

LAVENHAM PARISH COUNCIL

To: Members of Lavenham Parish Council

You are duly summoned to attend the Meeting of Lavenham Parish Council to be held at 7pm on Thursday 4th September 2025 at Lavenham Village Hall, Church Street, Lavenham.

Public Attendance

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

AGENDA

- 1. Apologies and approval of absences**
- 2. Declarations of Interest**
- 3. To consider requests for dispensations**
- 4. To approve as accurate minutes of the 7th August meeting of Council**
- 5. Public participation session (10 minutes)**
- 6. Chair's Announcements**
- 7. Local Authority Councillors' Reports**
- 8. Planning Register**
- 9. Planning Applications**
- 10. Lavenham Neighbourhood Plan 3: Report**
- 11. Clerk/RFO report**
 - 11.a Motion to approve Accounts for month ending 31st July 2025**
 - 11.b Motion to approve Receipts and Payments for month ending 31st July 2025**

12. Christmas Event: Motions

13. Reforecast for the year: Motion to adopt reforecast

14. Date of next meeting – Thursday 2nd October 2025

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

Andrew Smith
Clerk to the Council
Parish Office
Church St
Lavenham

Date: 29th August 2025

PARISH COUNCIL MEETING

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

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

Present:

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

Opening Statement by the Chair:

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

1. Apologies and approval of Absences

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

2. Declarations of Interest

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

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

3. Requests for Dispensations

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

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

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

5. Public Participation Session

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

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

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

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

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

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

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

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

6. Chair's Announcements

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

8. Local Authority Councillors' Reports

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

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

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

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

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

8. Planning Register

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

9. Planning Applications

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

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

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

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

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

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

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

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

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

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

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

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

Cllr Robinson said that buildings should be allowed to evolve.

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

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

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

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

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

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

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

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

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

Cllr Robinson commented that the pitch of the proposed roof was consistent with neighbouring buildings.

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

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

10. Licensing Applications

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

The Market Place:

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

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

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

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

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

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

Cllr Lamont described the proposal as a continuation of the long established selling of food and alcohol in the Market Place. Cllr Mawford agreed.

Motion: The Parish Council opposes the Applications

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

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

10 Lady St:

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

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

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

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

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

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

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

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

11. Lavenham Neighbourhood Plan 3

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

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

12. Clerk/RFO report

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

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

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

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

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

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

Accounts:

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

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

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

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

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

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

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

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

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

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

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

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

13. VJ Celebration Grant

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

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

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

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

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

14. Report concerning Railway Walk Allotments

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

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

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

Meeting ended 9.25pm

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

8			BDC	LPC	
Jul:					
00541	Howletts	Access Changes etc	Approval following minor alterations	Approval with Conditions	
August					
02922	68 Church St	Prune Oak Tree subject to TPO	Approval	No Comment	
03025	87-88 High St	Removal of Cherry Tree	Approval	Approval	
Open items:					
03575	Graylings, 5 Prentice St	Replace windows with double glazed windows	Ongoing	Ongoing	Sep-05
03618	Poultry Farm, Brent Eleigh Rd	Change of use from Agricultural to Commercial/Business Service	Ongoing	Ongoing	Sep-05
03378	Finches, Bridge St Rd	Fell Maple Tree	Ongoing	Ongoing	Sep-05
03778	Frogs Hall, Frogs Hall Rd	Listing Building consent for Various roof repairs	Ongoing	Ongoing	Sep-19
00457	15 The Paddocks	Earthworks	Ongoing	No Comment	
05113	Land south of Water St	Storage Shed and Greenhouse	Ongoing	Refusal	
00390	Toll Cottage, Market Place	Change of use to residential	Refusal. Appealed.	Refusal	
02700/02701	75 Church St	Planning Perm and Listed Building Consent Extension	Ongoing	Approval with Conditions	
03022/03023	The Old Rectory	Planning Perm and Listed Building Consent Doorcase	Ongoing	Refusal	
03120	1 The Maltings, Barn St	Listed Building Consent Replacement of French Windows etc	Ongoing	Approval	
Suffolk CC	Lavenham Primary School	Modifications to Outbuilding	Ongoing	Approval	

Lavenham Parish Council Planning Group.

Planning Applications for consideration at LPC meeting on 4th September 2025

The Parish Council has been consulted on two applications

Application for Listed Building Consent - Replace 5no. rear first floor windows with identically framed double glazed windows.



Graylings 5 Prentice Street Lavenham Sudbury Suffolk CO10 9RD

Application: DC/25/03575 Received: Tue 12 Aug 2025 Validated: Wed 13 Aug 2025 Status: Awaiting decision

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

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

Recommend approval with a condition that details of the windows design are provided prior to commencement of works to ensure slimline panel and thin glazing bars are present

Windows affected





Application for Works to Trees Subject to Tree Preservation Order WS240/G2 - Fell smaller Field Maple (T1)



Finches Bridge Street Road Lavenham Sudbury Suffolk CO10 9SH

Application: DC/25/03378 Received: Tue 29 Jul 2025 Validated: Tue 29 Jul 2025 status: Awaiting decision

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

The Planning Group considers that this is reasonable, given the condition of the tree. However, the application form does not state details of a replacement tree as is required for trees covered by a TPO. Without this we cannot recommended approval.

Recommend refusal pending details of a replacement tree.



Council is aware of two Applications for Discharge of Conditions concerning which it has not been consulted.

At its 6th March 2025 passed the resolution below:

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

Discharge of Conditions Application for DC/25/00448 - Condition 3 (Brick Shortfall) and 4 (Lime Mortar Details)

Pegtile Court 3 Church Street Lavenham Sudbury Suffolk CO10 9QT

Application. No: DC/25/03289 | Received: Wed 23 Jul 2025 | Validated: Wed 23 Jul 2025 | Status: Awaiting decision

This is acceptable provided lime mortar is used for condition 4 as commented by the Heritage officer

Recommend approval

Photos of sample bricks A, B & C



Discharge of Conditions Application for DC/24/03084 - Conditions 5 (Wall and Roof Materials) and 7 (Hard Surfacing Materials)

Show more description

The Hall, Hall Road, Lavenham Sudbury Suffolk CO10 9QX

Application. No: DC/25/03663 | Received: Mon 18 Aug 2025 | Validated: Mon 18 Aug 2025 | Status: Awaiting decision

The discharge of conditions details are attached below. No issues with materials selection

Recommend Approval

CONDITION NO 7 APPLICATION REF DC/24/03084

(GRANTED 30.09.2024)

HARD SURFACING MATERIALS

Courtyard between the new dwelling and studio

Natural gravel as existing

Raised terraces to the south of the new dwelling

600 x 600 x 20mm light grey porcelain "Fortuna Vitrified" paving slabs from Stonemarket Paving.

<https://www.pavingsuperstore.co.uk/stonemarket-paving-ceramic-fortuna-vitrified-silver-paving-slabs>



EXTERNAL WALLS

Fairfaced brickwork

Condition reference DC/25/02191 discharged 06.06.2025

Timber boarding

15mm random width vertical Accoya vertical boarding, stained as per photo shown below and also available for viewing on site



ROOFS

Pitched roofs

Existing pantiles to be retained

Flat roof for new extension

Sikaplan SG-15 lead grey single ply membrane

<https://gbr.sika.com/en/construction/roofing/flat-roof-productsandsystems/single-ply-roofing/pvc-roof-membranes/sikaplan-g-15.html>

Flat roof link between extension and original stables

Code 6 lead sheet

Development by a Statutory Undertaker - Install 1 No Pole



Near 1 Hall Road, Lavenham Sudbury CO10 9QX

Application. No: DC/25/03559 | Received: Mon 11 Aug 2025 | Validated: Mon 11 Aug 2025 | Status: Awaiting decision

No details have been provided concerning this application, so we are unable to comment

Lavenham Parish Council Planning Group.

Planning Applications for consideration at LPC meeting on 4th September 2025 -part 2

Application to determine if prior approval is required for a proposed Change of Use of Agricultural Building to a flexible use within Commercial/Business/Service (Class E). Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) - Schedule 2, Part 3, Class R - Conversion of existing poultry shed to create flexible space for meetings, therapy sessions, and office use. Further details are provided in the Design Statement submitted with this application.

Show more description 

The Poultry Farm Brent Eleigh Road Lavenham Sudbury Suffolk CO10 9PE

Application. No: DC/25/03618 | Received: Thu 14 Aug 2025 | Validated: Thu 14 Aug 2025 | Status: Awaiting decision

As detailed in the application, this is not a request for planning permission but for change of use from an agricultural building to a different usage class.

The new Parking Area, Solar Panels and Access Road are not part of this application, as stated on the drawing. Photo of existing shed is below

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

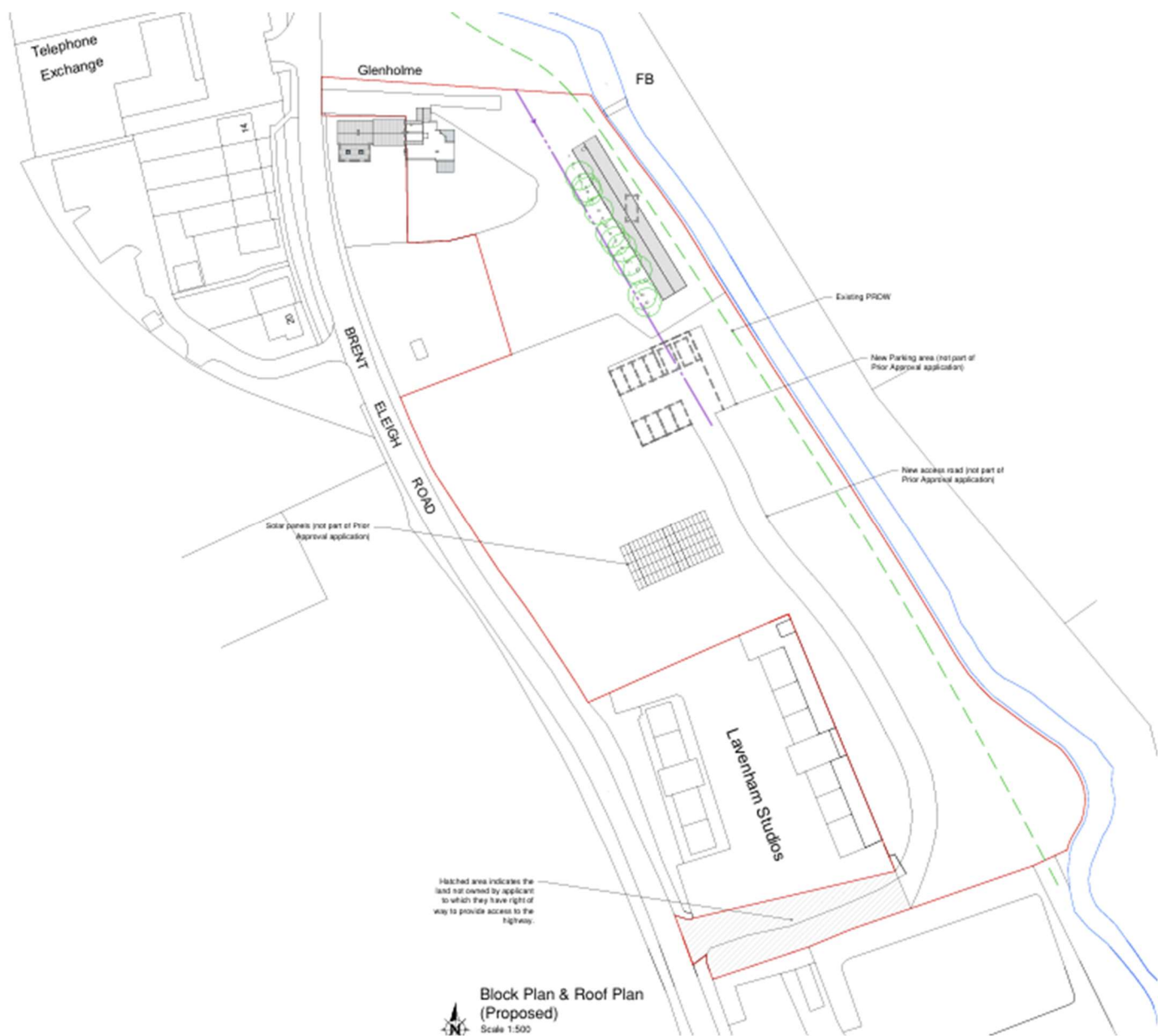
No Recommendation is to be made.



Existing Site plan



Proposed Site Plan – note that new Parking Area, Solar Panels and Access Road are not part of this application.



Lavenham Neighbourhood Plan Working Group Report

It's been a reasonably productive month.

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

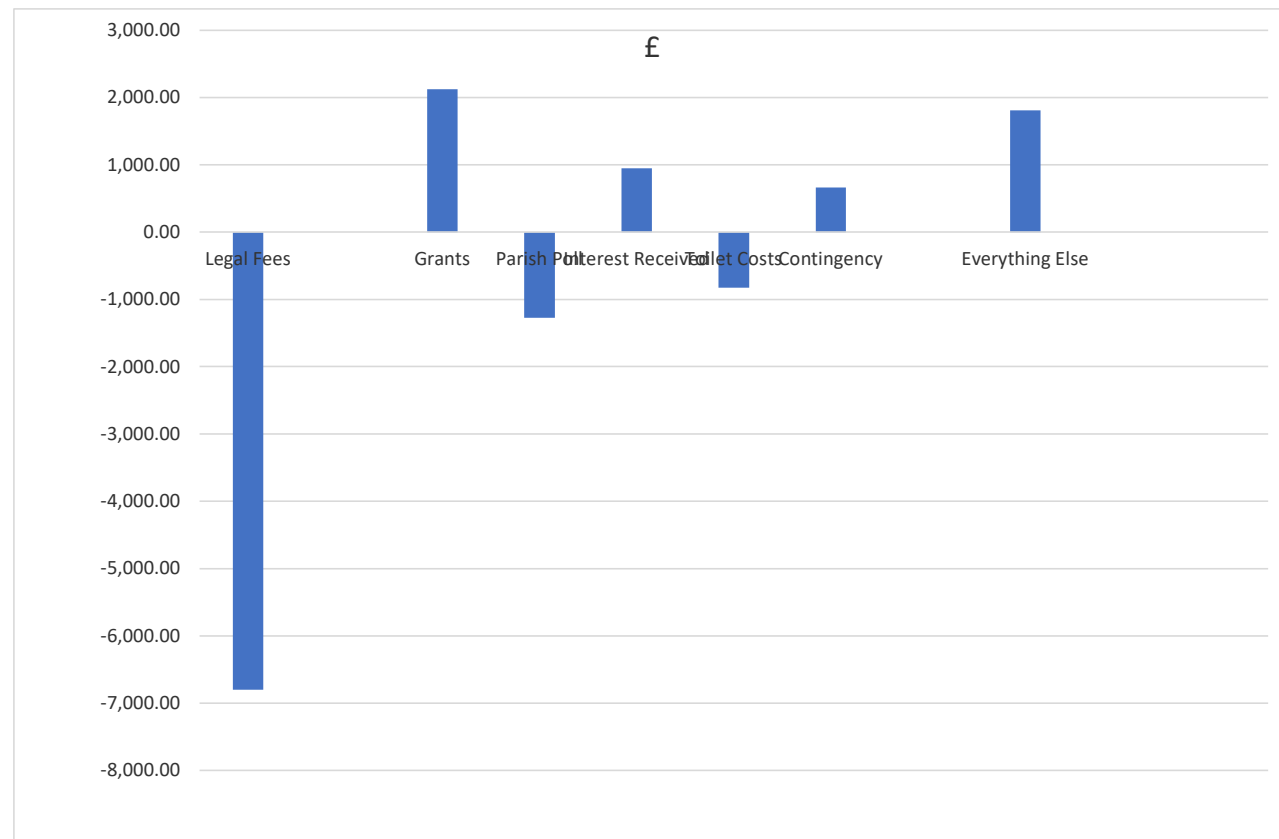
I close with if you have any questions please bring them forward as we are unable to reassure you if you don't ask, if we do not have the answers to hand we will answer via email asap

Thankyou

Michael & Alison and the whole steering group

	April Actual Mth	May Actual Mth	Jun Actual Mth	Jul Actual Mth	Actual YTD	Budget YTD	Favourable /(Adverse)	Notes
Precept	10,194.33	10,194.33	10,194.33	10,194.33	40,777.33	40,777.33	0.00	No variance
Babergh Cleansing Grant	1,111.11	1,111.11	1,111.11	1,111.11	4,444.44	4,372.37	72.07	Increase in Minimum wage slightly higher than anticipated. Payment received July 2025
Fixed Income	11,305.44	11,305.44	11,305.44	11,305.44	45,221.77	45,149.70	72.07	
Burial Fees	92.00	1,397.00	37.00	725.00	2,251.00	1,920.00	331.00	Variable depending on number of deaths
Car Park and Toilet Donations	233.97	271.05	221.80	276.55	1,003.37	1,000.00	3.37	Reduction 80% on prior year as anticipated
Other Donations	0.00	0.00	94.95	0.00	94.95	240.00	-145.05	The Misc Donation received is 1st Meadow Car Parking Income Hidden Gardens Sunday.
EV Charging Income	247.90	165.87	248.76	265.51	928.04	200.00	728.04	Usage continues to increase
Interest Received	400.00	548.06	400.00	400.00	1,748.06	800.00	948.06	Higher Interest rates continue
Variable Income	973.87	2,381.98	1,002.51	1,667.06	6,025.42	4,160.00	1,865.42	
Total Income	12,279.31	13,687.42	12,307.95	12,972.50	51,247.19	49,309.70	1,937.49	Number of causes, no causes for concern
Management Costs	7,813.04	6,813.04	3,903.04	3,607.04	22,136.16	16,000.01	-6,136.15	No legal spend in June, total spend est £8,000, of which £6,800 in this FY. Final Bill not yet received.
Office costs	733.32	818.14	976.68	649.68	3,177.81	3,138.60	-39.21	Allotments Training
LNP including Costs of Democracy	124.00	0.00	2,073.00	-697.70	1,499.30	0.00	-1,499.30	Parish Poll £1,272 is major item
Street Cleaning and Green Maint	3,163.84	3,000.51	2,984.13	5,487.47	14,635.96	14,473.07	-162.89	Includes felling of trees in cemetery
Public Realm	1,017.53	971.52	617.53	613.24	3,219.82	3,260.00	40.18	Water Pumps and other Maint work now being done
Toilet Costs	1,266.61	3,066.28	1,119.69	947.37	6,399.93	5,576.26	-823.67	Repair of Prentice St Drain
Water St	264.53	264.53	264.53	264.53	1,058.10	1,252.33	194.23	Water St Maint less on new contract than previous
Community Events including Grants	375.00	500.00	0.00	0.00	875.00	3,659.66	2,784.66	No major grants made concerning which July budget was £3000
EV Costs	179.72	76.14	138.77	113.34	507.97	200.00	-307.97	Usage continues to rise
Sinking Fund	1,000.00	1,000.00	1,000.00	1,000.00	4,000.00	4,000.00	0.00	No variance
Contingency	0.00	0.00	0.00	0.00	0.00	666.67	666.67	Contingency
Total Costs	15,937.58	16,510.15	13,077.36	11,984.96	57,510.05	52,226.61	-5,283.44	
Surplus/(Deficit)	-3,658.27	-2,822.73	-769.41	987.54	-6,262.86	-2,916.91	-3,345.95	Spend £6,800 on legal fees this FY is the main driver.

Type	£
Legal Fees	-6,800.00
Grants	2,125.00
Parish Poll	-1,272.30
Interest Received	948.06
Toilet Costs	-823.67
Contingency	666.67
Everything Else	1,810.29
	<u><u>-3,345.95</u></u>



	Budget Whole Yr	Known Changes	Big Picture Reforecast		Detailed Forecast	Change by taking a Detailed Approach
Precept	122,332.00	0.00	122,332.00		122,332.00	0.00
Babergh Cleansing Grant	13,117.10	216.22	13,333.32	Updated Rates	13,333.32	0.00
Fixed Income	135,449.10	216.22	135,665.32		135,665.32	0.00
Burial Fees	5,760.00	0.00	5,760.00		6,000.00	240.00
Car Park and Toilet Donations	2,250.00	0.00	2,250.00		2,250.00	0.00
Other Donations	720.00	0.00	720.00		500.00	-220.00
EV Charging Income	600.00	0.00	600.00		1,528.04	928.04
Interest Received	2,400.00	1,000.00	3,400.00	Higher Interest Rates	4,148.06	748.06
Variable Income	11,730.00	1,000.00	12,730.00		14,426.10	1,696.10
Total Income	147,179.10	1,216.22	148,395.32		150,091.42	1,696.10
Management Costs	48,000.03	7,000.00	55,000.03	Legal Fees £6,800 this FY	54,456.18	543.85
Office costs	9,275.53		9,275.53		9,473.46	-197.93
LNP including Costs of Democracy	0.00	16,200.00	16,200.00	LNP £15,000 and 20 MPH Poll £1,200	16,199.30	0.70
Street Cleaning and Green Maint	42,174.81		42,174.81		45,242.12	-3,067.31 Tree Survey work £2,000
Public Realm	9,780.00		9,780.00		9,739.82	40.18
Toilet Costs	17,809.65	1,000.00	18,809.65	Prentice St Drain Repair	18,633.32	176.33
Water St	3,466.45		3,466.45		3,174.30	292.15
Community Events including Grants	12,139.26		12,139.26		8,683.86	3,455.40 Grants, see below
EV Costs	600.00		600.00		547.97	52.03
Sinking Fund	12,000.00		12,000.00		12,000.00	0.00
Contingency	2,000.00		2,000.00		1,333.33	666.67
Total Costs	157,245.73	24,200.00	181,445.73		179,483.66	1,962.07
Surplus/(Deficit)	-10,066.63	-22,983.78	-33,050.41		-29,392.24	3,658.17

Community Events including Grants	
Small Grants (combined)	6,000.00
Christmas trees/lighting	4,500.00
Xmas Eve Community Carols	600.00
1st Meadow summer facilities	180.40
Misc	858.86
Community Events including Grants	12,139.26

Community Events including Grants	
Small Grants (combined)	2,725.00
Christmas trees/lighting	4,500.00
Xmas Eve Community Carols	600.00
1st Meadow summer facilities	0.00
Misc	858.86
Community Events including Grants	8,683.86

Grants	
	700.00 VE and VJ days
	1,500.00 Christmas Event
	150.00 Village Hall Parasol
	375.00 The Hub Security system
	2,725.00 Grants

	Balance Sheet Jul-25	Known Changes Street Light	Known Changes Loss	Known Changes Loan	Known Changes Deferred Income	Known Changes Sinking Fund	Balance Sheet Mar-26		Mar-26
Fixed Assets	146,934						146,934	Closing Cash	354,753.68
Debtors	0						0	Cash In Transit	0.00
Accrued Income	1,130						1,130	Deferred Income	0.00
Prepayments	5,956						5,956	Suffolk CC	-129,600.30
VAT Refunds	2,149						2,149	ncil	-53,812.24
	<u>9,236</u>						<u>9,236</u>	Other Funds	<u>-10,943.07</u>
									160,398.07
Cash at Bank	413,923	-9,000	-29,392	-3,500	-29,278	12,000	354,754	Less Sinking Fund Cash	-62,995.64
Trade Creditors	-10,930						-10,930		<u>97,402.43</u>
Accruals	-21,423						-21,423		
Deferred Income	-29,278				29,278		0	Annual Spend excl Sinking Fund	167,483.66
Lights Creditor	<u>-129,600</u>						<u>-129,600</u>	Cover in months	7.0
	-191,231						-161,953		
Loans	-62,825			3,500			-59,325	Precept required to maintain	137,755.09
								Increase required	15,423.09
Net Assets	<u>316,038</u>	<u>-9,000</u>	<u>-29,392</u>	<u>0</u>	<u>0</u>	<u>12,000</u>	<u>289,646</u>	Percentage Increase	12.6%
General Funds	191,287		-29,392				161,895	2025/26 Costs excl Sinking Fund and LNP	151,283.66
Ballot Fund	3,528						3,528	Costs 5% Increase	7,564.18
Lavenham Funds in Trust	1,500						1,500	Other Income	-14,426.10
Street Fair Fund	5,915						5,915	Caretaker Money 50% reduction	-6,666.66
Sinking Fund	50,996					12,000	62,996	Precept required to balance	<u>137,755.09</u>
NCIL	<u>62,812</u>	<u>-9,000</u>					<u>53,812</u>		
Total Reserves	<u>316,038</u>	<u>-9,000</u>	<u>-29,392</u>	<u>0</u>	<u>0</u>	<u>12,000</u>	<u>289,646</u>		
Imbalance	0	0	0	0	0	0	0	Received Available	
								NCIL 24/25	20,967.20 20,967.20
								NCIL 23/24	50,703.34 32,845.04

		Mar 25	Jul 25	Increase/(decrease)	Notes
Fixed Assets		146,934.44	146,934.44	0.00	No change
Debtors		0.00	0.00	0.00	No change
Accrued Income		1,821.01	1,130.21	-690.80	No substantial change.
Prepayments		1,095.98	5,956.36	4,860.38	Mainly Business Rates and Insurance
VAT Refunds		3,926.07	2,149.15	-1,776.92	Playquip and Suffolk Street Lights VAT now recovered
		<u>6,843.06</u>	<u>9,235.72</u>	<u>2,392.66</u>	
Cash at Bank	Bus Prem	394,845.94	407,002.66		
	Current Acc	3,242.82	6,920.81		
		<u>398,088.76</u>	<u>413,923.47</u>	15,834.71	Precept for half year received
Trade Creditors		-21,393.91	-10,930.18	-10,463.73	Playquip and Suffolk Street Lights now paid
Accruals		-16,511.59	-21,422.62	4,911.03	Legal Fee Accrual £8,000
Deferred Income		0.00	-29,277.55	29,277.55	Precept for half year and Cleaning Grant for whole year received
Lights Creditor		-129,600.30	-129,600.30	0.00	No change
		<u>-167,505.80</u>	<u>-191,230.64</u>	<u>23,724.85</u>	
Loans		-66,059.55	-62,824.93	-3,234.62	Capital Repayments made
Net Assets		<u>318,300.91</u>	<u>316,038.06</u>	<u>-2,262.86</u>	
General Funds		195,927.66	191,287.11	-4,640.56	The deficit YTD
Ballot Fund		4,800.00	3,527.70	-1,272.30	20 mph scheme Parish Poll Cost
Lavenham Funds in Trust		1,500.00	1,500.00	0.00	No change
Street Fair Fund		6,265.37	5,915.37	-350.00	VE Day
Sinking Fund		46,995.64	50,995.64	4,000.00	Being increased by £1,000 per month
NCIL		62,812.24	62,812.24	0.00	No change
Total Reserves		<u>318,300.91</u>	<u>316,038.06</u>	<u>-2,262.86</u>	
Imbalance		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	

	April Actual Mth	May Actual Mth	Jun Actual Mth	Jul Actual Mth	Actual YTD	Budget YTD	Favourable /(Adverse)
Staff salaries and Other Consultancy Costs	7,674.04	6,774.04	3,774.04	3,474.04	21,696.16	15,560.01	-6,136.15
Audit and Payroll bureau costs	139.00	39.00	129.00	133.00	440.00	440.00	0.00
Management Costs	7,813.04	6,813.04	3,903.04	3,607.04	22,136.16	16,000.01	-6,136.15
Telephone & broadband	83.93	78.04	78.04	78.04	318.05	300.00	-18.05
Website Dev and .gov	104.80	184.80	64.80	64.80	419.20	280.00	-139.20
Accounting software & computer	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Office Materials	9.99	20.70	11.24	11.24	53.17	80.00	26.83
Data Protection	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Subscriptions & Insurance	278.22	278.22	278.22	278.22	1,112.87	1,111.08	-1.79
All Training/Cllr expenses	0.00	0.00	288.00	33.00	321.00	200.00	-121.00
Room hire PC meetings	72.00	72.00	72.00	0.00	216.00	200.00	-16.00
Office Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Digital mapping	0.00	0.00	0.00	0.00	0.00	150.00	150.00
Parish Office business rates	101.05	101.05	101.05	101.05	404.19	404.19	0.00
Parish Office rent	83.33	83.33	83.33	83.33	333.33	333.33	0.00
Office Miscellaneous	0.00	0.00	0.00	0.00	0.00	80.00	80.00
Office costs	733.32	818.14	976.68	649.68	3,177.81	3,138.60	-39.21
LNP Costs incl Cost of Democracy	124.00	0.00	2,073.00	-697.70	1,499.30	0.00	-1,499.30
Green Maintenance	1,178.86	1,137.23	1,137.23	1,137.23	4,590.55	4,793.75	203.20
Tree Maintenance and Care	0.00	0.00	0.00	2,550.00	2,550.00	1,812.60	-737.40
Street cleansing	1,478.84	1,478.84	1,478.84	1,478.84	5,915.35	6,392.00	476.65
Refuse collection bins & dog bins	371.00	232.92	232.92	186.25	1,023.09	675.93	-347.17
Chapel Business Rates	135.15	135.15	135.15	135.15	540.58	540.58	0.00
All cemetery management	0.00	16.38	0.00	0.00	16.38	258.21	241.83
Play equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Street Cleaning and Green Maint	3,163.84	3,000.51	2,984.13	5,487.47	14,635.96	14,473.07	-162.89
Street furniture	400.00	353.99	0.00	0.00	753.99	800.00	46.01
Street Lighting energy	530.00	530.00	530.00	530.00	2,120.00	2,120.00	0.00
PWLB interest	87.53	87.53	87.53	83.24	345.83	340.00	-5.83
Public Realm	1,017.53	971.52	617.53	613.24	3,219.82	3,260.00	40.18
Church Street energy	83.29	141.91	80.00	71.17	376.37	355.72	-20.65
Church Street water	0.00	399.03	0.00	0.00	399.03	293.81	-105.22
Church St Toilets Business Rates	67.37	67.36	67.37	67.37	269.46	269.46	0.00
Prentice St Water	0.00	180.35	0.00	0.00	180.35	103.48	-76.87
Prentice St non EV energy	40.45	37.27	44.17	26.32	148.21	159.92	11.71
Donation Points	194.05	35.90	35.90	35.90	301.75	150.78	-150.97
Washroom Cleaning & Consumables	771.45	843.95	892.25	746.61	3,254.26	3,460.85	206.59
Washroom Minor Maintenance	110.00	1,360.50	0.00	0.00	1,470.50	782.25	-688.25
Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Toilet Costs	1,266.61	3,066.28	1,119.69	947.37	6,399.93	5,576.26	-823.67
Water Street green maintenance	48.29	48.29	48.29	48.29	193.17	387.40	194.23
Water Street Business Rates	216.23	216.23	216.23	216.23	864.93	864.93	0.00
Water St	264.53	264.53	264.53	264.53	1,058.10	1,252.33	194.23
Small Grants (combined)	375.00	500.00	0.00	0.00	875.00	3,000.00	2,125.00
Christmas trees/lighting	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Xmas Eve Community Carols	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1st Meadow summer facilities	0.00	0.00	0.00	0.00	0.00	30.80	30.80
Misc	0.00	0.00	0.00	0.00	0.00	628.86	628.86
Bellward Award	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Community Events including Grants	375.00	500.00	0.00	0.00	875.00	3,659.66	2,784.66
EV Costs	179.72	76.14	138.77	113.34	507.97	200.00	-307.97
Sinking Fund	1,000.00	1,000.00	1,000.00	1,000.00	4,000.00	4,000.00	0.00
Contingency	0.00	0.00	0.00	0.00	0.00	666.67	666.67
Total Expenses	15,937.58	16,510.15	13,077.36	11,984.96	57,510.05	52,226.61	-5,283.44
Surplus/(deficit)	-3,658.27	-2,822.73	-769.41	987.54	-6,262.86	-2,916.91	-3,345.95

	B/F	Per I and E	VE Day	20 mph Poll	Other	Other	Other	C/F	
General Funds	195,927.66	-6,262.86	350.00	1,272.30	0.00	0.00	0.00	191,287.11	0.00
Ballot Fund	4,800.00	0.00	0.00	-1,272.30	0.00	0.00	0.00	3,527.70	0.00
NCIL	62,812.24	0.00	0.00	0.00	0.00	0.00	0.00	62,812.24	0.00
Lavenham Funds in Trust	1,500.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00	0.00
Sinking Fund	46,995.64	4,000.00	0.00	0.00	0.00	0.00	0.00	50,995.64	0.00
Street Fair Fund	6,265.37	0.00	-350.00	0.00	0.00	0.00	0.00	5,915.37	0.00
Total Reserves	318,300.91	-2,262.86	0.00	0.00	0.00	0.00	0.00	316,038.06	0.00

Current

30/06/2025	Balance Brought Forward	4,813.06
02/07/2025	Transfer from Premium Account	15,000.00
07/07/2025	Toilet Donation: Sudbury Cycling Club	30.00
07/07/2025	HMRC: PAYE	-2,792.57
07/07/2025	Supplier Payment: Village Hall	-72.00
07/07/2025	Supplier Payment: Infinity Cleaning	-911.70
07/07/2025	Supplier Payment: Onsite IT	-77.76
07/07/2025	Supplier Payment: Command Pest Control	-159.00
07/07/2025	Supplier Payment; SALC	-345.60
07/07/2025	Toilet Donations: Card	10.45
08/07/2025	Supplier Payment: British Gas	-145.70
10/07/2025	EV Charging Revenue: Fuuse	248.76
11/07/2025	Supplier Payment: JPB Landscapes	-3,197.23
11/07/2025	Andrew Smith June Net Wages	-2,368.72
11/07/2025	Supplier Payment: British Gas	-46.37
11/07/2025	Supplier Payment: British Gas	-84.00
14/07/2025	Toilet Donations: Card	12.35
16/07/2025	PWLb: Loan Repayment	-3,759.79
21/07/2025	Supplier Payment: BT	-80.69
21/07/2025	Supplier Payment: EE	-12.96
21/07/2025	Toilet Donations: Card	16.15
28/07/2025	Supplier Payment: Paya GO Cardless	-43.08
28/07/2025	Toilet Donations: Card	5.70
29/07/2025	Supplier Payment: HP Inks	-13.49
31/07/2025	Toilet Donations: Cash	170.00
31/07/2025	Burial Income: Co Op Nixon	725.00
31/07/2025	Balance Carried Forward	6,920.81
31/07/2025	Per Bank Statement	6,920.81
		0.00

Premium

30/06/2025	Balance Brought Forward	407,825.29
02/07/2025	Transfer to Deposit Account	-15,000.00
28/07/2025	Babergh Cleaning Grant	13,333.32
30/07/2025		844.05
31/07/2025	Balance Carried Forward	407,002.66
31/07/2025	Per Bank Statement	407,002.66
		0.00

Monday, 4 August 2025	Total: + £738.30
POST OFFICE CREDIT	+ £725.00
BALANCE : £6,934.11	
CHARITIES TRUST	+ £13.30
BALANCE : £6,209.11	
Thursday, 31 July 2025	Total: + £170.00
POST OFFICE	+ £170.00
BALANCE : £6,195.81	
Tuesday, 29 July 2025	Total: £13.49
HPI INSTANT INK UK	£13.49
BALANCE : £6,025.81	
MR ANDREW JOHN SMITH	
LAVENHAM PARISH COUNCIL	
LAVENHAM PARISH COUNCIL OFFICE	
CHURCH STREET	
LAVENHAM	
SUDBURY	
CO10 9QT	

6,195.81
725.00 Cheque in Transit
6,920.81

Your Business accounts – at a glance

Up-to-date account information

To get your current balances or find out about other accounts you have that aren't listed here, log on to online banking (if you're registered), or call us on 0345 605 2345 .

Your balances on 31 July 2025

Business Current Accounts

Community Account Statement	£6,195.81
Sort Code 20-83-50 • Account No 00567094	

Business Savings Accounts

Business Premium Account	£407,002.66
Sort Code 20-83-50 • Account No 20567116	

This is the end of your account summary.

407,002.66

Agenda Item 12

Report to Council: 4th September 2025

Christmas Event

Background:

At the 7th August 2025 Meeting of Council a Member of the Public:

'Explained that she was speaking on behalf of a number of local residents and businesses who would like to put on a small Christmas event to coincide with the late-night opening of local shops. She emphasised that this was not an attempt to revitalise the Christmas Fair. The intention is that the event be for local people and not be advertised outside Lavenham.

Thoughts include live music, a light show and a food truck in the Market Place. Christmas Carols, horse chestnuts and a best dressed elf competition. She appealed to the Parish Council for funding.

The Chair replied that this could be considered at the next meeting of Council and urged the Member of the Public to put together a formal proposal.

Cllr Mitchell commented that a plan for the management of vehicles and attendees would be required as news of the event would inevitably spread via social media.'

Subsequent Events:

Cllr Muckian and the Clerk have met with the Member of the Public who has sent in a proposal.

Motions:

- a) The Parish Council makes a £1,500 loan to the event organisers recognising that it may not recover all of the loan and that should the funds received exceed the loan advanced that the Parish Council will hold the surplus funds which will be put to a future similar event.
- b) The Parish Council makes a £700 loan to the event organisers recognising that it may not recover all of the loan and that should the funds received exceed the loan advanced that the Parish Council will hold the surplus funds which will be put to a future similar event.

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

Proposal for 'A magical evening in Lavenham'

Date: Friday 5th December 2025 4pm to 8pm

Venue: Guildhall and Market Place, Water, Street, High Street, Lady Street

Committee:-

Sam Bennett (Hollibels & Resident)
Kate Mullins (Pickles and Lillies)
Jane Hadley (The Parlour)
Lizzi Stevens (Lion Gallery & Resident)
Lesley Morrison (Resident)
Fiona Sakol (Resident)

Other village organisations we are working with:-

Love Lavenham
Community Council
Lavenham Church
The Hub
National Trust
Lavenham School

We are a small committee of businesses and residents who would like to arrange an evening of festivities for the community. It is hoped that the village will come together for one night to celebrate the start of Christmas with the lighting up of the village, carols and other events primarily for the children of the village to enjoy.

Main Venue

The Guildhall has offered the building for the use of Santa

Additional Venues - temporary structures

Marquees in Market Place - in front of the Guildhall

Two marquees have been donated by residents and we have volunteers who are prepared to erect the marquees on Friday morning and remove them on Friday evening.

There is no requirement for any road closures – the marquees will be placed in the section in front of the memorial. Only requirement is for car owners to be required to remove their cars by 8am on Friday morning until the late evening from the horseshoe shaped space in the Market Place.

Tables/Seating under Marquees

To be loaned by the Village Hall/Church

Choir - Carols & Brass Band (Lizzi Stevens)

To start singing at 4.00pm

Carol singers will be positioned initially by the Christmas Tree in Market Place. They will then move to sing at the top of the High St 4.45pm, bottom of the High St 5.30pm

Any donations received will be used to reimburse the PC and any surplus will be put towards an evening in 2026.

Santa (Sam Bennett/Kate Mullins/Love Lavenham)

Guesstimate of 50 children to see Santa (some will have a double visit if siblings)

Pickles & Lillies can source wholesale children's gifts

This is a prebook event only

Santa visits chargeable - £5 per child.

Payments received will be used to reimburse the PC and any surplus put towards an evening in 2026.

Live Music (Fiona Sakol)

Live music with duo singing Christmas songs from 6pm - 8pm

Elec supplied by The Guildhall - tbc

Any donations received will be used to reimburse the PC and any surplus put towards an evening in 2026.

Competitions

Best Dressed Window - prize to be donated by local business or resident

Best Dressed Elf/Fairy - prize to be donated by local business or resident

Best Christmas Artwork - prize to be donated by local business or resident

Find the Christmas Robin - prize to be donated by local business or resident

Advertising (Sam Bennett/Lizzi Stevens)

Lion Gallery to design flyer which will detail events

No social media proposed

Advert in Lavenham Life - Nov edition

Magician (Jane Hadley)

Magician for the children in the Marquee - provisionally booked.

Any donations will be used to reimburse the PC and any surplus put towards an evening in 2026.

Chestnut Roaster

Each bag will be charged and funds used to reimburse the PC and any surplus put towards an evening in 2026

Toilets

Toilets at Prentice Street and Church St car parks
All eateries that are open will supply toilets for their customers

Litter

Volunteers will pick up litter at the end of the evening on Friday

Plan for this evening to happen again in 2026 - how will we raise funds for this

All businesses will be encouraged to have a donation box to raise funds throughout the year

Current offers of donations

Large Christmas Tree for the Market Place (Lesley Morrison)
Small Christmas Tree for the bottom of Market Lane, the tree will be placed in a private front garden (Hollibels)
Prize for best dressed Christmas window (Love Lavenham)
Prize for the robin hunt (The Parlour)
Tables and Chairs (Village Hall)

Proposal A - Loan requested £1,500

Gifts for Santa - £300
Magician - £400
Advertising - £200
Chestnut Roaster - £525

Proposal B - Loan requested £700

Gifts for Santa - £300
Magician - £400

Repayment of Loans

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

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

Parking and Parking Stewards

Bear in mind this is a village event and therefore most people will walk, however we do understand that residents of the village may invite friends to join them for the evening.

Prentice Street Car Park - 24 spaces

Water Street Car Park - 24 spaces

Church Street Car Park - 86 spaces

If the weather holds up we may ask to use First Meadow recognising the issue of the lack of lighting in the area - tbc how many spaces

Second Meadow for parking - Chris Robinson happy to offer this area and provide traffic stewarding for this parking

Temporary signs to be erected showing where parking is available.

Insurance

Top up of insurance for Community Council

Addl Decorations (Sam Bennett)

All businesses to be asked to decorate window ledges with businesses to cover the cost.

Temporary Events License (Sam Bennett)

Tbc

Eateries and what they could offer as a one night special

Tatum's - Pie & Mash

Chilli & Chives - Mince Pies

Sweetmeats - Jacket Potatoes

Lavenham Blue -

The Parlour - Hot Chocolate

The Greyhound - Wood Fired Pizza

Butchers - Sausages and Burgers

The Great House - Mulled wine and Christmas Cocktail

Wine Library - Mulled wine

The Cock Horse -

MKYP - Mac & Cheese

We will be asking Love Lavenham to circulate an email asking businesses for sponsorship/donations to keep spending to an absolute minimum