

LAVENHAM PARISH COUNCIL

To: Members of Lavenham Parish Council

You are duly summoned to attend the next meeting of Lavenham Parish Council to be held at 7.30 pm on Thursday 3rd April 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. To approve as accurate minutes of the 6th March 2025 of the Council**
- 5. To approve as accurate minutes of the 13th March 2025 of the Council**
- 6. Public participation session (10 minutes)**
- 7. Chairman's Announcements**
- 8. Local Authority Councillors' Reports**
- 9. Planning**
 - 9.a Planning Register: Report**
 - 9.b Planning Group: To receive reports and recommendations**
- 10. Motion to seek interest for the Allotment Site adjacent to the Railway Walk.**
- 11. Motion to approve a Grant of £375 to the Hub.**
- 12. Motion to approve Heads of Terms for leases of Parish Office and Church St Toilets**
- 13. Motion to repair drain beneath the Prentice St Car park**

14. Lavenham Neighbourhood Plan 3: Report

15. Clerk/RFO report

15.a Motion to approve Accounts for month ending 28th February 2025

15.b Motion to approve Receipts and Payments for month ending 28th February 2025

15.c Motion to approve amendments to Standing Financial Orders

16. Motion to establish a Footpath Working Group

17. Motion to welcome the possible introduction of an Eezybike pod in Lavenham.

18. Motion to commend the Clerk for managing the bidding process for the Green Maintenance and Street Cleaning contract.

19. Date of next meeting – Thursday 1st May 2025

A handwritten signature in dark ink, appearing to read 'A Smith', with a stylized flourish at the end.

Andrew Smith
Clerk to the Council
Parish Office
Church St
Lavenham

Date: 28th March 2025

PARISH COUNCIL MEETING

Held on Thursday 6th March 2025, commencing at 7.30 pm. in the Village Hall.

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

Present:

Chair: Cllr Janice Muckian. Cllrs: Alison Bourne, Frank Domoney, Iain Lamont, Roy Mawford, Irene Mitchell, Mary Morrey, Jane Ranzetta, Chris Robinson and Michael Sherman. Eight 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.

She asked all Councillors to refer to their Councillor Colleagues as 'Councillor' or by their names and not refer to their gender. She thanked Cllr Sherman for his suggestion and support concerning this.

1. Apologies and approval of Absences

The Clerk reported that Cllr Falconer was not present and had sent her apologies.

2. Declarations of Interest

The Clerk reported that Cllrs Lamont, Morrey and Ranzetta, having considered their Disclosable Pecuniary Interests, had declared interests in the Water St Planning Application and will leave the room when that matter is discussed. Cllrs Mawford and Mitchell will leave the room when Rowan Cottage is discussed, Rowan Cottage being their Disclosable Pecuniary interest. Cllr Sherman declared an interest in the Paddocks Discharge of Conditions.

3. Requests for Dispensations

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

4. To approve as accurate minutes of the 9th January 2025 meeting of the Council

Proposed: Cllr Sherman **Seconded:** Cllr Ranzetta. **Decision:** Approved Cllr Domoney abstained.

5. To approve as accurate minutes of the 6th February 2025 meeting of the Council

Cllr Sherman said that he had concerns about a comment made by the Chair at that meeting which was not recorded in the minutes but following conversation with the Clerk that issue had been resolved.

Proposed: Cllr Lamont **Seconded:** Cllr Morrey

Decision: Approved Cllrs Domoney, Mawford, Mitchell, Robinson and Sherman abstained. Cllrs Mawford and Mitchell had not been at the meeting.

6. 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 participation session is for ten minutes and that it is at the discretion of the Chair whether further time is allowed.

A Member of the Public asked why the papers prepared by the Planning Group concerning Toll Cottage referred to the offer made by another local business for the property. Cllr Lamont explained that this had been included to inform Councillors with Cllr Mitchell explaining that the question to be decided by Council was whether the request for change of use was in accordance with the relevant Plans and that whether offers had been received for the property was not a material planning consideration.

The same Member of the Public asked whether dispensations should still be used now that Council was at full strength. The Clerk explained that whilst Council is at full strength there can never be certainty that all Councillors will be able to attend a meeting but more importantly dispensations helped Council, in public, and subject to public scrutiny, navigate the difficulties of determining when a Disclosable Pecuniary Interest was relevant to a matter and when it was not. He explained that he could, for example, envisage circumstances where having a Disclosable Pecuniary Interest on the High St was relevant to a Council decision and circumstances where it was not and dispensations helped navigate these complex matters appropriately.

A Member of the Public asked if the Chair should be impartial. The Chair replied that it is her duty to ensure that all Councillors have the opportunity to speak and that the full range of opinions is heard.

A Member of the Public expressed interest in the motion concerning allotments and having an allotment. The Chair explained that the motion was about one particular site and welcomed the interest in the subject.

7. Chairman's Announcements

The Chair explained that consequent of the size of the Agenda for this meeting that she was keeping her announcements very brief.

She informed Councillors that she had written to our MP James Cartlidge to request his support in resolving the long running Water street pavement defect.

She explained that at a recent Finance and Strategy meeting, Councillors had discussed the proposed 20mph scheme. The consensus was that this proposed scheme will be formally discussed at May's meeting and a number of motions will be available at that Meeting upon which Council can vote. One of these motions will be the option to vote for a village poll.

She thanked Cllr Morrey who has been in contact with the British Legion local branch with regards to celebrations for VE80 day in May who have explained that are being developed.

8. Local Authority Councillors' Reports

Cllr Clover explained that Suffolk and Norfolk are one of the six areas accepted to be on the Devolution Priority Programme saying that, in his opinion, being on the Programme enhanced the Councils negotiating position. The first Mayor will take office in May 2026. The Mayor's Office will have four constituent Councillors representing the interests of the various Districts to work with. However, the Mayor will have the power of veto in any decision making when consulting with these four Councillors

An Extraordinary Babergh Council will be held on 7th April to discuss all points arising including the transition to a unitary authority. The Government has accepted the application to postpone the County Council elections that were due to be held in May. The Government's public consultation on Devolution and the election of a Regional Mayor closes on 13th April.

District and County Council operations will merge into one service. It is not known how many unitary districts Suffolk will comprise. Suffolk CC will probably suggest that there is one unitary authority. Babergh DC are consulting professional opinion on the best options and following debate these will be presented to Whitehall. There will be a consultation process with the public and the Parish Councils to gauge their views on how the new Authority may best serve their interests.

Local Government Reorganisation (LGR) is scheduled to go live in 2028, meaning District Council elections would not occur as scheduled in 2027 and existing Councillors would act in a 'shadow' role pending the arrival of Unitary Councillors. He expressed concern about the reduced number of Councillors and the possible consequences for local democracy. He confirmed that the 2027 Parish Council elections will take place.

County Councillor Lindsay explained that he agreed with District Cllr Clover's comments saying that he refused to call it 'Devolution'. Powers, he said, are moving from the District and County to the Mayor with no powers moving from Whitehall with the Mayor being paid by Central Government and many of the Mayor's decisions having to be approved by a Government Minister. Both Councillors expressed concern that the change would be underfunded with consequential effects on local services.

The Suffolk Library Service is being taken in house by Suffolk CC after they failed to agree a renewal of the contract with the charity that has been running them since 2012. There were no other bidders. The charity insisted the terms it was offered (same budget as last year with no annual increase for inflation etc) meant opening hours would have to be cut by 30%. SCC say they can run it with no hours being cut. The fear is that this will mean cuts in staff numbers and an increased reliance on volunteers. The amount the library charity was being paid has not risen significantly for more than ten years.

Cllr Domoney asked what the 'Growth Plan' to be prepared by the new Mayor might look like. Cllr Lindsay replied that it was likely to reflect the Government's agenda of Housing and Growth.

9. Planning Applications for Consideration

The Clerk reported that two decisions had been received in line with PC recommendations and two decisions had been received ignoring PC recommendations concerning planting of replacement trees.

The Chair reminded Councillors that any decision they make must be based upon their evaluation of all the documents available to them, including all other Material Considerations including public comments and economic and social consequences. Documents prepared by the planning group, she said, summarise that groups deliberations but do not replace Councillors own due diligence. She reminded Councillors that Council recommendations to Babergh only express 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/25/00390 Toll Cottage, Market Place. Change of Use to Residential

Cllr Lamont said there was no evidence to demonstrate compliance with JLP Part 1 Policy LP10 or LNP Policy C9 which require the business to have been marketed diligently at a fair market price continuously for at least six months or one year respectively. The property had been marketed for approximately three months.

Cllr Mitchell highlighted the lack of a plan agreed by the owners with the Babergh Council Economic unit and reminded Councillors that protection of the retail core was a cornerstone of the LNP 2016.

Cllr Robinson said that the property was unsuitable for most commercial use, very small and in danger of being empty for a significant further period. He said that it had once been residential and should be allowed to revert to residential use. Cllr Sherman expressed concern about possible deterioration.

Cllr Mawford sympathised with the dilapidation concerns but said that it was important that the required process required for Change of Use was followed, a process which had helped retain commercial premises in the village in recent years. Cllrs Bourne and Ranzetta expressed concern about any loss of commercial premises and the setting of a precedent.

Motion: that Application DC/25/00390 be refused.

Proposed: Cllr Domoney **Seconded:** Cllr Mawford

Decision: The Application should be refused. Cllrs Robinson and Sherman voted against.

DC/25/005588 27 Prentice St. Application for Listed Building Consent: Replacement Roof.

Cllr Lamont explained that the proposal is to reuse the clay pantiles with new pantiles to be added as necessary to match. Cllr Sherman commented that re-using the pantiles would make economic sense.

Motion: that Application DC/24/05588 be approved.

Proposed: Cllr Sherman **Seconded:** Cllr Domoney

Decision: Approved unanimously.

DC/24/05113 Land south of Water St

Erection of storage shed, greenhouse, boundary fence to North Boundary to access gates and construction of accessible path.

Cllrs Lamont, Morrey and Ranzetta left the room.

Cllr Mitchell explained that the Land was previously part of the garden and surrounding grounds of a Grade 1 building. Since 2011 there have been two refusals and Appeals dismissed in respect of proposals to build a dwelling on the southern area of this site.

She said that the current status of the land is not clear, the site is not associated with a dwelling. There are listed properties adjacent to the east, west and north of the site boundaries.

She informed Councillors that the application is being treated by the Heritage Team as a Change of Use as well as proposals for structures but noted that this Change of Use is not immediately clear in the invitation to comment.

She summarised the proposed structures and highlighted to Councillors various sections of the Design & Access Statement in particular on page 4 "there is no specific local policy covering erection of buildings for private domestic use on land unrelated to a host dwelling as in this case" and page 5 "The scheme involves provision of a modest outbuilding for the use by and storage of plant and equipment needed to maintain the land, which is the applicant's private garden/amenity land."

She observed that garden buildings in Conservation Areas are limited to a maximum height of 2.5m to the eaves and that the proposed heights are within this parameter noting that the combined footprint of the 2 proposed structures is 27sqm.

She reported to Councillors that the Babergh Ecology Team is satisfied with the application but recommends planning conditions to ensure compliance. The Babergh Heritage Team had concluded that the proposal would lead to a very low level of substantial harm to the settings of surrounding Listed Buildings, had opposed the type of fencing proposed and recommended a 'Notwithstanding Condition' which is that the applicant submits gate and boundary treatment details, large scale elevational drawings, manufacturers details and finish of proposed gates and boundary treatments. Heritage also recommends removal of Permitted Development Rights. A 'Notwithstanding Condition' takes precedence over other provisions or policies. Changing it means a further planning application, with clear justification, is required to vary the condition differing from a general planning condition where an Officer is empowered to decide whether the condition has nor has not been discharged.

She explained that she had made an initial enquiry to Historic England seeking to clarify whether the site retains Grade 1 status. Historic England suggests that the site possibly does but she noted that they do not appear to have been invited to comment.

Noting that the Heritage Officer has concluded that a very low level of substantial harm would occur to the setting she said that 'harm is harm' irrespective of its level. She noted that the NPPF at para 213 says "Any harm to, or loss of, the significance of a designated heritage asset (from its alteration or destruction, or from development within its setting), should require clear and convincing justification." Council, she said, needs to consider whether that test has been met given a large outbuilding is already present on the site.

Cllr Mitchell added that despite the various uncertainties it is clear that the site is in a Heritage Setting and the Conservation Area and that the proposal must be tested against applicable policies. She said that Neighbourhood Plan policy H1 does apply and reference should have been made to the Lavenham Conservation Character Appraisal.

Cllr Robinson noted that should the Planning Application be declined that if the Applicant put the shed on a skid no Planning Permission would be required as the shed would then be movable.

Cllr Muckian commented that there appeared to be a shortage of facts and a lack of guidance from Historic England. Cllr Sherman agreed saying that possibly the Parish Council should recognise the complications and not comment. Cllr Mawford suggested provisional support for the proposal conditional on the views of the Heritage Officer, a reduction in the size of the buildings and a prohibition of the connection of utilities.

Cllr Robinson suggested that Council should recommend approval and leave it to Babergh, who having the appropriate professional skills, will make a decision.

Cllr Domoney raised concerns that Historic England had not been consulted and that the Heritage Officer had concerns.

Motion: that Council cannot reach a decision because not all the facts or information are available.

Proposed: Cllr Domoney **Seconded:** Cllr Sherman

Decision: Approved. Cllr Robertson voted against and Cllr Mawford abstained.

Cllrs Lamont, Morrey and Ranzetta returned to the room. Cllrs Mawford and Mitchell left the room.

Cllr Lamont explained that Council had sometimes discussed Discharge of Conditions but sometimes not. The Clerk explained that rarely was the Parish Council formally consulted on these that sometimes these were extremely routine and did not require Parish Council recommendations but sometimes not.

Motion: that Council will discuss Discharge of Conditions only when a Member of the Planning Group wishes to discuss it at Council

Proposed: Cllr Lamont **Seconded:** Cllr Robinson

Decision: Approved unanimously

DC/25/00815 Rowan Cottage, The Common

Completing discharge of the Biodiversity Enhancement Measures, possible sites for birdbox.

Cllr Robinson said that he wished to discuss this Discharge of Conditions saying that a Biodiversity Report was supposed to have been done before construction started and that Council should now recommend that a Biodiversity Report be insisted upon.

Motion: that Council recommends Babergh Council require the applicant to produce a Biodiversity Report.

Proposed: Cllr Domoney **Seconded:** Cllr Robinson

Decision: Rejected. Cllrs Lamont, Morrey, Muckian. Ranzetta voted against. Cllr Sherman abstained.

Cllrs Mawford and Mitchell returned to the room.

DC/25/00790 Coppers, Sudbury Rd. No Member of the Planning Group wished to discuss.

DC/24/03084 The Hall, Hall Road. The Clerk explained that Babergh had already discharged the conditions.

DC/25/00680 Ponders, Barn Street. No Member of the Planning Group wished to discuss.

DC/25/00457 Land Off Norman Way. No Member of the Planning Group wished to discuss.

Cllr Mitchell protested that she had been excluded from the vote on when Discharge of Conditions should or should not be discussed by Council. The motion passed was explained and the Chair apologised to Cllr Mitchell and Cllr Mawford.

10. Lavenham Neighbourhood Plan 3: Report and Motions

Motion:

The Parish Council invites Carroll Reeve, Charles Posner and Danielle Twitchen to join the Neighbourhood Plan Working Group.

The Parish Council welcomes that the Neighbourhood Plan Working Group has written to residents seeking volunteers to join the Group. Not earlier than the May meeting of Council the existing members of the Group will provide Council with a list of those who have expressed an interest. Should there be sufficient vacancies all volunteers will be invited to join the Group. Should there be more volunteers than vacancies Council will ask each of the candidates to write a short statement explaining why they are interested in joining the Group and Council will fill all the vacancies by majority vote.

To amend the Terms of Reference to substitute 'include at least two Parish Councillors' with 'include at least two and a maximum of two Parish Councillors chosen by the Parish Council by majority vote'.

To amend the Terms of Reference to substitute 'up to a maximum of ten members' with 'up to a maximum of fifteen members all of whom must be on the electoral roll in Lavenham'.

To amend the Terms of Reference to include 'Should there be an uncontested vacancy/ies the Group has the power of co-option, should the vacancy/ies be contested Council will ask each of the candidates to write a short statement explaining why they are interested in joining the Group and Council will fill the vacancy/ies by majority vote.

To amend the Terms of Reference to include 'should a Member of the Group not attend any meetings for two months they will cease to be a member of the Group, the Group may choose by majority vote to allow a Member a longer period of absence'.

Proposed: Cllr Sherman **Seconded:** Cllr Bourne

Decision: Approved unanimously. Cllrs Lamont, Mawford and Mitchell abstained.

The Chair of the LNP reported that the Working Group had met detailing the attendees and who had been elected to positions. The Clerk explained that only two of the Working Group had been entitled to attend, the meeting being before the above motion were passed and that the elections were therefore invalid. The Chair of the LNP apologised explaining that there had been a misunderstanding.

He explained that it was the intention of the Group to launch an evidence-based process with professional advice engaged as required, including a review and audit of the rejected LNP2. Consultation with residents will be prioritised. The Group will be shortly be meeting with Babergh Council and is investigating the availability of Grants. A Budget will be drafted as soon as possible.

Cllr Sherman asked if copies of the final versions of the report were available. The Chair explained that these had been printed by Babergh and deposited in the Library.

The Chair then explained that the meeting was running out of time to complete the agenda. A motion to extend the meeting until 22.30 was proposed:

Proposed: Cllr Mitchell **Seconded:** Cllr Muckian

Decision: Rejected. Cllrs Bourne, Domoney, Lamont, Morrey, Ranzetta, Sherman voted against.

It was agreed that items 11 (Motion to reject the Allotment site), 13 (Motion to select a Contractor for Green Maintenance and Street Cleaning) and 16 (Motion to approve Heads of Terms for leases of the Parish Office and Church St Toilets) would be deferred to a future meeting with an extra meeting to be held on Thursday March 13th 2025 to discuss item 13 only. The Clerk agreed to consider 7pm starts in future.

17. Clerk and RFO Report

The Clerk informed Councillors as anticipated last month Income Year to Date is some £3,000 ahead of forecast. He anticipates that this excess to forecast will continue. He explained that he has been reporting that expenses Year to Date have been running a little over £6,000 less than forecast. This has now risen to £10,000 less than forecast almost entirely because the forecast for January included £3,000 expenditure on grants which did not take place. Should this expenditure not take place at any point this financial year then the likely cost saving compared to forecast will be approximately £11,000.

The combination of Income being ahead of Forecast and Costs less than Forecast is likely to mean that the Surplus for the Year will be £26,000 i.e. £14,000 better than the anticipated £12,000.

Motion: to approve the Accounts for the month ended 31 January 2025.

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

Motion: to approve Receipts and Payments for month ending 31 January 2025

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

The Clerk talked explained to Councillors the Changes made to Standing Orders, Financial Regulations, the Scheme of Delegation and the Authority to Commit Resources in March 2024 commenting that these have worked well, the system of Internal Control remains in place and has not given any rise to concern and that all four documents have been updated to refer to the 'Chair' rather than the 'Chairman'.

Motion: to review and approve the Standing Orders and the Standing Financial Regulations including scheme of Internal Control together with the Scheme of Delegation and the Authority to Commit Resources.

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

The Clerk explained that he had updated the Risk Register. Cllr Mawford suggested that it might be helpful to include both the likelihood of an event happening and the effect. The Clerk said that he would consider this in due course. Cllr Domoney commented on the detailed nature of the register.

Motion: to review and approve the Risk Register

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

The Clerk explained that It is a requirement that each year Council appoint an Internal Auditor, explaining that last year Council appointed Heelis and Lodge who are based locally, understand the financial affairs of this Council and charged £400.

Motion: to approve Appointment of Heelis and Lodge as Internal Auditors for the year ended 31 March 2025 at a cost of not more than £500 plus VAT

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

12. Burial Fees

Cllr Mitchell commented that an annual 10% increase had been agreed some years ago and that the Council still makes an annual loss on cemetery costs. Cllr Domoney added that the fees were half the price of Sudbury.

Motion: Council is asked to approve 10% increase in all fees

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

15. Grants

The Clerk explained that only one application had been received commenting that 'Groups within the Parish Council's area may apply. By exception, applications from Groups outside the Parish who can demonstrate direct and substantial benefit to the people of Lavenham may be considered on a case-by-case basis.' However, compliance with 'there must be clearly presented evidence that local people support the project and are involved in carrying it out' has not been clearly demonstrated.

Cllr Bourne explained that this is mental health counselling. Cllr Sherman expressed concern at the lack of connection to Lavenham. The Clerk confirmed that the S137 discretionary expenditure limit has not been extended. The Clerk agreed to amend the Grants policy in due course with respect to the 'involved in carrying it out' clause.

Motion: That the Parish Council donates £500 to the Kernos Centre, under S137, recognising that the centre provides a service which benefits local residents.

Proposed: Cllr Ranzetta **Seconded:** Cllr Mitchell **Decision:** Approved, Cllr Robinson abstained.

11. Box Bush Maintenance

The Clerk explained the quote received. The Chair commented that the bushes look very much better.

Motion: To ask the Contractor to carry out the proposed work at a cost of £4,015. The PC has the power and sometimes the duty to maintain closed churchyards under the Local Government Act 1972 section 215.

Proposed: Cllr Morrey **Seconded:** Cllr Robinson **Decision:** Approved.

Date of next meeting: Thursday 3rd April 2025 7.30 pm in the Village Hall. Meeting closed at 10pm.

PARISH COUNCIL MEETING

Held on Thursday 13th March 2025, commencing at 7.30 pm. in the Village Hall.

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

Present:

Chair: Cllr Janice Muckian. Cllrs: Alison Bourne, Frank Domoney, Lizzie Falconer, Iain Lamont, Roy Mawford, Irene Mitchell, Mary Morrey, Jane Ranzetta and Michael Sherman. No members of the public were present.

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 Cllr Robinson was not present and had sent his apologies. Councillors Bourne and Ranzetta were present from 7.36pm. Cllr Lamont left the meeting at 8pm.

2. Declarations of Interest

None.

3. Requests for Dispensations

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

4. Public Participation Session

No Members of the Public were present.

5. Chairman's Announcements

The Chair explained that since the Neighbourhood Plan is being revisited (and that the records detailing the cost of the previous plans had been requested and supplied to both the new LNP Group and to an individual consequent of Freedom of Information Act request) she considered it appropriate that this detail be made publicly available. She had asked the Clerk to publish this on the Parish Council website.

The Chair informed Councillors that the PC had been invited to send a representative to speak and answer any questions at the meeting of the Babergh Planning Committee on Wednesday 19th March.

She explained that the purpose of that Babergh Committee meeting is to decide whether to uphold or reject the recommendation of the Babergh Officers to refuse Outline Planning Permission for the development of a Wellness Centre on 2nd Meadows.

She told Councillors that normally Council would ask the Lead of the Planning Group to attend but that Cllr Lamont, due to work commitments, was unable to attend. She said that, in her opinion, whoever attended needed to be someone who was able to articulate the majority opinion of Council and be sufficiently familiar with Planning Legislation to both present that opinion and answer any questions.

She explained that this is different to the recent visit by the Babergh Planning Committee to the Second Meadows site because this time the role of the Parish Councillor is to make a statement and answer questions and suggested that Cllr Mitchell be asked to represent Council being the second most experienced member of the Planning Group.

Cllr Falconer said that she agreed it should be someone from the Planning Group and asked Cllr Lamont (Lead of the Planning Group) who he would recommend. He said that he recommended. Cllr Mitchell.

Cllr Domoney asked if there was any possible personal animosity between the Applicant and Cllr Mitchell. The Chair responded that there was potentially animosity between the Applicant and a number of Councillors.

Cllrs Bourne and Ranzetta joined the Meeting. for the benefit of Cllrs Bourne and Ranzetta, the Chair summarised the situation and discussion to that point.

The Clerk explained that the Scheme of Delegation, which he described as being 'quite complex and not particularly helpful' says that should in respect of a matter, that the Council must respond to within 24 hours or if a weekend or public holiday with 48 hours, such urgent decisions required between scheduled meetings are delegated to the Proper Officer in consultation with the Council's Chair. He explained that the Scheme of Delegation then says that 'wherever possible members will be given notice of any urgent decision the Proper Office needs to take, in order for them to make their views known (notwithstanding the Proper Officer in consultation with the Chair can take any action they deem as extremely urgent immediately).

He repeated the words 'wherever possible members will be given notice of any urgent decision the Proper Office needs to take, in order for them to make their views known' saying that he considered this decision important as this is a meeting where the Parish Council has a three minute slot for whoever is asked to attend to explain the Parish Council's position (which may or may not be their personal opinion) and to answer questions. This he said was very different to the recent visit of the Babergh Planning Committee to the site where the role of the Parish Council representative was extremely limited in scope by the Babergh Charter. This charter permitted the Parish Council representative only to 'provide any relevant factual local information concerning the site or surrounding area which is not readily apparent' and this to take place only after the Babergh Case Officer has explained the matter including any views from consultees which are relevant to the inspection.

He explained to Councillors that he was therefore using the opportunity presented to him by this extra meeting to consult with Councillors (an opportunity not present when the Clerk asked Cllr Lamont to attend the Site Visit and the Cllr Lamont asked Cllr Mitchell to attend in his place without reference to other Councillors) in the context of the considerably greater importance and responsibilities attached to this matter.

The Clerk answered Cllr Domoney saying that he had received correspondence from the applicant and that the applicant has particularly questioned the process of selecting who to send to the Site Visit and who to attend the Babergh Council Meeting.

Cllr Bourne asked the Chair whether it would be most appropriate for the Chair to attend. The Chair replied that she did not have the required knowledge and that she thought it best that the attendee be a member of the Planning Group.

Cllr Ranzetta agreed that it should be a member of the Planning Group saying that she would be interested in speaking but that work commitments prohibited this.

Cllr Bourne asked who the members of the Planning Group are. Cllr Ranzetta replied that they are Cllrs Lamont, Mitchell, Ranzetta, Robinson and Sherman.

The Chair asked Cllr Sherman if he would like to express an opinion, he replied that he did not wish to.

Cllr Bourne asked Cllr Sherman if he would attend saying that there was no animosity there and that he could represent the view of Council. Cllr Sherman said that he 'won't go to represent the views of the Parish Council'.

In consequence of that answer Cllr Ranzetta asked Cllr Mitchell whether she was willing to attend, she confirmed that she was. She replied that she was intending to go to the meeting and speak and so would be happy to speak for the Council.

Cllr Morrey reminded Cllr Mitchell that she was there to represent the view of the Council, Cllr Mitchell said that she understood that and that her speech to the Babergh Planning Committee would be shared with and worked on with the Lead of the Planning Group.

The Chair concluded by saying that her role as Chair is to ensure that every Councillor has an equal opportunity to voice their opinion and that a full range of opinions is heard whilst as a Councillor she is entitled to her own opinion, express that opinion and vote. She emphasised that it is her preference not to vote but should her vote influence the outcome she may do so. She reminded Councillors that should the exercise of that vote lead to a tied vote as Chair she has, as per the Standing Orders, an additional casting vote.

6. Motion to select Contractor for Green Maintenance and Street Cleaning

The Clerk explained that the current contract expires at the end of March. He explained to Councillors that the current and budgeted costs are as below:

| | <i>24/25 Current Contract</i> | <i>25/26 Budget</i> |
|---|-------------------------------|---------------------|
| | | |
| Green Maintenance | £9,050 | £12,080 |
| Street Maintenance | £15,341 | £19,176 |
| Total | £24,391 | £31,256 |
| | | |
| Babergh Street Maintenance Grant received | (£12,492) | (£13,333) |
| | | |
| Real Cost | £11,899 | £17,923 |

The real cost of Street Cleaning is therefore £2,849 and the total real cost is £11,899.

The Chair asked what happened if the Council did not spend an amount greater than the Babergh Street Cleaning Grant. The Clerk explained that any under-spend compared to the Babergh Grant would have to be repaid to Babergh. Technically the Clerk completes a Babergh form certifying the Parish Councils spend on Street Cleaning only and claims the money from Babergh. This grant cannot be used for Green Maintenance works.

He reminded Councillors that Council determined at its December meeting to seek quotes on a menu basis informing them that the tender document (which required tenders at a very detailed level) included in the working papers was therefore issued and advertised, as required by law, on the Public Contracts portal.

Quotes Received:

The sealed bids, received by post, were opened by the Clerk and the Chair on 30th January 2025. 15 quotes were received.

2 suppliers quoted only for Green Maintenance work, their quotes for Green Maintenance were greater than £20,000 (6 suppliers quoted less than £16,300 for this work and the Green Maintenance budget is £12,080) and so these 2 contractors were disqualified.

5 contractors quoted for both parts of the Contract but their quotes were over £45,000 and so these contractors were disqualified. The whole Contract budget is £31,256.

2 contractors quoted less than £11,000 for the Street Maintenance Contract, significantly below the current cost of £15,341 and budget of £19,176 and significantly below any other quotes received. These contractors were disqualified as they clearly had misunderstood the street cleaning requirements.

The Contract then displayed the following anonymised table of the six preferred bidders:

| | I | G | C | M | L | E | Budget |
|---------------------------|-------------------------------------|-------------------------------------|-------------------------------|------------------------|-------------------------------|-------------------------------|----------------|
| Notes: | | | 5% Yr 1 discount applied | | 5% Yr 1 discount applied | | |
| Green | £7,500 | £8.950 | £12,175 | £12,831 | £14,225 | £16,257 | £12,080 |
| Street | £16,185 | £15,250 | £14,915 | £16,258 | £17,745 | £21,720 | £19,176 |
| Total | £23,685 | £24,200 | £27,090 | £29,089 | £31,970 | £37,977 | £31,256 |
| Grant | (£13,333) | (£13,333) | (£13,333) | (£13,333) | (£13,333) | (£13,333) | (£13,333) |
| Real Cost | £10,352 | £10,867 | £13,757 | £15,756 | £18,637 | £24,644 | £17,923 |
| Under/(over) spend | £7,571 | £7,056 | £4,166 | £2,166 | (£714) | (£6,721) | N/A |
| Green Hours | 167 | 358 | 400 | 430 | 600 | 556 | N/A |
| Street Hours | 360 | 610 | 550 | 545 | 645 | 736 | N/A |
| Total Hours | 526 | 789 | 950 | 975 | 1,245 | 1,292 | N/A |
| Ave Rate | 45 | 25 | 29 | 30 | 26 | 29 | N/A |
| Head-Count | 6 | 3 | 2 | 4,400 | 8 | 4 | N/A |
| Other Notes: | No increases across 3 year contract | No increases across 3 year contract | Approx' 5% increases annually | RPI increases annually | Approx' 5% increases annually | Approx' 5% increases annually | |

The Clerk explained that the purpose of the table was not just to rank suppliers in terms of cost but also to ascertain the level of effort each supplier intended to 'put in' to fulfil the contract and their operational resilience.

Contractors I and G were ruled out for misunderstanding the level of Green Maintenance required. The Clerk noted that Contractor I had the highest hourly rate and that Contractor G was very small.

Cllr Mitchell asked why Contractor I had not been eliminated with the other cheaper quotes. The Clerk explained that the other two quotes were considerably cheaper than Contractor I.

Cllr Bourne asked if the current Contractor was one of the six, the Clerk confirmed that they were.

Contractor C was ruled out for being too small an organisation to be able to guarantee a reliable service. Contractor E was considered to be too small and also far too expensive.

Contractors M and L were considered and Contractor L is considered the preferred Contractor, The hourly rate is lower, the number of budgeted hours is 30% higher and we would be a very small customer for Contractor M.

Cllr Lamont left the room at 8pm.

The Clerk then displayed the following table detailing the cost of the various Street Cleaning items. He explained that no-one had ever suggested reducing any aspect of the Green Maintenance work.

Scope Considerations:

| | | L | M | Others Average |
|-----------------------------|---------------------------|----------------|----------------|----------------|
| High St etc | Weekly incl leaves | £6,904 | £4,564 | £6,000 |
| Lady St etc | Fortnightly incl leaves | £3,520 | £2,327 | £3,000 |
| Meadow Close etc | Monthly excl leaves | £2,599 | £716 | £1,800 |
| The Glebe etc | Twice a year excl leaves | £760 | £477 | £600 |
| Bury Rd etc | Monthly incl verges | £812 | £4,296 | £1,600 |
| Total Litter Pick | | £14,595 | £12,380 | £13,000 |
| Core and Suburban | Weed killing monthly | £1,146 | £2,864 | £3,000 |
| Outer | Weed killing twice a year | £494 | £358 | £500 |
| Total Weed Kill | | £1,640 | £3,222 | £3,500 |
| Core and Suburban | Moss twice a year | £1,007 | £477 | £700 |
| Outer | Moss once a year | £503 | £179 | £300 |
| Total Moss Treatment | | £1,510 | £656 | £1,000 |
| Grand Total | | £17,745 | £16,258 | £17,500 |
| Net Cost | | £4,412 | £2,925 | £4,167 |
| Hours | | 645 | 545 | 565 |

The Clerk highlighted:

- the cost of cleaning of the quieter 'suburban' streets, a task that some have suggested be deleted as these streets are generally very clean
- the cost of cleaning the verges on Bury Rd etc as far as the National Speed Limit signs which have never before been in scope.
- the cost of a much expanded weed killing programme explaining that the prevalence of weeds had been much criticised in correspondence received by Council noting that much of this was actually the legal responsibility of Suffolk County Council
- the cost of moss removal which had never before been in scope.

Cllr Ranzetta asked if this is the removal of moss growing on the pavement, the Clerk explained that it was. She asked if references had been seen. The Clerk said that they had been this had revealed little as Contractors tend only to offer good references.

Cllr Domoney praised the quality of the Clerk's work.

Cllr Falconer asked how 'green' the suppliers were. The Chair reminded all of Suffolks failed attempt to use more 'eco-friendly' products. The Clerk displayed the following table.

| | |
|---|---|
| L | Moss is Algoclear and mechanical brushing of stubborn spots, Weeds is Glyphosate. |
| C | Moss is Iron Sulphate and mechanical brushing of stubborn spots, Weeds is Glyphosate. |
| I | Moss is Iron Sulphate and mechanical brushing of stubborn spots, Weeds is Glyphosate. |
| E | Moss is Finalsant and mechanical brushing of stubborn spots, Weeds is Glyphosate. |
| M | Moss is MMC Disinfectant, Weeds is Gallup 420 (Glyphosate). |
| G | Moss is Moss Off biodegradable , Roundup (Glyphosate) |

The Chair questioned whether the saving of money consequent of the removal of the cleaning of quieter suburban streets was sufficiently large to justify the removal of these tasks. Cllr Mitchell concurred.

Cllr Mitchell asked whether the current Contractors provide reports detailing what they have done. The Clerk replied that they do but that this could be improved saying that all the Contractors have offered detailed reporting.

Cllr Falconer asked if in the eventuality that a task took fewer hours than the Contractor anticipated whether Council could assign the Contractor an additional job. The Clerk replied that the Contractor was remunerated on a task basis and that it was accepted that the time to complete tasks depended on the season and so this would be possible only by agreement.

Cllr Ranzetta asked how Council would respond if the Contractors performance was not satisfactory. The Chair explained that it was recognised that more regular meetings with the Contractor would assist in contract management.

Cllr Sherman asked why the Paddocks had been excluded when Old Station Close had been included when both collect contributions from residents for street cleaning etc. Cllr Mitchell replied that Old Station Close was much closer to the main road and so more likely to be affected by 'general dumping'.

Cllr Domoney said that the Contract needs to include clauses concerning poor performance by the Contractor due to industrial relations or other issues. Cllr Mawford responded that all the proposed suppliers except one were small and that the use of small suppliers introduced an element of service reliability risk concerning which the mitigation is the withholding of the monthly payment due.

Cllr Sherman asked, to improve monitoring, if a report could be supplied by the Contractor saying what they are going to do each week and then what they have done. All Councillors agreed that this was an excellent idea.

The Chair asked if Councillors were in favour of a new three year contract to replace the existing three year contract. Cllrs agreed that such a contract offered the Council certainty. The Clerk explained that each time the Contract is renewed that the full tender process has to be followed.

Cllr Mitchell said that an organisation with 8 employees would be big enough to do the work, Cllr Sherman commented that to such an organisation the Council would be an important but not sole customer.

Motion:

Amendment so that it reads: that Contractor L is selected with the twice yearly litter picking reinstated, Contractor L to be awarded only subject to a satisfactory reporting mechanism to be put in place to explain what work is going to be done each week and what work has been done. Cost £31,970 in yr 1, £33,655 in yr 2 and £35,001 in Yr 3.

Relevant Powers and duties: Burial grounds, cemeteries and crematoria: Open Spaces Act 1906, subsections 9 and 10. Closed churchyards: LGA 1972, section 215. Parks and pleasure grounds: LGA 1972, section 133. Power to maintain footpaths and bridleways: Highways Act 1980, subsections 43 and 50.

Proposed: Cllr Muckian **Seconded:** Cllr Mitchell

Decision: Approved unanimously.

Vote on amended motion:

Proposed: Cllr Muckian **Seconded:** Cllr Ranzetta

Decision: Approved unanimously.

It was agreed that the identity of Supplier L remain confidential until the Contract is agreed.

The meeting closed at 8.45pm

Date of next meeting: Thursday 3rd April 2025 7.30 pm in the Village Hall. Meeting closed at 10pm.

February:

| | | | | |
|-------|-----------------------------|--|----------|-------------------------|
| 00051 | 21 Shilling St | Fell 4 trees | Approval | Approval with condition |
| 05480 | Lavenham Press, 47 Water St | Solar Panels | Approval | Approval |
| 05523 | 24 Ropers Court | Conservatory Roof, solid replacing translucent | Approval | Approval |
| 00364 | 41 Water St | Removal of a Sycamore | Approval | Approval with condition |

March:

| | | | | |
|-------|---------------|--|----------|----------|
| 00132 | 1 Byes Barn | Replacement Boiler with Flue exiting from the roof | Approval | Approval |
| 04224 | Second Meadow | Wellness Centre | Refusal | Refusal |

Open items:

| | | | | | |
|-------|----------------------------------|---|---------|------------|---------------|
| 00457 | 15 The Paddocks | Earthworks | Ongoing | No Comment | Mar 7 2025 |
| 00390 | Toll Cottage, Market Place | Change of use to residential | Ongoing | Refusal | Mar 7 2025 |
| 05588 | Anchor Hse, 27 Prentice St | Replacement Roof | Ongoing | Approval | Mar 7 2025 |
| 00548 | Balsdon Hall, Bridge Street Road | Listed Building Consent Single Storey extension | Ongoing | No Comment | Mar 7 2025 |
| 00577 | Balsdon Hall, Bridge Street Road | Planning Permission Single Storey extension | Ongoing | No Comment | Mar 7 2025 |
| 05113 | Land south of Water St | Storage Shed and Greenhouse | Ongoing | Refusal | Mar 7 2025 |
| 00788 | Little Brook, Lower Rd | Erection of a timber-framed singlre storey store building | Ongoing | Ongoing | April 4 2025 |
| 00447 | Pegtile Court | Dismantle dangerous entrance wall and replace Planning Permission | Ongoing | Ongoing | April 4 2025 |
| 00448 | Pegtile Court | Dismantle dangerous entrance wall and replace Listed Bldg Consent | Ongoing | Ongoing | April 4 2025 |
| 01116 | Glenholm, Brent Eleigh Rd | Modifications to roof, walls, floor, removal of chimney, alterations to fenestratio | Ongoing | Ongoing | April 4 2025 |
| 01319 | 79 High Street | Application for Listed Building Consent - Internal alterations | Ongoing | Ongoing | April 11 2025 |

Notes

| | | | | |
|-------|------------------------|--------------------------|----------|------------|
| 00790 | Coppers, Sudbury Road, | Change to roof materials | Approval | No comment |
|-------|------------------------|--------------------------|----------|------------|

Planning Applications for consideration at LPC meeting on 3rd April 2025

Householder application - Erection of a timber-framed, single storey store building



Little Brook Lower Road Lavenham Sudbury Suffolk CO10 9QL

Application. No: DC/25/00788 | Received: Thu 20 Feb 2025 | Validated: Wed 26 Feb 2025 | Status: Awaiting decision

The site is not located in the Conservation Area and is inside the Built Up Area Boundary.

This application involves construction of a storage building on a site adjacent to Little Brook Lower Road of <30m² – No dimensions of the building have been given on the drawings or in the Planning Statement. The purpose of the proposed storage is not stated therefore it is unclear whether this is for residential or a business. Noted the construction of the building is a slate roof with painted Weather Boarding (colour not specified) which is appropriate for the location.

However, the position of the building is almost completely in front of the building line defined by other properties along Lower Road and will be obtrusive looking down Lower Road. This is affecting the streetscape so does not align with LNP2016 Policy H1

The site has been cleared recently including the removal of a number of trees and clearance from the stream banks although it appears a hedge has recently been planted, see image. This could have affected wildlife. Noted a Biodiversity Report exemption has been indicated on the application form as this is a householder application. However, due to the nature of the site including a stream we advise that an Ecology Report is obtained.

The applicant has indicated on the application form that no hedgerows or trees are affected by this application. You can see from the photographs that the site has been recently cleared in anticipation of this application, so they were quite clearly affected. This does not meet LNP 2016 Policy D1 *"All development proposals will be expected to retain and enhance vegetated boundaries as much as possible, particularly those of intact hedgerows and trees."*

The development site is not included in the Title Deeds for Little Brook. The applicant has not declared on the application form a Certificate Of Ownership. No evidence of this has been provided in the application and the BMSDC Planning Area Team have confirmed no further evidence has been provided.

We have also reviewed the flood map and this confirms the Site is in Zone 2 <https://flood-map-for-planning.service.gov.uk/> Land within flood zone 2 has a medium probability of flooding from rivers and the sea. A flood risk assessment (FRA) is required as part of the planning application for this development. This has been provided with the application.

No Biodiversity net Gain measures as listed in: <https://www.babergh.gov.uk/w/biodiversity-net-gain> Household Application Biodiversity Checklist have been specified. This could be added as a planning condition

Recommend Refusal

Before tree & hedge clearance



Site as it is now Images taken 20.03.25 are below

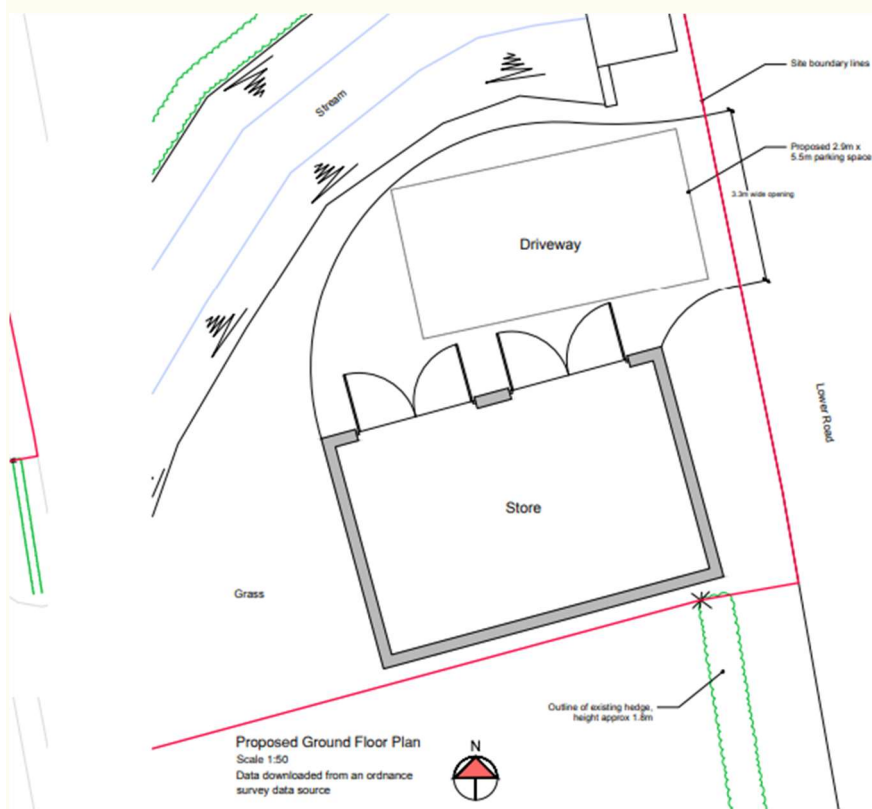
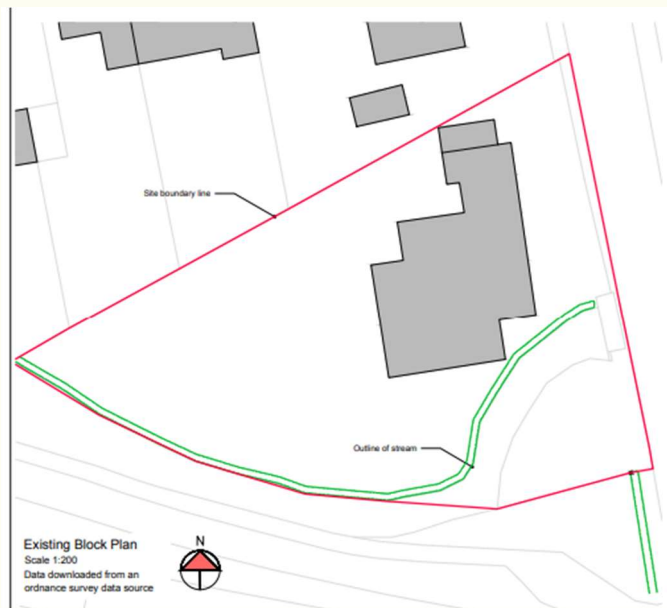




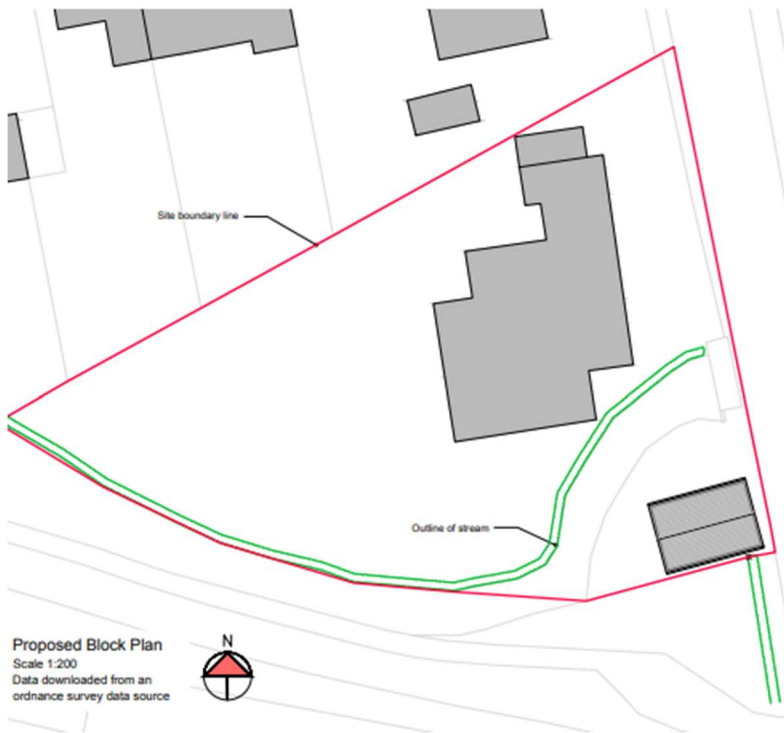
Title map for Lower Brook



Existing Block Plan



Notice the proposed building is almost completely in front of the building line of the rest for Lower road



Householder Application - Structural modifications to the roof, walls, floor, removal of the chimney and alterations to the fenestration's (retention of) as per the Planning Statement

Show more description 

Glenholm Brent Eleigh Road Lavenham Sudbury Suffolk CO10 9PE

Application. No: DC/25/01116 | Received: Tue 11 Mar 2025 | Validated: Wed 12 Mar 2025 | Status: Awaiting decision

This development is outside the Built Up Area Boundary and Adjacent to a Conservation Area.

This is a retrospective planning application. The Planning statement details that during renovation Structural Issues meant that the change went beyond those that are allowed by permitted developments as detailed in the planning statement.

"The initial plans for the house fell within permitted development rights. However, once work began, the structure was found to be in worse condition than expected. As a result, revisions were made that exceeded the scope of permitted development. These changes include structural modifications to the roofs, the removal of a chimney, and alterations to the fenestration positions. As a result of this, a retrospective planning application has been made."

The planning enforcement officer has given advice this is detailed in the Planning statement. The drawings submitted match these notes

"The proposed works involve relaying the existing tiles on the main house and replacing the side lean-to roof with traditional slate. The fenestration along the road frontage will remain unchanged, while the replacement house windows will maintain a style similar to the existing ones. The wall treatments to the north and west will stay consistent, with the house frontage retaining its traditional red brick finish and the west elevation receiving a new rendered finish. Weatherboards replace some of the render to the eastern part of the north elevation. The east elevation will feature a new weatherboarded finish. We believe these proposed finishes are in keeping with the character of the adjacent Conservation Area."

In the context of the fact the property is in a Flood Risk Area zone 3.

"Flood risk assessment – The site is in a zone 3 flood risk area. The footprint of the building remains unaltered, which means there is no increase to habitable space. The ground floor level has been raised approximately 100mm. In addition to this, a linear drain has been added the perimeter of the building. These factors combined helps reduce the risk of flooding. Measures will also be introduced to minimise the impact of flood risk such as porous plasterboard lining to walls, higher level electrical sockets etc."

The Environment Agency and the LLFA should be consulted and a planning decision deferred until this has taken place.

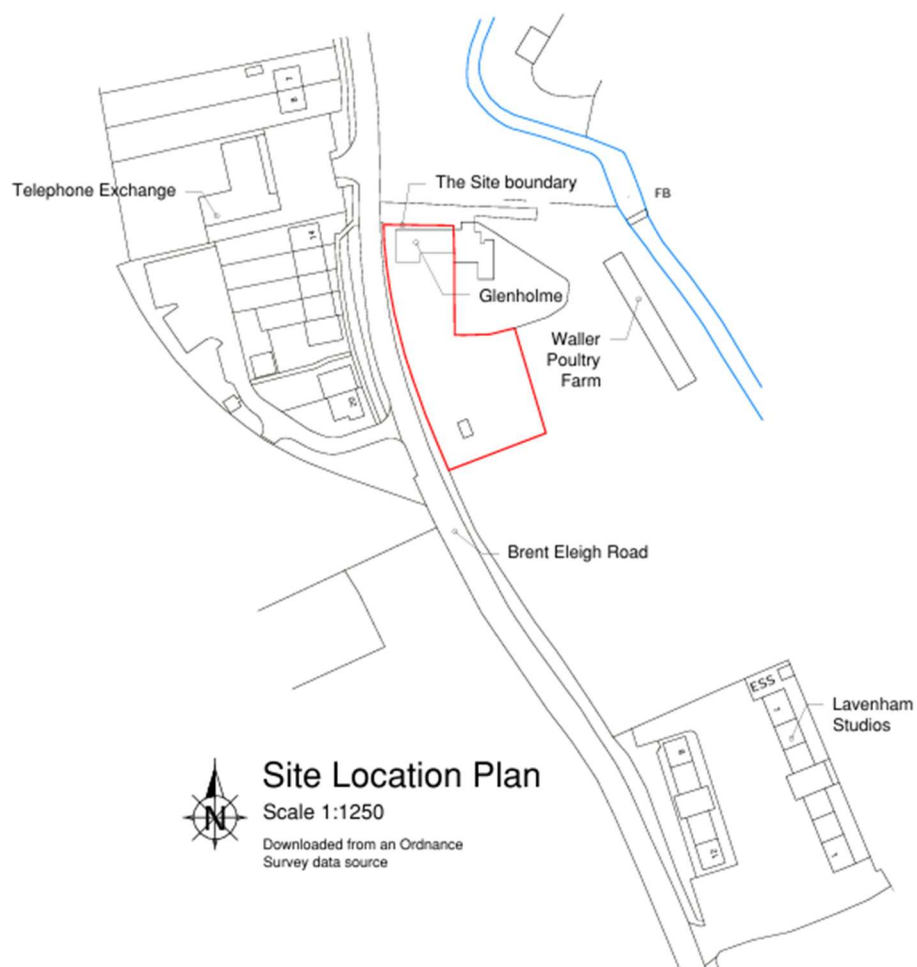
Notes that Trees & Hedgerows were removed during the works – this is contrary to LNP2016 Policy D1

The Parish Council notes the trees removed were of no special interest and would welcome planting of native species as part of the prospective landscaping plan referred to in the Planning Statement.

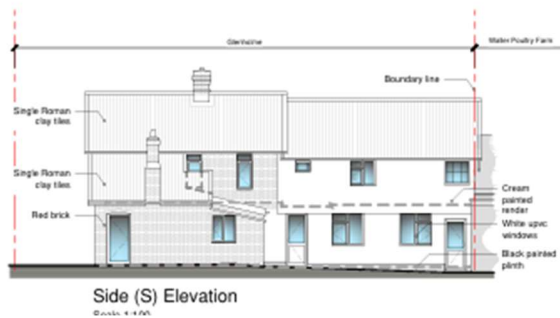
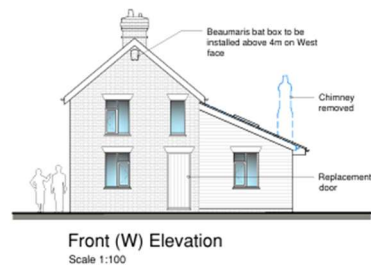
This building was in poor condition and these works will restore it with little affect to the external appearance

Recommend Refusal

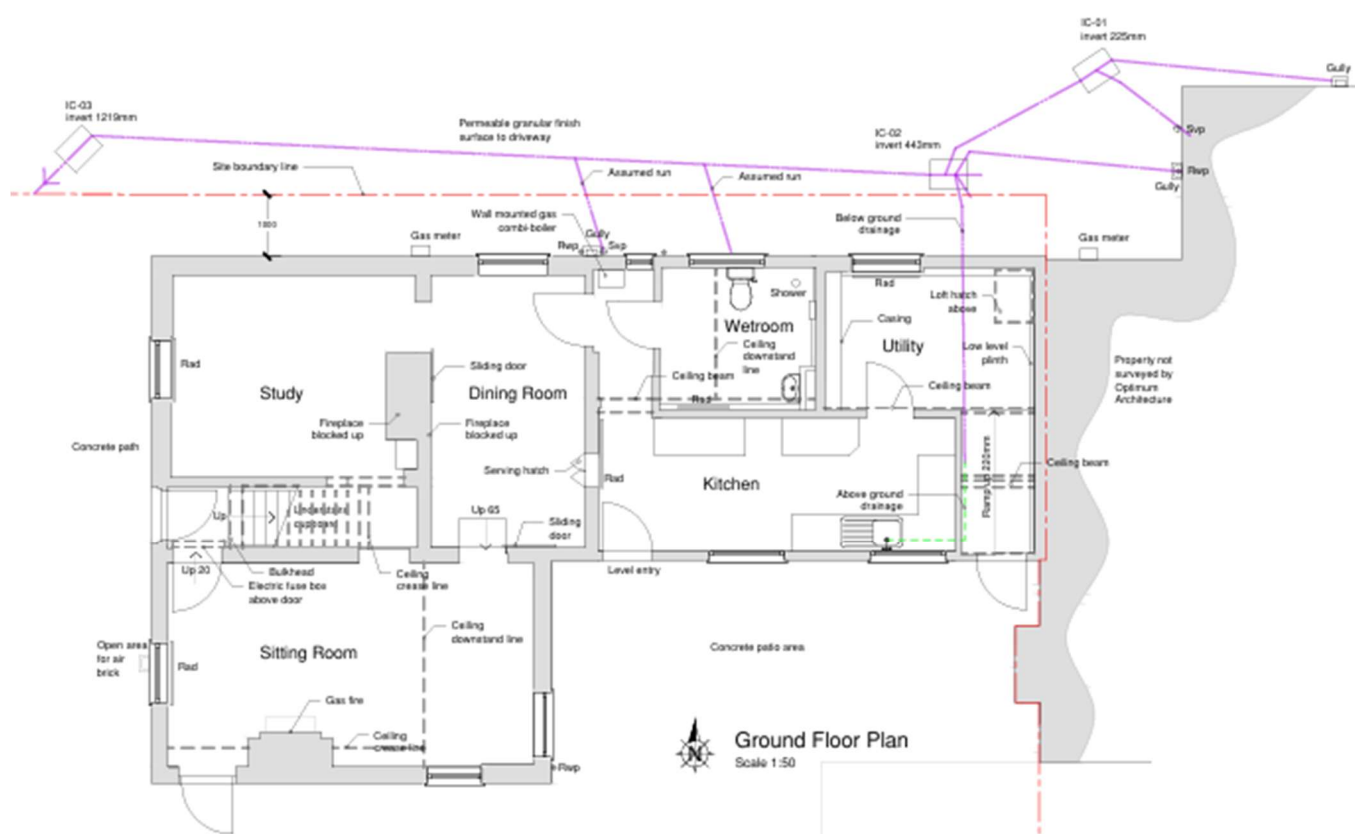
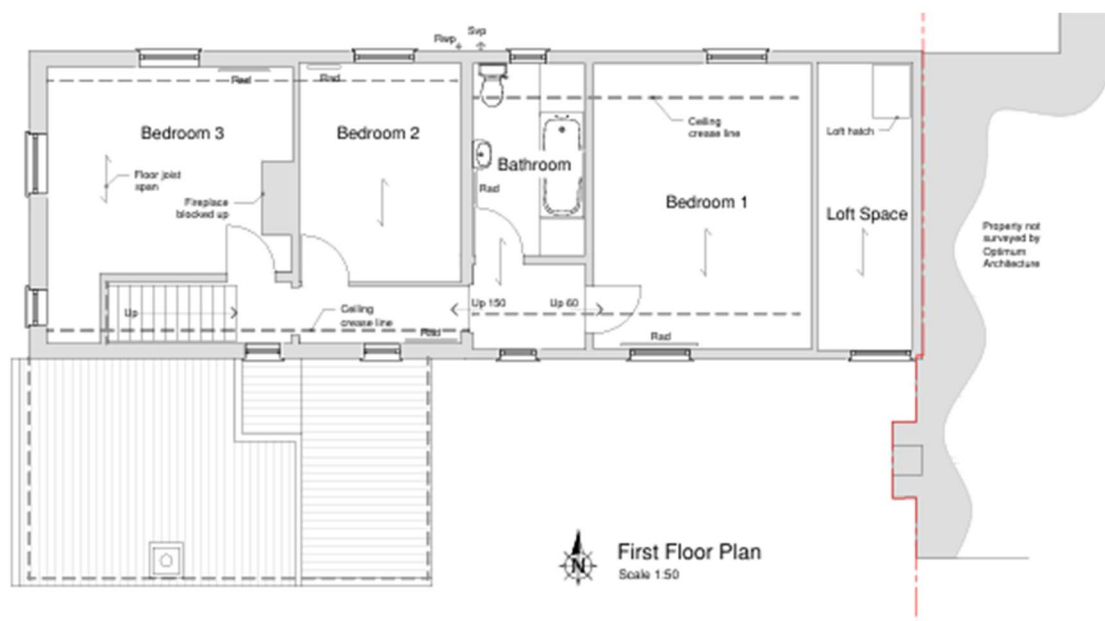
Site location plan

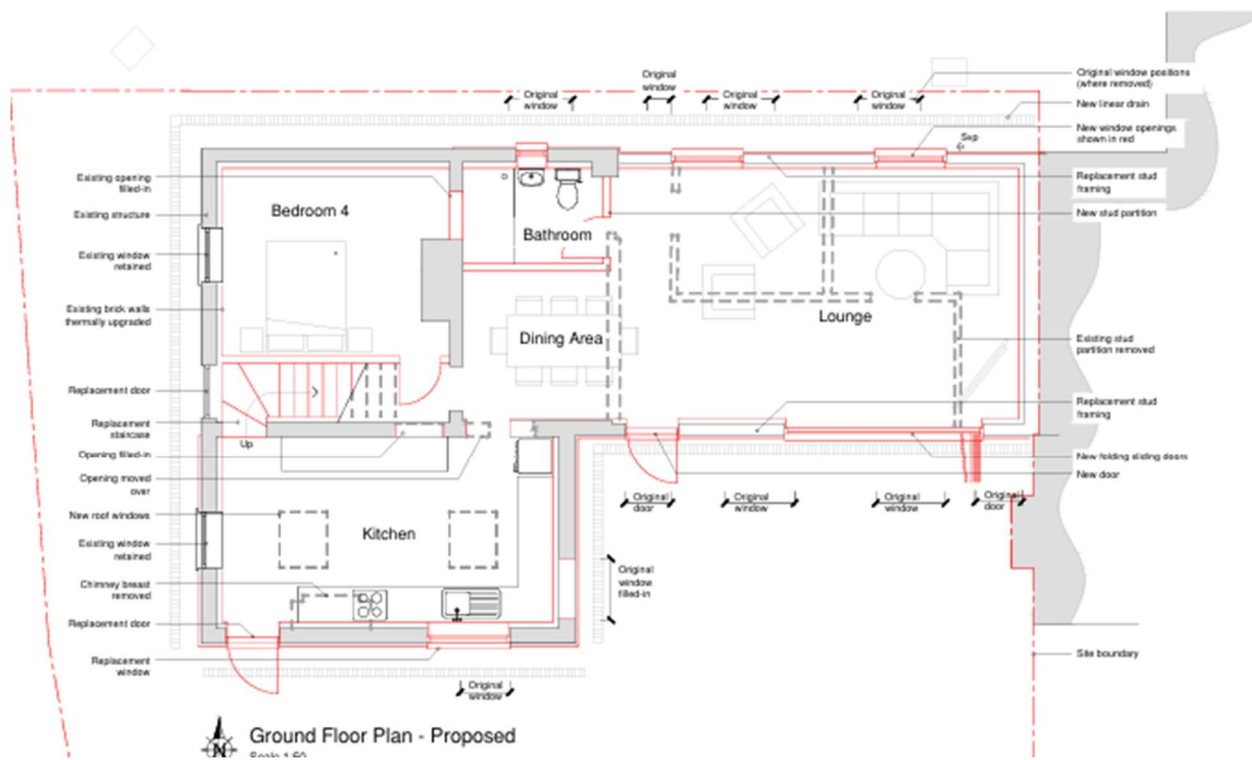
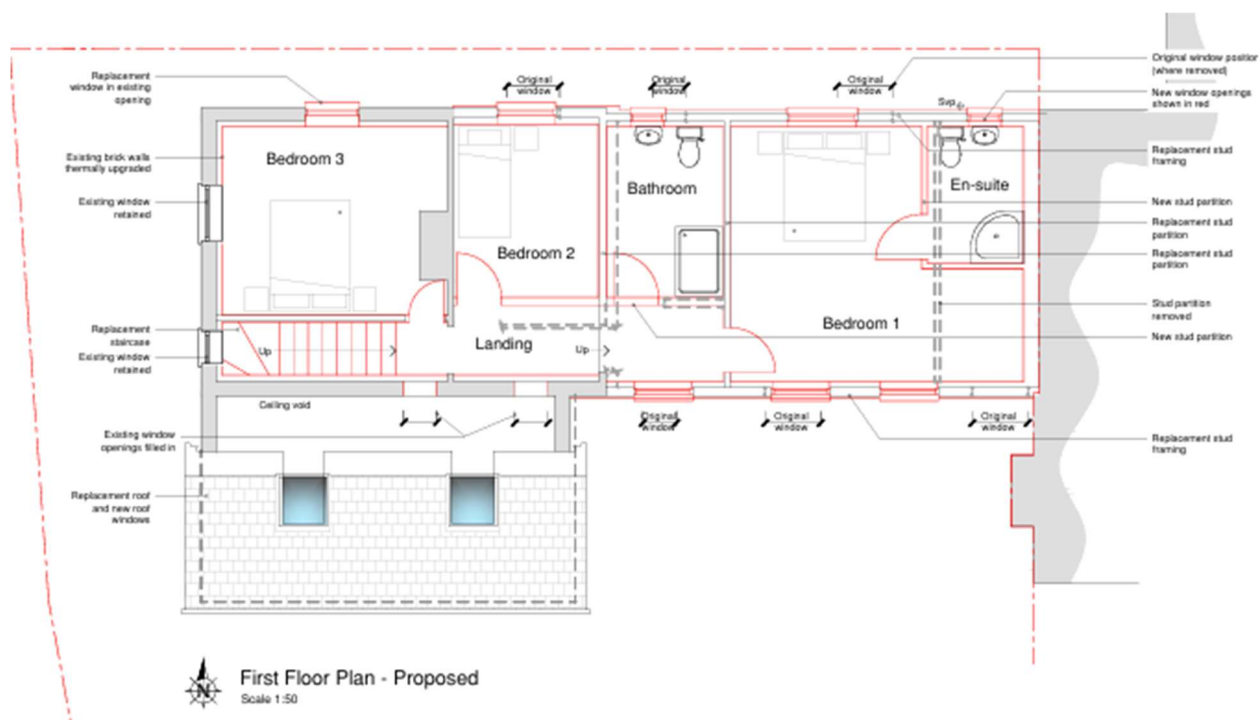


External views – Before & After



Floor plans before & after





Application for Listed Building Consent - Internal alterations as per Design & Access/Heritage Statement.



79 High Street Lavenham Sudbury Suffolk CO10 9PT

Application. No: DC/25/01319 | Received: Thu 20 Mar 2025 | Validated: Fri 21 Mar 2025 | Status: Awaiting decision

This application is for a listed building and the alterations are to remove a modern steel staircase that is completely out of place in a listed Victorian building and replace with a modern wooden one in a different location. A modern studded wall is removed and there are changes to the floor joists, which you can also see are modern by the metal joist hangers. The Heritage aspects of this building are not affected

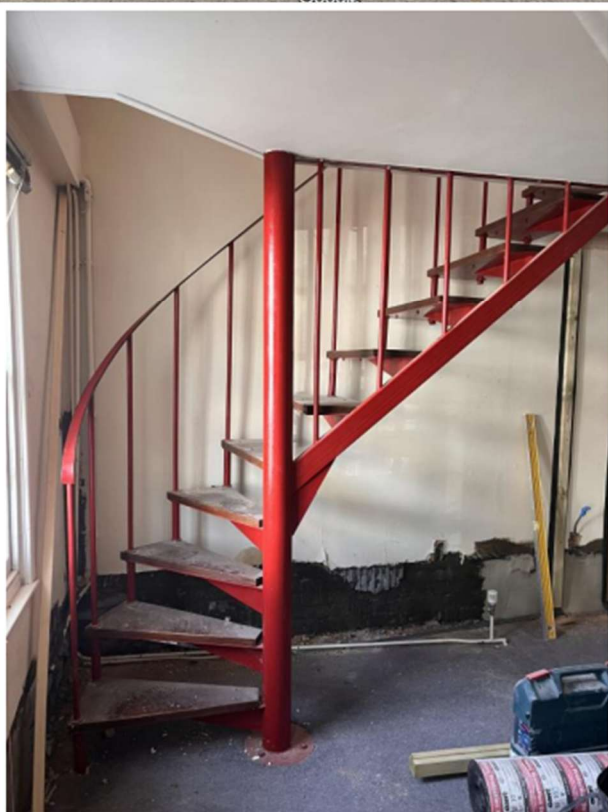
Recommend Approval

No external changes – internal layout changed





Picture showing wall and door to be removed (taken from Living Area)



Existing modern staircase to be removed shown at ground and first floor level.



Photos showing position of proposed new staircase location and modern floor joists to be removed / modified to accept new staircase.

Householder application - Re-build entrance walls (following removal of existing).



Pegtile Court 3 Church Street Lavenham Sudbury Suffolk CO10 9QT

Application. No: DC/25/00447 | Received: Thu 30 Jan 2025 | Validated: Fri 28 Feb 2025 | Status: Awaiting decision

Application for Listed Building Consent - To dismantle dangerous entrance wall, dig new foundations and rebuild with salvaged bricks to original dimensions.

Show more description 

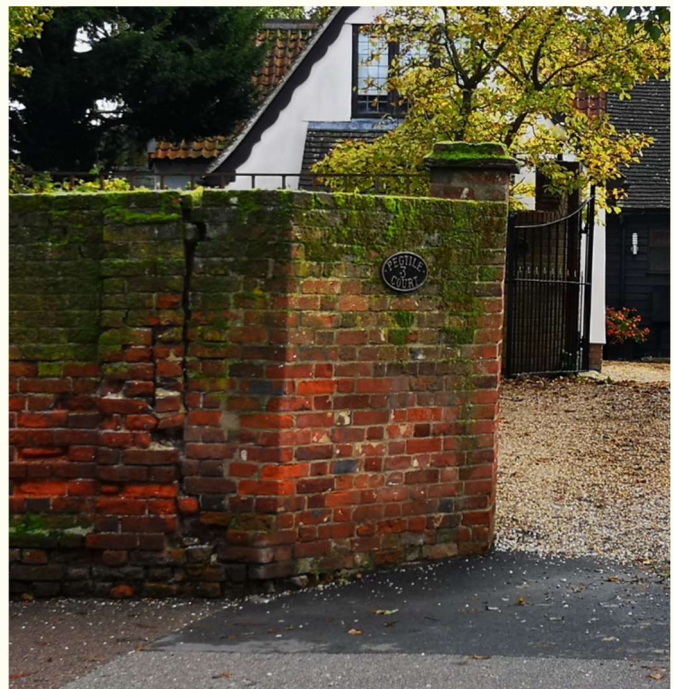
Pegtile Court 3 Church Street Lavenham Sudbury Suffolk CO10 9QT

Application. No: DC/25/00448 | Received: Thu 30 Jan 2025 | Validated: Fri 28 Feb 2025 | Status: Awaiting decision

This rebuild is to repair and make safe the entrance wall. It has been partially dismantled to stabilise whilst the application is in progress.

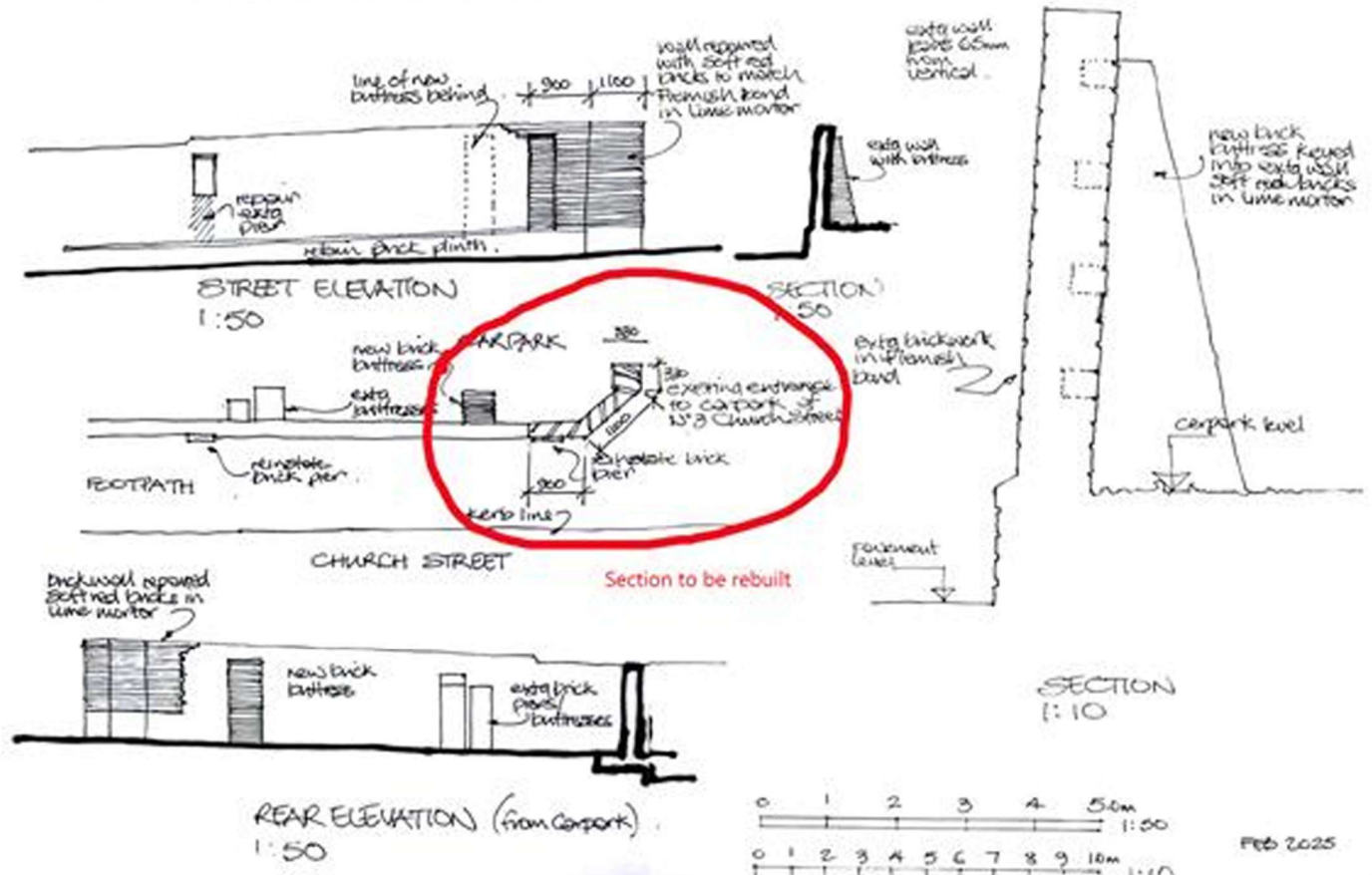
The Heritage office has approved the change to the wall repair using salvaged bricks and the addition of a buttress to strengthen the wall.

Recommend Approval





REPAIRS TO EXISTING BOUNDARY WALL AT 3 CHURCH STREET, LAVENTHAM CO10 9QT



The Allotment site adjacent to Railway Walk

Background:

The provision of allotments is a condition of the Planning Permission for the Paddocks development with detailed permission given for Drawing 155 on 3rd February 2020.

The Parish Council is under no legal obligation to accept the Paddocks Allotments but is under a statutory duty to provide allotments should a) there be sufficient demand and b) land available at a reasonable cost taking the interests of the community as a whole. This is generally taken to exclude from consideration land designated for residential or other development.

The Lavenham Allotments Society wrote to the Parish Council Clerk in August 2023 rejecting the site. The letter was signed by the then Hon Sec and sent to the Clerk by Cllr Domoney.

The Clerk understands that the problems perceived by the Allotments Society include the locations of water-courses and power lines.

The Lavenham Allotments Society informed the Parish Council that it would search for appropriate sites.

The Parish Council has for some time considered a community-based allotments association to be the most appropriate guardians and curators of such a site.

Parish Council policy has been that it would only accept the site if the Lavenham Allotments Association considered the site acceptable and was prepared to manage the site.

Recent Developments:

On 12th February 2025 Hartog Hutton Ltd wrote telling the Parish Council that they will 'soon be putting the allotments in'.

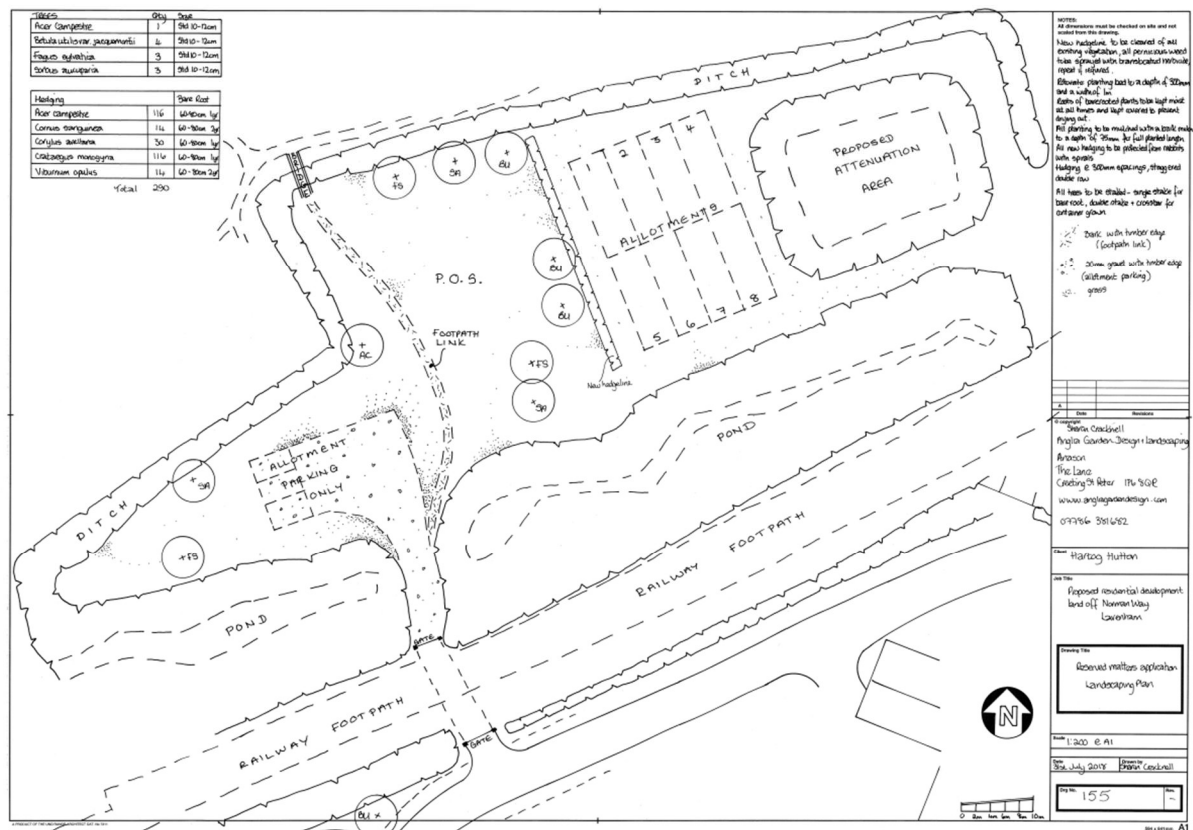
The Chair and Clerk contacted the leading figures in the Lavenham Allotments Society and they either confirmed that the site remained unsuitable or did not respond.

Other Members of the Public have since come forward either expressing an interest in having an allotment or forming an Allotments Association.

The Lavenham Woodland Project has explained that should it not be possible to find an Allotment Association it would be prepared to take on the site as a community amenity space.

Motion:

The Clerk is instructed to advertise on Social Media etc that the site will shortly become available and invite Members of the Public to come forward as a resilient community-based Allotment Society to take on the site. Should such offers not be forthcoming Council will work with the Lavenham Woodland Project and the other relevant parties.



minimising the environmental and highway safety prior to the commencement of such development.

LPA Decision:

Details as specified in the condition 27 document and drawing 155 received on 9th January 2020 have been considered by this Authority's Planning Officer and are acceptable. This is because the allotments have a reasonable timetable for delivery and would not cause any adverse harm to residential amenity. This condition has been satisfied subject to implementation in accordance with the wording of the above condition.

Philip Isbell – Chief Planning Officer
Sustainable Communities

Babergh District Council
Endeavour House, 8 Russell Road, Ipswich IP1 2BX

Website: www.babergh.gov.uk



Hartog Hutton Ltd
PO Box 110
Bury St Edmunds
IP29 5PB

Please ask for: Rose Wolton
Your reference: DC/20/00087
Our reference: planninggreen@baberghmidsuffolk.gov.uk
E-mail: planninggreen@baberghmidsuffolk.gov.uk
Date: 3rd February 2020

Dear Mr Wells

DISCHARGE OF CONDITION(S) TOWN AND COUNTRY PLANNING ACT 1990

Proposal: Discharge of Conditions Application for B/16/00437- Condition 3 (Archaeological Works), Condition 4 (Archaeological Works), Condition 16 (External Lighting) and Condition 27 (Approval of Allotments)

Location: Land North West And South West Of, Norman Way, Lavenham, Suffolk

The Hub in Lady St: Security System

Background:

Ms Lee Morris of The Hub has advised the Parish Council that:

'Lavenham Parish Council installed the security system into Lady Street. As tenants LCHCLT Ltd has paid for the annual service and maintenance charge.

The system is currently monitored by BT Redcare. BT is removing this product from the market in August 2025. Anglian Security & Fire Ltd, the company that installed and maintains the current system, attended Lady Street last week to undertake a survey to ascertain which product should replace Redcare.

We have now received their quotation currently £375 + VAT'.

It is debateable that the Hub is responsible for this cost, see excerpt from the lease below:

- 4.5.2 The Tenant must keep all plant, equipment and fixtures within the Premises properly maintained and in good working order in accordance with good industry practice and any requirements of the Landlord's insurers and replace them with items of equivalent or better quality if they become beyond economic **repair**.



Anglian Security & Fire Ltd.

NSI NACOSS GOLD approved installer of security systems

A family business established since 1981
21 Farthing Road, Ipswich, IP1 5AP
01473 743000
Registered in England no. 1616398

18 March 2025

Mr Lee Morris
Lavenham Parish Council
2 Lady Street
Lavenham
Suffolk
CO10 9RA

lavenhamcbs@gmail.com

Dear Mr Morris

Intruder Alarm

Further to my recent visit, please see the below quotation to replace the BT monitoring equipment at 2 Lady Street.

- Replace existing comms board with a CSL Connected Radio unit
- Register a Pyronix Cloud account for APP Notifications and Control
- Install APP onto customers smart phone (refer to notes)
- Test signals
- Cancel Redcare connection

Price £375.00 plus VAT

Motion: The Parish Council, recognising the important service provided by The Hub to the Community makes a Grant to the Hub of £375 to enable the Hub to replace the obsolete Redcare system using its power to make Grants under S137 of the Local Government Act 1972.

Agenda Item 12

Report to Council: 3rd April 2025

Church St Leases

Background:

The Parish Council occupies the Church St building (used as a Public Toilets and Council Office) with the acquiescence of Babergh District Council. A Licence to Occupy were signed in April 2021, either party may give one weeks' notice.

Recent Developments:

The Heads of Terms (attached as Appendices) have been received.

Summary:

Office:

Lease Period and type: 10 years from date lease signed. Internal repairing.
Rent: £500pa in years 1 and 2, £1,000pa in years 3,4 and 5. Thereafter RPI increases.
Break Clause: After 5 years, thereafter 6 months' notice, both sides have right to break. Must also break toilet lease at same time.

Toilet:

Lease Period and type: 10 years from date lease signed. Internal repairing.
Rent: Peppercorn.
Break Clause: After 5 years, thereafter 6 months' notice, both sides have right to break. Must also break office lease at same time.

Conclusions:

The proposed leases give certainty for the next five years.
The repair liabilities are internal only.
The Parish Council could terminate the toilet lease in five years' time by which time the toilet fittings will be approaching ten years old. Donation Income is much reduced.
No rent is payable until the leases are signed.
This should allow the Parish Council to cease paying Business Rates on the toilets.

Motion:

Parish Council authorises the Clerk to invite Babergh District Council to draft leases for signature by the Parish Council and Babergh District Council on the above terms. Should the draft leases be on the above terms then Councillors and the Clerk are authorised to sign the leases.

Power to acquire land by agreement, to appropriate land and to dispose of land. LGA 1972, subsections 124, 126 and 127

Babergh District Council
Strategic Asset Management
Heads of Terms for Lease

Subject to Contract

Note: The Council does not agree to be bound by these Heads of Terms unless and until, the necessary authority has been obtained and a formal lease has been signed by the Council

| | |
|-----------------------------|---|
| Property Type | Office Accommodation |
| Asset Code | TBC |
| Address and Postcode | Lavenham Parish Office Church Street Lavenham Suffolk CO10 9SA |
| Landlord | Name: Babergh District Council Contact name: Brett Girling (Estates Surveyor) Strategic Property Address: Endeavour House 8 Russell Street Ipswich IP1 2BX Email: brett.girling@baberghmidsuffolk.gov.uk Telephone: 01449 724583 Mobile: 07354 164560 |
| Landlord's Solicitor | Name: Shared Legal Services Contact name: Case Handler TBC Address: Shared Legal Services West Suffolk House Western Way Bury St Edmunds Suffolk IP33 3YU Email: TBC Telephone: TBC |
| Tenant | Name: Lavenham Parish Council Contact name: Andrew Smith (Parish Clerk) Address: Lavenham Parish Office Church Street Lavenham Suffolk CO10 9SA Email: andrew.smith@lavenham-pc.gov.uk |
| Tenant's Solicitor | Name: TBC Contact name: Address: |

| | |
|-------------------------|---|
| | Email: Telephone: |
| Lease Type | Internal Repairing Insuring commercial lease excluded from the Landlord & Tenant Act 1954 |
| Lease Term | 10-year lease |
| Demise | As shown on the attached lease plan and part of Land Registry Title: SK124305. |
| Permitted Use | Not to use or permit to use the Property for any purpose other than an office/store associated with the operation of Lavenham Parish Council. |
| Rent | Year 1 - £500.00 pa exclusive of VAT (the “ Initial Rent ”). Year 2 - £500.00 pa exclusive of VAT (the “ Initial Rent ”). Year 3 - £1,000.00 pa exclusive of VAT (the “ Initial Rent ”). Year 4 - £1,000.00 pa exclusive of VAT (the “ Initial Rent ”). Year 5 - £1,000.00 pa exclusive of VAT (the “ Initial Rent ”). |
| Rent Free Period | Not applicable. |
| Rent Reviews | At the end of Year 5 (6 th Anniversary), linked to RPI - the index figure for the [month] prior to the previous Review Date compared to the index figure for [month] prior to the current Review Date. |

| | | | | |
|---|---|------------|----------------------------------|--------------------------------------|
| Premium | None. | | | |
| Landlord Works | Not applicable. | | | |
| Tenant’s Initial Works | Not applicable. | | | |
| Break Clause | Tenant and Landlord break on 5 th anniversary and thereafter with 6 months’ notice. Break subject to the party that exercises the break must also exercise same on the lease for the public toilets. | | | |
| 1954 Act Protection | Lease to be excluded from sections 24-28 of the Landlord & Tenant Act 1954 (Part II). | | | |
| Statutory Consents and Legislation | Tenant is to be responsible for obtaining any Necessary Consents relating to the Tenant’s occupation of the Property and comply with all legislation existing or future. | | | |
| Assignment / Subletting | | Prohibited | Permitted with Landlords consent | Permitted Without Landlord’s consent |
| | Assignment of whole | X | | |
| | Sub-lease of whole | X | | |
| | Sub-lease of part | X | | |
| | Concession | X | | |
| | Group | | X | |

| | | | | |
|------------------------------------|--|--|--|--|
| | Sharing | | | |
| Services and service charge | N/A | | | |
| Repairing Obligations | Internal Repairing Insuring Lease. The Tenant is to repair at its own expense and maintain the property in a good condition and undertake all compliance works | | | |
| Schedule of Condition | To be confirmed and agreed between parties. | | | |

| Alterations | | Prohibited | Permitted with Landlords consent | Permitted Without Landlord's consent |
|---------------------------------------|--|------------|----------------------------------|--------------------------------------|
| | External | X | | |
| | External Structural | X | | |
| | Internal Structural | X | | |
| | Internal non-structural | | X | |
| | Any alterations permitted (with or without the Landlord's consent) can only be undertaken if the Necessary Consents have been obtained and then must be in accordance with those Necessary Consents. | | | |
| Insurance | Landlord to insure the building as part of their wider estate block policy. Tenant to be responsible for public liability and contents. | | | |
| Rates and Utilities | The Tenant is to be responsible for all outgoings relating to the premises including business rates and utility charges including any other services supplied to the Property. | | | |
| Legal & Professional Costs | Each party to pay their own costs. | | | |
| Conditions | Subject to Contract. | | | |
| Additional Information | Not applicable. | | | |

Officer on behalf of the Landlord

Name: Brett Girling

Signed

Date

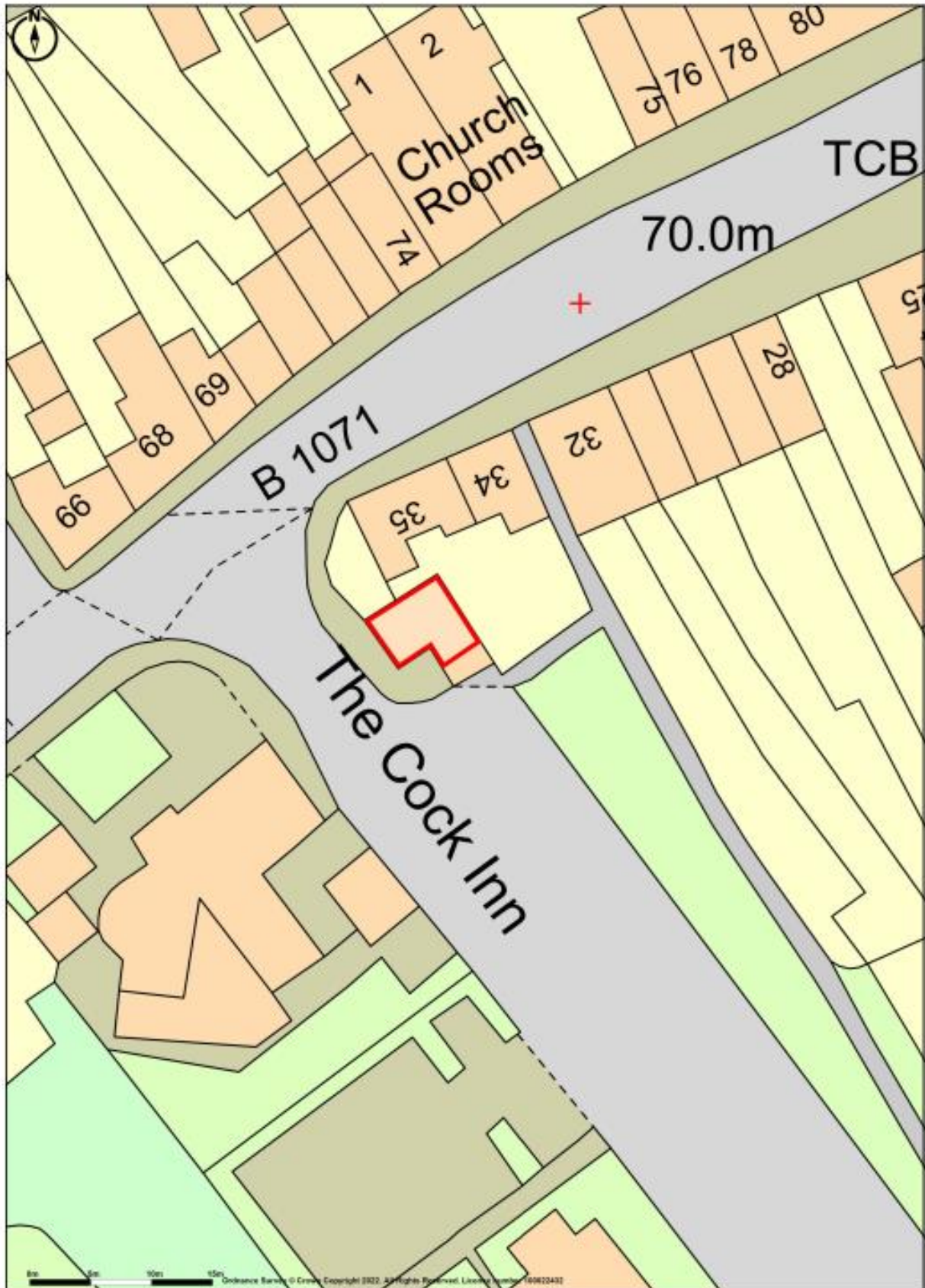
Officer on behalf of the Tenant

Name:

Signed

Date

Appendix 1 – Lease Plan



Babergh District Council
Strategic Asset Management
Heads of Terms for Lease

Subject to Contract

Note: The Council does not agree to be bound by these Heads of Terms unless and until, the necessary authority has been obtained and a formal lease has been signed by the Council

| | |
|-----------------------------|---|
| Property Type | Public Conveniences |
| Asset Code | TBC |
| Address and Postcode | Lavenham Parish Public Conveniences Church Street Lavenham Suffolk CO10 9SA |
| Landlord | Name: Babergh District Council Contact name: Brett Girling (Estates Surveyor) Strategic Property Address: Endeavour House 8 Russell Street Ipswich IP1 2BX Email: brett.girling@baberghmidsuffolk.gov.uk Telephone: 01449 724583 Mobile: 07354 164560 |
| Landlord's Solicitor | Name: Shared Legal Services Contact name: Case Handler TBC Address: Shared Legal Services West Suffolk House Western Way Bury St Edmunds Suffolk IP33 3YU Email: TBC Telephone: TBC |
| Tenant | Name: Lavenham Parish Council Contact name: Andrew Smith (Parish Clerk) Address: Lavenham Parish Office Church Street Lavenham Suffolk CO10 9SA Email: andrew.smith@lavenham-pc.gov.uk |
| Tenant's Solicitor | Name: TBC Contact name: Address: |

| | |
|-------------------------|--|
| | Email: Telephone: |
| Lease Type | Internal Repairing Insuring commercial lease excluded from the Landlord & Tenant Act 1954 |
| Lease Term | 10-year lease |
| Demise | As shown on the attached lease plan and part of Land Registry Title: SK124305. |
| Permitted Use | Not to use or permit to use the Property for any purpose other than an office/store associated with the operation of Lavenham Public Conveniences. |
| Rent | Peppercorn Rent |
| Rent Free Period | Not applicable. |
| Rent Reviews | No applicable. |

| | | | | |
|---|--|------------|----------------------------------|--------------------------------------|
| Premium | None. | | | |
| Landlord Works | Not applicable. | | | |
| Tenant's Initial Works | Not applicable. | | | |
| Break Clause | Tenant and Landlord break on 5 th anniversary and thereafter with 6 months' notice. Break subject to the party that exercises the break must also exercise same on the lease for the office accomodation. | | | |
| 1954 Act Protection | Lease to be excluded from sections 24-28 of the Landlord & Tenant Act 1954 (Part II). | | | |
| Statutory Consents and Legislation | Tenant is to be responsible for obtaining any Necessary Consents relating to the Tenant's occupation of the Property and comply with all legislation existing or future. | | | |
| Assignment / Subletting | | Prohibited | Permitted with Landlords consent | Permitted Without Landlord's consent |
| | Assignment of whole | X | | |
| | Sub-lease of whole | X | | |
| | Sub-lease of part | X | | |
| | Concession | X | | |
| | Group Sharing | X | | |
| Services and service charge | N/A | | | |
| Repairing Obligations | Internal Repairing Insuring Lease. The Tenant is to repair at its | | | |

| | |
|------------------------------|---|
| | own expense and maintain the property in a good condition and undertake all compliance associated with operating public conveniences. |
| Schedule of Condition | To be confirmed and agreed between parties. |

| Alterations | | Prohibited | Permitted with Landlords consent | Permitted Without Landlord's consent |
|---------------------------------------|--|------------|----------------------------------|--------------------------------------|
| | External | X | | |
| | External Structural | X | | |
| | Internal Structural | X | | |
| | Internal non-structural | | X | |
| | Any alterations permitted (with or without the Landlord's consent) can only be undertaken if the Necessary Consents have been obtained and then must be in accordance with those Necessary Consents. | | | |
| Insurance | Landlord to insure the building as part of their wider estate block policy. Tenant to be responsible for public liability and contents. | | | |
| Rates and Utilities | The Tenant is to be responsible for all outgoings relating to the premises including business rates and utility charges including any other services supplied to the Property. | | | |
| Legal & Professional Costs | Each party to pay their own costs. | | | |
| Conditions | Subject to Contract. | | | |
| Additional Information | Not applicable. | | | |

Officer on behalf of the Landlord

Name: Brett Girling

Signed

Date

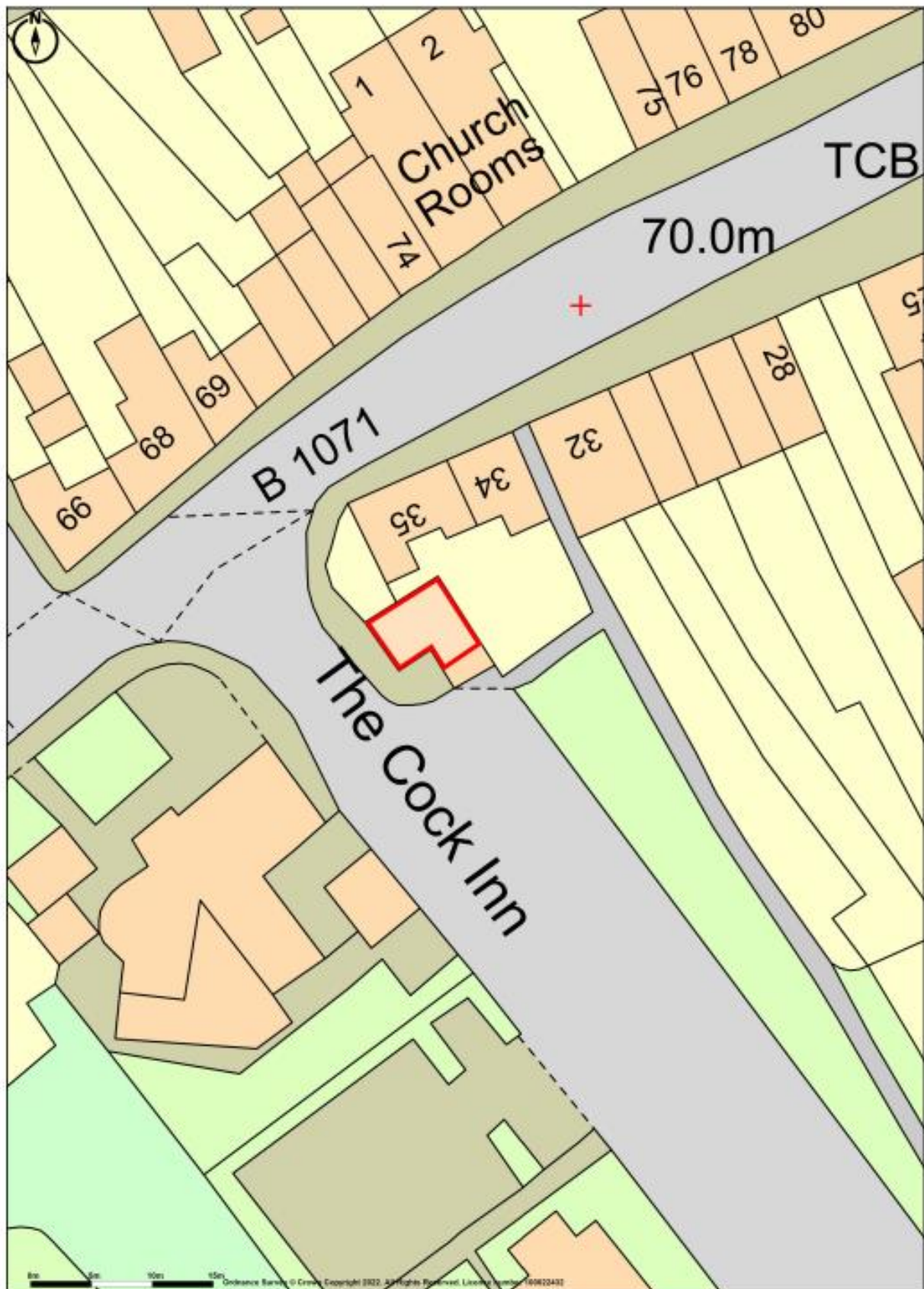
Officer on behalf of the Tenant

Name:

Signed

Date

Appendix 1 – Lease Plan



Agenda Item 13

Report to Council: 3rd April 2025

Prentice St Drain

Background:

The drain has blocked at least six times in the last twelve months.

On occasion Anglia Water has been persuaded to fix but three times they have not.

Anglia Water now completely refuse to visit the site as it is not a shared drain. Each visit by a private contractor costs nearly £300.

Every Drainage Engineer has identified an issue similar to the below:

Description

Drain Doctor technician Paul Pearce attended Prentice Street Car Park on Friday 14th March 2025 to investigate a blocked drain.

On arrival, Paul located the blockage between Foul Water 1+Foul Water 2 , which he cleared by high pressure water jetting.

Post camera inspection identified a belly on a 45°bend and displaced joints just after Foul Water 1in the car park access road. This was the cause of the blockage.

Paul has recommended a further repair be carried out to rectify the bellied pipework to help prevent future blockages.

Recommended works

To excavate through concrete to remove approx 2 metres of defective pipework and replace with new UPVC

Connect new pipework onto existing run

Test

Backfill and make good

Remove waste from site leaving clean and tidy.

Discount

A 10% discount will be applied if this quote is accepted within 7 days and all repairs completed within 30 days thereafter.

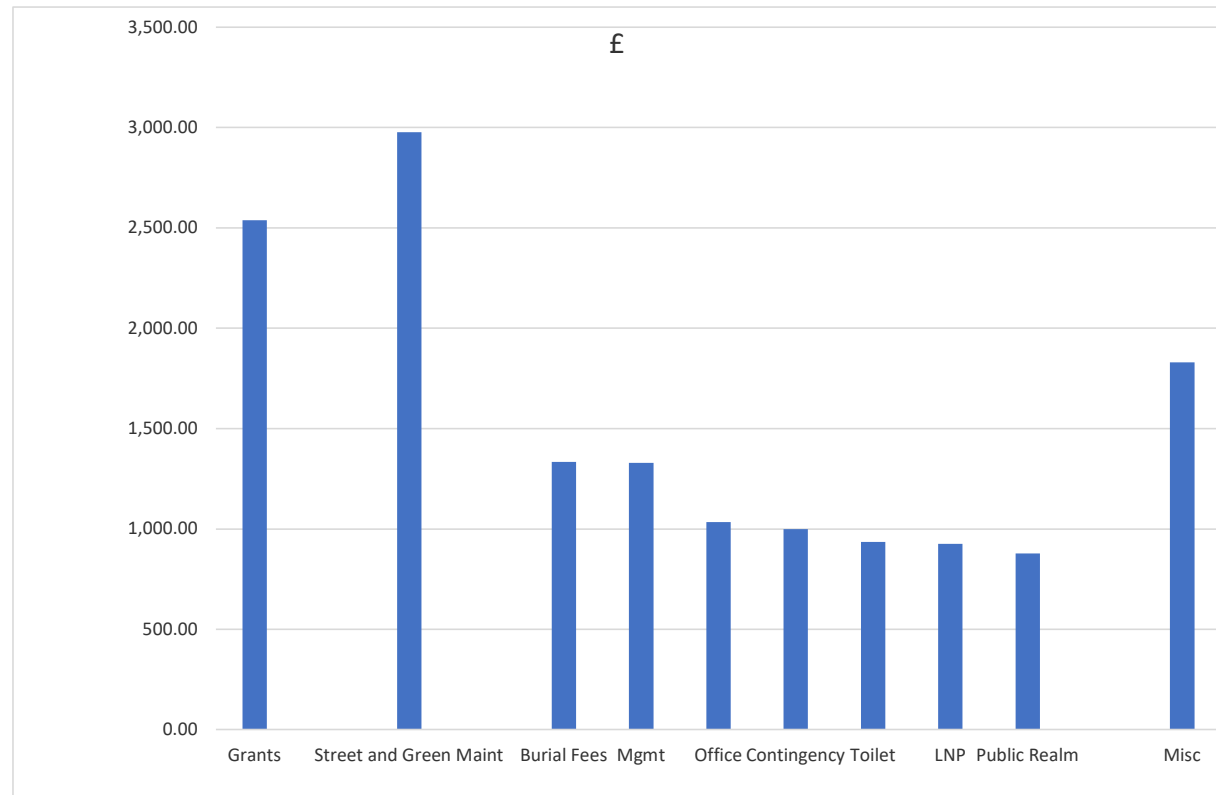
| | |
|---------------------|-----------|
| Total | £1,392.60 |
| Incl. VAT of | £232.10 |

Motion: The Parish Council instructs Drainage Doctor to carry out the above quoted work for £1,160.50 plus VAT using its powers under Public Health Act 1936, section 87 to provide Public Conveniences.

| | April | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Actual YTD | Forecast YTD | Favourable / (Adverse) | Notes |
|-----------------------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|------------|--------------|------------------------|--|
| Precept | 9,916.67 | 9,916.67 | 9,916.67 | 9,916.67 | 9,916.67 | 9,916.67 | 9,916.67 | 9,916.67 | 9,916.67 | 9,916.67 | 9,916.67 | 109,083.33 | 109,083.33 | 0.00 | No variance |
| Babergh Cleansing Grant | 1,041.04 | 1,041.04 | 1,041.04 | 1,041.04 | 1,041.04 | 1,041.04 | 1,041.04 | 1,041.04 | 1,041.04 | 1,041.04 | 1,041.04 | 11,451.44 | 11,451.44 | 0.00 | No variance |
| Fixed Income | 10,957.71 | 10,957.71 | 10,957.71 | 10,957.71 | 10,957.71 | 10,957.71 | 10,957.71 | 10,957.71 | 10,957.71 | 10,957.71 | 10,957.71 | 120,534.77 | 120,534.77 | 0.00 | |
| Burial Fees | 753.00 | 400.00 | 778.00 | 0.00 | 0.00 | 500.00 | 914.00 | 0.00 | 1,460.00 | 1,460.00 | 0.00 | 6,265.00 | 4,931.00 | 1,334.00 | Variable depending on number of deaths |
| Car Park and Toilet Donations | 1,311.25 | 1,323.96 | 1,225.30 | 1,528.07 | 1,767.75 | 1,255.76 | 907.10 | 641.85 | 305.53 | 75.20 | 120.85 | 10,462.62 | 10,099.29 | 363.33 | £500 in Jan 2024 and £850 in Feb 2024, reduction 80%. |
| Other Donations | 40.00 | 10.00 | 30.00 | 0.00 | 0.00 | 300.00 | 90.00 | 0.00 | 0.00 | 220.00 | 279.51 | 969.51 | 330.00 | 639.51 | Sudbury Cycle Club and Christmas Donations |
| EV Charging Income | 72.91 | 81.82 | 74.48 | 27.70 | 23.21 | 67.96 | 283.08 | 109.24 | 74.77 | 120.92 | 186.39 | 1,122.48 | 520.12 | 602.36 | Very overdue revenue from 2023 received from Anglia Charging |
| Interest Received | 400.00 | 726.04 | 400.00 | 400.00 | 760.87 | 400.00 | 400.00 | 846.13 | 500.00 | 500.00 | 448.52 | 5,781.56 | 5,086.91 | 694.65 | Higher Interest rates continue |
| Variable Income | 2,577.16 | 2,541.82 | 2,507.78 | 1,955.77 | 2,551.83 | 2,523.72 | 2,594.18 | 1,597.22 | 2,340.30 | 2,376.12 | 1,035.27 | 24,601.17 | 20,967.32 | 3,633.85 | |
| Total Income | 13,534.87 | 13,499.53 | 13,465.49 | 12,913.48 | 13,509.54 | 13,481.43 | 13,551.89 | 12,554.93 | 13,298.01 | 13,333.83 | 11,992.98 | 145,135.94 | 141,502.10 | 3,633.85 | Variable depending on number of deaths |
| Management Costs | 3,459.00 | 3,539.00 | 3,576.33 | 3,473.44 | 3,554.44 | 3,554.44 | 4,567.37 | 3,534.86 | 3,534.86 | 3,534.86 | 3,534.86 | 39,863.45 | 41,192.49 | 1,329.04 | £1,150 spent on specialist Planning advice. No legal costs incurred. |
| Office costs | 814.98 | 708.99 | 613.48 | 608.93 | 831.99 | 657.60 | 884.37 | 653.56 | 728.99 | 638.47 | 651.99 | 7,793.34 | 8,827.42 | 1,034.08 | Negligible Cllr Training Costs incurred |
| LNP including Costs of Democracy | 55.00 | 55.00 | 55.00 | 55.00 | 505.00 | 56.25 | 1,042.26 | 198.00 | 0.00 | 0.00 | 54.00 | 2,075.51 | 3,000.00 | 924.49 | LNP Publicity Budget underspent |
| Street Cleaning and Green Maint | 3,051.04 | 2,880.51 | 2,907.30 | 2,577.30 | 3,357.75 | 5,193.38 | 2,487.30 | 2,274.19 | 1,870.40 | 2,233.55 | 1,895.94 | 30,728.61 | 33,705.35 | 2,976.74 | £1,000 budgeted as routine repairs, replaced by the NCIL major repairs. |
| Public Realm | 686.00 | 794.00 | 596.00 | 591.78 | 1,343.36 | 934.32 | 731.78 | 591.78 | 591.78 | 587.53 | 587.53 | 8,035.87 | 8,913.75 | 877.88 | Some progress made but forecast assumed faster progress eg pump repainting |
| Toilet Costs | 1,193.69 | 1,407.15 | 1,742.79 | 918.34 | 1,474.82 | 1,137.40 | 1,126.68 | 1,449.70 | 963.79 | 1,040.08 | 1,520.55 | 13,974.94 | 14,910.20 | 935.26 | Accrual for leak repair not required |
| Water St | 351.02 | 351.02 | 351.02 | -1,755.92 | 313.08 | 313.08 | 313.08 | 313.08 | 216.23 | 216.23 | 216.23 | 1,198.17 | 1,101.32 | -96.85 | Insignificant |
| Community Events including Grants | 0.00 | 1,128.86 | 0.00 | 2,530.80 | 118.80 | 260.80 | 0.00 | 3,600.00 | 600.00 | 173.15 | 500.00 | 8,912.41 | 11,449.60 | 2,537.19 | Grants £2500 less than anticipated, includes Kernos. |
| EV Costs | 65.99 | 23.85 | 63.83 | 37.70 | 41.76 | 49.55 | 436.71 | 61.02 | -172.02 | 101.27 | 147.85 | 857.51 | 483.69 | -373.82 | Very overdue costs from 2023 received from Anglia Charging |
| Sinking Fund | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 | 6,000.00 | 6,000.00 | 0.00 | No variance |
| Contingency | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,000.02 | 1,000.02 | Contingency |
| Total Costs | 9,676.70 | 10,888.36 | 9,905.73 | 9,037.37 | 11,541.00 | 13,156.82 | 12,589.54 | 13,676.18 | 9,334.02 | 9,525.13 | 10,108.94 | 119,439.80 | 130,583.83 | 11,144.03 | |
| Surplus/(Deficit) | 3,858.16 | 2,611.16 | 3,559.75 | 3,876.11 | 1,968.54 | 324.61 | 962.34 | -1,121.26 | 3,963.98 | 3,808.70 | 1,884.04 | 25,696.14 | 10,918.27 | 14,777.88 | |

| | April Actual Mth | May Actual Mth | Jun Actual Mth | Jul Actual Mth | Aug Actual Mth | Sep Actual Mth | Oct Actual Mth | Nov Actual Mth | Dec Actual Month | Jan Actual YTD | Feb Actual YTD | Actual YTD | Forecast YTD | Favourable /(Adverse) |
|--|---------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|---------------------|-------------------|-------------------|------------|--------------|--------------------------|
| Staff salaries and Other Consultancy Costs | 3,403.00 | 3,403.00 | 3,440.33 | 3,415.44 | 3,415.44 | 3,415.44 | 4,428.37 | 3,395.86 | 3,395.86 | 3,395.86 | 3,395.86 | 38,504.45 | 39,833.49 | 1,329.04 |
| Audit and Payroll bureau costs | 56.00 | 136.00 | 136.00 | 58.00 | 139.00 | 139.00 | 139.00 | 139.00 | 139.00 | 139.00 | 139.00 | 1,359.00 | 1,359.00 | 0.00 |
| Management Costs | 3,459.00 | 3,539.00 | 3,576.33 | 3,473.44 | 3,554.44 | 3,554.44 | 4,567.37 | 3,534.86 | 3,534.86 | 3,534.86 | 3,534.86 | 39,863.45 | 41,192.49 | 1,329.04 |
| Telephone & broadband | 95.05 | 82.06 | 82.06 | 82.06 | 82.06 | 82.06 | 90.43 | 76.62 | 71.05 | 71.05 | 71.05 | 885.55 | 915.65 | 30.10 |
| Website Dev and .gov | 59.40 | 59.40 | 59.40 | 59.40 | 149.40 | 59.40 | 114.80 | 64.80 | 64.80 | 64.80 | 64.80 | 820.40 | 743.40 | -77.00 |
| Accounting software & computer | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 300.00 | 300.00 |
| Office Materials | 9.99 | 9.99 | 9.99 | 27.93 | 204.99 | 9.99 | 9.99 | 9.99 | 9.99 | 40.47 | 9.99 | 353.31 | 502.89 | 149.58 |
| Data Protection | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 35.00 | 0.00 | 0.00 | 0.00 | 0.00 | 35.00 | 0.00 | -35.00 |
| Subscriptions & Insurance | 211.16 | 211.16 | 211.16 | 211.16 | 211.16 | 277.77 | 277.77 | 277.77 | 332.77 | 277.77 | 277.77 | 2,777.40 | 2,705.80 | -71.60 |
| All Training/Clr expenses | 0.00 | 140.00 | 0.00 | 0.00 | 0.00 | 0.00 | 150.00 | 0.00 | 0.00 | 0.00 | 0.00 | 290.00 | 740.00 | 450.00 |
| Room hire PC meetings | 105.00 | 22.00 | 44.00 | 44.00 | 0.00 | 44.00 | 22.00 | 0.00 | 66.00 | 0.00 | 44.00 | 391.00 | 479.00 | 88.00 |
| Office Maintenance | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Digital mapping | 150.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 150.00 | 150.00 | 0.00 |
| Parish Office business rates | 101.05 | 101.05 | 101.05 | 101.05 | 101.05 | 101.05 | 101.05 | 101.05 | 101.05 | 101.05 | 101.05 | 1,111.52 | 1,111.52 | 0.00 |
| Parish Office rent | 83.33 | 83.33 | 83.33 | 83.33 | 83.33 | 83.33 | 83.33 | 83.33 | 83.33 | 83.33 | 83.33 | 916.67 | 916.67 | 0.00 |
| Office Miscellaneous | 0.00 | 0.00 | 22.49 | 0.00 | 0.00 | 0.00 | 0.00 | 40.00 | 0.00 | 0.00 | 0.00 | 62.49 | 262.49 | 200.00 |
| Office costs | 814.98 | 708.99 | 613.48 | 608.93 | 831.99 | 657.60 | 884.37 | 653.56 | 728.99 | 638.47 | 651.99 | 7,793.34 | 8,827.42 | 1,034.08 |
| LNP Costs incl Cost of Democracy | 55.00 | 55.00 | 55.00 | 55.00 | 505.00 | 56.25 | 1,042.26 | 198.00 | 0.00 | 0.00 | 54.00 | 2,075.51 | 3,000.00 | 924.49 |
| Green Maintenance | 958.75 | 1,183.75 | 958.75 | 958.75 | 958.75 | 958.75 | 958.75 | 479.38 | 345.00 | 705.00 | 345.00 | 8,810.63 | 8,816.25 | 5.62 |
| Tree Maintenance and Care | 380.00 | 0.00 | 420.00 | 0.00 | 760.00 | 2,300.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 3,860.00 | 3,860.00 | 0.00 |
| Street cleansing | 1,278.40 | 1,278.40 | 1,278.40 | 1,278.40 | 1,278.40 | 1,278.40 | 1,278.40 | 1,378.40 | 1,275.25 | 1,278.40 | 1,278.40 | 14,159.25 | 15,062.40 | 903.15 |
| Refuse collection bins & dog bins | 298.74 | 115.00 | 115.00 | 115.00 | 115.00 | 253.08 | 115.00 | 253.08 | 115.00 | 115.00 | 115.00 | 1,724.90 | 1,448.74 | -276.16 |
| Chapel Business Rates | 135.15 | 135.15 | 135.15 | 135.15 | 135.15 | 135.15 | 135.15 | 135.15 | 135.15 | 135.15 | 135.15 | 1,486.60 | 1,486.60 | 0.00 |
| All cemetery management | 0.00 | 168.21 | 0.00 | 90.00 | 110.45 | 0.00 | 0.00 | 28.18 | 0.00 | 0.00 | 22.39 | 419.23 | 1,031.36 | 612.13 |
| Play equipment | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 268.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 268.00 | 2,000.00 | 1,732.00 |
| Street Cleaning and Green Maint | 3,051.04 | 2,880.51 | 2,907.30 | 2,577.30 | 3,357.75 | 5,193.38 | 2,487.30 | 2,274.19 | 1,870.40 | 2,233.55 | 1,895.94 | 30,728.61 | 33,705.35 | 2,976.74 |
| Street furniture | 90.00 | 198.00 | 0.00 | 0.00 | 751.58 | 342.54 | 140.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,522.12 | 2,400.00 | 877.88 |
| Street Lighting energy | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 | 5,500.00 | 5,500.00 | 0.00 |
| PWLB interest | 96.00 | 96.00 | 96.00 | 91.78 | 91.78 | 91.78 | 91.78 | 91.78 | 91.78 | 87.53 | 87.53 | 1,013.75 | 1,013.75 | 0.00 |
| Public Realm | 686.00 | 794.00 | 596.00 | 591.78 | 1,343.36 | 934.32 | 731.78 | 591.78 | 591.78 | 587.53 | 587.53 | 8,035.87 | 8,913.75 | 877.88 |
| Church Street energy | 116.23 | 82.97 | 73.53 | 66.05 | 66.21 | 65.05 | 85.96 | 91.53 | 112.36 | 112.96 | 104.51 | 977.36 | 1,004.99 | 27.63 |
| Church Street water | 0.00 | 279.82 | 0.00 | 0.00 | 370.73 | 0.00 | 0.00 | 315.57 | 0.00 | 0.00 | 299.81 | 1,265.93 | 1,392.01 | 126.08 |
| Church St Toilets Business Rates | 67.37 | 67.36 | 67.37 | 67.37 | 67.36 | 67.37 | 67.37 | 67.37 | 67.37 | 67.37 | 67.37 | 741.02 | 741.01 | 0.00 |
| Prentice St Water | 0.00 | 98.55 | 0.00 | 0.00 | 173.69 | 0.00 | 0.00 | 157.96 | 0.00 | 0.00 | 114.58 | 544.78 | 619.62 | 74.84 |
| Prentice St non EV energy | 38.34 | 36.69 | 40.22 | 37.05 | 37.00 | 36.93 | 35.48 | 35.32 | 36.19 | 39.38 | 38.73 | 411.33 | 429.30 | 17.97 |
| Donation Points | 35.90 | 35.90 | 35.90 | 35.90 | 35.90 | 35.90 | 35.90 | 35.90 | 35.90 | 35.90 | 35.90 | 394.90 | 394.90 | 0.00 |
| Washroom Cleaning & Consumables | 660.85 | 660.85 | 1,200.77 | 711.97 | 723.92 | 932.15 | 711.97 | 746.05 | 711.97 | 784.47 | 859.65 | 8,704.62 | 8,758.36 | 53.74 |
| Washroom Minor Maintenance | 275.00 | 145.00 | 325.00 | 0.00 | 0.00 | 0.00 | 190.00 | 0.00 | 0.00 | 0.00 | 0.00 | 935.00 | 1,570.00 | 635.00 |
| Miscellaneous | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Toilet Costs | 1,193.69 | 1,407.15 | 1,742.79 | 918.34 | 1,474.82 | 1,137.40 | 1,126.68 | 1,449.70 | 963.79 | 1,040.08 | 1,520.55 | 13,974.94 | 14,910.20 | 935.26 |
| Water Street green maintenance | 96.85 | 96.85 | 96.85 | 96.85 | 96.85 | 96.85 | 96.85 | 96.85 | 0.00 | 0.00 | 0.00 | 774.80 | 677.95 | -96.85 |
| Water Street Business Rates | 254.17 | 254.17 | 254.17 | -1,852.77 | 216.23 | 216.23 | 216.23 | 216.23 | 216.23 | 216.23 | 216.23 | 423.37 | 423.37 | 0.00 |
| Water St | 351.02 | 351.02 | 351.02 | -1,755.92 | 313.08 | 313.08 | 313.08 | 313.08 | 216.23 | 216.23 | 216.23 | 1,198.17 | 1,101.32 | -96.85 |
| Small Grants (combined) | 0.00 | 500.00 | 0.00 | 2,500.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 500.00 | 3,500.00 | 6,000.00 | 2,500.00 |
| Christmas trees/lighting | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 3,600.00 | 600.00 | -501.00 | 0.00 | 3,699.00 | 3,600.00 | -99.00 |
| Xmas Eve Community Carols | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 674.15 | 0.00 | 674.15 | 600.00 | -74.15 |
| 1st Meadow summer facilities | 0.00 | 0.00 | 0.00 | 30.80 | 118.80 | 30.80 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 180.40 | 249.60 | 69.20 |
| Misc | 0.00 | 628.86 | 0.00 | 0.00 | 0.00 | 230.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 858.86 | 1,000.00 | 141.14 |
| Bellward Award | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Community Events including Grants | 0.00 | 1,128.86 | 0.00 | 2,530.80 | 118.80 | 260.80 | 0.00 | 3,600.00 | 600.00 | 173.15 | 500.00 | 8,912.41 | 11,449.60 | 2,537.19 |
| EV Costs | 65.99 | 23.85 | 63.83 | 37.70 | 41.76 | 49.55 | 436.71 | 61.02 | -172.02 | 101.27 | 147.85 | 857.51 | 483.69 | -373.82 |
| Sinking Fund | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 | 6,000.00 | 6,000.00 | 0.00 |
| Contingency | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,000.02 | 1,000.02 |
| Total Expenses | 9,676.70 | 10,888.36 | 9,905.73 | 9,037.37 | 11,541.00 | 13,156.82 | 12,589.54 | 13,676.18 | 9,334.02 | 9,525.13 | 10,108.94 | 119,439.80 | 130,583.83 | 11,144.03 |
| Surplus/(deficit) | 3,858.16 | 2,611.16 | 3,559.75 | 3,876.11 | 1,968.54 | 324.61 | 962.34 | -1,121.26 | 3,963.98 | 3,808.70 | 1,884.04 | 25,696.14 | 10,918.27 | 14,777.88 |

| | |
|-----------------------------------|-----------|
| Precept | 0.00 |
| Babergh Cleansing Grant | 0.00 |
| Burial Fees | 1,334.00 |
| Car Park and Toilet Donations | 363.33 |
| Other Donations | 639.51 |
| EV Charging Income | 602.36 |
| Interest Received | 694.65 |
| Management Costs | 1,329.04 |
| Office costs | 1,034.08 |
| LNP including Costs of Democracy | 924.49 |
| Street Cleaning and Green Maint | 2,976.74 |
| Public Realm | 877.88 |
| Toilet Costs | 935.26 |
| Water St | -96.85 |
| Community Events including Grants | 2,537.19 |
| EV Costs | -373.82 |
| Contingency | 1,000.02 |
| | 14,777.88 |



| | Mar 24 | Feb 25 | Increase/(decrease) | Notes |
|---------------------------|-------------|-------------|---------------------|---|
| Fixed Assets | 150,968.05 | 146,934.44 | -4,033.61 | Pump Ct Cancellation |
| Debtors | 0.00 | 0.00 | 0.00 | None |
| Accrued Income | 3,732.86 | 2,025.14 | -1,707.72 | Interest and car park donation. March included 3 mth Cleaning Grant |
| Prepayments | 762.95 | 2,008.54 | 1,245.59 | Mainly Business Rates and Insurance |
| VAT Refunds | 2,091.70 | 885.14 | -1,206.56 | Purchase dependent |
| | 6,587.50 | 4,918.81 | -1,668.69 | |
| Cash at Bank | 377,684.76 | 397,850.12 | | |
| Bus Prem | 7,223.42 | 5,348.35 | | |
| Current Acc | 0.00 | 0.00 | | |
| Petty Cash | 384,908.18 | 403,198.47 | 18,290.29 | Surplus £25k, NCIL spend greater than Income (£15k), March 25 Precept received £10k. |
| Trade Creditors | -13,083.74 | -4,247.47 | -8,836.27 | Payment of Suffolk Annual Lights bill of £5k |
| Accruals | -15,071.07 | -19,252.73 | 4,181.66 | Suffolk Street Lighting now 11 mths accrued |
| Deferred Income | 0.00 | -10,957.71 | 10,957.71 | Precept and Cleaning Grant for whole year received |
| Lights Creditor | -133,633.91 | -129,600.30 | -4,033.61 | Pump Ct Cancellation |
| | -161,788.72 | -164,058.21 | 2,269.49 | |
| Loans | -72,452.44 | -66,059.55 | -6,392.89 | Capital Repayments made |
| Net Assets | 308,222.57 | 324,933.96 | 16,711.39 | |
| General Funds | 159,753.32 | 194,195.72 | 34,442.40 | |
| Ballot Fund | 4,800.00 | 4,800.00 | 0.00 | No change |
| Public Realm | 869.09 | 0.00 | -869.09 | Released earmark as now spent |
| Cemetery Clean Up | 5,000.00 | 0.00 | -5,000.00 | Released Aug 2024 |
| Telephone Box Maintenance | 6,000.00 | 0.00 | -6,000.00 | Telephone Boxes Paid For |
| Lavenham Funds in Trust | 1,500.00 | 1,500.00 | 0.00 | No change |
| Street Fair Fund | 6,265.37 | 6,265.37 | 0.00 | No change |
| Sinking Fund | 36,872.80 | 45,995.64 | 9,122.84 | Being increased by £1,000 per month |
| NCIL | 87,161.99 | 72,177.24 | -14,984.75 | £21k received, £36k spent (£8k SIDs, £9k Bridge. £6k phone boxes, £3k playground, £9k lorry sign Bury Rd) |
| Total Reserves | 308,222.57 | 324,933.96 | 16,711.39 | |
| Imbalance | 0.00 | 0.00 | 0.00 | |

| | B/F | Per I and E | In lieu dep'n lighting earmark | NCIL Cash received | NCIL Cash Spent | Cemetery Release | Public Realm items Capitalised | C/F | |
|---------------------------|------------|-------------|-----------------------------------|--------------------|-----------------|---------------------|-----------------------------------|------------|------|
| General Funds | 159,753.32 | 35,421.32 | -3,122.84 | 0.00 | 6,000.00 | 5,000.00 | 869.09 | 203,920.89 | 0.00 |
| Ballot Fund | 4,800.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 4,800.00 | 0.00 |
| Public Realm | 869.09 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | -869.09 | 0.00 | 0.00 |
| NCIL | 87,161.99 | 0.00 | 0.00 | 20,967.20 | -35,951.95 | 0.00 | 0.00 | 72,177.24 | 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 |
| Cemetery Clean Up | 5,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | -5,000.00 | 0.00 | 0.00 | 0.00 |
| Telephone Box Maintenance | 6,000.00 | 0.00 | 0.00 | 0.00 | -6,000.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Sinking Fund | 36,872.80 | 7,000.00 | 3,122.84 | 0.00 | 0.00 | 0.00 | 0.00 | 46,995.64 | 0.00 |
| Street Fair Fund | 6,265.37 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 6,265.37 | 0.00 |
| Total Reserves | 308,222.57 | 42,421.32 | 0.00 | 20,967.20 | -35,951.95 | 0.00 | 0.00 | 335,659.14 | 0.00 |


| | | |
|-----------------------------|------------|----------------------|
| Stocksigns | -7,000.00 | -601.58 Glasdon |
| Playquip | -12,518.43 | -77.54 Glasdon |
| L Carr Phone Box | -6,200.00 | -265.00 Paul Holland |
| 1st Meadow Bridge Retention | -235.57 | -944.12 |
| Suffolk CC | -8,797.95 | |
| SID Posts Accrual | -1,200.00 | |
| | -35,951.95 | |

Check 0.00

Current


| | | |
|----------------|---------------------------------------|------------|
| 31/01/2025 | Balance Brought Forward | 6,806.63 |
| 03/02/2025 | Toilet Donations: Card | 3.80 |
| 03/02/2025 | Rent Received: Playing Field | 1.00 |
| 05/02/2025 | NEST: Pension Contributions | -174.33 |
| 05/02/2025 | Christmas Donation | 30.00 |
| 06/02/2025 | Supplier Payment: British Gas | -106.33 |
| 10/02/2025 | Toilet Donations: Card | 3.80 |
| 11/02/2025 | EV Revenue: Fuuse | 124.47 |
| 11/02/2025 | Supplier Payment: British Gas | -118.60 |
| 11/02/2025 | Transfer from Deposit Account | 5,000.00 |
| 12/02/2025 | Supplier Payment: The Angel Hotel | -554.15 |
| 12/02/2025 | Supplier Payment: Sparling and Faiers | -120.00 |
| 12/02/2025 | Supplier Payment: JPB | -1,948.04 |
| 12/02/2025 | Supplier Payment: Command Pest | -87.00 |
| 12/02/2025 | Supplier Payment: Onsite IT | -77.76 |
| 12/02/2025 | Supplier Payment: Infinity Cleaning | -854.36 |
| 12/02/2025 | Supplier Payment: Seago and Stopps | -140.40 |
| 12/02/2025 | Andrew Smith: January Net Wages | -2,368.92 |
| 12/02/2025 | Supplier Payment: British Gas | -41.34 |
| 17/02/2025 | Toilet Donations: Card | 7.60 |
| 17/02/2025 | Christmas Donation | 3.51 |
| 17/02/2025 | Toilet Donations: Cash | 70.00 |
| 20/02/2025 | Supplier Payment: EE | -9.72 |
| 21/02/2025 | Christmas Donation | 30.00 |
| 21/02/2025 | Supplier Payment: BT | -75.54 |
| 24/02/2025 | Toilet Donations: Card | 9.50 |
| 27/02/2025 | Supplier Payment: Anglia Water | -22.39 |
| 27/02/2025 | Supplier Payment: Paya Go Cardless | -43.08 |
| | | <hr/> |
| 28/02/2025 | Balance Carried Forward | 5,348.35 |
| | | <hr/> |
| 28/02/2025 | Per Bank Statement | 5,348.35 |
| | | 0.00 |
| Premium | | |
| 31/01/2025 | Balance Brought Forward | 402,224.35 |
| 11/02/2025 | Transfer to Current Account | -5,000.00 |
| 14/02/2025 | HMRC VAT Refund | 625.77 |
| | | <hr/> |
| 28/02/2025 | Balance Carried Forward | 397,850.12 |
| | | <hr/> |
| 28/02/2025 | Per Bank Statement | 397,850.12 |
| | | 0.00 |

Recent transactions

|  COMMUNITY 20-83-50 00567094 | | £4,928.62 Last night's balance £5,348.35 | | |
|---|--------------------|--|-----------|-----------|
| Date | Description | Money in | Money out | Balance |
| Mon, 03 Mar 25 | ANGLIAN WATER BUSI | | -£299.81 | £4,940.61 |
| Mon, 03 Mar 25 | ANGLIAN WATER BUSI | | -£114.58 | £5,240.42 |
| Mon, 03 Mar 25 | CHARITIES TRUST | + £6.65 | | £5,355.00 |
| Thu, 27 Feb 25 | ANGLIAN WATER BUSI | | -£22.39 | £5,348.35 |
| Thu, 27 Feb 25 | GOCARDLESS | | -£43.08 | £5,370.74 |

5,348.35

Recent transactions

|  Business Premium ME 20-83-50 20567116 | | £399,298.44 Last night's balance £397,850.12 | | |
|--|---------------------|--|------------|-------------|
| Date | Description | Money in | Money out | Balance |
| Mon, 03 Mar 25 | INTEREST PAID GROSS | + £1,448.32 | | £399,298.44 |
| Fri, 14 Feb 25 | HMRC VTR | + £625.77 | | £397,850.12 |
| Tue, 11 Feb 25 | 208350 00567094 FT | | -£5,000.00 | £397,224.35 |

397,850.12

Updates to Standing Financial Orders

New:

For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and The Procurement Regulations 2024 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.

For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation regarding the publication of invitations and notices.

Contracts must not be split to avoid compliance with these rules.

Old:

Where the Council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £30,000.00 or more, the Council shall comply with the relevant requirements of the Regulations¹.

Motion: That Council updates its Standing Financial Regulations in accordance with the guidance received from SALC 1

Footpath Working Group

Subject Matter:

Creation of a Working Group to lead on safeguarding, maintaining and improving the network of footpaths and bridleways around Lavenham.

Background:

In the current LNP it references "In order to maintain Lavenham's close links to the countryside development proposals will be expected to utilise opportunities to link into the wider footpath and bridleway network where applicable". There is even a specific project which says "Project P10: Footpaths; The Parish Council will ensure that the extensive network of statutory footpaths, sections of which form part of the long-distance St Edmund Way, in the Parish is adequately sign posted, regularly inspected and maintained. Should further divestment of the responsibility for these footpaths take place then the Parish Council will use its best endeavours to ensure continuity of safe access for the public."

This is an established commitment that the Parish Council should be seen to be proactively supporting and progressing.

In this context I was very pleased to hear about the passion and concern displayed by various Parish Councillors at the Parish Council meeting on 7th November 2024 around the condition, accessibility and maintenance of the Parish's public footpaths.

There are several known issues around access and maintenance within the existing network of footpaths. This is obviously detrimental to the parish's vision.

Likewise at the Babergh Planning Committee meeting held on 19th March 2025 Cllr Margaret Maybury was extremely concerned about the safety of residents using the footpaths so we should be looking to get her support in this as well – perhaps she could be requested to provide some funding to help improve things?

Proposal:

I would like to propose that a working group is established and ideally led by one of the Parish Councillors who are so troubled by the condition of some of the main public footpaths.

Whilst it is the landowner's responsibility to maintain the footpaths that run through their land, the Parish Council can play a key role in leading on gaining assurance that the footpaths are maintained.

I think it would be a great community idea if a working group could be set up with the Parish Council taking the lead on liaising with landowners, reminding them of their obligations, working with groups to establish volunteers to help carry out the maintenance and providing support and possible funding if necessary to ensure that the Parish council keeps its commitments to the public.

Obviously as the Parish Council is a statutory body it would make sense if there were any issues that needed to be raised by the Highways or public right of way teams then this could

LAVENHAM PARISH COUNCIL:

be done collectively with hopefully more influence than a member of the public reporting concerns.

This article is very helpful clarifying the community role that the Parish Council can take to support maintenance of public footpaths:

<https://www.oss.org.uk/need-to-know-more/information-hub/what-to-do-about-overgrown-paths/#parish>

Likewise, these links provide useful background around clarifying roles and responsibilities and groups that can give support.

<https://www.gov.uk/guidance/public-rights-of-way-landowner-responsibilities>

<https://www.suffolk.gov.uk/roads-and-transport/public-rights-of-way-in-suffolk/rights-and-responsibilities#:~:text=Suffolk%20County%20Council%20responsibilities&text=Signpost%20all%20public%20rights%20of,surface%20growth%2C%20including%20field%20headlands.>

<https://www.suffolk.gov.uk/roads-and-transport/public-rights-of-way-in-suffolk?nodeId=c9ea6443-1c5e-5795-9b88-b3510e9d543f&entryId=f43da10c-7fd1-5ca0-8d63-b0c9746d3086>

<https://www.suffolk.gov.uk/roads-and-transport/public-rights-of-way-in-suffolk?nodeId=c9ea6443-1c5e-5795-9b88-b3510e9d543f&entryId=f43da10c-7fd1-5ca0-8d63-b0c9746d3086>

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

Motion: The Parish Council creates a Working Group to lead on safeguarding, maintaining and improving the network of footpaths and bridleways around Lavenham with Terms of Reference as detailed in the Appendix.

Appendix:

1. Purpose of the Group

The purpose of the Group is to promote and implement Project 10: Footpaths: as detailed in the current Lavenham Neighbourhood Plan.

The Parish Council will ensure that the extensive network of statutory footpaths, sections of which form part of the long-distance St Edmund Way, in the Parish is adequately signposted, regularly inspected and maintained. Should further divestment of the responsibility for these footpaths take place then the Parish Council will use its best endeavours to ensure continuity of safe access for the public.

2. Specific Tasks

- To regularly inspect the Lavenham footpath network, at least bi-monthly, as defined in the LNP, identifying any matters that need improving to ensure safe access.
- Logging any areas that need improvement on the Parish Council's tracker and risks and issues logs as appropriate.
- Liaising with landowners to negotiate how to facilitate any improvements, agreeing plans of actions and monitoring compliance.
- Proactively engaging in discussions and supporting potential new footpaths within the area to improve access, sustainability and linkage across the parish.
- As a first point of call, before exploring paying for services, linking in with existing volunteering groups or establishing a volunteering group to seek to carry out improvements and clearing of footpaths.
- Provide regular updates at the Parish Council meetings, seeking input and support from other councillors as required.
- Prepare proposals and motions to the Parish Council that required funding to implement improvements to footpaths to ensure safe access to the public.
- As a final resort escalate concerns to Highways or Public Rights of Way to engage with owners to seek improvements.

3. Membership and Quoracy requirements

- As this group has no statutory responsibilities there is no need for quoracy, but a lead for the group should be nominated and agreed to by the parish council.

April 2025

Dear Andrew,

Cllr Clover has passed on your request for some more information and a formal proposal with options for the parish council to consider, with regards to the district council's current consideration to roll out two or three Eezybike pods across Babergh.

There is not yet a formal proposal for Lavenham, we are simply at the stage of considering potential locations and whether Lavenham would be a suitable location for a pod, but I thought it would be helpful to provide some further information and context for you. Please find this outlined below:

- The scheme would involve working in partnership with a local e-bike rental company called [Eezybike](#) to locate an [Eezy pod that stores and charges two e-bikes](#), that people can book in advance to hire for a day or half day.
- The district council would input funding to cover the install of the pod and subsidise the rental cost – meaning it'll be cheaper for locals and visitors to hire from one of 'our' pods than other locations. With BDC funding this project it would cost a person £10 for half a day hire, and £15 for a full day hire. (For comparison, Eezybike's current nonsubsidised market rate/price for hire at other locations is £37.50 for a full day hire).
- To be clear – there is no financial ask from the parish council.
- Eezybike would remain the owner of, and responsible for, the pod and the e-bikes. They will deal with everything relating to operation, maintenance, customer bookings and insurance.
- Please see attached photographs and [this video](#) to see what the pods look like /how they work. Eezybike now have a solar powered pod on the market – so there's no need for the pod to be hooked up to/utilise any electricity supply. A pod can be placed more or less be placed anywhere, so long as there is a hardstanding surface and it's not too shady.
- This project is something we have already rolled out [at Needham Lake in Mid Suffolk](#), and feedback from the public has been really positive (some examples of reviews and more photos below):
 - <https://www.facebook.com/MidSuffolkCouncil/posts/pfbid0hyisGx21Tkpt5R4NBeMre1TpegWjKYqwrHA2AudV5iiumvv4R8MEKKB7PvaqGD5I>
 - <https://www.facebook.com/MidSuffolkCouncil/posts/pfbid036XJ28GZTQ3JxqgmaRGPpeVGfvezEeundTFRhDpwRkAh1BbdfExoJ6yxqGFTgDrcgl>
 - <https://www.facebook.com/MidSuffolkCouncil/posts/pfbid02RQtdtexgEUaRbEesRX84izYFRnKYT7e4DywrV6Hyj328Xv9kF2AQmnR5TNpPTni8I>
 - <https://www.facebook.com/MidSuffolkCouncil/posts/pfbid02hNLZDJdy5SfCCzwAeX5SaRhwBuea2VPvJr6hWwHH8x5JY8YVY6fYwdpCRb7hJ31ol>
 - <https://www.facebook.com/MidSuffolkCouncil/posts/pfbid0nSfDuUVedCbzLE6ErSrxg2QhCui9oBhdkjDojyLByHuNbA8c5ubnDk5ZTRkvMCxVI>
- We have also confirmed we will be implementing one of the Babergh pods in Sudbury, at Kingfisher Leisure Centre - due to be in place in the next couple of months.

Our only ask of the parish council is whether this would be something you would be keen to have within Lavenham, and if so, whether you've got any thoughts on where a pod could be placed?

This is just an initial exploration for now, and I cannot make any promises that this will definitely go ahead (hence being wary of consulting more broadly in case it raises hopes/expectations at this very early stage), but would really welcome your thoughts on this.

If the parish council does have any suggestions for locations, then I will work with Eezybike to assess their feasibility/suitability and make approaches for any landowner permissions required.

If the project does go ahead, the parish council would have no obligations or responsibilities – aside from a landowner permission request if the chosen spot for a pod happens to be on PC land, and perhaps an ask to help us promote the e-bike provision to residents and visitors (for example, sharing promotion on social media or in any parish newsletters/noticeboards/website).

Motion: The Clerk is instructed to inform Babergh District Council that the Council is interested in an Eezybike Pod being sited in Lavenham. Any agreement to this to depend upon the final proposal.



The bidding process for the Green Maintenance and Street Cleaning Contract:

Motion: The Council congratulates and commends the Clerk for a his excellent and very professional work in managing the bidding process for Green Maintenance and Street Cleaning contract.

The process has been complete, comprehensive and scrupulously fair. The reasons given for eliminating bids received during the process are consistent with lack of compliance with the declared terms of the process or defined risks associated with the bidders. Winnowing the long list of bidders down to a shortlist of two in a multi-factor contest cannot have been a simple task.

The reasons given for choice of the winning candidate are persuasive, as demonstrated by the unanimous vote of the council

The prudent embargoing of the result until the winning candidate is informed and the overall textbook execution of the process means that the decision leaves no grounds for any challenge.

Proposer: Frank Domoney