

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 7pm on Thursday 3rd September 2026 at Lavenham Village Hall, Church Street, Lavenham.

Chairs Welcome

As ever, we welcome observers to the meeting of Council. This meeting is being recorded and the recording will be published. This is not a public meeting, but a meeting of the Council held in public. Members of the Public please do not approach the Councillors, and Councillors, please do not engage with observers during the meeting. I remind Councillors of the need to treat all present with respect and ask Members of the Public to do the same.

I respectfully ask Members of the Public to maintain silence during the Council's deliberations. And all, please make sure your mobile phone is on silent.

At item 6 the public will be invited to give their views/question the Parish Council on issues on the agenda or local matters. Anyone wishing to ask a question or make a statement has 3 minutes each. Matters raised must be in respect of the business on the agenda or local matters only. 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. It may not be possible to give everyone the opportunity to speak but I will try to accommodate as many as I can. If your question cannot be answered tonight please contact the clerk with your name and contact details and you will receive a written response within 28 days.

AGENDA

- 1. Apologies and, if applicable, approval of absences**
- 2. Declarations of Interest**
- 3. To consider requests for dispensations**
- 4. Minutes: To approve as accurate minutes of the Council meeting held on 6th August 2026**
- 5. Chair's Announcements**
- 6. Public participation session (10 minutes)**
- 7. Local Authority Councillors' Reports**
- 8. Clerk/RFO report**
 - 8.a Motion to approve Accounts for month ending 31st July 2026**
 - 8.b Motion to approve Receipts and Payments for month ending 31st July 2026**

9. Planning

9a Planning Register: Report

9b Motion to elect a Leader of the Planning Group

9c Planning Group: To receive reports and recommendations

a) Land West Of Bury Road Lavenham CO10 9QG

DC/26/03298 Application for Outline Planning Permission (Access to be considered all other matters reserved) - Erection of 6 no. self-build dwellings

<https://planning.baberghmidsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=TJ17PVSHLIZ00>

b) Box Cottage 21 Prentice Street Lavenham Sudbury Suffolk CO10 9RD

DC/26/03395 Application for Listed Building Consent - Replacement of existing rear extensions with new single storey extension and minor internal alterations

<https://planning.baberghmidsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=TJEBZQSHFLT00>

and

DC/26/03394 Householder Application - Replacement of existing rear extensions with new single storey extension and minor internal alterations

<https://planning.baberghmidsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=TJEBZPSHFLS00>

c) Jane Taylors Cottage Shilling Street Lavenham Sudbury Suffolk CO10 9RH

DC/26/03515 Application for Listed Building Consent - Replacement of single glazed window and door units with timbalite 12mm softcoat slimline double glazed units

<https://planning.baberghmidsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=TJR5NHS0A200>

10. Motions concerning Tree Maintenance

11. Motion concerning purchase of SID solar panel

12. Motion concerning Clerks pay following National Pay Agreement

13. Lavenham Neighbourhood Plan 3: Minutes and Reports

Date of next meeting – Thursday 1st October 2026



Andrew Smith. Parish Clerk

Date: 27th August 2026

9A Planning Register

Apr-26				
01566	Woolstaplers	Fell Goat Willow and Alder	Approval	Approval
01057/1060	40 Prentice St	Demolition of garage and excavation of garden area to form parking spaces	Approval after changes to remove PC concerns	Refusal
01302	Second Meadows Stables	Erection of a Wellness Centre	Ongoing	Refusal
04172	41 Water St	Rear Extension	Approval	Approval
01509	De Vere House Water St	Listed Building Consent: Replacement render and insulation	Approval	Approval
01594	The Angel Hotel	Listed Building Consent: Refurbishment	Approval	Approval
01738/9	Barn Cottage, Barn St	Retrospective permission re refurbishment works	Approval	Approval
01475	Pegtile Court	Installation of Air Source Heat Pump	Approval	Approval
May-26				
01076	23 Prentice St	Listed Building Consent: Repairs	Approval	Approval
01886	The Hall, Hall Rd	Listed Building Consent: Gates	Approval	Approval
01986	Perseverance House, 47 High St	Reduce crown of two trees, fell one tree and trim a tree	Approval	Approval
01871	Land west of Park Rd	Change arable field to Dog Walking area	Withdrawn	Refusal
01962	The Old Manse, Barn St	Pollard a sycamore tree	Approval	Approval
01921	The Church	Solar Panels	Ongoing	Approval
Jun-26				
02367	The Lavenhams, Bridge Street Road	Listed Building Consent for internal alterations	Approval	Approval
01817	Perseverance House, 47 High St	Listed Building Consent - installation of a small fibre broadband box	Approval	Approval
Jul-26				
02910	The Angel, Market Place	Fell two trees	Approval	Approval
02863	The Rectory, Church St	Lift crown lime tree	Approval	Approval
02966	De Vere House, Water St	Fell one tree and reduce size of three trees	Approval	Approval but replacement tree to be specified
02953/4	De Vere House, Water St	Erection of a single storey rear extension and alterations	Ongoing	Approval
03005	House Martins, 17 Water St	Remove a sycamore tree and pollard two sycamore trees	Approval	Approval
02969	Poultry Farm Brent Eleigh Rd	Demolition of four bedroom dwelling and replacement with a three bedroom dwelling	Ongoing	Approval
03099	Linden, Bears Lane	Fell Ash Tree and Horse Chestnut both subject to TPOs	Approval conditional on replacement trees	Refusal no replacement trees and felling not required
03108	Crooked House, 7 High St	Listed Building Consent Minor Works	Ongoing	Delegate to Babergh Heritage Officer

Elect a Leader of the Planning Working Group

Background:

Cllr Lamont who had for some years acted as the Leader of the Planning Working Group recently resigned from the Group.

Cllr Mitchell recently resigned from the Group and Cllr Norman recently joined it.

The Group currently consists of Cllrs Norman, Ranzetta, Robinson and Sherman.

The Terms of Reference of the Planning Working Group are clear that the Group shall have a lead but do not specify how that lead should be chosen.

3. Membership and Quoracy requirements

- comprise a minimum of 3 Councillors, one of whom shall be designated 'Lead'.
- be quorate when 2 Councillors are present.

No specific powers are delegated to the Lead.

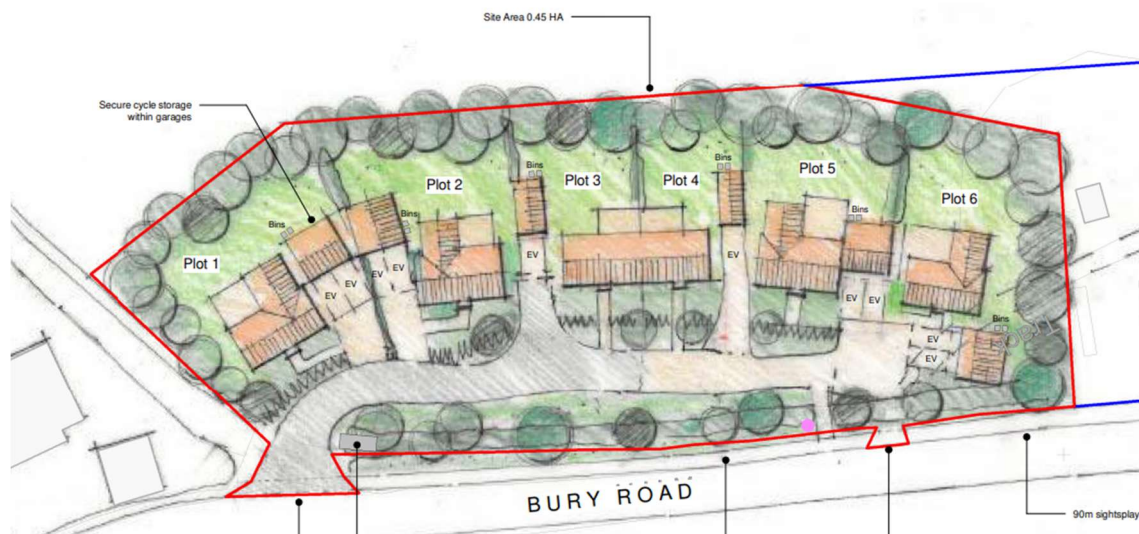
Motion:

That Cllr xxxx be elected as Lead of the Planning Working Group.

Land West Of Bury Road Lavenham CO10 9QG

DC/26/03298 Application for Outline Planning Permission (Access to be considered all other matters reserved) - Erection of 6 no. self-build dwellings.

<https://planning.baberghmidsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=TJ17PVSHLIZ00>



This was applied for under DC/23/01344 and refused by the Planning Inspector with the JLP and the 2016 LNP as two supporting documents. This was subsequently applied for as DC/24/00700 with the Babergh decision as below. This time the JLP, the 2016 LNP and the then emerging and subsequently failed LNP were supporting documents.

The site was subject to an application under reference DC/23/01344 (as above) for an identical proposal. The application was refused on the grounds of whether the site would be a suitable location for the proposed development, having regard to local policy as well as the effect of the proposal on the character and appearance of the area. The subsequent appeal (ref. APP/D3505/W/23/3330345) was dismissed.

Motion concerning Application DC/26/03298

We OBJECT to this application. There is no material change to the previous application that was refused by Babergh District Council and not supported by Lavenham Parish Council . We can see no reason to change the view of the Parish Council at this time.

Box Cottage 21 Prentice Street Lavenham Sudbury Suffolk CO10 9RD

DC/26/03395 Application for Listed Building Consent - Replacement of existing rear extensions with new single storey extension and minor internal alterations

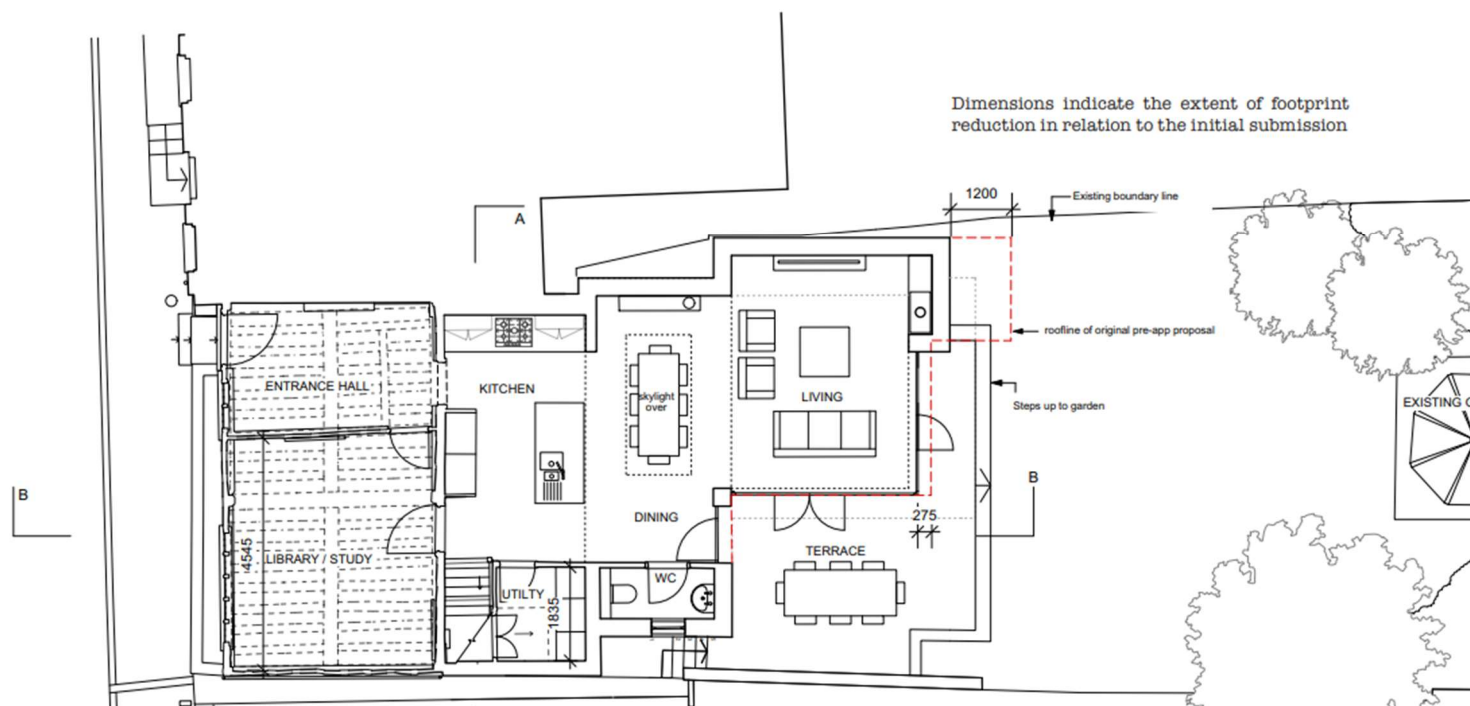
<https://planning.baberghmidsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=TJEBZQSHFLT00>

DC/26/03394 Householder Application - Replacement of existing rear extensions with new single storey extension and minor internal alterations

<https://planning.baberghmidsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=TJEBZPSHFLS00>

Significant excerpts from the Design and Access Statement:

5.2.5 REDUCED GROUND FLOOR PLAN POST SITE MEETING WITH THE HERITAGE OFFICER



5.3 PRE-APP ADVICE DC/26/00854

Pre-App summary

There is no objection to the extension or internal alterations in principle.

There are no concerns in terms of relevant planning policy in relation to negative impacts on the amenity of neighbouring properties.

The contemporary architectural language of the extension is not opposed subject to detail.

The reduction in scale of the extension was welcomed however a further reduction would be desirable to ensure due subservience to the historic ranges. It was noted that this could be achieved through further reductions in plan / footprint and / or reduction in height, which was felt to be excessive.

The height of the proposed chimney was questioned, both in terms of its impact on the historic building and in terms of compliance with Building Regulations.

Concerns were raised about the extent of removal of the rear wall of the rear range to allow an open connection to the proposed extension. It was noted that sufficient area of this wall should remain, whether as nibs or as a downstand at higher level, to render the original plan form still legible.

Concerns were raised about the proposal to remove the existing ceiling in Bedroom 1 to reinstate the original vaulted ceiling profile to the room. It was noted this could be justified subject to further drawings being submitted and a satisfactory weighing of the relative benefits of the reinstated form against the loss of the existing ceiling, to be prepared by the appointed Heritage Consultant. It was further noted that the new ceiling, if allowed, should be constructed using traditional methods and materials.

The minor alterations in plan form at first floor level and the creation of the ensuite bathrooms were not contested.

Detailed pre-application advice was received from Babergh District Council on the 14th May 2026. The points raised are summarized opposite. The points refer to the revised reduced proposals as illustrated on the preceding pages that were submitted in the course of the pre-application process, but following the meeting on site:



PRE-APPLICATION ENQUIRY DC/26/00854



6.1 SUMMARY OF REVISIONS

The final proposals submitted for planning and listed building consent, of which this Design and Access Statement forms part, reflected the earlier proposals but with the following amendments, made in response to the pre-application advice received.

- The length of the proposed extension has been reduced by a further 200mm - the greatest reduction felt possible was still allowing a viable living area within the plan form
- The overall height of the extension has been reduced by 400mm relative to the sketch elevations and CAD models submitted at pre-app stage. The lower parapet height now sits substantially below the boundary fence to 20 Prentice Street. The principal floating higher roof is only circa. 80mm higher than the boundary, whilst being set a minimum of 730mm from the boundary.
- A downstand of 530mm has been retained across the new opening through the rear wall leading into the new extension, which, combined with the substantial wall nib retained within the kitchen area renders the historic rear wall of the range legible and with it the historic plan form.
- The floor level within the proposed extension area has been lowered by 215mm to facilitate the reduction the height of the extension whilst maintaining a serviceable ceiling height within the link section of the extension. This further maintains the demarcation between historic form and contemporary extension.
- The proposed chimney has been omitted and replaced with a simple metal flue. This will extend 1m above the weathered surface of the roof to the extension in full compliance with Building Regulations Approved Document J.
- A proposal has been included for concealed internal drainage and for discreet mechanical ventilation to the new bathrooms.

6.2 PROPOSED SCHEDULE OF HERITAGE WORKS

To be read in conjunction with annotated existing plans in section 3.0

GROUND FLOOR

1. Demolition of existing modern lean-to porch / conservatory rear extension.
2. Demolition of existing modern flat-roofed rear extension used as a store.
3. Removal of part of the rear wall to the rear range, retaining a substantial nib and downstand which will conceal a new structural beam.
4. Removal of the modern aerated 75mm concrete block partition dividing the existing kitchen from the rear hall.
5. Excavation of the rear terrace area to allow for new lowered floor to the rear extension.
6. Construction of a new rear extension comprising a low flat-roofed link element and a taller primary volume with floating sedum-planted roof.
7. Creation of a brick paved terrace area around the new extension with brick steps up to the rear garden

FIRST FLOOR

8. Removal of a section of partition at first floor level containing the existing airing cupboard and forming the chamfered corner to the existing bathroom.
9. Strip out of all existing sanitary fittings.
10. Installation of a new ledged and braced oak boarded door within the existing landing corridor to create an enclosed lobby for Bedroom 1 and the new ensuite shower room.
11. Replacement of the existing modern hollow-core flush door to the existing Dressing Room (proposed ensuite) with a new ledged and braced oak boarded door
12. Removal of the existing C20 lowered ceiling to bedroom 1 and reinstatement of the original vaulted ceiling, to be formed using timber laths and finished with lime plaster



Heritage Officer:

4.2 The proposals were the subject of a pre-application submission to Babergh District Council (ref. DC/26/00854, comments received 14 May 2026). Heritage feedback was summarised as follows:

The Heritage Team considers that the proposal has the potential to cause less than substantial harm to designated heritage assets because of the scale of the proposed additions, loss of articulation and traditional subdivision of internal space, and historic fabric. They recommend that amendments are made in order to achieve suitably subservient extensions, and a better expression of the phasing and development of the building

4.3 The Heritage Officer advised 'I do not oppose the contemporary language of the extensions', while recommending some changes to the design. As a result, the scale of the proposed addition has been reduced and the design modified, as further described in the Design and Access Statement. Also in response to pre-application advice, a large nib to one side and a substantial downstand will ensure a clear demarcation between the plan form of the existing rear addition and that of the proposed addition.

Motion concerning Applications DC/26/03394 and DC/26/03395.

We SUPPORT this application with the necessary recommendations of the installation of bat boxes species specific bird boxes, hedgehog friendly fencing and bee bricks.

Jane Taylors Cottage Shilling Street Lavenham Sudbury Suffolk CO10 9RH

DC/26/03515 Application for Listed Building Consent – Replace single glazed window and door units with timbalite 12mm softcoat slimline double glazed units
<https://planning.baberghmidsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=TJR5NHS0A200>

Motion concerning Application DC/26/03515: We SUPPORT this application.

Tree Maintenance Motions

Background concerning Pine Tree T18 in the Cemetery

The Clerk has over recent works received correspondence from a resident near to the Cemetery expressing concerns about the Pine Trees adjacent their property. The Pine Trees are on the eastern edge of the Cemetery and are Parish Council responsibility. All are covered by Tree Protection Orders.

The concerns are about the safety of the trees and the pine cones, needles and twigs etc falling into his garden.

The Councils Contractor recently visited and removed the ivy from seven trees at £50 per tree so that the Contractor could properly inspect the trees.

Recommendation of the Contractor:

General observations

- All the trees are shedding needles and cones to varying degrees. Some have lost more than others, and the next 12 months will be critical for them.
- This is almost certainly linked in part to the very dry springs of the last two years, compounded by this year's drought, which has placed additional stress on trees that were already under pressure.
- There is also a possibility of Dothistroma needle blight (*Dothistroma septosporum*). Positive identification would require laboratory testing of samples, which has not yet been carried out.
- Apart from the one dead tree (see below), no immediate work is required. We will continue to monitor all the trees over the next 12 months. It is possible that some may not survive the effects of this year's drought.
- Because the trees are protected by Tree Preservation Orders (TPOs), any work requires prior approval from the District Council. The Tree Officer will only permit felling on sound arboricultural reasons and where there is no realistic alternative, and any trees that are removed must be replaced.

Specific points

- **Dead tree** – One tree has recently died and needs to be removed.
- **One tree with a vertical fissure** – This was sounded with a rubber-faced mallet and the timber is solid. There is no weeping or progressive splitting. The fissure appears to be an old, superficial historical wound that does not compromise the structural integrity of the tree. Monitoring will continue.
- **The slightly leaning tree** – Its crown is shedding needles slightly more heavily than the others, but the tree is not considered unsafe and cannot be felled under the TPO without further sound reasons to do so. There are no signs that the lean is progressive and it has likely been like this for some years. Monitoring is the appropriate course of action.

General Point for Councillors information:

Many local trees are going to struggle and possibly die in the next twelve months and Council needs to be aware that further tree maintenance costs are likely to be required in addition to the current issues.

Motion concerning Pine Tree T18 in the Cemetery

The Quotation of not more than £850 to remove the dead tree and plant a replacement is accepted. No work to be done before permission has been obtained from the Arboricultural Officer at Babergh District Council.

A Parish Council has the legal power to acquire, provide, and maintain cemeteries under the Local Government Act 1972 (section 214)

Background concerning General Tree Motion Works

- a) October 2025 Council obtained a quote of £19,130 for the work required to trees from its retained contractor. This included £2,850 for works required to trees in the Recreation Ground which is the responsibility of the Community Council,

The proposed cost to Council was therefore £16,280.

- b) Council determined at its 6th November 2025 Meeting to 'carry out the urgent safety related work to First Meadow and the Cemetery at a cost of £4,000'. This work has been completed.
- c) In light of the original quote of £16,280 and the commissioning of £4,000 of work in 2025/26 Council at its 4th December 2025 Meeting determined to include £10,000 in its 2026/27 Revenue budget for Tree Work.
- d) Council determined at its 8th January 2026 meeting to commission a tree survey.
- e) The Clerk reported to the 2nd July Meeting of Council that the tree survey had now been completed and passed to the retained contractor who has considered the survey and issued revised quotations.
- f) Summary of Original Quote and Revised Quote:

Original Quote (PC Portion i.e. excluding Rec Ground which is Community Council responsibility)
£16,280

Less Work Done (£4,000)

Remaining Original Quote £12,280

New Quote £4,250 Apparent Saving £8,030.

- g) The Minutes of the 2nd July 2026 Meeting record that *'The Clerk explained the history of the item and how the recommended scope of work and cost had changed. The Clerk suggested that the Clerk and Chair meet with the Tree Surgeon and report back to Council. Cllr Robinson urged Council make sure that it does not commission work that UKPN is intending to do on trees adjacent to power lines. The Chair and the Clerk agreed'*.

- h) Following a Meeting with the Contractor the Clerk and the Chair have:

- a) Determined that the Desired Spend is £15,300 because the Tree Survey has identified £3,020 of additional work largely in First Meadow though there is a possibility that £1,425 of work relating to a Crack Willow in First meadow can be deferred.

- b) Determined that the apparent saving of £8,030 between the Original Quote and the Revised Quote following the Tree Survey can be categorised as below:

Additional work as described above (£3,020)

Scope Difference Remit i.e. Works which are sensible to do such as tidying up trees which are not required for Safety Reasons £5,450.

The Survey did not recommend works to the large Cedar Tree in the Churchyard. The Contractor profoundly disagrees with the Surveyor citing the danger of snowfall on the branches and the risk of damages breaking off over gravestones. £3,700.

The Survey did not recommend works to the Lime Trees fronting Church St which are not required for safety reasons but are required to make the pavement easier to walk along and to protect the Christmas Lights from damage. £800.

The Survey did not include pictus tests on two trees and grinding out the stumps of two felled pine trees. £1,100.

Budgeting Considerations

Budget for whole year 2026/27	£10,000
Less: Spent inspecting Cemetery Pines due to neighbours' concerns	(£350)
Less: Motion to remove and replant dead Cemetery Pine	(£850)
 Add: Over Accrual Office Rent	 £3,000
 Likely Available Budget	 £11,800

Overspend £3,500

Options to remove overspend

- a) Defer work on Crack Willow in First Meadow £1,425 until after November Survey.
- b) Defer tidying up work right hand and back boundaries of Churchyard £2,200 to next year.
- c) Not do work on Cedar £3,700.
- d) Negotiate to reduce cost.
- e) Charge portion or all of costs to Unallocated Neighbourhood CIL of £19,000.

Or alternatively Council could sanction an overspend.

The Recreation Ground

The Clerk will return to Council with cost estimates for the Recreation Ground when further research has been completed. These costs are the responsibility of the Community Council.

Council could choose to assist with this cost by making a Grant available to the Community Council.

Motion concerning Tree Maintenance

The Clerk is instructed to enter into negotiations with the Contractor to complete the desired tree work aiming to achieve a discount for the large size of the order.

Should items need removing to achieve the budgeted spend of £11,800 (minor immaterial difference excepted) the work on the Crack Willow and/or one or more of the boundaries of the Churchyard could be deleted.

No work to be done before permission has been obtained from the Arboricultural Officer at Babergh District Council including applying formally where required.

A Parish Council has the legal power to acquire, provide, and maintain cemeteries under the Local Government Act 1972 (section 214)

Section 215 of the Local Government Act 1972 entitles a Parochial Church Council (PCC) to transfer maintenance duties of a closed churchyard to a parish or district council.

Power to acquire land for or to provide recreation grounds, public walks, pleasure grounds and open spaces and to manage and control them Public Health Act 1875, s 16

	£
Original Quote excluding Recreation Ground	15,080
Add the Price Range stated in original Quote	<u>1,200</u>
	16,280
Less Work Done in 2025/26	-4,000
	<u>12,280</u>
Balance of Original Quote	<u>12,280</u>

Bridge to Desired Spend:

Balance of Original Quote from above	12,280
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a) First Meadow: changes consequent of Tree Survey

Crack Willow: Reduce in size	1,425	
Cherry Picker Hire (not payable if many items done)	400	
Minor Works recommended By Tree Survey	310	2,135

b) Cemetery: changes consequent of Tree Survey

Common Beech remove deadwood in Crown	450	
Fell small Scots Pine	250	
Minor Works recommended By Tree Survey	15	715

c) Churchyard: changes consequent of Tree Survey

Minor Works recommended By Tree Survey	170	170
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Total Desired Spend	<u>15,300</u>	0
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Budget for whole year 2026/27	10,000
Spent inspecting Cemetery Pines due to neighbours concerns	-350
Motion to remove and replant dead Cemetery Pine	-850

Over Accrual Office Rent	3,000
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Likely Available Budget	<u>11,800</u>
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Overspend	3,500
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Options:

- 1) Defer work on Crack Willow in First Meadow £1,425 until after November Survey.
- 2) Defer tidying up work right hand and back boundaries of Churchyard £2,200 to next year.
- 3) Not do work on Cedar £3,700.
- 4) Negotiate to reduce cost.
- 5) Charge portion or all to Unallocated Neighbourhood CIL of £19,000.

Bridge from Original Quote to Quote following Survey:

	£	First Meadow £	Cemetery £	Churchyard £
Original Quote	12,280	2,800	1,930	7,550
Extra Work First Meadow consequent of Survey	2,135	2,135		
Extra Work Cemetery consequent of Survey	715		715	
Extra Work Churchyard consequent of Survey	170			170
Scope Difference Remit First Meadow	-800	-800		
Scope Difference Remit First Meadow	-600	-600		
Scope Difference Remit First Meadow	-300	-300		
Scope Difference Remit Cemetery	-700		-700	
Scope Difference Remit Churchyard Back Boundary	-1,400			-1,400
Scope Difference Remit Churchyard Right Boundary	-800			-800
Largely Scope Difference Remit Churchyard	-850			-850
Church Cedar Tree	-3,700			-3,700
Cemetery Pictus Tests 2 Beech Trees	-800		-800	
Cemetery Grind out stumps 2 felled pine trees	-300		-300	
Church Lime Trees Street Frontage	-800			-800
	<u>4,250</u>	<u>3,235</u>	<u>845</u>	<u>170</u>
Per Survey	4,250	3,235	845	170
Check	0	0	0	0

Bottom of the corner of the Playing Field . Raise trees above footpath.
All the trees along the River Bank on the Eastern boundary. Encroach Grass Area.
Remove fallen neighbours tree
General woody weed growth around some of the graves and in some of the trees particularly the Irish Yews
Encroached by up to 5-6m in places into the Churchyard.
Overhanging trees, some leaning smaller spindly trees, bramble growth and ivy encroachment onto trees.

Remove ivy from sycamore and remove dead branches

The Contractor has written 'I am quite surprised that no work has been recommended for this tree – the fact is that there is free pedestrian access and graves beneath'
Winter snow could easily cause branches to break

Raise trees by 2m to make pavement easier to walk along and protect Christmas lights from damage.

	Remaining items from original Quote:	Quote in line with Tree Survey recommendations	PC Recommended works	Notes
Bottom of the corner of the Playing Field. There is a winding footpath running through the trees here. They are a mixture of Walnuts, Oaks, Sweet Chestnut and other species and are all young to semi mature trees. They are all very low growing and one has to duck in places. It makes the footpath dark, some are too close together. Really all of these trees would benefit from raising to 3m and from cultural and formative pruning.	800		800	This is tidying work and so is not in the Tree Survey Quote, i.e. this is a remit difference but the work should be done.
Large Weeping Willow. It is very low on the whole area. It also has a lot of major deadwood in the crown, I would recommend that it is climbed, inspected and the major dead wood removed. This is T41 and is not adjacent Power Line.	1,100	1,500	1,500	Cost to include cherry picker
All the trees along the River Bank on the Eastern boundary. The trees along here all very low over the grassed area and could all benefit from being raised, the epicormic growth and any encroachment removed	600		600	This is tidying work and so is not in the Tree Survey Quote, i.e. this is a remit difference but the work should be done.
Fallen Willow tree. This has come over from the Farm/Stables on the opposite bank Note that this is the landowner opposite's responsibility.	300		300	This is tidying work and so is not in the Tree Survey Quote, i.e. this is a remit difference but the work should be done.
Crack Willow To reduce the height and branch length by approx. 6/7m to old pollard wounds , a full aerial inspection and removal of major dead wood or any defective limbs is also recommended and included in our price. This is T45 and is not adjacent Power Lines.		1,425	1,425	
Minor Works		310	310	
	<u>2,800</u>	<u>3,235</u>	<u>4,935</u>	
Original	2,800			
Crack Willow	1,425			
Cherry Picker Hire (will be avoided if many items done)	400			
Minor Works recommended by Tree Survey	<u>310</u>			
	<u>4,935</u>			
	0			

	Remaining items from original Quote:	Quote in line with Tree Survey recommendations	PC Recommended works	Notes
General Maintenance				
Large degree of Ivy, Bramble, Self-Set trees and general woody weed growth around some of the graves and in some of the trees particularly the Irish Yews. 3-4 years ago when we were looking after the trees here we would annually remove this. It needs re-doing to prevent it getting out of hand again	700	0	700	This is tidying work and so is not in the Tree Survey Quote, i.e. this is a remit difference but the work should be done.
2 Beech trees: Pictus Tests	800		800	
2 recently felled Scots Pines: Grind out stumps	300		300	
Minor Works	30	145	145	
Arithmetic Error	100			
Common Beech				
Remove major deadwood throughout the crown over 30mm in diameter or 1m in length		450	450	
Scots Pine				
Fell to ground level (excluding Cherry Picker and replanting)		250	250	
	<u>1,930</u>	<u>845</u>	<u>2,645</u>	
Original	1,930			
Common Beech	450			
Scots Pine	250			
Minor Works recommended by Tree Survey	<u>15</u>			
	<u>2,645</u>			

	Remaining items from original Quote:	Quote in line with Tree Survey recommendations	PC Recommended works	Notes
Large Sycamore				
This tree is heavily covered in Ivy growth making an assessment of the main stem impossible. Given that it is close to the road I am recommending that the Ivy is removed and a climbed inspection is carried out together with the removal of major dead wood, there are a few branches of significant size	600		600	This is largely tidying work and so is not in the Tree Survey Quote, i.e. this is a remit difference but the work should be done.
Back boundary				
Basically the whole back boundary is unmanaged and poorly maintained and has encroached by up to 5-6m in places into the Churchyard. This should be addressed and the encroachment cut back, felled and stumps poisoned where appropriate to prevent re-growth. Sadly we have seen a lot of Churchyards decline if this sort of thing is left unchecked. But this is not too bad compared to some we have seen and can be reasonably easily sorted out if done soon.	1,400		1,400	This is tidying work and so is not in the Tree Survey Quote, i.e. this is a remit difference but the work should be done.
Large Cedar				
It is a mature Cedar but will probably get to double the size it is now in it's lifetime. I don't think it has ever had any work done to it other than perhaps remedial works when it has lost branches. It looks healthy enough but a Cedar of this age and size that has never been previously inspected should really have a full climbed inspection and assessment. At the same time all of the major & larger dead wood should be removed. There is an awful lot of dead within the crown. Also all the major branches and fork unions should be closely inspected and assessed. Cedars are known for dropping large limbs as they can develop faults, cracks and weaknesses. And due to the way in which they grow with large more horizontal branches spreading out below others they can become over-heavy and over extended. The end of the branch platelets can also become clogged with dead wood and needles which form a thick thatch that catches water in heavy rain and if it snows and then freezes the snow lays on top and this will cause branches to break, often catastrophically taking others below it with them.	3,700		3,700	I am quite surprised that no work has been recommended for this tree - the fact that there is free pedestrian access and graves beneath.
This tree has all of the above, an excessive amount of dead wood, thick branch platelets and likely some branches with faults, indeed there is evidence that it has in the past lost branches. And probably has never been Given it is in a churchyard with graves beneath and also free pedestrian access I would recommend that it is climbed inspected and the larger dead wood removed, any over heavy branches reduced and or thinned and any defective branches removed or made safe.				
Right hand side boundary				
We did do quite a lot of cutting back some years back. Looks like nothing has been done since. Really the overhanging growth and hedges need properly cutting back on an annual basis in the Autumn each year. There are some overhanging trees, some leaning smaller spindly trees, bramble growth and ivy encroachment onto trees. To tidy this all up and cut back, remove ivy and dead wood, spindly trees etc	800		800	This is tidying work and so is not in the Tree Survey Quote, i.e. this is a remit difference but the work should be done.
Lime Trees				
Hang low over the footpath and should be raised by 2m all around for headroom clearance. Remove epicormic growth	800		800	Headroom Clearance work on street frontage. Remit Difference
Holly Tree				
Remove ivy so that it does not take over whole crown of the tree, remove bottom branches and raise crown by 1.5-2m to allow access beneath	250		250	This is largely tidying work and so is not in the Tree Survey Quote, i.e. this is a remit difference but the work should be done.
Minor Works		170	170	
Note this quote was a range of £6,350 to £7,550.	<u>7,550</u>	<u>170</u>	<u>7,720</u>	
Original	7,550			
Minor Works	170			
	<u>7,720</u>			
	0			

Purchase of Speed Indicator Device Solar Panel**Background:**

The Parish Council at its meeting of 2nd July 2026 resolved that 'Council instructs the Clerk to purchase an additional backplate with clips for the SID post on the Bury Rd at a cost of £118.00 including VAT'.

These items have been delivered and passed to the Cllrs who have kindly volunteered to move these items from site to site.

Subsequent Events:

- a) The Cllrs have reported that moving the Solar Panel from site to site is quite difficult.
- b) It has been ascertained that the Sids can be operated without the Solar Panel but that the batteries will likely fail after two or so weeks.
- c) The batteries can be recharged and the Clerk may in due course purchase spare batteries but the Bury Rd site is difficult to work on and should be approached as rarely as possible i.e. just to move the device. Additionally, each outage of the device is likely to attract public attention.
- d) It is sensible therefore to purchase an extra Solar Panel to be installed on the Bury Rd post, it is not the intention to instal a solar panel on the Preston Rd or Brent Eleigh Rd (should a post be installed here) sites which are much more easily worked on e.g. batteries changed.
- e) The Clerk has obtained a quote from the Sid supplier for an additional panel.

Andrew Smith
Lavenham Parish Council
The Parish Office
Church Street
Lavenham
Sudbury
Suffolk
CO10 9QT
United Kingdom

Re : 1x Solar kit

Item	Image	Part Code	Description	Qty	Unit Price	Total
1		Solar Panel Kit	Solar Panel Assembly Kit. 80w Solar Panel. Fixings	1	£540.00	£540.00
2		CAR36	XL Parcel - 1220 x 1200 x 200 (NOT OFFSHORE OR HIGHLANDS) (1220 x 1220 x 200)	1	£30.00	£30.00
Sub Total						£570.00
VAT						£114.00
TOTAL						£684.00

Yours sincerely

Motion:

Council instructs the Clerk to purchase an additional Solar Panel with fixings for the SID post on the Bury Rd at a cost of £570 excluding VAT.

The Highways Act 1980 section 274A confers on Parish Councils the power to contribute towards the cost of traffic calming measures and the Road Traffic Regulations Act 1984 section 72 confers on Parish Councils the power to provide traffic signs and other notices.

Local Government Annual Payrise 2026/27

Background:

- a) The pay of Local Government Staff is agreed between the Employers and the relevant Trades Unions. This annual Cost of Living payrise effective 1 April 2026, was agreed as a 3.3% increase and is a Contractual Obligation.
- b) The Clerk is on Spinal Point 27.

Pay Agreement 2026-27

An agreement has been reached on the 2026-27 pay settlement. Changes to employees' pay need to be approved by Full Council. Therefore, unless a council already has appropriate delegated authority in place, councils to need to wait for a Full Council meeting before they can formally approve any changes to their employees' pay.

[Click here to view the 2026-27 National Salary Award](#)



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	1 April 2025	1 April 2026			Scale Ranges
SCP	£ per annum	* £ per hour	£ per annum	* £ per hour	Based on SCP
13	£29,064	£15.06	£30,023	£15.56	LC1 (13-17) (above substantive range)
14	£29,540	£15.31	£30,515	£15.82	
15	£30,024	£15.56	£31,015	£16.08	
16	£30,518	£15.82	£31,525	£16.34	
17	£31,022	£16.08	£32,046	£16.61	
18	£31,537	£16.35	£32,578	£16.89	LC2 (18-23) (below substantive range)
19	£32,061	£16.62	£33,119	£17.17	
20	£32,597	£16.90	£33,673	£17.45	
21	£33,143	£17.18	£34,237	£17.75	
22	£33,699	£17.47	£34,811	£18.04	
23	£34,434	£17.85	£35,570	£18.44	LC2 (24-28) (substantive benchmark range)
24	£35,412	£18.35	£36,581	£18.96	
25	£36,363	£18.85	£37,563	£19.47	
26	£37,280	£19.32	£38,510	£19.96	
27	£38,220	£19.81	£39,481	£20.46	
28	£39,152	£20.29	£40,444	£20.96	

Motion:

That Council acknowledges and fulfils its legal obligations to increase the Clerk's salary to £39,481 with effect from April 1 2026 and the Chair is instructed to inform the payroll bureau.

Lavenham Neighbourhood Plan Revision Group

Steering group meeting 11th August 2026

Agenda and minutes

Attending: Michael Sherman (Chair, left early), Alison Bourne, Savannah Bourne, Danielle Twitchen (Treasurer), Tracey Brinkley, Jack Norman, David Theobald, Charles Posner and Carroll Reeve (Secretary).

Apologies: None

Minutes of previous meeting: Previously circulated. Suggested one word changed to '**the**' highlighted below *. This amendment was accepted.

Matters arising: Under JLP and NPPF see below. The Salvation Army Hall closure was now to be viewed as a temporary move until September.

Parish Council feedback:

Confirmation sought from all attending that no potential conflicts or pecuniary interests appertain to this agenda: confirmed.

It came to light that minutes of this working party had been 'edited' by the Parish Clerk, due to a misunderstanding with our Chair. In any event, under our Terms of Reference any potential revision should have been cleared with our Secretary. Following a meeting called by the LPC Chair and attended by the Chair, Vice-Chair, our Chair and Secretary with the Clerk the matter was resolved. Any future observations by the Clerk would be referred to our Secretary. A further issue confirmed by the Clerk was that he would now keep our Chair and Secretary advised of all matters and invitations from external parties (eg, BMSDC, SCC and our MP) relating to Neighbourhood Planning, the Joint Local Plan, et al.

Position paper: Previously circulated and agreed, subject to the section on tourism being further revised.

Joint Local Plan and National Planning Policy Framework:

Arising from our last meeting it transpired that LPC had been invited to a virtual meeting relating to the JLP, NPPF and Neighbourhood Planning. This was not passed on to the LPC as it was addressed to the Clerk and considered by him as a personal invitation. The Clerk is now aware that such invitations are in fact an invitation to parish councillors and relevant working parties.

It now transpires (from this virtual meeting) that the JLP timetable (previously circulated) has been condensed to fit within government guidelines and is now subject to a 30-month period from start to adoption. Moreover, the BDC future five-year housing supply has been breached and its current plan therefore falls away. This has serious potential repercussions, leaving the district open to development merely meeting the 'sustainability' test.

Care homes: Report in drafting, based on care home provision, within a radius 12/15 miles, from Lavenham. Arises from input from survey. This may merely lead to raising awareness and transport options. With the removal of any sheltered housing in the village by BDC it may have a bearing on future housing provision.

Tourism: Data report for Lavenham: sanctioned by Michael. Cost £150. Potential short term budget anomaly, to be covered by savings elsewhere. Same firm undertaking work used by BMSDC. Copy of Lavenham 2018 report had been circulated prior to meeting.

Tourism data sought from other sources on-going. Love Lavenham to be approached.

Business survey:

Alison has produced a list of businesses (Michael circulated a list of business rate payers) and interviewed a sample. She will continue with this approach and then issue a short survey document to others. Savannah is producing this initial survey document based on that previously produced by Charles. Accessing hospitality and retail business is straight forward, but other service business less so. Jack to supply Savannah with a list of trades people.

AoB: Jack asked if we had a collective view on a particular current planning issue and with the limited information available our only comment was that it might be viewed as a ribbon development.

Next meeting: 8th September

*** Parish Councillor comments on Survey feedback:**

The two notes (dated 21st June) produced by the Councillor had been circulated and were discussed. There was some disquiet as to why questions were being raised when the two feedback documents had been agreed by the Parish Council, at its 4th June meeting. The threatening nature of the closing comments were considered unnecessary. However, in order to avoid any doubt, it was agreed that our Chair would write to **the** Councillor concerned setting out the facts;