

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 December 2025 at Lavenham Village Hall, Church Street, Lavenham.

Public Attendance

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

AGENDA

- 1. Apologies and approval of absences**
- 2. Declarations of Interest**
- 3. To consider requests for dispensations**
- 4. Appointments**
 - a) Motion: To elect a Vice-Chair**
 - b) Motion: To add the Vice Chair to the Bank Mandate to replace Cllr Morrey**
 - c) Motion: To appoint a Councillor to serve on the Guildhall Committee to replace Cllr Morrey**
- 5. Approval of Minutes**
 - a) To approve as accurate minutes of the 2nd October meeting of Council**
 - b) To approve as accurate minutes of the 6th November meeting of Council**
- 6. Public participation session (10 minutes)**
- 7. Chair's Announcements**
- 8. Local Authority Councillors' Reports**
- 9. Lavenham Neighbourhood Plan Group**
 - a) Report**
 - b) To approve Project Budget**
- 10. Planning Register**
- 11. Planning Applications**

12. Clerks Report

- a) Motion to approve Reforecast 2 of Income and Expenditure for the year ended 31 March 2026**
- b) Motions to approve the Budget for 2026/27 adopt and to set the precept for 2026/27**
- c) Motion to approve Accounts for month ending 30th October 2025**
- d) Motion to approve Receipts and Payments for month ending 30th October 2025**

Date of next meeting – Thursday 8th January 2026

A handwritten signature in grey ink that reads "ASmith".

Andrew Smith
Clerk to the Council
Parish Office
Church St
Lavenham

Date: 28th November 2025

PARISH COUNCIL MEETING

Held on Thursday 2nd October 2025, commencing at 7pm in the Village Hall.

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

Present:

Chair: Cllr Janice Muckian. Cllrs: Alison Bourne, Iain Lamont, Jane Ranzetta and Michael Sherman. Three members of the public.

Opening Statement by the Chair:

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

1. Apologies and approval of Absences

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

2. Declarations of Interest

The Clerk informed Councillors that Cllr Ranzetta has declared that she considers that she has an interest with respect to the Planning Application concerning Frogs Hall and despite this not being her Disclosable Pecuniary Interest she had informed the Clerk that she will leave the room for this item.

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. Tribute to Cllr Mary Morrey by the Chair

The Chair paid tribute to Mary describing her as a respected and steadfast member of this Council. She said that she will miss her wise and considered words, her support as Vice Chair as well as her great sense of humour. Mary, she said, was highly regarded and popular throughout the village, having seemingly boundless energy which led to her being involved with a range of organisations.

The Parish Council paused for a few moments of silence and reflection.

5. Approval of Minutes**To approve as accurate minutes of the August 7th 2025 meeting of the Council**

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

To approve as accurate minutes of the September 4th 2025 meeting of the Council

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

6. Public Participation Session

No Member of the Public wished to speak.

6. Chair's Announcements

The Chair informed Councillors:

Progress report concerning Green Willows Footpath:

Suffolk Highways is waiting for a response from one of the utility companies regarding their timescale. The Parish Council (PC) will continue to chase this.

Eezybikes:

The Sustainable Travel Manager at Babergh Council has asked us to pass on any feedback about the scheme or its location noting that the pod is fully moveable and so if time proves that this location isn't quite right or not working well, there is scope to relocate it. She reminded Councillors that the PC has previously advised Babergh Council that it considers the Market Place to be an unsuitable location.

Buses:

The PC was informed this week that Go East Anglia has been purchased by the Transport Made Simple Group. Services will continue to run as usual. In January 2026 they intend to make a series of changes to integrate services from all of their operators and in the run up to Easter 2026 will be refining this network based on extensive consultation with passengers, including key community anchors such as schools. They are willing to come and talk to residents at an arranged event and can be emailed with any hopes/concerns.

Neighbourhood Watch:

The PC has been contacted by Stuart Finch who is the joint co-ordinator of Long Melford Neighbourhood Watch. They have a Facebook group of nearly 1,000 members posting updates about crime prevention and suspicious or criminal activity. They also receive regular updates from and have meetings with the Community Police team at Sudbury. He would like to start a Neighbourhood Watch group in the village, and is looking for support for this. Stuart has asked if anyone wishes to discuss this, or get involved, to respond to his Facebook post or contact the Clerk.

Joint Local Plan:

The PC has been advised of the timetable for the preparation of a review of the Babergh Mid Suffolk Joint Local Plan (JLP). This will take place between 2025 and 2029.

Babergh and Mid Suffolk District Councils have published the Draft Strategic Housing Land Availability Assessment (SHLAA) as evidence to support the review of the JLP. This Assessment identifies potential sites for housing development which have been submitted to Babergh and Mid Suffolk District Councils for consideration following the call for sites for potential housing development in January 2024.

Following request from the Chair, Cllr Lamont displayed a map of the sites submitted in response to the 2024 call. Cllrs expressed concern at the size of sites offered saying that these appeared sufficiently large to contain hundreds of houses. Cllr Lamont explained that these sites do not have Planning Permission but have not been immediately rejected by Babergh. Cllr Sherman commented that some of these sites, whilst very close, adjacent to Lavenham, are actually in Acton Parish.

Babergh and Mid Suffolk District Councils have advised that they will be undertaking a further Call for Sites exercise between mid-October 2025 and January 2026. The Chair commented that it is unknown whether Local Government Reorganisation will affect timescales for the new JLP or what development will be targeted for Lavenham.

Churchyard wall:

It has been drawn to our attention that the wall surrounding the churchyard is in need of some repair; this is the responsibility of the PC. Arrangements to make the necessary repairs are being kindly coordinated by Reverend Simon Pitcher.

8. Local Authority Councillors' Reports

The Clerk reported that County Cllr Lindsay was unable to be present. He presented his report.

County Cllr Lindsay is pleased that that the PC joint bid with Suffolk Highways for funding for the Green Willows footpath from the District's Community Infrastructure Levy (CIL) pot, has been approved. He comments that this is the first funding for a pavement Babergh have ever approved from its CIL pot and so is something of a precedent for Babergh and County Highways working together. He advised the PC that now Highways has the funding it is up to Highways to deliver it saying that he knows that this can be a very lengthy process. He commented that since both the County Council and Babergh Council will dissolve in 2028 it is important that both he and the PC keep on at Highways and their contractor to complete the pavement before then.

He is working with Highways and the resident who has been afflicted by a lime tree shedding branches on to their gate and pavement on the High Street. Their gate has been damaged several times over the past few months. Highways is still insisting this not an emergency but have said they are scheduled to prune it in October.

He informed Cllrs that the horse and donkey charity French's Care Haven, which rescues unwanted animals and also offers mental health therapy for humans, is about to be evicted from the land it rents near Groton. It is seeking to purchase 20 acres of grazing land within a ten mile radius of Hadleigh.

He advised Cllrs that the Government is expected to make a decision on LGR around March but that this could slip. In the recent Government Ministerial reshuffle Mr Starmer had sacked the minister, Jim McMahon, in charge of the process.

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

He advised Cllrs that County Council and Mayoral Elections will likely be held in May 2026 despite the County Council Elections being for a body that lasts for two years before being dissolved.

District Cllr Maybury paid a tribute to Cllr Mary Morrey.

She informed Cllrs that should sites adjacent to Lavenham but actually in Acton Parish be selected for development then both Acton and Lavenham Parish Councils would be consulted.

She advised Cllrs that she had visited the Angel Hotel site with an Officer from the Babergh Economic Development Unit who will contact the selling agent and report on issues of repair and security.

She advised Cllrs that tenants at Tenterpiece are replying to the consultation on removing the sheltered part of their housing agreement.

She referred to her report which includes details of grants available to local businesses and the collection, from April 2026, of glass bottles and food waste. Cllr Sherman asked why more bins were being provided when the aim was to reduce the use of plastics. District Cllr Maybury replied that the new bins are made of recycled plastic.

She told Cllrs that her and District Cllr Clover are both very aware of the impact of the implementation of car parking charges has had on the parish as well as the changes to the community caretaker scheme and the loss of donations to the Parish Council for car parking. Cllr Clover continues to intercede on the effect of car parking charges within the village as well as in Sudbury.

She informed Cllrs that residents have voiced their concern over the speed of traffic on the bridge end of the village at the junction of Preston Road and the box hedging, brambles and holly bushes within the churchyard which are impeding passage along the pathways.

She urged all who are eligible for the annual flu and covid boosters to apply for this winter help.

9. Babergh District Council Overview and Scrutiny Committee Report

The Clerk reported that the meeting had been described by Babergh as being an update with a fuller review taking place in February 2026.

The Clerk explained that the PC had submitted three questions to the meeting. These questions sought details of the Monthly Revenue from Car Park Charges, the Monthly Costs of imposing Car Park Charges and the Capital Costs of introducing Car Park Charges.

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

Babergh has subsequently informed the Clerk that the other questions will be answered in October.

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

The Clerk informed Cllrs that there was much discussion concerning the footfall data presented to the Committee which is derived from mobile phone data. Babergh consider that this data shows little change in Lavenham footfall however this is inconsistent with the footfall reports provided by Babergh Officers to the PC. The Clerk has raised concerns that the reporting may be inaccurate and a response is expected shortly.

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

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

Cllr Bourne said that she continues to hear concerns about car parking. The Chair said that the issue was the lack of hard data from Businesses suggesting that only the Babergh had the resources to conduct such a survey.

10. Planning Register

The Clerk informed Cllrs that on Tuesday Council had been informed that the Applicant seeking permission to build a Wellness Centre on Second Meadow has appealed to the Planning Inspectorate.

11. Planning Applications

DC/25/3999 1 Byes Barn, Reduction of trees.

Cllr Lamont explained that the trees, adjacent to Lingmell, are lopsided and have been poorly maintained and that the view of the Planning Group was that reduction and maintenance was required.

Motion: that the Parish Council recommends approval of Application DC/25/3999.

Proposed: Cllr Ranzetta **Seconded:** Cllr Bourne **Decision:** Approved. Cllr Sherman voted against,

DC/25/3972 Patch Cottage, 84 High St, Fell a holly tree and a yew tree.

Cllr Lamont explained that these are small trees located in a crowded garden and that the view of the Planning Group was to recommend approval. Cllr Sherman commented that Lavenham has the lowest tree coverage in Babergh and deplored the number of recent applications to cut down poorly maintained trees.

Motion: that the Parish Council recommends approval of Application DC/25/3972.

Proposed: Cllr Bourne **Seconded:** Cllr Lamont **Decision:** Approved unanimously. Cllr Sherman abstained.

DC/25/3096 Pedlars Way, Bears Lane. Fell an Ash Tree.

Cllr Lamont explained that this application had been received too late to be considered by the Planning Group and an extension of time to respond to the next PC meeting was not possible. He informed Cllrs that the justification provided was 'concerns with adjacent wall cracking' but that no evidence had been supplied concerning this cracking. He noted that the tree has been extensively pollarded in 2024 and was now recovering and that an adjacent tree had recently been felled in this garden. Cllr Ranzetta noted that the tree was adjacent to the wall but not touching it.

Motion: that the Parish Council recommends refusal of application DC/25/3096.

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

DC/25/3778 Frogs Hall, Frogs Hall Rd. Repairs to Roof. Cllr Ranzetta left the room for this item.

Cllr Lamont explained that this application is for essential repairs and maintenance using like for like materials. Water ingress has caused damage with damp patches appearing in ceilings and external walls. He noted that the unknown extent of hidden damage means that it is not possible to completely detail the repairs until the work is under way.

Motion: that the Parish Council recommends approval of Application DC/25/3778.

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

12. Lavenham Neighbourhood Plan 3: Report and Approval of Questionnaire

Cllr Sherman introduced the report of the Working Group,

The Chair noted that the Minutes of the September meeting of the LNP Working Group reported that a 'representative of the business community' had attended the meeting. She asked why this person was anonymous and how this person was chosen. Cllr Sherman said this person had asked to remain anonymous and had been invited to the meeting to understand their views. The Chair asked if the person represented 'Love Lavenham' and would report to that Business Group. Cllr Sherman said that this person had asked to attend the meeting and that hearing from the business community was very important.

Cllr Lamont asked how members of the business community could attend the meetings. Cllr Sherman said that any member of the business community could approach him and request to attend, the Working Group was interested in hearing from all. Cllr Lamont said that this possibility of attendance should be better advertised.

Cllr Sherman said that he would in future no longer report the minutes, the Clerk replied that the Terms of Reference require that minutes of the formal meetings of the Working Group be reported to Council. The Chair asked that the Secretary of the Working Group correct the minutes amending the words 'representative of the business community' to 'member of the business community'.

The Chair asked if the Questionnaire could include, in a number of places, as a possible response, 'don't know'. She said that the addition of such a possible response would improve the quality of responses and the accuracy of any subsequent statistics. Cllr Sherman replied that the Questionnaire had been written by a Professor and reviewed by a Planning Expert. Cllr Ranzetta said that the Questionnaire needed to be easy to complete and suggested that people could ignore the questions that they did not know the answers.

Cllr Lamont highlighted as an example the question concerning the adequacy of the provision of toddler groups saying that he had no thoughts concerning this and yet the proposed Questionnaire did not offer him the opportunity of saying 'Don't Know'. Cllr Bourne said that people could ignore the questions that they were unable to answer. Cllr Ranzetta said that 'Not Applicable' might be a suitable option.

Cllr Lamont said that the Questionnaire lacked questions on Heritage Assets and Defined Views. Cllr Sherman said that the Government was going to continue to demand sites for development.

The Chair said that she wanted the Questionnaire to give the Working Group all the information it needs.

Cllr Sherman said that he did not want to delay the Questionnaire any further, the Chair queried the need for urgency considering that the Joint Local Plan (JLP) will not be ready until 2029.

Cllr Lamont displayed to all the communication from Babergh setting out the JLP timetable. Reminding Cllrs that the last Neighbourhood Plan had to be amended to be in line with the then emerging previous JLP he asked what the impact of this extended timetable for the new JLP will be on the timetable for our Neighbourhood Plan. He urged Cllr Sherman and the Working Group to consider the timetable in the light of the information that the new JLP will not be ready until at least 2029 asking whether the Lavenham Neighbourhood Plan needs co-ordinating with the new JLP which will likely demand a greater amount of housebuilding than has been previously considered.

The Chair asked Councillors to write to the Working Group with their queries concerning the Questionnaire. The Clerk told Councillors he will include the item on the November Agenda.

13. Water St EV Chargers Report:

The Clerk explained that the Water St EV chargers were not operational because of delays, not of this Councils making, in signing all the necessary legal agreements. He expressed his frustrations.

14. Clerk/RFO report

The Clerk told Cllrs that the External Auditors report had been received, the report was unqualified i.e. it contained no matters of concern.

The Clerk spoke next of Mary Morrey saying that on a personal and professional level he shall very much miss Mary. He had informed Babergh Council of her death a couple of days after Mary passed. Babergh Council had informed him that, out of respect, they do not advertise such vacancies until after the funeral. The vacancy notice will be displayed on October 28th immediately after the funeral and it will explain that if ten electors, within three weeks or so, call for an election, then there will be an election otherwise Council will be free to co-opt at its December meeting. Should an election be called the election will be held in early 2026 and the cost to the PC would be approximately £2,000. The Clerk anticipates that at the December meeting Councillors will also elect a Vice Chair and determine who will take Mary's place on the Bank Mandate and the Guildhall committee.

In response to a question from Cllr Lamont the Clerk explained that should an election not be called but more than one person puts themselves forward as a candidate for co-option then the whole Council will select who is co-opted.

The Clerk explained that together with the Chair he had met with Mark Emms (Director of Operations) of Babergh Council and in addition to the conversation concerning Parking Charges and Footfall data (covered in a separate report) the Clerk and the Chair had protested about the proposed cut to the Cleaning Grant. Mr Emms has agreed, in the light of the three year contract entered into by the PC with our Contractor to reconsider the matter. The Clerk has spoken with the clerks at East Bergholt and Long Melford (the other significant Parish Councils also effected by the cut) who have told him that cognisant of the financial position of Babergh Council neither Council has taken up and does not intend to take up the matter with Babergh.

The Clerk informed Cllrs that Malcolm Payne of Hartog Hutton has sent a first draft of the Heads Of Terms for a 994 year lease of the Paddocks Allotment site. A further draft together with a site plan is expected shortly.

The Clerk continues to chase Babergh Council for separate leases for the Church St Toilets and Parish Office which will enable the PC to stop paying Business Rates on the Toilets. Despite Babergh Legal Services organising a survey of the premises in May the draft leases have still not been received.

The Clerk advised Cllrs that it is becoming clear from meetings and also a course he has been on that a consequence of the creation of unitary authorities will be the need to document all the informal understandings with the Babergh Council and Suffolk County Council whilst those bodies still exist. Additionally, when support for Parish Councils and very local matters begins to compete for funding with Adult Social Care, Children and Young People and Highways and Council spending on non-statutory support for Parish Councils and very local matters will come under further pressure.

The Tree survey was done this week and the quote will shortly be received from the Councils contractor. We covered First Meadow, the Playing Fields and the Cemetery. It is anticipated that at least two trees will need to be urgently felled and a number of trees quickly pruned for safety reasons in addition to other routine maintenance tasks. The survey of the Churchyard remains outstanding. The costs of any tree work required in the Playing Fields will be the responsibility of the Community Council but the costs of works in First Meadow, the Cemetery and the Churchyard will fall to the Parish Council.

The box bush pruning and soil improvement was scheduled for this week but is now next week. The pest visit has been done.

Three incidences of vandalism or poor behaviour with respect to the Play Equipment in the last couple of weeks.

The August Accounts:

The Clerk reminded Cllrs that at its last meeting Council signed off on a reforecast loss for the year of £29,392. The key assumptions within this were:

- 1) LNP spend for the year of £15,000 charged to Income and Expenditure and not to Neighbourhood Cil
- 2) No further Grant Expenditure beyond the loan given to the Christmas Event which is assumed (prudently) to be entirely non-recoverable
- 3) Tree Maintenance costs following the tree survey would be covered by the contingency of £1,333. This appears now to be unlikely.

The Clerk explained that all financial commentary and comparisons to the reforecast and not to the budget. He would therefore not be continuing to refer to legal costs and the other reasons why the financial position was worse than budgeted.

Cllr Bourne asked if an apology had been made to the people who later made the Subject Access Requests, as suggested by the Monitoring Officer, whether the later legal costs would have then been incurred. The Clerk replied that the Monitoring Officer had at one point suggested that the Chair make an apology. He knew that the Chair considered the suggestion of an apology misguided. It was his opinion that if such an apology had been made, that whilst he could not speak for those who had raised the Subject Access Requests, the requests would still have been made to seek various pieces of information. He said that relationships might have been improved had an apology been given but that the legal costs would still have been incurred. The Chair told Cllrs that she had subsequently spoken with the Monitoring Officer supplying further information and that the Monitoring Officer had verbally advised her that had she known the full facts she would not have suggested the apology.

The forecast loss for the month of August was £736. The actual result for August was a surplus of £41, driven largely by Burial Income being £775 greater than forecast.

The likely result for September is a loss for that month alone of approximately £3,000. September will be so much worse than August because the September Accounts will contain some £3,200 of box bush maintenance costs, largely the annual pruning. The September loss will though be £1,000 less than forecast as the LNP costs are coming in more slowly than anticipated. The cumulative loss to end September is likely to be £9,000.

No advice has been received from the LNP Group that they will not need the £15,000 requested and agreed for this Financial Year. Indeed, that advice has not been requested because an estimate of total LNP costs to completion will be provided by the Group to Council at the November meeting.

As previously advised the Clerk will shortly be inviting Councillors to suggest and comment on the priority items Neighbourhood Cil funds.

There will be a new question in next year's Governance Return which the auditors will need to consider whether this Council has passed or failed. The new Assertion 10 means that Councillors cannot (as opposed to best practice) use email addresses for Council business other than either the Lavenham PC ones or something like 'cllrbobsmith@gmail.com'

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

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

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

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

15. Parish Newsletter and Lavenham Life

The Chair referred Cllrs to the Working Paper seeking their approval for Council to work, as it had done in previous years, with the publishers of Lavenham Life to ensure that every household in Lavenham receives a free copy of Lavenham Life together with a Parish Council newsletter at a maximum cost to the PC of £1,500.

Cllr Bourne said that in her opinion, from delivering the items in previous years, that most people in the village did not value these items. Cllr Sherman echoed these concerns. Cllr Ranzetta suggested that the Parish Council just subsidise the regular print run or that the Council just publish the Newsletter. The Chair suggested that organising the distribution of just a Newsletter would not be easy.

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

No Councillor proposed the Motion.

16. Christmas Event Report

The Chair explained the progress and efforts of the Organising Group. The event will not be published on social media to make the event an event for local people. She told Cllrs that the Organising Group had asked her to mention that the Group still seeks donations/sponsorship and help.

Meeting ended 9.24pm

Date of next meeting – Thursday 6th November 2025 7pm

PARISH COUNCIL MEETING

Held on Thursday 6th November 2025, commencing at 7pm in the Village Hall.

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

Present:

Chair: Cllr Janice Muckian. Cllrs: Alison Bourne, Frank Domoney (from 7.07 pm), Iain Lamont, Roy Mawford, Irene Mitchell, Jane Ranzetta, Chris Robinson and Michael Sherman. Nine 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 Cllr Falconer was not present and had sent her apologies.

2. Declarations of Interest

Cllr Ranzetta said that if her Disclosable Pecuniary Interest was discussed at any point in the Planning Discussions that she would leave the room. The Clerk replied that no matters concerning her Disclosable Pecuniary Interest were on the Agenda. 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.

5. Approval of Minutes

To approve as accurate minutes of the October 2nd 2025 meeting of the Council

The Chair reminded Councillors that the draft minutes and the recording of the meeting had been available to Councillors for four weeks commenting that no Councillor had used the period to express any concerns with respect to the minutes.

Cllr Robinson said that the Clerk had received an email concerning the minutes. The Chair replied that this email was from a Member of the Public who, to her recall, had not suggested that the minutes were inaccurate. Cllr Robinson said that minutes contained assumptions. Cllr Bourne said that she considered that the minutes did not accurately reflect what had happened. The Chair asked Cllr Bourne why she had not raised these concerns in the last four weeks. Cllr Bourne replied that she had been busy.

Cllr Sherman said that the minutes did not reflect the tone of the meeting and that the minutes did not reflect what happened. The Chair asked why he had not raised these concerns in the last four weeks. Cllr Sherman replied that he was questioning these minutes in the same way that the Chair had, at the last meeting queried minutes and that he considered raising his queries at this meeting the right thing to do. The Chair responded that she had queried minutes of the LNP Group not Council minutes. Cllr Sherman said that Minutes did not reflect the meeting and that Members of the Public had told him that they considered the Minutes not to be reflective of the Meeting.

Cllr Lamont proposed that the Minutes be accepted. No seconder was forthcoming.

The Chair asked Cllrs Bourne, Robinson and Sherman to write to the Clerk in the next week with their concerns about the factual accuracy of the minutes. Cllr Sherman said that he considered that the minutes needed to be completely rewritten to represent the meeting which had been held. He said the minutes were not a true recording what was said. The Chair reminded all that the minutes were not a verbatim transcript agreeing that they did need to be a true record.

Cllr Domoney apologised for his late arrival and entered the room.

6. Public Participation Session

The Chair reminded Members of the Public of the protocol for this session. Those who wish to ask a question or make a statement have three minutes. Matters raised must concern business on the agenda or local matters. If a question cannot be answered tonight Members of the Public should contact the Clerk with their name and contact details and will receive a written response within 28 days. She explained that the Standing Orders of the Council are clear that this public 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 he was speaking on behalf of a long established Group of volunteers who open and close the Chapel to enable Members of the Public to light a candle and enjoy a period of contemplation. He explained that the number of volunteers was now insufficient to open and close the chapel each day. He appealed to Councillors to volunteer and the Council and Councillors to publicise the need for volunteers. He expressed concerns that, through a lack of hot water, it was difficult to clean the floor. Cllr Mitchell suggested that the Group might also like to contact the Church to seek volunteers. Councillor Robinson offered to be a volunteer saying that he would see if he could help with the floor cleaning issue.

A Member of the Public thanked the Clerk for getting Suffolk Highways for reducing the size of some of the trees on the High St. He asked if the Clerk could ask Suffolk Highways to reduce the size of the trees on the opposite side of the street and on Lower Rd.

6. Chair's Announcements

The Chair informed Councillors that:

The Hub:

Ms Lee Morris has advised the Trustees of the Hub and this Council that she is stepping down from running the Hub. She thanked Ms Morris for her work over the years.

The Parish Clerk has agreed to take on the role of book-keeper. New Trustees for the Hub would be welcomed. Members of the Public and Councillors may put themselves forward as a Trustee.

Babergh Cleaning Grant:

After meeting with the Clerk and Chair Babergh Council has agreed to an extra year (2027/2028) at half money, worth £7,000. No other Councils effected by the changes had protested to Babergh each having considered Babergh's financial position. This Council had pointed out that we have a three year contract to honour to provide these services.

Tourism/ footfall:

Footfall data: there is still no full explanation from Babergh Council of the apparent inconsistencies in the data provided. The Clerk continues to seek full explanations.

In response to suggestions that coaches have deleted Lavenham from their itineraries Babergh is attempting to confirm with any coach companies visiting Lavenham whether the £10 charge is discouraging visits to Lavenham.

Babergh has advised that 31 PCNs for on- street parking infringement were issued between February and July 2025 as compared to 28 in the same months in 2024.

Leases:

Draft Leases have been received for our Office and Parish Toilets. The Clerk has sent these back querying whether the leases are internal repairing only leases as described in the Heads of Terms.

Mary Morrey:

A number of Councillors had attended Mary Morrey's memorial service. The Chair reflected that it had been a privilege to attend this very moving service, to meet Mary's family and learn more about her life.

The Notice of Election to replace Mary has been posted. Should there not be a call for an Election then Council will both co-opt and elect a vice Chair at the December Meeting. The Clerk will extensively publish the vacancy should Council be in a position to co-opt.

Remembrance Sunday:

A brief reminder that on Sunday that, as in previous years, there will be a parade and wreath laying in Market Place at 9.30 am followed by a Remembrance Service in the Church at 10.00.

Cllr Sherman advised that because of overseas service commitments attendance at this years' service from Armed Forces personnel will be less than in other years. He urged Councillors and Members of the Public to attend.

Cllr Sherman thanked the Chair for her recent action to get the Prentice St toilets cleaned following inappropriate defecation by Member(s) of the Public.

7. Local Authority Councillors' Reports

District Cllr Clover explained to Councillors the very different forecasts of the costs of the two proposals (one unitary Council or three) prepared by the District Councils and Suffolk County Council. He commented that if the three unitaries can show how they will unlock the suggested £67.5m in annual savings by localising Adult and Children's services then that 'would change the whole landscape'.

He informed Councillors that he and District Cllr Maybury have objected to Suffolk County Council plans build out the pedestrian island, in Sudbury, at the Melford Road Junction with Gainsborough Road and Girling Street on the basis of cost (£220,000) and necessity.

Voluntary, community, faith, social organisations (VCFSE) are invited to attend a summit from the Babergh grants and funding team in order to learn more how to access various grants and funding. The event will be held on Wednesday 19th November at Chamberlin Hall, Bildeston from 9am to 2.30pm. Admission is free but reservations must be booked prior online.

The Living Well in Winter Grant Scheme has now closed to new applications but any business looking to be more sustainable, diversify their offering or attract more visitors can apply for funding of up to £10k (£15k if projects strongly focus on net zero or farm diversification) from the Rural Business Growth Fund. Full details are to be found on the Heart of Suffolk website.

County Cllr Lindsay spoke of the role he had played in getting Suffolk County Council to reduce the size of the trees on the High St which had been causing property damage.

He had been asked by a Member of the Public what can be done about overgrowth on the western part of the old railway path running to Long Melford, where it runs beside Lineage Wood. The Public Rights of Way Officer has explained that this has never been a public footpath and the landowner has no duty to maintain access. Suffolk Wildlife Trust is in talks with the landowner about adopting the path as a public right of way, as part of the Defra funded "Connecting Constable and Gainsborough Country" landscape recovery project.

Suffolk County Council is predicting that it will overspend by £20.4m by the end of the 2025/26 financial year, which it will balance by taking money from its Risk Reserve.

Cllr Domoney spoke of the amount of work which would be required to clear the undergrowth on the path.

8. Planning Register

The Clerk informed Cllrs that he had one update to the published document. Council had very recently been informed that Babergh has granted Planning Permission of application 457 which was for Earthworks at the Paddocks. This approval was neither in agreement or contrary to PC recommendation as the PC had expressed no opinion on this application.

He noted that all Babergh Council October decisions were in accordance with this Council recommendations except for Application 3906 at Pedlars Way where permission had been granted for an Ash tree to be felled. He commented that such differences with respect to trees are a recurring theme.

He told Cllrs that there are now three applicants appealing to the Planning Inspector. The properties involved are Toll Cottage, the Rectory and the proposed Wellness Centre.

9. Planning Applications

DC/25/4304 The Grove. Fell Willow Tree.

Cllr Lamont explained that the Planning Group considered that willow trees can be pruned hard and recover well. Felling should be the last option. The Group proposes that the tree is pruned back to reduce or remove the strain on the weak fork.

Motion: that the Parish Council recommends refusal of Application DC/25/4304.

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

DC/25/4183 One Bell House, 46 High St. Addition of a first floor Juliet Balcony to rear elevation and replacement of existing rotten windows with wood effect uPVC.

Cllr Lamont explained that this application is for works to a building in the conservation area, which is not listed. The new first floor window and Juliet balcony face to the rear and are not visible from the street. The side window would be visible from Parmenter Walk, but would not be obtrusive and would be uPVC sash windows to match existing style. We would prefer wooden framed windows.

Motion: that the Parish Council recommends approval of Application DC/25/4183 but would prefer that the replacement windows are wooden framed.

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

DC/25/4660 Saffron Pane, Hall Rd. Fell silver birch tree.

Cllr Lamont explained that this property is in the conservation area but is not listed. The tree is not covered by a Tree Preservation Order. The Planning Group recognises that the tree has decay and so understands that it needs to be felled recommending that a replacement tree is planted.

Motion: that the Parish Council recommends refusal of application DC/25/4660 recommending that a replacement tree be planted.

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

DC/25/4532 Teazle Cottage, 30 Water St. Installation of Fibre Optic cabling.

Cllr Lamont explained that this application will have negligible impact on a listed building.

Motion: that the Parish Council recommends approval of Application DC/25/4532.

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

DC/25/4396 Pegtile Court, 3 Church St. Application for Listed Building Consent. Installation of a temporary stairlift within the property.

Cllr Lamont explained that this building is listed and is in the Conservation Area. The Stairlift will be attached to the staircase and not affect the structure of the building. It is a temporary installation.

Motion: that the Parish Council recommends approval of Application DC/25/4396

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

DC/25/4341 and 4342 Market House, 35 Market Place. Planning Permission and Listed Building Consent for demolition of dilapidated lean-to shed and replacement with lean-to greenhouse.

Cllr Lamont explained that property is listed and in the Conservation area in close proximity to the Grade 1 listed Guildhall and so is in a sensitive location.

The proposed lean-to greenhouse occupies the same footprint and location as the old shed and is of a traditional style and would be painted Heritage White to match Market House. The Heritage Officer has no objection.

The Planning Group considers that this is an appropriate improvement to the setting of a listed building and is compliant with the Lavenham Neighbourhood Plan policy D1. It is behind the property, and although visible from Lady Street at an oblique angle, does not affect the setting of other buildings in the vicinity so can be considered to be compliant to policy ENV1 and ENV2.

Motion: that the Parish Council recommends approval of Applications DC/25/4341 and 4342.

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

DC/25/4033 and 4034 The Hall, Hall Rd, Proposed replacement entrance gates.

Cllr Lamont explained that the current gates are not original, the proposed gates will give increased security and privacy.

The Heritage Officer has written suggesting that the height of the proposed gates be reduced as the existing views into the former farmyard positively contribute to the appreciation of the curtilage listed stable buildings and the character and appearance of this part of the Conservation Area.

Cllr Mitchell said that the proposed gates are suitable considering the recent successful application for the conversion of the stables to residential use.

Motion: that the Parish Council recommends approval of Applications DC/25/4033 and 4034.

Proposed: Cllr Robinson **Seconded:** Cllr Sherman **Decision:** Approved unanimously. Cllrs Domoney, Mawford and Ranzetta abstained.

DC/25/4724 9 Trinity Gild, Notice of Works to Trees.

Council notes that the trees are not covered by Tree Protection Orders but are in the Conservation Area. Council notes that a number of the trees are diseased and that many of the trees are in an extremely limited space in the rear garden. Council recommends that the application is approved.

Motion: that the Parish Council recommends approval of Application DC/25/4724

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

Planning Appeal DC/25/00067 The Old Rectory. Addition of painted timber, pedimented doorcase surrounding the existing front door, architrave and cushion mould which are retained.

Cllr Lamont explained that Babergh DC will forward the PCs original comments to the Planning Inspector unless the PC chooses to amend those comments. Cllr Sherman said that he considered the matter already determined by Council.

Motion: that the Clerk writes to the Planning Inspectorate confirming the previously issued comments.

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

Cllr Lamont reported that Application 03618 with respect to the Poultry Farm had been withdrawn and that a replacement application had been agreed by Babergh Council as being 'Permitted Development'.

10. Repair to Churchyard wall

The Clerk explained that in late September 2025 Rev Simon Pitcher had showed the Clerk damage to the front wall of the Churchyard. The Clerk asked whether the Church, would through the contacts of Mr David Deacon, be able to obtain quotes for the repair.

Consequently Mr David Deacon has very helpfully provided two quotes from local businesses for the repair. The quotes are for £875 and £895.

The Clerk explained that Council could make an insurance claim for this. The excess is £100 or so.

The Clerk said that an insurance claim is not the preferred action as any claim would likely result in higher future premiums, would certainly delay the works and that since in many ways the Church is the custodian of this important site it is extremely important that they are happy with the quality of the work.

He expressed concern that making an insurance claim might lead to a cheaper non-local contractor being asked to do the work so reducing the level of supervision concerning the quality of the work that Mr Deacon and the Church are able to exert.

Cllr Sherman commented that under the Insurance Policy the Insurers would need notifying and so the Insurance premium would still rise. The Clerk agreed that the insurance company would still need notifying. Cllr Domoney asked if the vehicle which had caused the damage is known. The Clerk replied that the vehicle is unknown. The Clerk explained that the wall was legally the responsible of the Parish Council.

Motion: That Council asks Mr Deacon to engage one of the Contractors who have quoted at a maximum cost of £1,000.

Proposed: Cllr Ranzetta **Seconded:** Cllr Domoney **Decision:** Approved. Cllr Sherman voted against.

Closed Church Yards: Power to maintain LGA 1972 , s.215.

11. Tree Maintenance:

The Clerk explained that the tree surveys had now been updated and that the Councils retained contractor had submitted quotes for some £16,000 of work some of which was urgently required for safety reasons.

He explained to Councillors that he had, since preparing the working papers received additional correspondence from the Contractor.

The Contractor had offered a discount, reflecting operational efficiencies, of some £1,500 should all the work be commissioned.

The Contractor had also advised that the last tree survey was done 9 years ago and considering the number of trees in the Parish it would be prudent to have a new survey carried out every 10 years and all of the trees logged and recorded.

Noting that the Parish Council has already done more than most Parish Councils in having the initial survey done and having the local Contractor over the years briefly inspect the trees annually (all be it with a recent three year gap) they commented that:

- a) They are more than happy to continue to look at these annually for Council and carry out a visual inspection and then update the Survey and, being a Lavenham based business, happy to do this free of charge.
- b) The current Survey that they are working off is now quite out of date, some of the trees have been removed and all have grown considerably.
- c) They are predominantly a tree works company specialising in actual tree works and don't have the mapping facilities or licences to plot the trees onto a registered map.
- d) Although qualified to inspect trees and having over 35 years of experience, carrying out large scale tree surveys is not what the Company is set up to do.

They recommended Haydens Arboricultural Consultants who are based in Bury St Edmunds saying that they would be able to carry out an up-to-date survey that will be more detailed and be a better basis from which to manage the tree stock. They would be more than happy to update this each year so the tree survey would not be an annual cost. Haydens has provided a quote of a little over £3,000 to do this work.

He explained that Councillors could take many approaches to the issues at hand; one possible approach would be to amend the motion to ask the Contractor to do the urgent safety related work now and ask the Clerk to obtain three quotes for a Tree Survey.

The Clerk explained that the urgent work is:

First Meadow:

Maintenance of Trees overhanging Play Area: £2,200 including hire of Mobile Elevated Platform.
Fell dead Silver Birch adjacent to Footpath: £600.

Cemetery:

Fell dead Scots Pine: £1,200 including hire of Mobile Elevated Platform.

Total £4,000

The Clerk explained that there will be lots about money next month when we set the Precept but the big summary is that our Financial position is dominated by whether NCIL monies are used for the Neighbourhood Plan and Tree Maintenance. He said that ultimately the question is whether we are going to use Babergh's money for these items or our own.

Should NCIL be used for all those costs then the loss for the year will be between £10,000 and £15,000. The forecast loss was £10,000. If NCIL is not used for these items then the loss somewhat depends on timing of expenditure on the trees and Neighbourhood Plan but it could very easily be over £30,000.

Cllr Robinson said that Council should see what Grants are available for doing some work. The Chair said Council needed to be mindful of the immediate safety issues.

Cllr Domoney commented that any decision needed to consider the upcoming Central Government budget which might have deleterious effects on Local Government finances.

Cllr Mitchell agreed with the thoughts of both Cllr Robinson and the Chair saying that dangerous areas need fencing off. Cllr Domoney agreed that fencing off would be required and offered to regularly inspect the fencing.

In answer to a question from Cllr Robinson the Clerk corrected himself and confirmed that the urgent work required use of Mobile Elevated platform would be required for work in both the Cemetery and First Meadow.

Cllrs Mawford and Ranzetta said that the safety work was urgently required.

Motion to amend the Motion to read

'Council suspends Standing Financial Regulations Paragraph 11.1 h) having considered the reasons for and against the selection of this supplier and having considered the assessment of the risks arising from the appointment of the proposed supplier consequent of the procurement process followed.

Council approves the appointment of Suffolk Tree Services to carry out the urgent safety related work to First Meadow and the Cemetery at a cost of £4,000'.

The Clerk agreed to obtain further quotes for Surveys and to report to Council concerning the availability of Grants.

Cllr Sherman said that he did not support the suspension of Standing Orders. Council needed to protect itself from questions as to why only quote had been obtained. He pointed out that the Financial Regulations require three quotes. Describing this as 'a lesser of two evils' Cllr Domoney suggested this was an emergency situation and so no precedent was set.

Motion: That the Motion is amended.

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

Motion: That the amended motion is passed,

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

12. Lavenham Neighbourhood Plan Group

The Chair of the LNP Group reported that four Councillors had written with queries concerning the proposed Questionnaire and that the LNP Group had, as detailed in the LNP Group Minutes, accepted some of the queries. The Group, he explained, had accepted the points that it considered would enhance the Questionnaire and now intended to send the Questionnaire out in February.

Cllr Mitchell described the LNP Group minutes as having being written in 'a controversial and challenging style'. She said that she wondered whether the LNP recognised that the PC was the Qualifying Body and that the PC had the responsibility to question and comment on the contents of surveys. She asked the LNP Group to remember that it is bound by its Terms of Reference including the Code of Conduct. She said that she considered some of the references in the minutes fell short of showing courtesy and respect. She thanked the Group for considering and taking on board a number of her comments on the Questionnaire. She said that some points raised by Cllrs had not been fully addressed and could be considered during further drafts of the Questionnaire as part of making sure that the Qualifying Body and the LNP Group are jointly satisfied with the outcome of the work.

Cllr Mawford said that he considered that the decision making body is the Parish Council and that the process finalising the Questionnaire needs to be one of drafting and redrafting. He said that the LNP Group owed all Councillors who had commented a formal reply item by item. Cllr Mawford expressed interest in the remark, contained in the LNP3 Group minutes, that the school is full to capacity. Cllr Sherman said, in response, that the Review Group had met with the Head Teacher noting that County Council funding is available for school development. Suffolk, he said will build a new school and the LNP Group wants the school to be in Lavenham.

Cllr Mawford said that, in his opinion, the best available Housing Requirement Target figure must be included in the opening paragraphs of the Questionnaire. He considered that it was not sensible to survey Members of the Public without telling Members of the Public the current target. He suggested the Questionnaire should be delayed until the Local Development Plan is further progressed and the context in which the Neighbourhood Plan is going to have to exist is clearer.

Cllr Domoney said that he was very impressed by the draft of the survey describing it as comprehensive and covering most of the required issues and that he did not want progress to be bogged down by 'dotting i's and crossing t's'.

Cllr Mitchell said that the Babergh Briefing Document issued in March 2025 is clear that the Babergh Housing target is 775 houses per year for the next twenty years and that the Lavenham target for the whole period is a net gain of 367 houses. She asked why the Review Group had not shared that information with the Lavenham Public when the guidance contained in the Babergh document recommends sharing this information.

Cllr Sherman said that target may change and has already changed eight times. He was asked what the current Lavenham target was. He replied that the last number he had seen for the Lavenham twenty year target was 700 homes. He said that the LNP Group could not give a figure in the Questionnaire as it was constantly changing. Cllr Mitchell replied that from her experience of LNP2 should the Qualifying Body not follow Babergh guidance then the Lavenham NP the LNP will not pass.

Cllr Domoney said that Cllr Sherman is working with considerable uncertainty and should go ahead now with the best available data which may need updating in due course. The Chair said that this data should be shared now. Cllr Sherman said that publishing such data would 'frighten them off' and that it was only raw data.

Cllr Mitchell replied that this was not raw data, the number was Babergh extrapolating its target across the communities and that Babergh had instructed the Parish Council to work with these numbers.

Cllr Robinson said that there was not the workforce to build these houses and the Government was making poor progress. He said that the Government had only managed to build 1,000 properties. The Chair suggested the LNP Group have a meeting with the PC, the PC being the Qualifying body.

Cllr Sherman said that he had not written the minutes which Cllr Mitchell had criticised. He explained that the minutes had been written by the Group's Secretary. The Chair replied that the Chair was responsible for the minutes of the LNP Group. Cllr Sherman acknowledged this.

Cllr Sherman said that the LNP Group had set out what it is prepared to do, the Group would not redo the Questionnaire until the PC has agreed that it will accept that redone version of the Questionnaire.

The Chair said that a revised Questionnaire was required for Councillors to consider.

Cllr Ranzetta intervened saying that the Chair, Cllr Mitchell, every individual at the table, had made really good points. All want the best for Lavenham. She said that every time there is a Neighbourhood Plan discussion it ended up being difficult with mudslinging, nasty comments, Cllrs taking umbrage throwing stuff across the room and Cllrs getting 'huffy and puffy'. Cllrs she said need to 'grow up'. She said that this must stop.

Cllr Mitchell reminded Cllrs that the Chair, a few minutes previously, had suggested a meeting with the LNP Group to iron things out, Cllr Ranzetta agreed with Cllrs Mitchells recollection and the suggestion.

Cllr Domoney suggested the drafting of a caveated document and the approach of successive approximation i.e. the gradual finalising of the document. Cllr Lamont saying that he had spent much of his life drafting and redrafting documents with the reason for each change documented and that the LNP Group needed to adopt this approach. Council, he said, needed to see a next draft.

The Chair said Council will now do its best to arrange a meeting with members of the LNP Group.

13. Use of Neighbourhood Community Infrastructure Levy

The Clerk told Cllrs that the PC has £63,000 of such funds, £6,000 is committed to Green Willows Streetlight. Of the remaining £57,000 £36,000 expires in April 2028 and £21,000 expires in April 2029.

Babergh Guidance is that 'if the PC does not spend their CIL within 5 years of receipt the Infrastructure team may send the PC a repayment notice and the District will spend the CIL income on their behalf and in consultation with the PC. Exceptions may be made if the PC can show they have allocated their CIL income to a particular project for which they are accumulating funds before spending'. Additionally, the PC must spend the CIL income they received from the District 'on the provision, improvement, replacement, operation or maintenance of infrastructure'

He commented that Councillors need to be aware that some projects take much time, particularly projects involving other bodies e.g. Suffolk Highways and the need to spend the funds by April 2029.

He explained that the purpose of this exercise is to understand Councillors spending priorities and to help the Clerk prepare the 2026/27 Budget and Precept. He invited Cllrs to add projects to the list.

Cllr Robinson said that he considered that Council could not consider this now as the spending on the Neighbourhood Plan had not been finalised. The discussion, he said must be delayed. The Clerk replied that he had never heard a single Councillor say that the village did not need a Neighbourhood Plan and that the debate was about the details of the Neighbourhood Plan.

Cllr Mawford said that he agreed there needs to be a Neighbourhood Plan by 2031, that the budget put forward was reasonable and that in his opinion it should be financed via Neighbourhood Cil. He asked that subsidies for Community Transport/Buses be added as an option. The Clerk agreed to this.

Cllrs spoke of their preferences. See Appendix A.

Motion: to extend meeting by 15 minutes. **Proposed:** Cllr Muckian **Seconded:** Cllr Mitchell. Approved. Cllrs Robinson and Sherman voted against.

14. Clerks Report

Motions: To approve Accounts and Receipts and Payments for month ending 30th September 2025

Proposed: Cllr Ranzetta **Seconded:** Cllr Mawford **Decisions:** Approved unanimously

Meeting ended 9.33pm Date of next meeting – Thursday 4th December 2025 7pm

[illegible]

Lavenham Neighbourhood Plan Revision Group 2025

Steering group meeting 24th November 2025

Agenda and minutes (2 pages)

Attending: Michael Sherman, Danielle Twitchen, Tracey Brinkley, Jack Norman, David Theobald and Carroll Reeve.

Apologies: Alison Bourne, Savannah Bourne and Charles Posner.

Minutes of previous meeting: agreed.

Matters arising: none.

Emerging residential survey further drafting:

Following discussions with the Parish Council the revisions are:

Page 2

Reinforce instructions to read;

Please follow the instructions given for each question. Please try and answer all the questions. Should you not be confident in answering a question please leave it blank. If you have any additional comments to make, please attach a separate sheet of paper.

The comment box at Q7 will therefore be removed to avoid confusion.

Page 3

HOUSING

Suggested revision to read as:

“What is now apparent is that Central Government has placed a greater emphasis on the building of more homes. Thus, Babergh DC has a new homes annual target of 775 (for the whole district), up from 416 and an increase of 86%, over the 20-year plan period. The allocation for Lavenham has yet to be determined. However, Babergh’s indicative target for Lavenham is 367 over 20 years. This might change when targets are finalised. We do know that, between 2001 and 2021, an additional 137 homes were built in Lavenham. There are currently some 1,150 homes in the Parish.”

Q2 Re-wording -

Housing Adaptable for people with special needs and older people.

Q3 Change of Should to Because -

Because some new homes will be required to be built in the parish; what do you consider most important?

Q4 Consider re-wording 7th bullet to – Building density to reflect locality of any development.

Add Provide a site for a care home.

Q5-Remove square brackets [] at 5th bullet.

Q6 Add two bullets -

On-street parking spaces for disabled people should be provided.

On-street parking should be re-configured.

Q8 Add:

-Community activities and village events.

Q11 Add

-Opticians.

-Care home'

-Beauty and wellbeing facilities.

Full stops after all comments/bullets.

An issue relating to the survey was whether to include a question relating to the legal status of Lavenham as a village or a town. It was considered that this topic would require greater exploration and should be best left to the Parish Council to pursue.

The survey document can now be finalised. This survey will now be issued to residents just before Easter 2026, with accompanying drop-in events.

Timetable

The Babergh Mid Suffolk District Councils continue to work on a Joint Local Plan (JLP). Although the first part of this plan has been adopted: it is currently being reviewed. The second part of the plan dealing with spatial issues and the allocation of proposed development sites is still under wraps.

The NP revision will continue to work in line with the JLP timeline and its outcomes. It follows, however, that we should assemble a factual base and address issues as they arise, such as any further call for sites. We can then react to any consultative process emanating from the JLP in a timely manner.

The aim is for our final revised NP to be completed as the JLP is adopted by the district councils.

Call for sites

The second call for sites has been brought forward by at least three months. It is now underway and ends on 6th January. And this illustrates the need to work in parallel with work on the JLP. Further sites coming forward from this will augment the existing list.

Our landscape architect has been asked to look at and report upon any call for sites. We and the Parish Council need this evidence-based approach to help in safeguarding the village from inappropriate housing targets.

Base line data: this will take the form of a Demographic and Socio-Economic Review carried out by our consultant in this field. Instruction to be issued in April. This could be advanced to January, but is out of line with the budget.

Budget: this is with the Parish Council and has not received any adverse comments. The Secretary will be available to deal with any questions at the forthcoming Parish Council meeting.

Newsletter: The second Newsletter has been agreed with the Parish Council Chair and has gone to the printers for distribution in early December.

AoB: The chair thanked the Secretary for his recent efforts in clarifying matters with the Parish Council.

Next meeting: to be arranged.

LNP Whole Project Budget**Background:**

At the Council meeting held on 5th June 2025 the LNP Group submitted a request for an interim budget of £15,000. This was approved and included in the Reforecast 1 for 2025/26.

Professional Fees:	
a) To complete the questionnaire, consider the raw data on housing target emanating from BDC and formulate an approach to site allocations, numbers and timing	£5,000
b) Review of NP1 and NP2 policies and further policy drafting	£3,000
Printing: Village information letters, questionnaire and village feed-back	£4,500
IT: Website set-up, questionnaire hosting and input	£1,500
Room Hire and Miscellaneous, each £500	£1,000
Total (NB total spend to date is less than £200 entirely on Printing)	£15,000

Motion: to approve an Interim Budget of £15,000 **Decision:** Approved unanimously

Motion to approve the appointment of Paul Dodd, Lucy Batchelor-Wylam, Hannah Lazarus as long as the spend on the services provided by Paul Dodd, Lucy Batchelor-Wylam and Hannah Lazarus is each less than £3,000. **Decision:** Approved unanimously

Motion: Council approves the appointment of Advisor D (Ian Poole) with the total spend on Professional Fees not to exceed the £8,000 approved in the Interim Budget approved at the June 5th Meeting of Council
Decision: Approved unanimously.

Spend to end October £:

Lavenham Press	Printing	154
Places 4 People (Ian Poole)	Professional Fees	1,016
Community Action Suffolk	Website Hosting	40
Total		1,210

Whole Project Budget £:

At the Council Meeting held on 4th November 2025 the LNP Group requested a whole project budget of:

Total by year	£
25/26	5,000
26/27	15,000
27/28	13,535
Total	33,535

Professional fees Lead advisor	
Residential survey	
Initial community engagement	980
Review of NP2 policies	980
Potential development site identification, SHLAA & Housing Needs Assessment	735
Site master-planning and community engagement	2,940
Draft NP preparation	2,450
Pre-submission consultation	1,960
Strategic Environment Assessment	2,940
Submission of NP	980
Examination and referendum	3,430
Other	490
Sub-total	17,885
Design Guide consultant	
Workshop	500
Site master-planning guidance	1,000
Sub-total	1,500
Landscape architect	
SHLAA suitability and land assessment	2,100
Site master-planning	525
Sub-total	2,650
Statistical advisor	
Demographic and Socio-Economic Review – base line document	2,000
Community Action Suffolk Housing Needs Survey	3,000
Printing & display costs	4,500
Mileage charged and sundries	500
IT	1,500
Total	33,535

As a reference point the costs of LNP 2 were:

	Misc	Room hire	Printing	IT	Prof fees	Total
20/21			737.00	285.00	60.00	1,082.00
21/22	478.13	528.75	1,624.60	35.00	19,017.80	21,684.28
22/23	135.00	255.00	540.78	587.00	4,555.90	6,073.68
23/24			540.40	615.00	4,499.20	5,654.60
24/25		55.00	624.01	392.50	950.00	2,021.51
	613.13	838.75	4,066.79	1,914.50	29,082.90	36,516.07
Grants						(17,999.01)
Net						18,517.06

Motion:

The budget proposed by the LNP Group of £33,535 for the completion of the revision of the 2016 LNP is accepted.

All expenditure on the revision of the LNP beyond that approved at Council Meetings held on 5th June and 23rd June 2025 must be approved by Council at future Meetings

10			BDC	LPC	
Nov					
04304	The Grove, 5 Lady St	Fell Willow Tree	Approval	Refusal	
04660	Saffron Pane, Hall Road	Tree Works	Approval	Approval with Conditions	
04183	One Bell House, 46 High St	First Floor Juliet Balcony and replacement of rotten windows with UPVC	Approval	Approval with Conditions	
04724	9 Trinity Gild	Tree Works	Approval	Approval	
04341/2	Market House, 35 Market Place	Planning Permission Demolition of lean-to shed and replacement with a lean-to greenhouse	Approval	Approval	
Open items:					
00390	Toll Cottage, Market Place	Change of use to residential	Refusal. Appealed.	Refusal	
03022/3	The Old Rectory	Planning Perm and Listed Building Consent Doorcase	Refusal. Appealed.	Refusal	
04224	Second Meadow	Wellness Centre	Refusal. Appealed.	Refusal	
04033/4	Hall, Hall Rd	Planning Permission and Listed Building Consent Proposed replacement entrance gates	Ongoing	Approval	
04532	Teazle Cottage, 30 Water Street	Listed Building Consent. Installation of fibre optic cabling	Ongoing	Approval	
04396	Pegtile Ct	Installation of temporary stairlift	Ongoing	Approval	
04957	9 Trinity Gild	Tree Works	Ongoing	Ongoing	Dec-05
04981	The Bays, Bears Lane	Extension to front and rear of the property and other works	Ongoing	Ongoing	Dec-05
04687/8	De Vere House, Water Street	Varied Building Works	Ongoing	Ongoing	Dec-05
04913	24 The Paddocks	Erection Gym and Music Room	Ongoing	Ongoing	Dec-05
05026/05094	Patch Cottage 84 High St	Replacement and erection of a new extension to the rear	Ongoing	Ongoing	Dec-11
04906	81 High Street	Listed Building Consent - Installation of a reversible fire break within the roof space	Ongoing	Ongoing	Dec-11
Suffolk CC	Lavenham Primary School	Modifications to Outbuilding	Ongoing	Approval	

Lavenham Parish Council Planning Group.

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

Application for Listed Building Consent - Proposed replacement and erection of a new extension to the rear of Patch Cottage. Replacement of garden shed.

Show more description 

Patch Cottage 84 High Street Lavenham Sudbury Suffolk CO10 9PT

Application. No: DC/25/05094 | Received: Tue 18 Nov 2025 | Validated: Thu 20 Nov 2025 | Status: Awaiting decision

Householder Application -Replacement and erection of a new extension to the rear. Replacement of garden shed.



Patch Cottage 84 High Street Lavenham Sudbury Suffolk CO10 9PT

Application. No: DC/25/05026 | Received: Thu 13 Nov 2025 | Validated: Thu 20 Nov 2025 | Status: Awaiting decision

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

The proposed extension design has been the subject of several iterations and pre-application advice has been taken with the Heritage Officer and substantial changes made as a result of the recommendations.

The proposed extension is to replace a rear lean-to with an extension to the side and behind the property.

The garden is a good size, so this extension does not overdevelop the plot. It also looks subservient to the current building.

As a result, it complies with the Lavenham Neighbourhood plan policies D1 Design and Character and D2 High Quality Design and Joint Local Plan policies LP03 - Residential Extensions and Conversions and LP19 - The Historic Environment.

The materials used are appropriate and of a good quality, with Suffolk Terracotta Tiles, Brick exterior with Hardwood Double glazed windows and doors. The connecting lobby has a flat roof with sedum planted on it and a Velux window.

The partition added in the old part of the building to form a shower room with frosted glazing does not affect heritage assets.

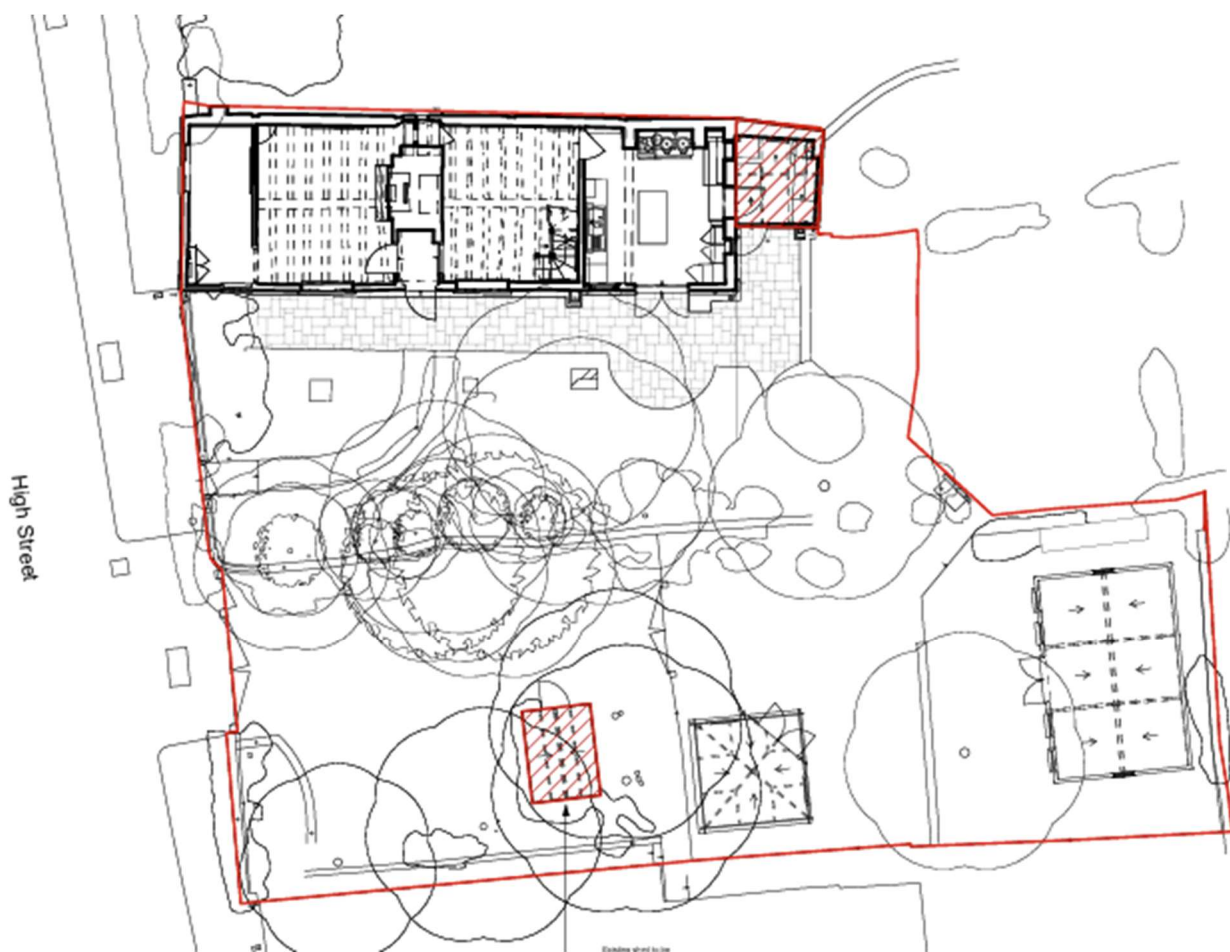
There is plenty of space for the larger shed, replacing the existing shed.

Recommend approval

Location



Existing site plan



Heritage features

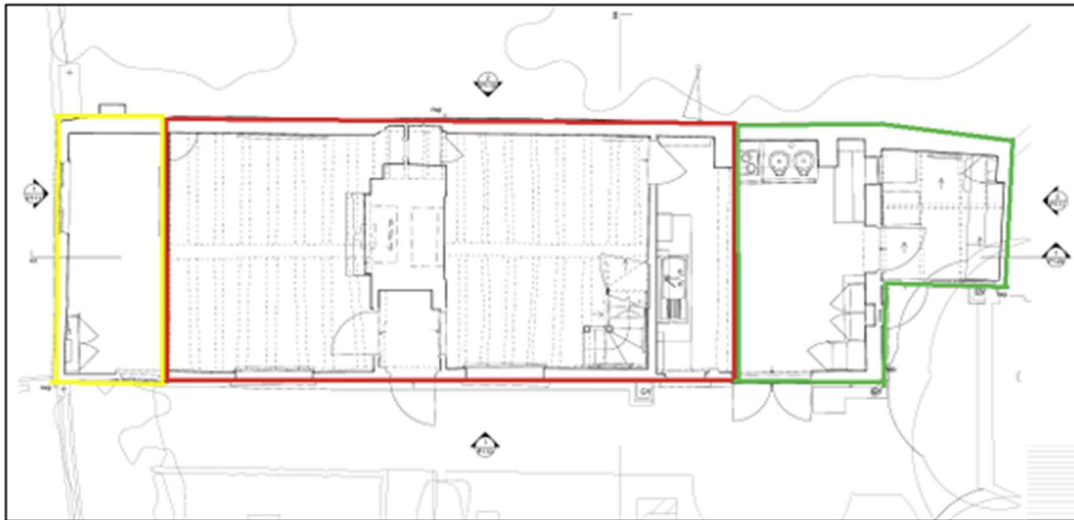
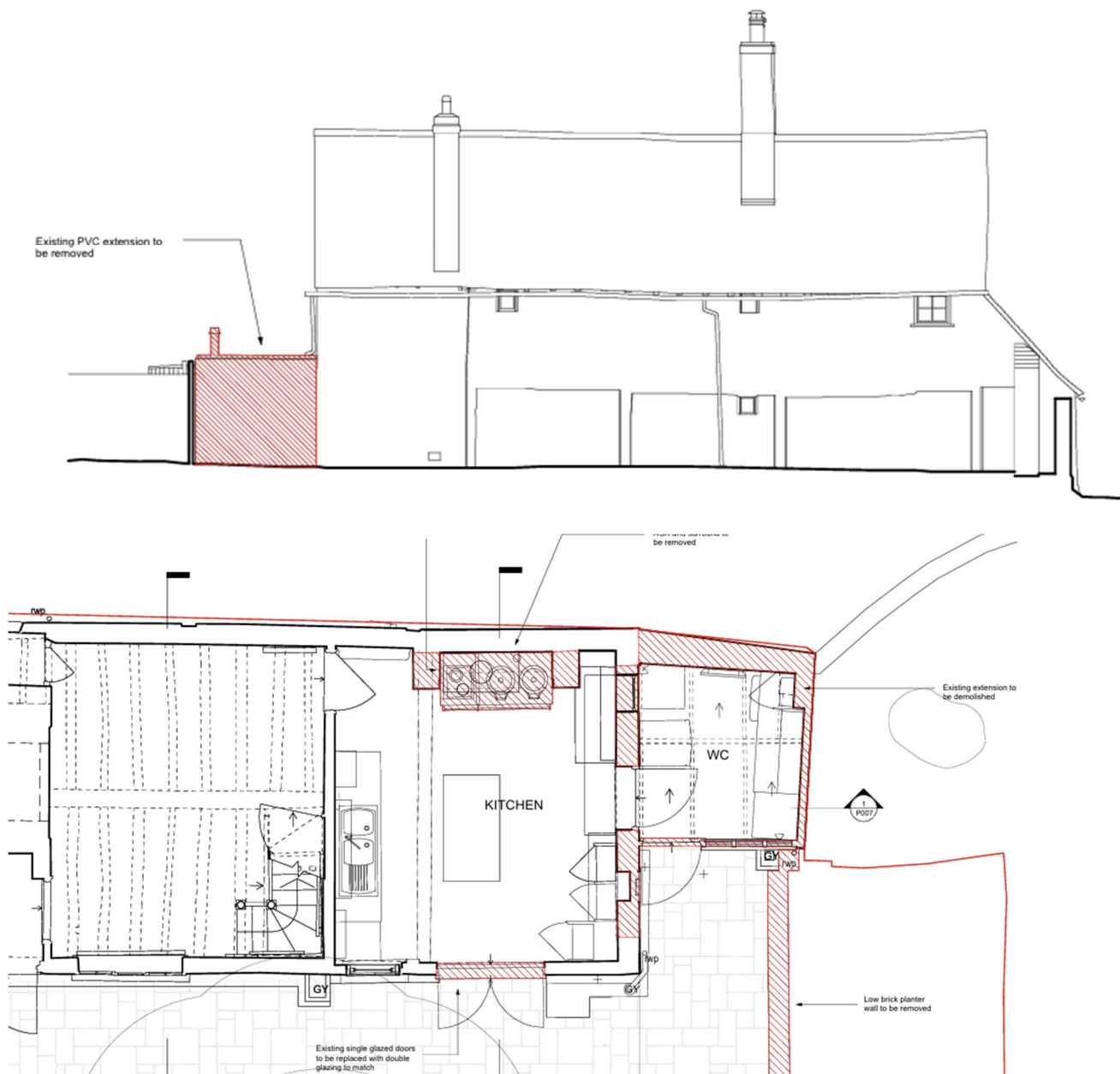


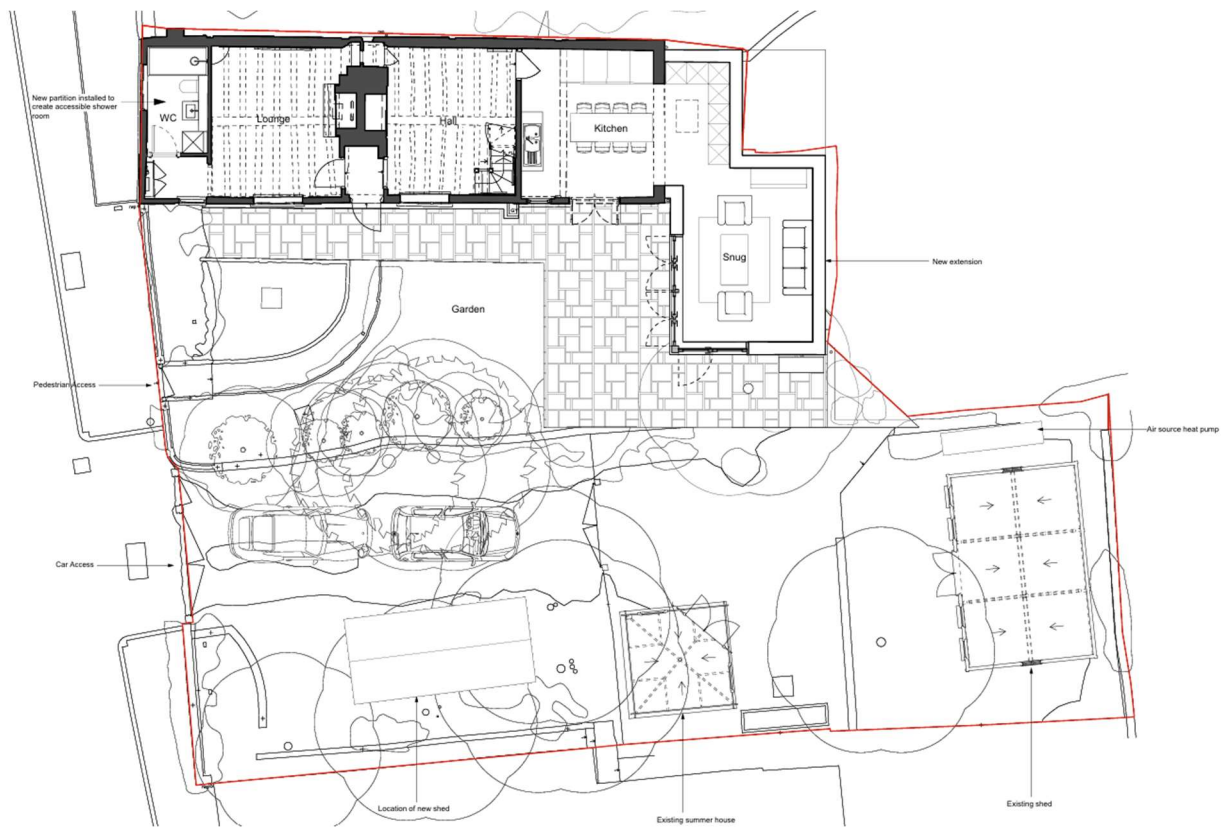
Fig. 13: Ground floor plan (Project Orange), coloured by AHP to indicate broad phasing and significance. Outlined in red is the original timber framed building, with one bay on each side of a large off-centre stack. This phase is of high heritage significance. Outlined in yellow is a later (probably nineteenth century) lean-to addition, which is prominent in the view from the High Street; this is of moderate significance. Outlined in green are twentieth century additions, not visible in public views and of low significance.

Existing features to be removed/changed

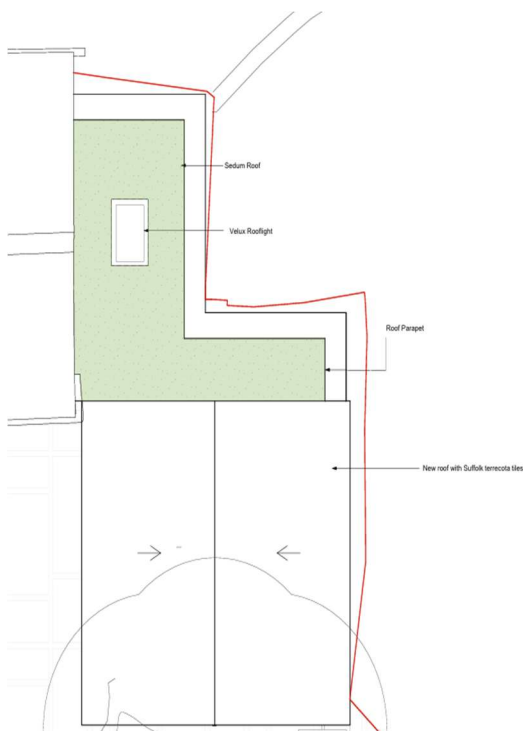
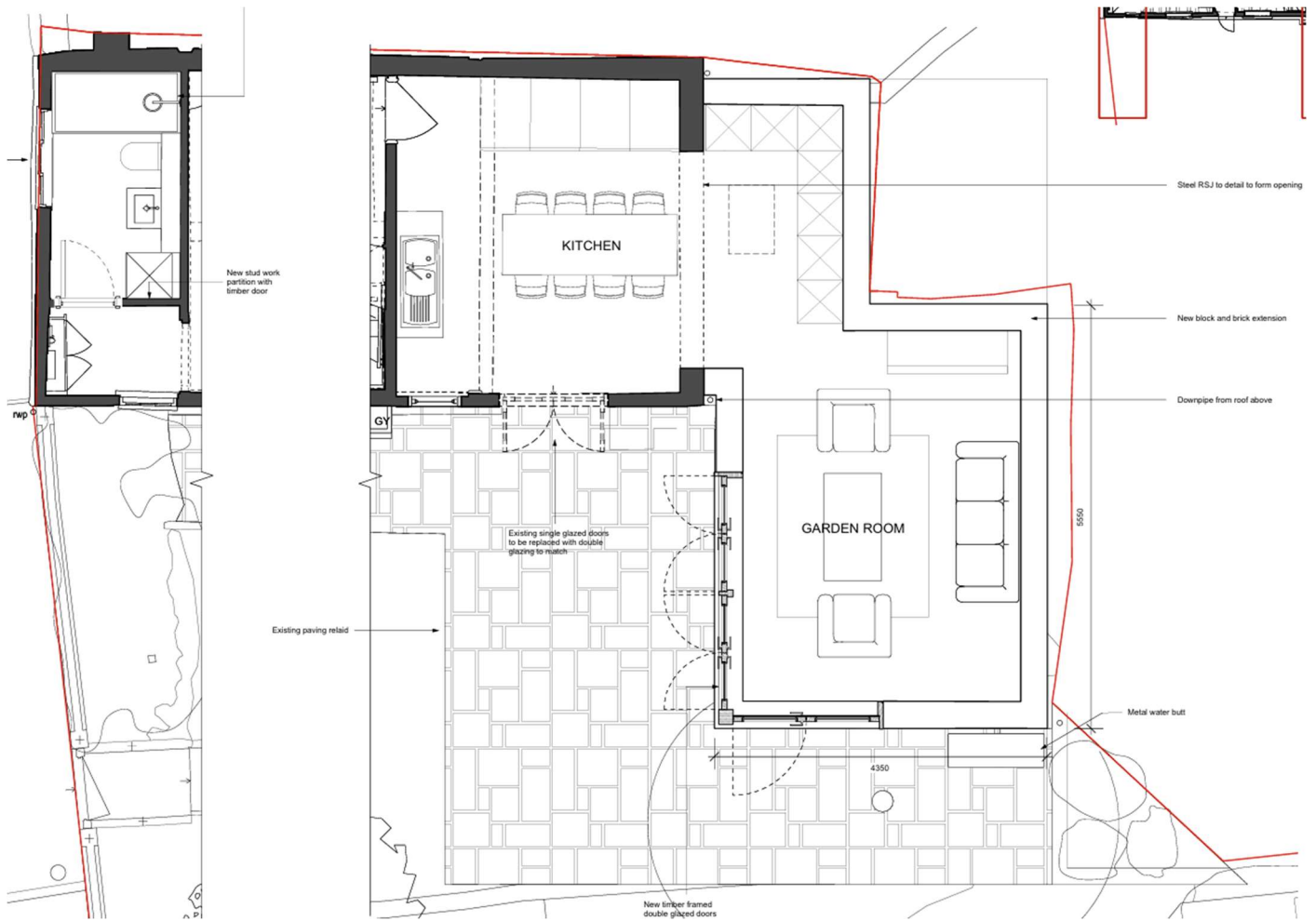




Proposed Site Plan and elevations







5.14 SHED



TIMBER SHED

The timber shed will sit on local pad foundations. The cladding will be black stained soft wood.

Householder Application - Upgrade the building fabric and to add a small extension at the front connecting the house to the ancillary building. To the rear the building is to be extended by 1.2m onto the patio, and the roof pitch lowered

Show more description 

The Bays Bears Lane Lavenham Sudbury Suffolk CO10 9RT

Application. No: DC/25/04981 | Received: Mon 10 Nov 2025 | Validated: Wed 12 Nov 2025 | Status: Awaiting decision

This property is not listed but is in the Conservation Area. The properties either side are of a similar age and construction.

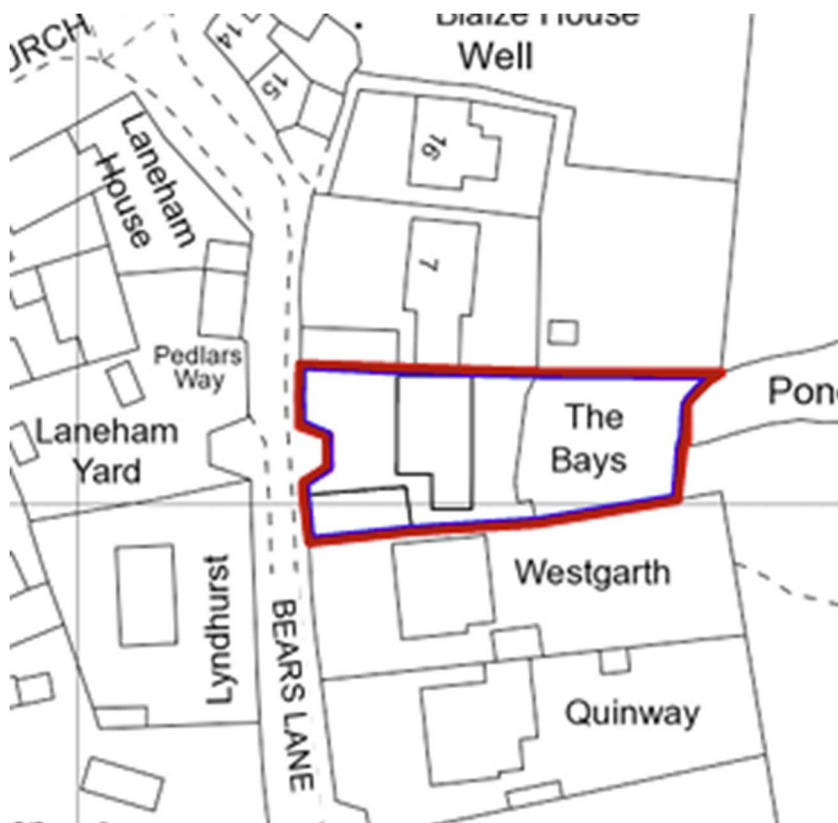
This application is very similar to application DC/23/02493 (Householder Application - Remodel bungalow, upgrade building fabric and erect front link extension to ancillary building) which was approved.

The changes are similar to the previous application with a link extension.

The link extension will have more impact on the Street Scene as it is taller but not significant. The rear view cannot be seen from the street or any listed building, and the change is modest.

It complies with Joint Local plan policies LP03 - Residential Extensions and Conversions, LP19 - The Historic Environment, and Lavenham Neighbourhood Plan D1 Design and Character and D2 High Quality Design

Recommend approval



Existing view from Bear Lane



View from Bears Lane

Proposed View from Bear Lane



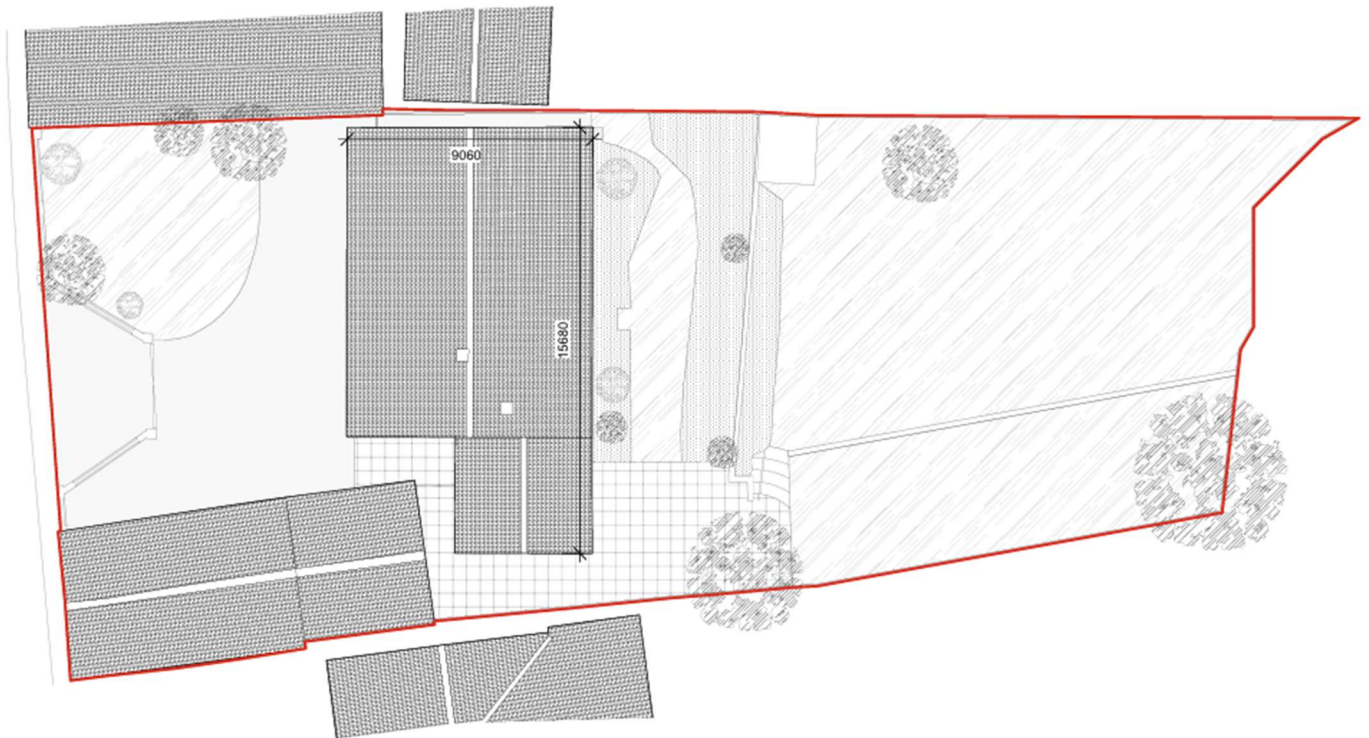
Current Rear View



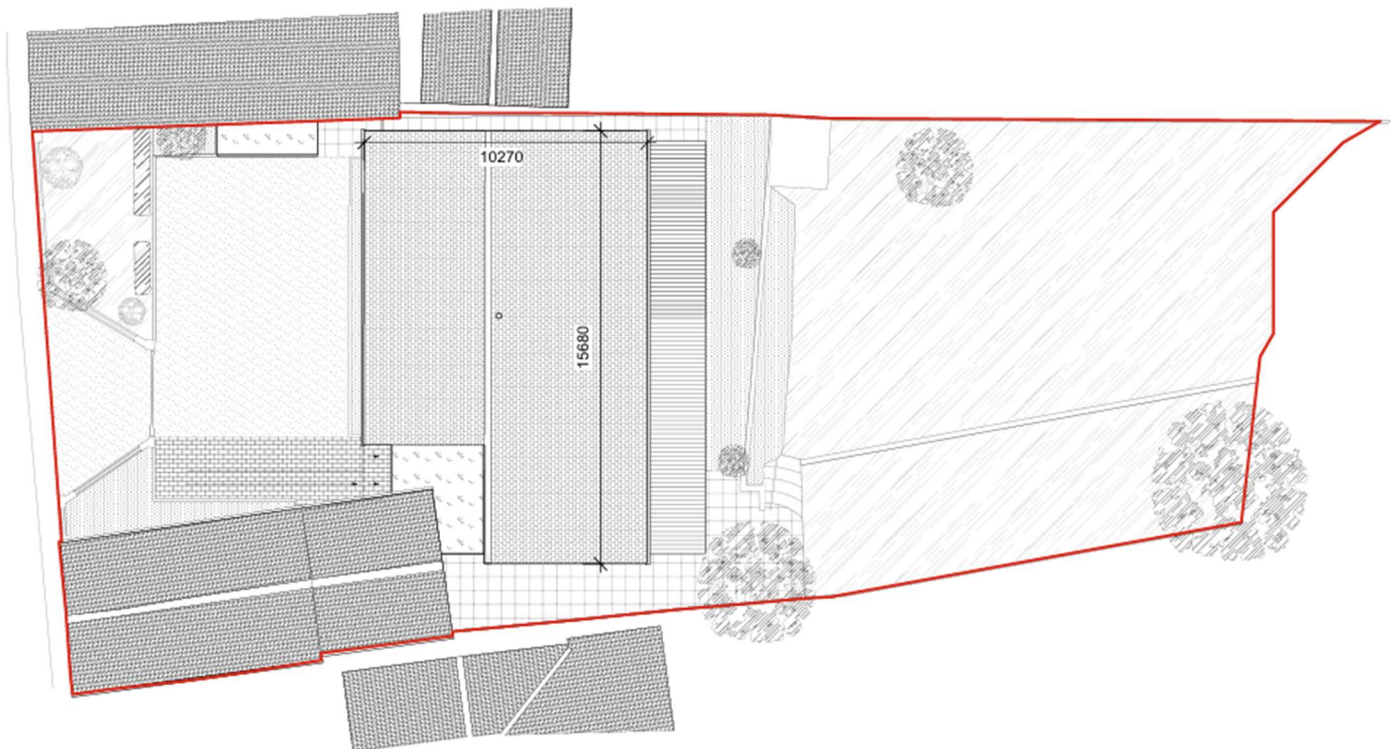
Proposed Rear View

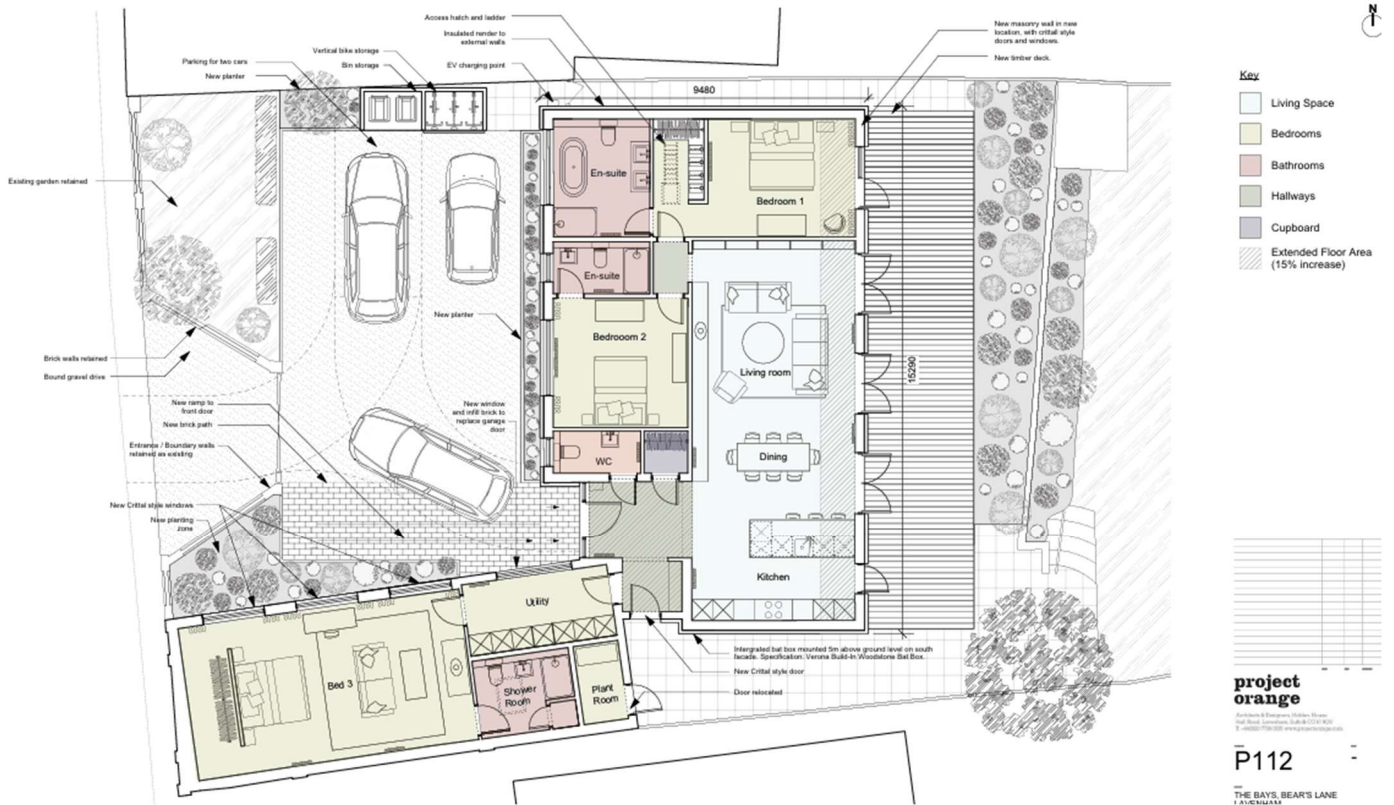


Existing Plan



Proposed Plan





Householder Application - Erection of home gym/music room.



24 The Paddocks Lavenham Sudbury Suffolk CO10 9UF

Application. No: DC/25/04913 | Received: Thu 06 Nov 2025 | Validated: Fri 07 Nov 2025 | Status: Awaiting decision

This application is for a property that is currently outside the Built Up Area Boundary and hence does not comply with Policy SP03 of the Joint Local Plan 2023.

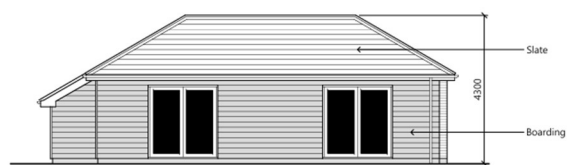
It is not permitted in any of the exceptions listed in policy SP03.

It is also adjacent to the Railway Public Right of Way, which is on the northern boundary.

A very similar application DC/23/04410 was made for a Single Storey Garden room of a similar size at the adjacent property 15 The Paddocks – see the plan below - also in a location with the Railway Public Footpath on the northern boundary, and this application was refused.

Recommend Refusal

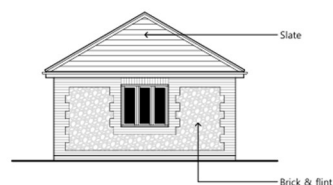
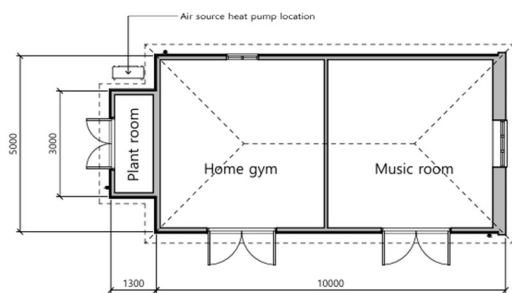




Front (south) elevation 1:100



Rear (north) elevation 1:100



Side (east) elevation 1:100



Side (west) elevation 1:100

Application for Listed Building Consent - Installation of a reversible fire break within the roof space.



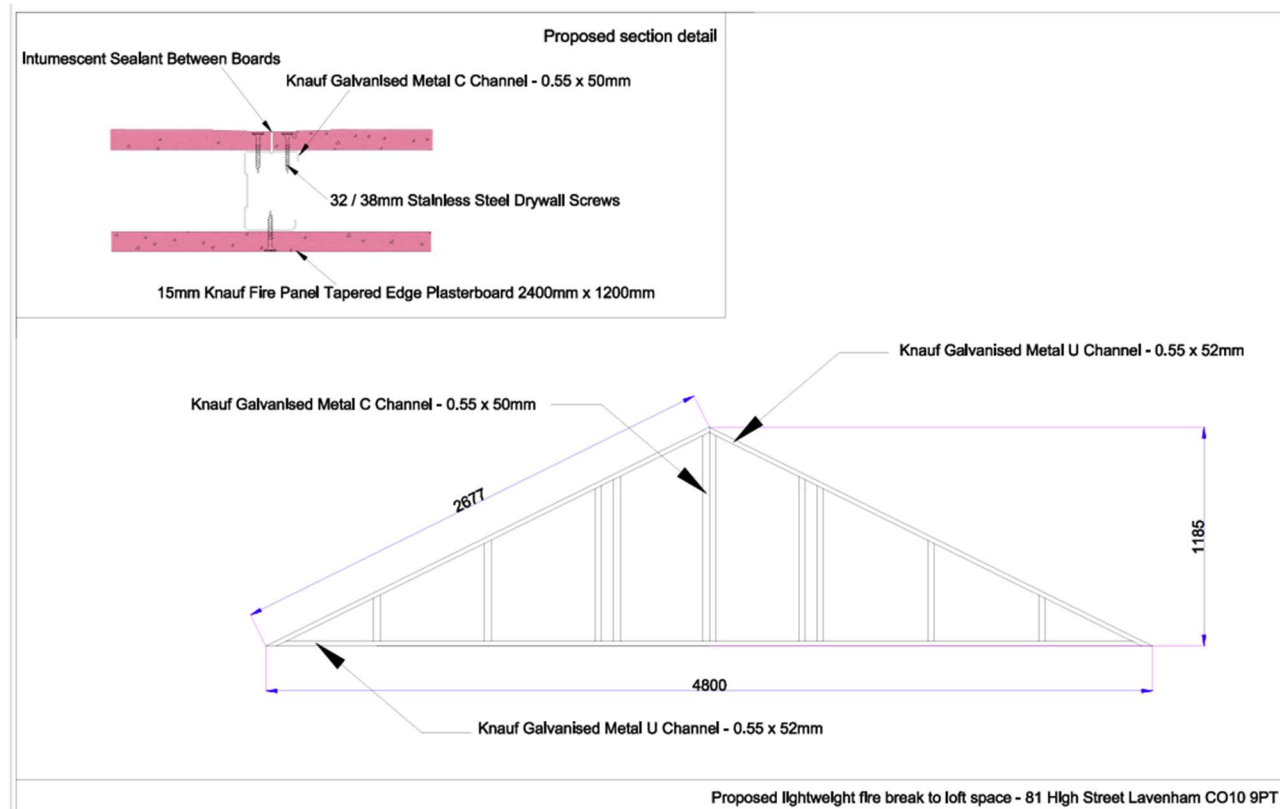
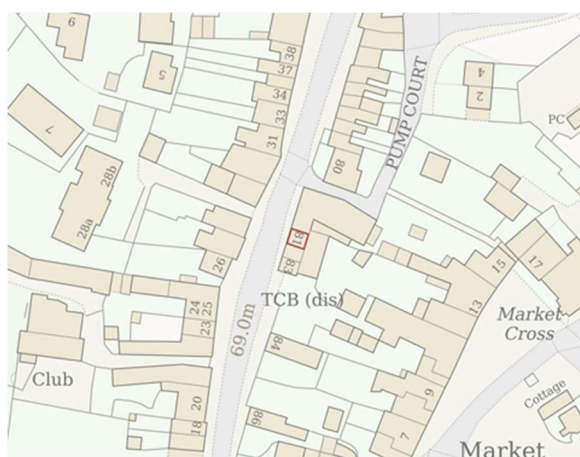
81 High Street Lavenham Sudbury Suffolk CO10 9PT

Application. No: DC/25/04906 | Received: Wed 05 Nov 2025 | Validated: Thu 20 Nov 2025 | Status: Awaiting decision

This property is Grade II listed and in the conservation area. This application is to install a fire safety barrier between this property and the neighbouring one, as they share the same roof space.

The Heritage office was consulted as part of pre-application work. The work does not affect the fabric of the building and could be removed.

Recommend Approval



APPLICATION FOR WORKS TO TREE(S) IN A CONSERVATION AREA - DC/25/04957

Proposal: Notification of works to trees in a Conservation Area - Tree 1 - To reduce back down x1 Damson tree to the higher pruning points Tree 2 - To reduce the height of x1 Silver Birch by approximately 6ft and balance prune Tree 3 - To fell to ground level x1 Himalayan Birch tree and poison the stump ? roots are on the adjacent drain Tree 4 - To reduce back down x1 Cherry to the previous pruning points, to balance and Shape Tree 5 - To fell to ground level x1 Pine tree - Tree 6 - To fell to ground level x3 dead Silver Birch trees Tree 7 - To reduce the top of x1 Cherry tree by 6ft in height Trees 8 - To reduce the height of the Yew trees by approximately 6ft Tree 9 - Conifer by approximately 6ft Tree 10 - To reduce the top of x1 Elder at the rear by approximately 6ft All the trees being reduced to manage their size in the small garden. The Silver Birch are dead, the two trees to be felled he planted 15 years ago in wrong places, next to the Conservatory and a Pine is too big a species. The Himalayan Birch is getting into the drain 1m away


Location: 9 Trinity Gild, Lavenham, Sudbury, Suffolk CO10 9RP

No recommendation

Lavenham Parish Council Planning Group.

Planning Applications for consideration at LPC meeting on 4th December 2025 Part 2


Householder Application - Removal/replacement of cement render on south wall with lime render. Installation of 15th C carved ceilings previously removed in 1929 (requires movement of staircase and 2 stud walls plus new internal door). Erection of Rear Entrance Hall with access ramp to replace existing 1980's oak-framed gazebo. Minor internal works to the downstairs study and the entrance hall to amend ground floor levels to comply with Building Regulations M4(3) and provide disabled access to entire ground floor. Replacement of existing gas central heating system with Fischer ceramic electrically heated system with traditional style electric radiators. As detailed in the supporting documents.

Show more description 

De Vere House Water Street Lavenham Sudbury Suffolk CO10 9RW

Application. No: DC/25/04687 | Received: Tue 21 Oct 2025 | Validated: Wed 22 Oct 2025 | Status: Awaiting decision

Application for Listed Building Consent - Removal/replacement of cement render on south wall with lime render. Installation of 15th C carved ceilings previously removed in 1929 (requires movement of staircase and 2 stud walls plus new internal door). Erection of Rear Entrance Hall with access ramp to replace existing 1980's oak-framed gazebo. Minor internal works to the downstairs study and the entrance hall to amend ground floor levels to comply with Building Regulations M4(3) and provide disabled access to entire ground floor. Replacement of existing gas central heating system with Fischer ceramic electrically heated system with traditional style electric radiators. As detailed in the supporting documents.

Show more description 

De Vere House Water Street Lavenham Sudbury Suffolk CO10 9RW

Application. No: DC/25/04688 | Received: Tue 21 Oct 2025 | Validated: Wed 22 Oct 2025 | Status: Awaiting decision

The materials provided in the application have been reviewed.

From an assessment point of view there are no clear drawings indicating the existing and proposed building site plans, elevations, room layout, and details of changes to the structure of the building.

There are fragments of information spread across a number of documents, but this is not sufficient to give a clear picture of the impact of the proposed changes.

These are dramatic changes to a Grade I listed building and need in-depth details of structural changes and all materials proposed, including finishes.

There are also no details of the proposed Electricity Generation Wind Turbines and solar panels and the impact of these and the rear entrance hall on the setting of De Vere house and the surrounding properties.

Note there are no requirements to show compliance with Building Regulations in a planning application, so we do not consider this in our review. That will be assessed by building control before any work commences.

An excerpt from The Society for the Protection of Ancient Buildings (SPAB) report, provided at the request of the Babergh Planning Officer, is shown below.

The documentation in its current state is insufficient to assess the impact on the Grade I listed building and the benefit of the changes.

Recommend Refusal

Dear Gregory

Thank you for notifying the SPAB of the above application. Having carefully reviewed the application documents, we have a number of concerns in relation to the application as it currently stands and must therefore register our **objection**.

De Vere House is a 15th Century Grade I Listed building. The current percentage breakdown of listed buildings by grade in England stands at: Grade I 2.5%; Grade II* 5.6%; Grade II: 91.7%. The importance of De Vere House is acknowledged by its Grade I listed status, recognising it as a 'exceptional interest' and placing it within the top 2.5% of listed buildings in the country.

The basis/reasons for our objection to the application in its current form can be summarised as follows:

Insufficient information to fully understand the building's significance and the potential impact of the proposals.

Lack of detail in the supporting documentation, including drawings and reports.

Elements of the proposals appear not to preserve the building's special architectural or historic interest and may result in harm or loss to its significance.

No clear and convincing justification has been provided for the harm or losses, and no public benefits have been demonstrated.

We expand on these points below.

Accurate existing and proposed floor plans are essential to understand the full extent of the proposals. These are currently absent from the application, making it impossible to assess how the proposed changes will affect the building's layout and historic plan form.

Existing and proposed elevations of the proposed rear oak-framed structure, including its surrounding context, are necessary to assess the visual and architectural impact of the proposals on the historic character of the rear elevation. These have not been provided.

A detailed description and method statement is required to explain how historic fabric will be protected during the removal of cementitious render. Without this, there is a risk of unintended damage to significant materials. Elevation drawings should clearly identify the affected areas, but these are currently missing.

The library The Design and Access Statement describes printed ceiling paper depicting the 15th-century painted ceiling by Raphael in the library of the Castello di Renzetti, Paciano, and mentions smoothing over existing lumps. Any such intervention could affect early historic fabric and would alter the historic character of the room. This proposal requires clear and convincing justification, which is currently absent.

In addition, the proposed fitted furniture in the library would significantly alter the room's character. However, no assessment of its impact on the historic interior has been provided, making it difficult to evaluate the appropriateness of the intervention.

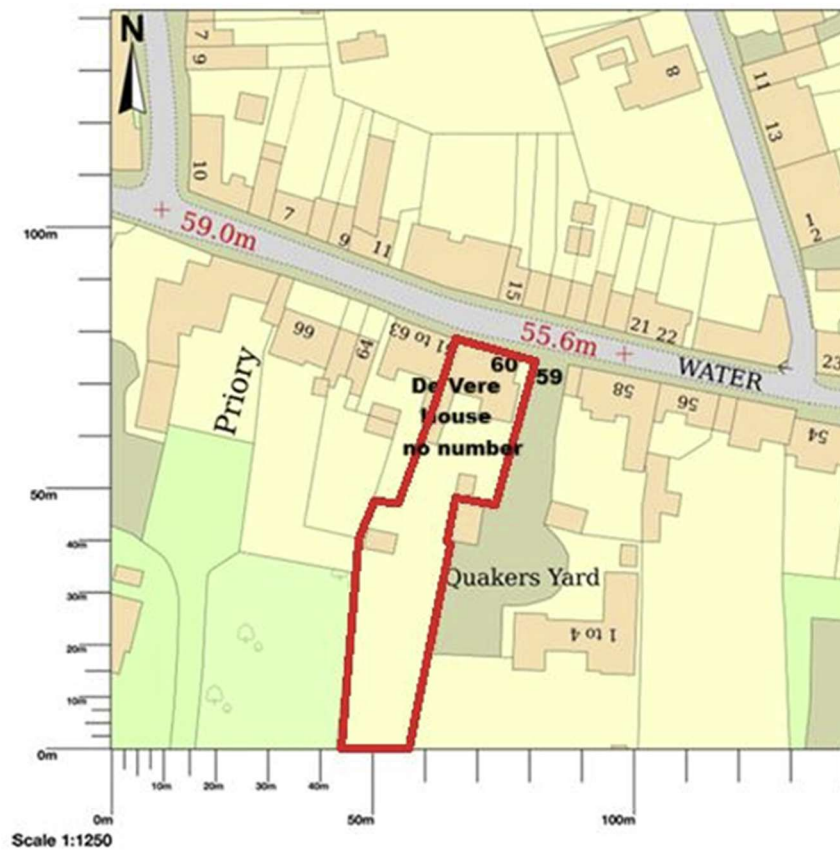
Reinstallation of historic ceiling timbers The principle of reinstating earlier fabric requires careful consideration and robust justification, which is currently lacking. The proposals will also involve structural interventions, including the relocation of stud walls and the insertion of a new ensuite bathroom. These works would affect the historic plan form and fabric, yet no assessment of impact has been provided.

Phase Three includes various internal works described as minor, yet these appear to involve raising the ground floor, replacing a stair, forming new openings, and reconstructing the rear oak-framed structure. The scope and extent of these works are not clearly defined, and their potential impact on historic fabric and spatial character has not been assessed.

Phase Four proposes a new electric heating system powered by three wind turbines, twelve solar wall panels, and a waterwheel. While energy efficiency is important, the application does not adequately assess the visual or physical impact of these interventions on the special interest of this Grade I listed building.

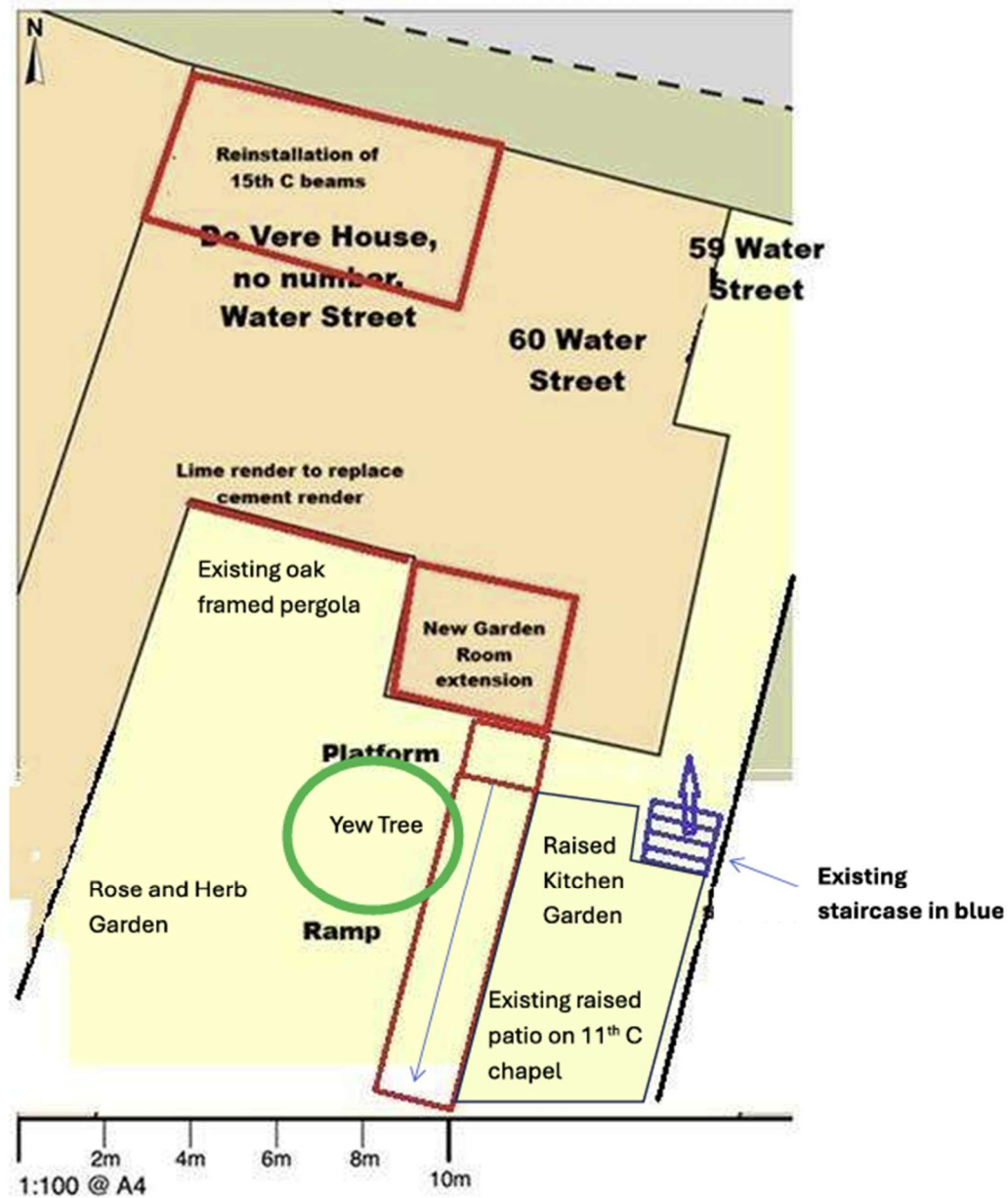
Site location Plan

De Vere House, no number, and Oxford Cottage 59 to 60 Water Street



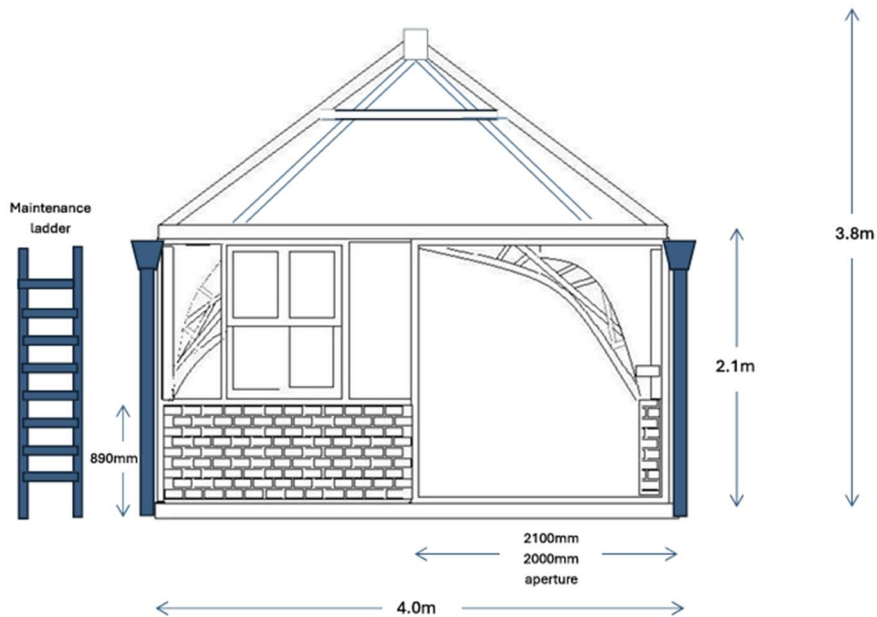
Some details of external and internal changes

Changes shown in red



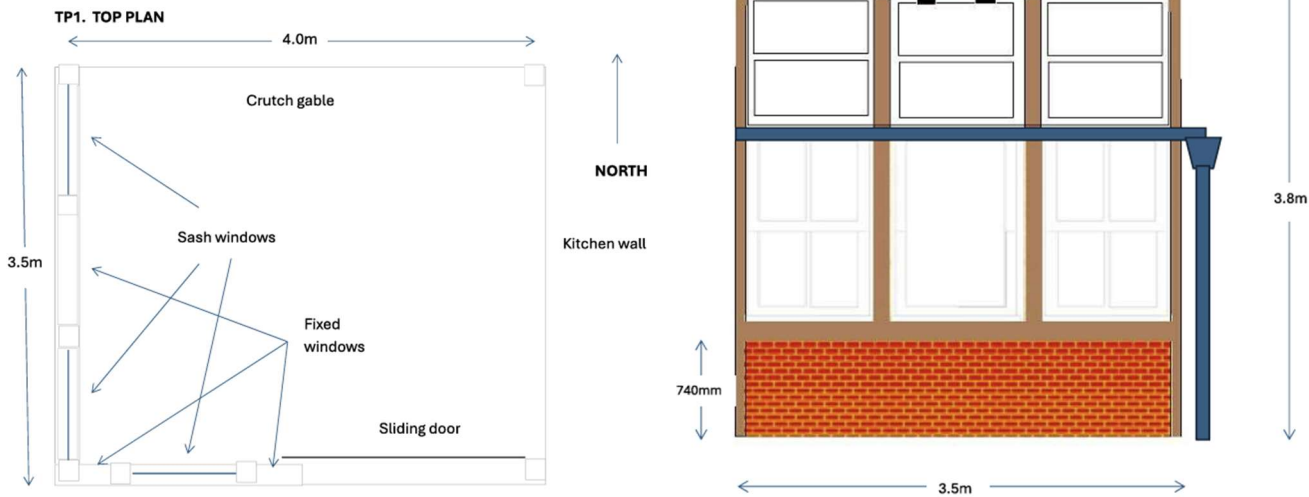
Elevation of Entrance Hall, in isolation – no indication of relationship to the existing building

FRONT ELEVATION FE1. Scale 1 in 30. South facing elevation of Entrance Hall



Plan view of Entrance Hall, in isolation and partial side elevation

130. West facing elevation of Entrance Hall



KITCHEN RAMP SPECIFICATION

1 in 15 gradient

1000 mm width, 600 mm length, 40mm rise

Hand rail on wall to the left of door (south facing wall)

Figure 1: Ramp elevation and dimensions

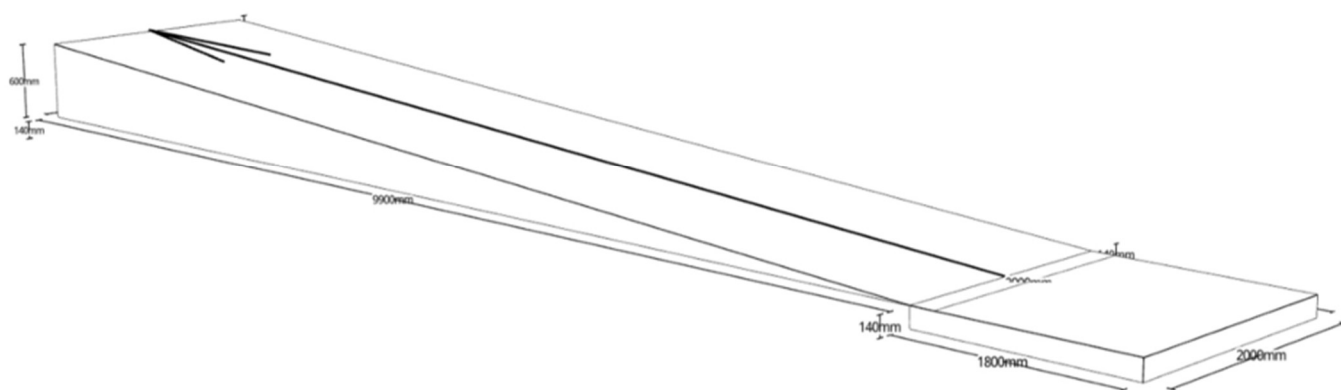


Figure 2: Ramp with oak posts and rails (illustrative)

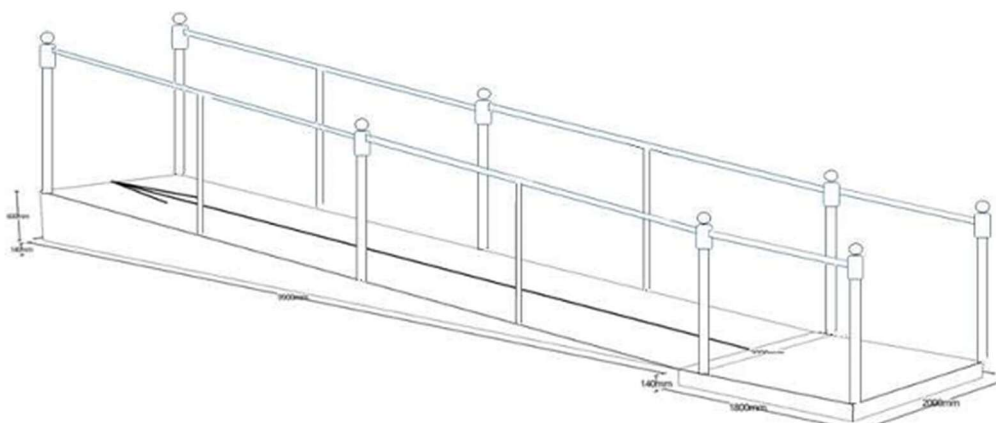
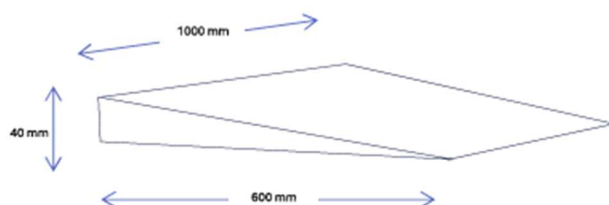


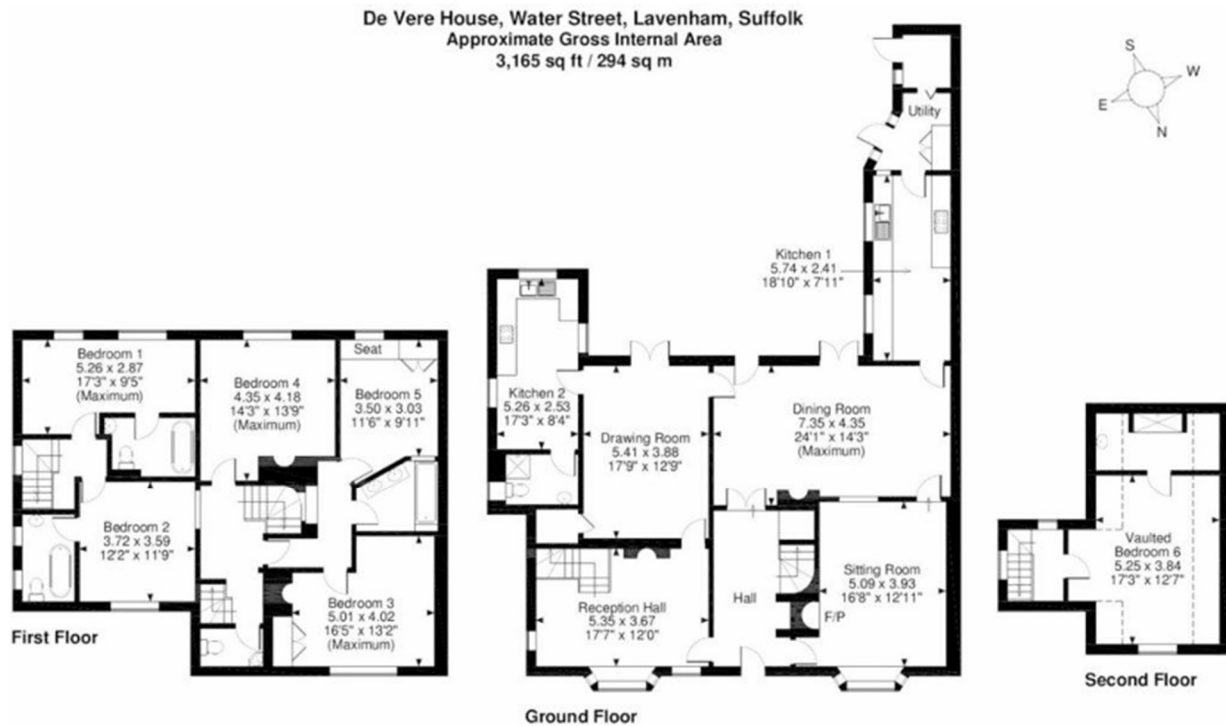
Figure 3: Kitchen Ramp from Garden Room



Existing

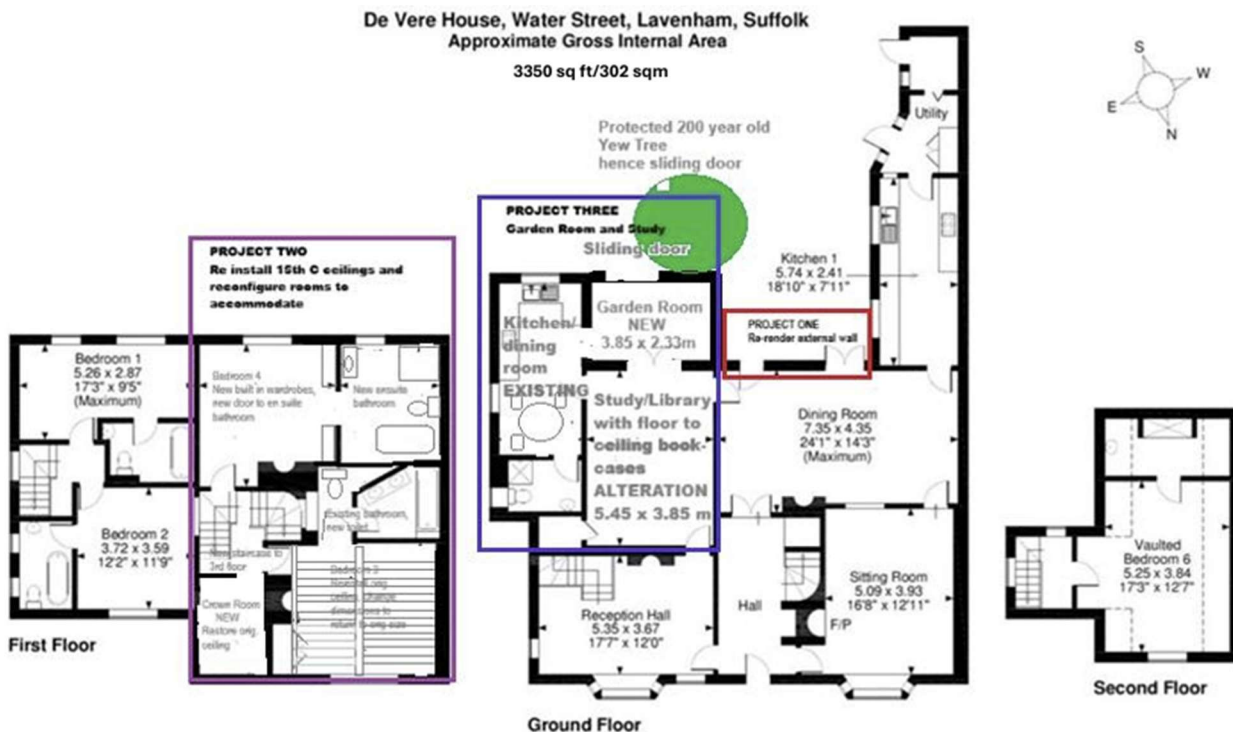
floor

plan



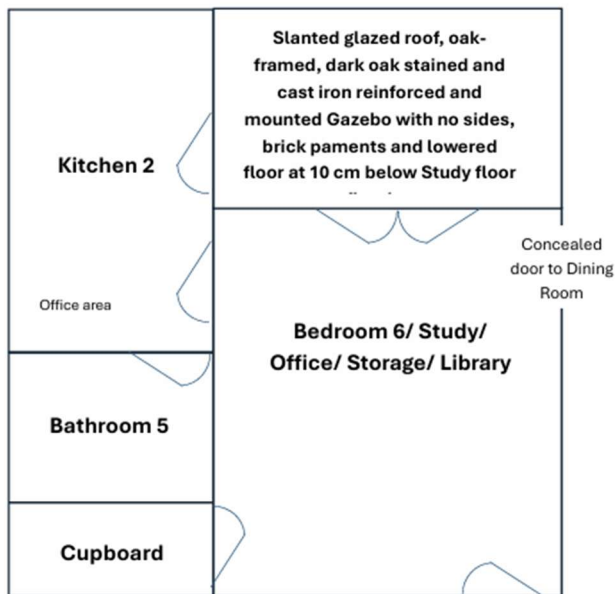
Proposed Floor plan – Project Two and Three do not match description in Design and Access Statement

"Project One Re-render of south-facing wall of De Vere House." "Project Two. Study, Library and Rear Entrance Hall." "Project Three. Reinstallation of two original 15th C ceilings"

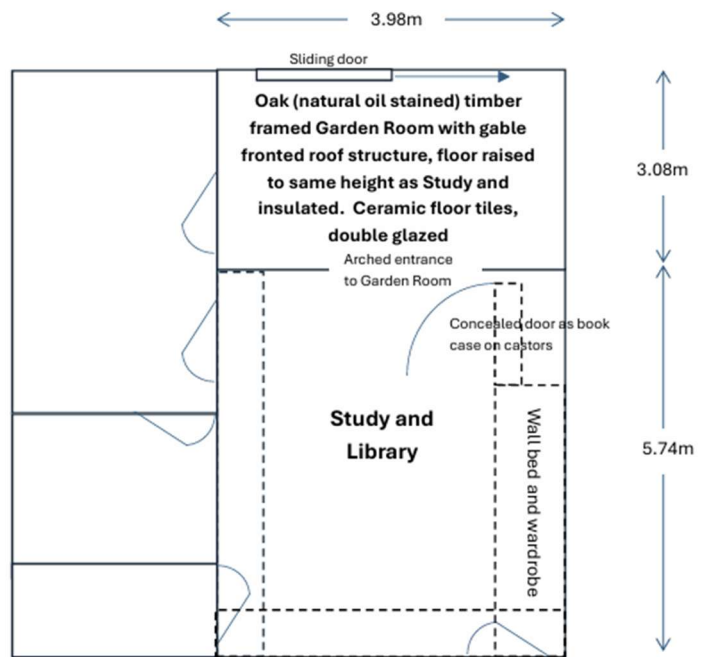


BEFORE LAYOUT (Project Two)

Scale 1 in 200



AFTER LAYOUT (Project Two)

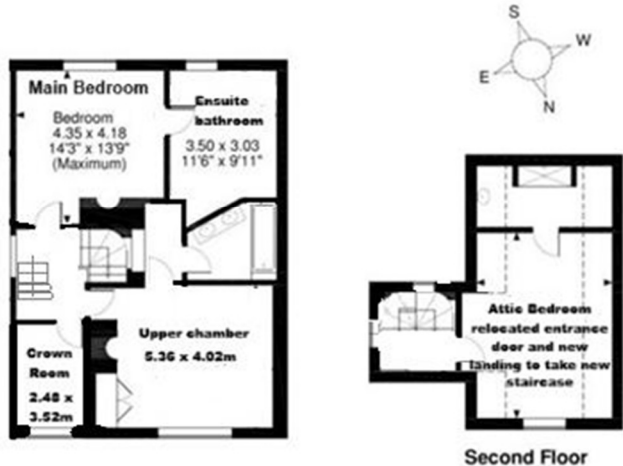


Project Three Reinstallation of two original 15th C ceilings – Detail of First and Second Floor changes. Note changes on these plans do not match First floor plan on previous page

BEFORE LAYOUT (Project Three)



AFTER LAYOUT (Project Three)



Project Four – Details of electricity generation – note - no indication on plans of location of these elements so impact on setting of listed buildings can be assessed.

The new heating system will be powered by the following in combination:

3 x 600W (9000W output) floor mounted drum Laoquin Wind Levitation Turbines at 36" high each



12 x solar wall panels, transparent and colour-coordinated, non-reflective, building integrated (BIPV) at 80% efficiency generating 5760W output, designed to match surrounding materials or to be transparent wherever full integration is required, located on outbuildings to the rear of the garden (so not visible to the highway, street, neighbours or from FP5). In addition, one Kameleonsolar Solar Wall (BIPV and BIVfT™ and TEC™) in "De Vere House Terracotta", covering the south wall of the kitchen extension, fully insulated, generating 3200W output at 100% efficiency from both solar and geo-thermal energy gain.

1 x combined hydro and pump generator from the new artesian well (Kaplane Turbine Hydropower Water Wheel) generating 2000W

Agenda Items 12a and 12b

2nd Reforecast for 2025/26, Budget Setting and Precept for 2026/27

1. Council is required to effectively manage its financial responsibilities. This means:
 - Preparing a budget based on best evidence of need
 - Setting a precept at the appropriate level to ensure that known obligations are met
 - Ensuring that the Council retains a sufficient reserve at an acceptable level
2. *The Good Councillors Guide on Finance 2017* (NALC) sets out the stages in the budgeting process:
 - a. review of current year budget and spending
 - b. determine the cost of spending plans
 - c. assess levels of anticipated income
 - d. provide for contingencies and the need for reserves
 - e. approve the budget
 - f. set the precept

3. Review of Current year 2025–26

In December 2024, the following budget for 2025-26 was set:

Income £147,179	Expenditure £155,246	Contingency £2,000	Loss £10,067
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Council on 4th September approved Reforecast 1 based on actual financial information to end July.

Summary of Reforecast 1:

Income £150,091	Expenditure £178,150	Contingency £1,333	Loss £29,392
------------------------	-----------------------------	---------------------------	---------------------

	Fav/(Adv)	i.e. Favourable/(Adverse)
LNP	(14,854)	The LNP Group Interim Budget of £15,000.
Legal Fees	(6,800)	Unbudgeted item, actual cost in this FY.
Tree Work Cemetery	(2,000)	For extra emergency work carried out July 2025.
20 mph scheme poll	(1,345)	Actual Cost.
Extra Bank Interest received	1,748	Interest rates higher than anticipated.
Reduction in Grant Spend	3,455	Cost Saving measure.
Contingency	667	Fewer months to end of year
Minor items	(196)	Various items added together,

Council is requested to approve Reforecast 2 based on actual financial information to end October:

Income £150,441	Expenditure £171,096	Contingency £833	Deficit £21,488
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	Fav/(Adv)	i.e. Favourable/(Adverse)
LNP	9,854	LNP Group wishes only to spend £5,000 this FY
No free Lavenham Life for all	2,400	Decision already made
Election for PC vacancy	(2,000)	Assumes election will be contested
Trees	(5,000)	Urgent Safety Work £4,000 and survey £3,000 less £2,000 already budgeted.
Contingency	500	Fewer months to end of year
Minor items	2,150	Various items added together.

LAVENHAM PARISH COUNCIL:

Motion: Council is asked to approve Reforecast 2 for the year ended 31st March 2026

4. 2026/27 Budget

The 2026/27 budget is relatively straightforward.

Known Changes: Items 2,3,4,5,6,7,10,11,12

Items to discuss: Items 1,8,9

The more difficult matters are as described below the use of NCIL and the increase in Council Tax.

	Loss 2025/26		(21,488)
1	Council Tax increase of 6% which will be 6.5% per Household	Increased Income by	7,340
2	Reduction in Babergh Cleaning Grant	Reduced Income by	(6,667)
3	Fall in Interest Receivable	Reduced Income by	(2,048)
4	Higher LNP Costs in 2026/27	Increased expenditure	(10,000)
5	No legal fees: none anticipated at this time	Reduced expenditure	6,800
6	Increase Clerk Wages and Planning Advice Costs	Increased expenditure	(3,747)
7	No election or parish poll spend	Reduced expenditure	3,345
8	Increase Grants back to £6,000	Increased expenditure	(3,275)
9	Increased spending trees (Box Bush £4,300, Trees £10,000)	Increased expenditure	(1,535)
10	Annual Increase Street Cleaning and Green Maint'	Increased expenditure	(1,328)
11	Contingency whole year	Increased expenditure	(1,167)
12	Other minor changes	Increased expenditure	(929)
	Loss 2026/27		(34,699)

	2025/26 Fcast 2	2026/27 Budget	2027/28 Outline	Budget Change	Outline Change	Notes
Precept	122,332.00	129,671.92	137,452.24	6%	6%	6% each year
Babergh Cleansing Grant	13,333.32	6,666.66	6,666.66	-50%	0%	Halved for next two years
Fixed Income	135,665.32	136,338.58	144,118.90	0%	6%	
Burial Fees	6,300.00	7,200.00	7,488.00	14%	4%	Now nearly caught up with Long Melford
Car Park and Toilet Donations	2,300.00	2,300.00	2,392.00	0%	4%	4% increase
Other Donations	500.00	500.00	520.00	0%	4%	4% increase
EV Charging Income	1,228.04	600.00	624.00	-51%	4%	Offset by reduction in EV costs
Interest Received	4,448.06	2,400.00	2,496.00	-46%	4%	Interest rate fall anticipated
Variable Income	14,776.10	13,000.00	13,520.00	-12%	4%	
Total Income	150,441.42	149,338.58	157,638.90	-1%	6%	
Management Costs	53,956.18	50,904.04	52,940.20	-6%	4%	No repeat of legal fees
Office costs	9,573.46	10,111.63	10,516.09	6%	4%	Inflationary increases
LNP	5,000.00	15,000.00	13,535.00	200%	-10%	No spend
Costs of Democracy	3,345.30	0.00	0.00	-100%	#DIV/0!	No spend
Street Cleaning and Green Maint	50,242.12	53,232.04	50,361.32	6%	-5%	Reduction in tree spend in 27/28 as backlog removed
Public Realm	7,939.82	8,094.72	8,418.51	2%	4%	Benches, Bins etc to NCIL
Toilet Costs	18,933.32	18,751.75	19,501.82	-1%	4%	Big drain repair in 25/26
Water St	3,174.30	3,203.28	3,331.41	1%	4%	No Business Rates Increase
Community Events including Grants	6,283.86	10,500.00	10,500.00	67%	0%	£6,000 Grants, £4,500 Christmas
EV Costs	647.97	240.00	249.60	-63%	4%	Only Elec Standing Charge
Sinking Fund	12,000.00	12,000.00	0.00	0%	-100%	Capped at £70,000
Contingency	833.33	2,000.00	2,000.00	140%	0%	No change
Total Costs	171,929.66	184,037.44	171,353.94	7%	-7%	
Surplus/(Deficit)	-21,488.24	-34,698.86	-13,715.05			

Note: Outline Budget 2027/28 is breakeven before the last LNP costs so 28/29 will be breakeven.

5. Consideration of contingencies and the need for reserves

General Cash Reserve:

Whilst there is no definitive guidance, 6 to 9 months is considered a norm for Councils such as Lavenham.

Should Council not fund either the LNP or Tree Works to NCIL then Reserves will be as follows:

Each year	31 March 2026	31 March 2027	31 March 2028	31 March 2029
6% CT increase	7.6	4.9	3.6	3.2
10% CT increase	7.6	5.2	4.7	5.5
14% CT increase	7.6	5.5	5.8	7.8

LNP Spend Request: Total £33,535.	£
2025/26	5,000
2026/27	15,000
2027/28	13,535

Council is expected to have NCIL funds of some £57,000 at 31 March 2026 being the £63,000 in the fund currently less £6,000 for the Green Willows streetlight.

Should Council charge the extra cost of the LNP (i.e. the difference between the estimate of the full cost and the Interim Budget already given) of £18,000 to NCIL then Reserves will be as follows. Essentially this creates just over a month of extra reserves.

Each year	31 March 2026	31 March 2027	31 March 2028	31 March 2029
6% CT increase	8.6	6.1	4.9	4.4
10% CT increase	8.6	6.4	6.0	6.7
14% CT increase	8.6	6.7	7.1	9.0

Should Council charge either the whole cost of the LNP (£33,000) or £18,000 LNP and £15,000 of Tree Work to NCIL then Reserves will be as follows. Essentially this creates nearly a month of extra reserves.

Each year	31 March 2026	31 March 2027	31 March 2028	31 March 2029
6% CT increase	8.6	6.6	5.9	5.4
10% CT increase	8.6	7.0	7.0	7.7
14% CT increase	8.6	7.3	8.1	10.1

Should Council charge both the whole cost of the LNP (£33,000) and £15,000 of Tree Work to NCIL then Reserves will be as follows. Essentially this creates nearly a month of extra reserves.

Each year	31 March 2026	31 March 2027	31 March 2028	31 March 2029
6% CT increase	9.5	7.7	7.0	6.4
10% CT increase	9.5	8.1	8.1	8.7
14% CT increase	9.5	8.4	9.2	11.1

Sinking Fund:

The purpose of the Sinking Fund is to have funds immediately available to repair or replace Council Assets. Assets are insured where possible but will not pay out for expenditure required simply because of age-related deterioration.

The Council's main assets are the Street Lights, Play Equipment (generally 20 years old), the Water St Car Park, the Prentice St toilet block, the Fixtures and Fittings of the Church St toilets, No 2 Lady St, the Cemetery, and the Churchyard wall and gates.

These assets have a total historic cost of £694,000. The fund held by Council is scheduled to be £59,000 at 31 March 2026. Council has previously expressed a desire to raise this to £70,000.

The proposed budget for 2026/27 contains £12,000 of sinking funds to build the fund up to £70,000. The outline budget for 2027/28 contains no sinking fund item.

Neighbourhood Community Infrastructure Levy:

Receipts from Neighbourhood CIL will likely reduce to negligible amounts from next year.

Whilst Council will still be able to bid for funds from the District held Community Infrastructure Levy, 25% of the costs of each award will have to be met from Cash General Reserves once the current NCIL fund has been spent. Other sources of external grants are possible but, in most cases, there is almost always a requirement to provide Council resources to support an external award.

Risk Appraisal of Precept Options

The setting of the Precept for 2026/27 is dominated by five issues

- a) The 50% reduction in the Babergh Cleaning Grant for 2026/27 and 2027/28 and its elimination from 31 March 2028. This Grant is currently £13,333 per annum.
- b) The need to fund £33,535 to revise the LNP with no Grant Funding available.
- c) The need to spend at least £15,000 on maintenance of trees over the next year with little likelihood of Grant Funding.
- d) Should NCIL reserves not be used for at least a substantial part of the LNP or Tree costs then rises in Council Tax of 14% or so in each of the next three years are required to maintain reserves at or near the required level. This would be a cumulative rise of 50%.
- e) Council needs to enter the year ending 31 March 2029 i.e. after all LNP Costs have been incurred with a satisfactory reserves position and with Annual Revenues equal to its Annual Costs so that reserves do not fall further.

6. Provisional Council Tax Base

The provisional tax base number of households paying Council Tax) for 2026/27 is 975.45 households. This is 5 households (0.5%) lower than in 2025/26 and follows an increase of 27 households in 2025/26 due to the change in rules concerning second homes.

7. Motion

Option 1: is to

- a) Charge the whole anticipated costs of the LNP and tree work totalling £48,000 to NCIL leaving £9,000 NCIL for other items.
- b) Increase the Precept by 6% an amount equivalent to the loss of Babergh Cleaning Grant and recognise that this will need to be the minimum annual increase for the next three years. Effective increase over the three years 19%.

Reserves in 3 years' time will be 6.4 months.

6.5% will appear as the increase on Council Tax bills.

For a Band D Household, the charge will be £132.94 per annum previously £124.79.

The precept will be £129,672 as compared to £122,332 in 2025/26.

Option 2: is to

- a) Charge anticipated costs of the LNP and tree work to a combined maximum together of £33,000 to NCIL leaving £24,000 NCIL for other items.
- c) Increase the Precept by 10% an amount equivalent to the loss of Babergh Cleaning Grant and also general inflation and recognise that this will need to be the minimum annual increase for the next three years. Effective increase over the three years 33%.

Reserves in 3 years' time will be 7.7 months

10.5% will appear as the increase on Council Tax bills.

For a Band D Household, the charge will be £137.95 per annum previously £124.79.

A Band D Household will pay £5 more per annum than option 1.

The precept will be £134,565 as compared to £122,332 in 2025/26.

Motion:

Council adopts Option 1. The costs of major Tree Works and the whole costs of the LNP to be charged to NCIL to a combined maximum total of £48,000 and approves the Budget for 2026/27 and accordingly sets the precept for 2026/27 at £129,672

Councillors may choose to amend the Motion to be Option 2 or an alternative suggestion.

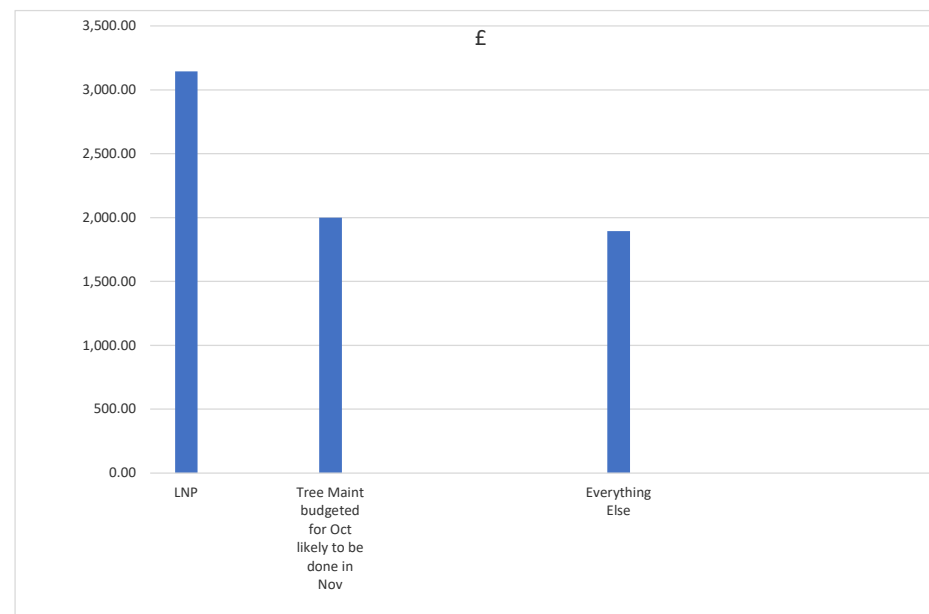
Notes

	Band D 2025/26 £ per annum
Sudbury	185.99
Hadleigh	145.40
East Bergholt	125.21
Lavenham	124.79
Long Melford	108.12
Great Cornard	105.32
Babergh	193.73
Police and Crime Commissioner	289.53
Suffolk	1,649.43
Total Lavenham Band D	2,257.48

	April Actual Mth	May Actual Mth	Jun Actual Mth	Jul Actual Mth	Aug Actual Mth	Sep Actual Mth	Oct Actual Mth	Actual YTD	Reforecast 1 YTD	Favourable /(Adverse)	Notes
Precept	10,194.33	10,194.33	10,194.33	10,194.33	10,194.33	10,194.33	10,194.33	71,360.33	71,360.33	0.00	No variance
Babergh Cleansing Grant	1,111.11	1,111.11	1,111.11	1,111.11	1,111.11	1,111.11	1,111.11	7,777.77	7,777.77	0.00	No variance
Fixed Income	11,305.44	11,305.44	11,305.44	11,305.44	11,305.44	11,305.44	11,305.44	79,138.10	79,138.10	0.00	
Burial Fees	92.00	1,397.00	37.00	725.00	1,255.00	360.00	0.00	3,866.00	3,691.00	175.00	Variable depending on number of deaths
Car Park and Toilet Donations	233.97	271.05	221.80	276.55	257.70	300.55	226.30	1,787.92	1,723.37	64.55	Reduction 80% on prior year as anticipated
Other Donations	0.00	0.00	94.95	0.00	0.00	300.00	0.00	394.95	394.95	0.00	The Misc Donation received is 1st Meadow Car Parking Income Hidden Gardens Sunday.
EV Charging Income	247.90	165.87	248.76	265.51	0.00	0.00	0.00	928.04	1,028.04	-100.00	EV Inactive. Lease Signed November 2025
Interest Received	400.00	548.06	400.00	400.00	530.06	400.00	400.00	3,078.12	2,648.06	430.06	Higher Interest rates continue
Variable Income	973.87	2,381.98	1,002.51	1,667.06	2,042.76	1,360.55	626.30	10,055.03	9,485.42	569.61	
Total Income	12,279.31	13,687.42	12,307.95	12,972.50	13,348.20	12,665.99	11,931.74	89,193.13	88,623.52	569.61	Variable depending on number of deaths and Interest Rates
Management Costs	7,813.04	6,813.04	3,903.04	3,607.04	4,184.04	3,895.04	3,954.04	34,169.28	34,256.17	86.89	Not significant
Office costs	733.32	818.14	976.68	649.68	724.68	711.26	906.26	5,520.01	5,555.45	35.44	Not significant
LNP	124.00	0.00	0.00	30.00	1,000.00	16.00	40.00	1,210.00	4,354.00	3,144.00	No LNP Accrual, all billed to date.
Costs of Democracy	0.00	0.00	2,073.00	-727.70	0.00	0.00	0.00	1,345.30	1,345.30	0.00	No variance
Street Cleaning and Green Maint	3,163.84	3,000.51	2,984.13	5,487.47	3,199.47	6,172.47	2,987.47	26,995.36	29,181.81	2,186.45	£2,000 was included in forecast for further tree work in October.
Public Realm	1,017.53	971.52	617.53	613.24	613.24	613.24	613.24	5,059.55	5,664.82	605.27	Water Pumps and other Maint work now being done
Toilet Costs	1,266.61	3,066.28	1,119.69	947.37	1,958.73	1,408.05	916.94	10,683.64	10,363.02	-320.62	Minor Maintenance Doors and Soap Dispensers
Water St	264.53	264.53	264.53	264.53	264.53	264.53	264.53	1,851.68	1,851.68	0.00	No variance
Community Events including Grants	375.00	500.00	0.00	0.00	350.00	1,500.00	0.00	2,725.00	2,955.00	230.00	Not significant
EV Costs	179.72	76.14	138.77	113.34	12.64	12.64	12.47	545.72	547.97	2.25	EV Inactive. Lease Signed November 2025
Sinking Fund	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	7,000.00	7,000.00	0.00	No variance
Contingency	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	500.00	Contingency
Total Costs	15,937.58	16,510.15	13,077.36	11,984.96	13,307.32	15,593.22	10,694.94	97,105.53	103,575.21	6,469.68	
Surplus/(Deficit)	-3,658.27	-2,822.73	-769.41	987.54	40.89	-2,927.23	1,236.80	-7,912.40	-14,951.68	7,039.29	

Precept	0.00
Babergh Cleansing Grant	0.00
Burial Fees	175.00
Car Park and Toilet Donations	64.55
Other Donations	0.00
EV Charging Income	-100.00
Interest Received	430.06
Management Costs	86.89
Office costs	35.44
LNP	3,144.00
Street Cleaning and Green Maint	2,186.45
Public Realm	605.27
Toilet Costs	-320.62
Water St	0.00
Community Events including Grants	230.00
EV Costs	2.25
Contingency	500.00
	7,039.29

Type	£
LNP	3,144.00
Tree Maint budgeted for Oct likely to be done in	2,000.00
Everything Else	1,895.29
	7,039.29



	April Actual Mth	May Actual Mth	Jun Actual Mth	Jul Actual Mth	Aug Actual Mth	Sep Actual Mth	Oct Actual Mth	Actual YTD	Reforecast YTD	Favourable /(Adverse)
Staff salaries and Other Consultancy Costs	7,674.04	6,774.04	3,774.04	3,474.04	3,774.04	3,795.04	3,774.04	33,039.28	33,366.17	326.89
Audit and Payroll bureau costs	139.00	39.00	129.00	133.00	410.00	100.00	180.00	1,130.00	890.00	-240.00
Management Costs	7,813.04	6,813.04	3,903.04	3,607.04	4,184.04	3,895.04	3,954.04	34,169.28	34,256.17	86.89
Telephone & broadband	83.93	78.04	78.04	78.04	78.04	78.04	78.04	552.17	552.17	0.00
Website Dev and .gov	104.80	184.80	64.80	64.80	64.80	154.80	119.80	758.60	613.60	-145.00
Accounting software & computer	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Office Materials	9.99	20.70	11.24	11.24	11.24	11.24	11.24	86.89	113.17	26.28
Data Protection	0.00	0.00	0.00	0.00	0.00	0.00	47.00	47.00	35.00	-12.00
Subscriptions & Insurance	278.22	278.22	278.22	278.22	278.22	282.80	282.80	1,956.68	1,987.84	31.16
All Training/Clr expenses	0.00	0.00	288.00	33.00	36.00	0.00	35.00	392.00	471.00	79.00
Room hire PC meetings	72.00	72.00	72.00	0.00	72.00	0.00	108.00	396.00	432.00	36.00
Office Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Digital mapping	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Parish Office business rates	101.05	101.05	101.05	101.05	101.05	101.05	101.05	707.33	707.33	0.00
Parish Office rent	83.33	83.33	83.33	83.33	83.33	83.33	83.33	583.33	583.33	0.00
Office Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00	40.00	40.00	60.00	20.00
Office costs	733.32	818.14	976.68	649.68	724.68	711.26	906.26	5,520.01	5,555.45	35.44
LNP Costs	124.00	0.00	0.00	30.00	1,000.00	16.00	40.00	1,210.00	4,354.00	3,144.00
Cost of Democracy	0.00	0.00	2,073.00	-727.70	0.00	0.00	0.00	1,345.30	1,345.30	0.00
Green Maintenance	1,178.86	1,137.23	1,137.23	1,137.23	1,337.23	1,137.23	1,137.23	8,202.24	8,002.24	-200.00
Tree Maintenance and Care	0.00	0.00	0.00	2,550.00	0.00	3,200.00	15.00	5,765.00	7,765.00	2,000.00
Street cleansing	1,478.84	1,478.84	1,478.84	1,478.84	1,478.84	1,478.84	1,478.84	10,351.87	10,351.87	0.00
Refuse collection bins & dog bins	371.00	232.92	232.92	186.25	221.25	221.25	221.25	1,686.85	1,721.85	35.00
Chapel Business Rates	135.15	135.15	135.15	135.15	135.15	135.15	135.15	946.02	946.02	0.00
All cemetery management	0.00	16.38	0.00	0.00	27.00	0.00	0.00	43.38	126.83	83.45
Play equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	268.00	268.00
Street Cleaning and Green Maint	3,163.84	3,000.51	2,984.13	5,487.47	3,199.47	6,172.47	2,987.47	26,995.36	29,181.81	2,186.45
Street furniture	400.00	353.99	0.00	0.00	0.00	0.00	0.00	753.99	1,353.99	600.00
Street Lighting energy	530.00	530.00	530.00	530.00	530.00	530.00	530.00	3,710.00	3,710.00	0.00
PWLB interest	87.53	87.53	87.53	83.24	83.24	83.24	83.24	595.56	600.83	5.27
Public Realm	1,017.53	971.52	617.53	613.24	613.24	613.24	613.24	5,059.55	5,664.82	605.27
Church Street energy	83.29	141.91	80.00	71.17	65.98	81.33	63.84	587.52	604.45	16.93
Church Street water	0.00	399.03	0.00	0.00	444.71	0.00	0.00	843.74	788.30	-55.44
Church St Toilets Business Rates	67.37	67.36	67.37	67.37	67.36	67.37	67.37	471.56	471.56	0.00
Prentice St Water	0.00	180.35	0.00	0.00	218.44	0.00	0.00	398.79	362.72	-36.07
Prentice St non EV energy	40.45	37.27	44.17	26.32	28.51	30.49	29.50	236.71	263.09	26.38
Donation Points	194.05	35.90	35.90	35.90	35.90	35.90	35.90	409.45	414.84	5.39
Washroom Cleaning & Consumables	771.45	843.95	892.25	746.61	792.83	917.99	720.33	5,685.41	5,788.06	102.65
Washroom Minor Maintenance	110.00	1,360.50	0.00	0.00	304.99	274.97	0.00	2,050.46	1,670.00	-380.46
Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Toilet Costs	1,266.61	3,066.28	1,119.69	947.37	1,958.73	1,408.05	916.94	10,683.64	10,363.02	-320.62
Water Street green maintenance	48.29	48.29	48.29	48.29	48.29	48.29	48.29	338.04	338.04	0.00
Water Street Business Rates	216.23	216.23	216.23	216.23	216.23	216.23	216.23	1,513.63	1,513.63	0.00
Water St	264.53	264.53	264.53	264.53	264.53	264.53	264.53	1,851.68	1,851.68	0.00
Small Grants (combined)	375.00	500.00	0.00	0.00	350.00	1,500.00	0.00	2,725.00	2,725.00	0.00
Christmas trees/lighting	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Xmas Eve Community Carols	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1st Meadow summer facilities	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Misc	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	230.00	230.00
Bellward Award	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Community Events including Grants	375.00	500.00	0.00	0.00	350.00	1,500.00	0.00	2,725.00	2,955.00	230.00
EV Costs	179.72	76.14	138.77	113.34	12.64	12.64	12.47	545.72	547.97	2.25
Sinking Fund	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	7,000.00	7,000.00	0.00
Contingency	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	500.00
Total Expenses	15,937.58	16,510.15	13,077.36	11,984.96	13,307.32	15,593.22	10,694.94	97,105.53	103,575.21	6,469.68
Surplus/(deficit)	-3,658.27	-2,822.73	-769.41	987.54	40.89	-2,927.23	1,236.80	-7,912.40	-14,951.68	7,039.29

		Mar 25	Oct 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	877.25	-943.76	Burial Income Accrued of £1,060 at March.
Prepayments		1,095.98	5,823.52	4,727.54	Mainly Business Rates and Insurance
VAT Refunds		3,926.07	1,897.05	-2,029.02	Playquip and Suffolk Street Lights VAT now recovered
		<u>6,843.06</u>	<u>8,597.82</u>	<u>1,754.76</u>	
Cash at Bank	Bus Prem	394,845.94	438,063.89		
	Current Acc	3,242.82	4,917.20		
		<u>398,088.76</u>	<u>442,981.09</u>	44,892.33	Precept and Cleaning Grant for whole year received
Trade Creditors		-21,393.91	-7,596.48	-13,797.43	Playquip and Suffolk Street Lights now paid
Accruals		-16,511.59	-24,575.91	8,064.32	Legal Fee Accrual £8,000
Deferred Income		0.00	-56,527.22	56,527.22	Precept 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>-218,299.90</u>	<u>50,794.11</u>	
Loans		-66,059.55	-62,824.93	-3,234.62	Capital Repayments made
Net Assets		<u>318,300.91</u>	<u>317,388.51</u>	<u>-912.40</u>	
General Funds		195,927.66	191,487.57	-4,440.10	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	4,065.37	-2,200.00	VE Day and VJ Day and Christmas Event
Sinking Fund		46,995.64	53,995.64	7,000.00	Being increased by £1,000 per month
NCIL		62,812.24	62,812.24	0.00	No change
Total Reserves		<u>318,300.91</u>	<u>317,388.51</u>	<u>-912.40</u>	
Imbalance		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	

	B/F	Per I and E	VE Day and VJ Day	20 mph Poll	Christmas Event	C/F
General Funds	195,927.66	-7,912.40	700.00	1,272.30	1,500.00	191,487.57
Ballot Fund	4,800.00	0.00	0.00	-1,272.30	0.00	3,527.70
NCIL	62,812.24	0.00	0.00	0.00	0.00	62,812.24
Lavenham Funds in Trust	1,500.00	0.00	0.00	0.00	0.00	1,500.00
Sinking Fund	46,995.64	7,000.00	0.00	0.00	0.00	53,995.64
Street Fair Fund	6,265.37	0.00	-700.00	0.00	-1,500.00	4,065.37
Total Reserves	318,300.91	-912.40	0.00	0.00	0.00	317,388.51

Current

30/09/2025	Balance Brought Forward	2,179.96
06/10/2025	Transfer from Premium Account	15,000.00
07/10/2025	Supplier Payment: Places4People LNP	-1,219.20
07/10/2025	Supplier Payment: Community Action Suffolk Website Maintenance	-108.00
07/10/2025	Supplier Payment: JPB Landscapes	-3,197.23
07/10/2025	Supplier Payment: Infinity Cleaning	-942.59
07/10/2025	Supplier Payment: Onsite IT	-77.76
07/10/2025	Supplier Payment: Bartletts Box Bushes	-480.00
07/10/2025	Supplier Payment: Command Pest Control	-159.00
07/10/2025	HMRC: PAYE	-2,792.77
07/10/2025	Andrew Smith: Sep Net Wages	-2,368.92
07/10/2025	Supplier Payment: Duchesne 2024 Christmas Tree	-325.00
08/10/2025	Supplier Payment: British Gas	-13.27
10/10/2025	Supplier Payment: Bartletts Box Bushes	-480.00
13/10/2025	Toilet Income: Card	41.80
13/10/2025	Supplier Payment: British Gas	-85.39
14/10/2025	Supplier Payment: British Gas	-32.01
20/10/2025	Supplier Payment: EE	-12.96
20/10/2025	Supplier Payment: BT	-80.69
27/10/2025	Toilet Income: Card	3.80
27/10/2025	Supplier Payment: Information Commissioners Office	-47.00
28/10/2025	Supplier Payment: Paya Go Cardless	-43.08
29/09/2025	Supplier Payment: HP Inks	-13.49
30/10/2025	Toilet Income: Cash	170.00
31/10/2025	Balance Carried Forward	4,917.20
31/10/2025	Per Bank Statement	4,917.20
		0.00

Premium

30/09/2025	Balance Brought Forward	451,980.02
06/10/2025	Transfer to Current Account	-15,000.00
09/10/2025	HMRC: VAT Refund	1,083.87
31/10/2025	Balance Carried Forward	438,063.89
31/10/2025	Per Bank Statement	438,063.89
		0.00

Today: 03 Nov 2025



LAVENHAM PARISH COUNCIL

Transactions

COMMUNITY

20-83-50 00567094

Available balance	£4,943.80
Last night's balance	£4,917.20
Overdraft limit	£0.00

Showing 6 transactions between 27/10/2025 and 03/11/2025 from 27/10/2025 to 03/11/2025

Date	Description	Money in	Money out	Balance
03/11/2025	Counter Credit CHARITIES TRUST CP14679 BGC	£26.60		£4,943.80
30/10/2025	Cash Deposit POST OFFICE 32466 30OCT 12.35 ATM	£170.00		£4,917.20
				4,917.20

Today: 03 Nov 2025



LAVENHAM PARISH COUNCIL

Transactions

Business Premium ME

20-83-50 20567116

Available balance	£438,063.89
Last night's balance	£438,063.89
Overdraft limit	n/a

Showing 2 transactions between 06/10/2025 and 09/10/2025 from 04/10/2025 to 03/11/2025

Date	Description	Money in	Money out	Balance
09/10/2025	Counter Credit HMRC VTR XSV126000100262 BGC	£1,083.87		£438,063.89
06/10/2025	Funds Transfer 208350 00567094 FT 208350 00567094 FT		-£15,000.00	£436,980.02

438,063.89