and then receiving another copy from your door to door distribution which happened last December. Also, if you decide to go ahead, the delivery of the December edition needs to be around 27th - 29th November, not early December as our advertisers expect their ads to be accessible from the 1st of December'.*

Further Background:

Council has frequently distributed a Christmas Newsletter written by the Chair of the Parish Council, together with a free copy of Lavenham Life, to every household in Lavenham.

The newsletter and copies of Lavenham Life are distributed by volunteers.

The cost of purchasing the required 1,350 copies of Lavenham Life will depend on the final size of the Christmas issue but the publishers of Lavenham Life have told the Council that the cost is likely to be £1,125. This is the same cost as last year.

The cost of printing the newsletter is likely to be approximately £200.

Both sums are in the original Budget and in the Re-forecast.

Motion:

That Council works with the publishers of Lavenham Life to ensure that every household in Lavenham receives a free copy of Lavenham Life together with a Parish Council newsletter at a maximum cost of £1,500.

Section 142 of the Local Government Act 1972 'Publicity' gives the Parish Council the power to provide information about matters concerning local government.

Christmas Event

Background:

At the 4th September 2025 Meeting of Council passed a motion that 'The Parish Council makes a £1,500 loan to the event organisers recognising that it may not recover all of the loan and that should the funds received exceed the loan advanced that the Parish Council will hold the surplus funds which will be put to a future similar event'.

Subsequent Events:

The Group has very kindly shared with the Clerk it's to-do list, its's plan and expanding list of volunteers and is holding regular meetings to make the event happen.

It is clear that they are working very diligently and thoughtfully.

Additionally, the Group has written to Love Lavenham outlining what is intended which is as previously explained to the Parish Council. Other guidance to local businesses includes:

a) Logistics/Parking:

We are all fully aware that the previous Christmas event was fabulous and a huge success and that the Committee did a brilliant job of putting this on however we are also aware that there are reservations about trying to recreate this due to the volume of traffic that this generated. Please note that we are not trying to recreate this. We want to do something small for the village. We have parking in the designated car parks and a local business owner has offered his land with car parking attendants to deal with overflow parking. There will also be temporary signage showing exactly where parking is, however as this is a village event we are hoping that most people will walk into the village with no need to use their car.

b) Advertising:

We will not be posting this event on social media. We will be printing leaflets to go through village doors and there will be an ad in Lavenham Life.

c) What do we need from you to help make this event special and ensure that we can repeat in subsequent years:

The Parish Council have very kindly loaned us some money to help get this evening off the ground in year 1 - this money has to be repaid which means we are looking for sponsorship and donations.

We have already had a number of very kind offers of help and financial assistance but we need more and below is a list where you can help. It really does need us all to pull together to make this happen and made one evening really special for everyone.

Volunteers, Sponsorship. Donations, Special evenings in the eateries.

LAVENHAM PARISH COUNCIL:

Appeal from the Organising Group:

You will see from my earlier email that we have asked for donations/sponsorship and help - I am really hopeful that people will be generous but if you could mention it at the PC that would be great as that may reach people that don't have businesses and don't yet know about it. We are producing flyers but they probably won't go out until November so to spread the word would be great.