

## **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 5<sup>th</sup> February 2026 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. Welcome to Council. New Councillor: Ms Norman**
- 2. Apologies and approval of absences**
- 3. Declarations of Interest**
- 4. To consider requests for dispensations**
- 5. Approval of Minutes**

**To approve as accurate minutes of the 8<sup>th</sup> January 2026 meeting of Council**

- 6. Public participation session (10 minutes)**
- 7. Chair's Announcements**
- 8. Local Authority Councillors' Reports**
- 9. Lavenham Neighbourhood Plan Group**
  - a) Motion concerning Membership**
  - b) Motion to approve, print and distribute Residents Survey and Newsletter**
- 10. Planning Register**
- 11. Planning Applications**
- 12. Motion to approve policies relating to Equality and Diversity, Safeguarding, Health and Safety, the Environment and Grants.**
- 13. Motion concerning Allotments**

**14. Motions concerning lease of 2 Lady St**

**15. Clerks Report**

**a) Motion to approve Accounts for month ending 31<sup>st</sup> Dec 2025**

**b) Motion to approve Receipts and Payments for month ending 31<sup>st</sup> Dec 2025**

**16. Motion to approve payment to Suffolk County Council for LED streetlights**

**17. Motion to approve Box Bush Maintenance Work**

**18. Motion to publish recordings of Parish Council Meetings**

**19. Motion to approve policies relating to Freedom of Information.**

**Date of next meeting – Thursday 5<sup>th</sup> March 2026**

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

Andrew Smith  
Clerk to the Council  
Parish Office  
Church St  
Lavenham

Date: 30<sup>th</sup> January 2026

**Membership of the LNP Group**

**Background:**

**The Terms of Reference of the LNP Group state that:**

The Group will:

- a) Be made up of a cross-section of volunteers from the community, including Parish Councillors, up to a maximum of 15 members all of whom must be on the electoral roll in Lavenham
- b) Include at least 2 and a maximum of 2 Parish Councillors

**The minutes of PC Meeting held 6<sup>th</sup> February 2025 record that:**

Cllrs Sherman and Bourne volunteered to serve on the Neighbourhood Plan Group. No other volunteers came forward. It was agreed that Cllrs Sherman and Bourne would serve on the Neighbourhood Plan Group.

**Subsequent Events:**

Ms Norman was elected to the Parish Council on 22<sup>nd</sup> January 2026 meaning that there are now 3 Parish Councillors on the Group

The Group, whilst very mindful of the need to ensure that the Group remains made-up of a cross section of volunteers from across the Community, wishes to retain the skills and knowledge of Ms Norman and the other Councillor members.

**Motion: That the Parish Council agrees that Cllr Norman be allowed to remain a member of the LNP Group as well as Cllrs Sherman and Bourne.**

**Should any of Cllrs Bourne, Norman or Sherman leave the Group then the Group will revert to its previously agreed (March 2025) Terms of Reference.**

**LNP Questionnaire**

**Background:**

As agreed at the January 8<sup>th</sup> 2026 Meeting of Council the draft Questionnaire was the next day sent to all Councillors requesting their early attention and communication of any concerns to the Chair of the LNP Group.

A number of Councillors wrote to the Chair of the LNP Group. The LNP Group has considered these comments and made changes where it considers appropriate.

A local printer has quoted approximately £1,300 to print the draft Newsletter and Questionnaire.

**Motion: That the Parish Council thanks the LNP Group for all its hard work asks the LNP Group to print and distribute the Newsletter and Questionnaire as drafted at a cost of less than £1,500. As previously determined by Council the cost will be charged to Neighbourhood CIL.**

Dec-25				
04532	Teazle Cottage, 30 Water Street	Listed Building Consent. Installation of fibre optic cabling	Approval	Approval
04957	9 Trinity Gild	Tree Works	Approval	Approval
00390	Toll Cottage, Market Place	Change of use to residential	Refusal. Appealed. Appeal Rejected.	Refusal
04913	24 The Paddocks	Erection Gym and Music Room	Approval	Refusal
04033/4	Hall, Hall Rd	Planning Permission and Listed Building Consent Proposed replacement entrance gates	Refusal	Approval
Jan-26				
04906	81 High Street	Listed Building Consent - Installation of a reversible fire break within the roof space	Approval	Approval
05383	73 Church St	Listed Building Consent addition of sanitary equip to ground flr cupboard and first floor reconfig	Approval	Approval
05558	Graylings 5 Prentice St	Quince Tree and Apple Tree. 25% reduction	Approval	Approval
04981	The Bays, Bears Lane	Extension to front and rear of the property and other works	Approval	Approval
05310	Land To The West Of Sudbury Road	Kiosk for Gas Transmission etc	Approval	Approval
04687/8	De Vere House, Water Street	Varied Building Works	Withdrawn	Refusal
04396	Pegtile Ct	Installation of temporary stairlift	Withdrawn	Approval
Suffolk CC	Lavenham Primary School	Modifications to Outbuilding	Withdrawn	Approval
Open items:				
03022/3	The Old Rectory	Planning Perm and Listed Building Consent Doorcase	Refusal. Appealed.	Refusal
04224	Second Meadow	Wellness Centre	Refusal. Appealed.	Refusal
05026/05094	Patch Cottage 84 High St	Replacement and erection of a new extension to the rear	Ongoing	Approval
05313	Anchor House, 27 Prentice St	Listed Building Consent - Proposed roof repairs	Ongoing	Approval
05426	Chilton Woods, Sudbury	Reserved Matters 269 dwellings	Ongoing	Ongoing
05163	Pegtile Court	Installation of an Air Source Heat Pump	Ongoing	Ongoing

## Lavenham Parish Council Planning Group.

### Planning Applications for consideration at LPC meeting on 5<sup>th</sup> February 2026

#### **Householder Planning Application - Installation of an Air Source Heat Pump**

Pegtile Court 3 Church Street Lavenham Sudbury Suffolk CO10 9QT

**Application. No:** DC/25/05163 | Received: Mon 24 Nov 2025 | Validated: Fri Jan 2026 | Status: Awaiting decision

There have been two previous applications at this property related to the installation of solar panels on the roof of the same outbuilding mentioned in this application. Because the outbuilding is in the curtilage of a listed building, Listed Building Consent was also required. See Below

*Householder Application - Proposed Installation of 12 Solar Panels to be installed to the roof pitch of existing detached annexe*

*Ref. No: DC/23/01044 | Status: Granted*

*Application for Listed Building Consent - Installation of 12 Solar Panels to the roof pitch of existing detached annexe*

*Ref. No: DC/23/03523 | Status: Refused*

The Parish Council can consider this Householder Application but without the associated Listed Building application we cannot fully comment on the impact to the Heritage assets.

We have made the following comments on the Householder Application

This application is located inside the Conservation Area and the building affected is in the curtilage of a Grade II listed building.

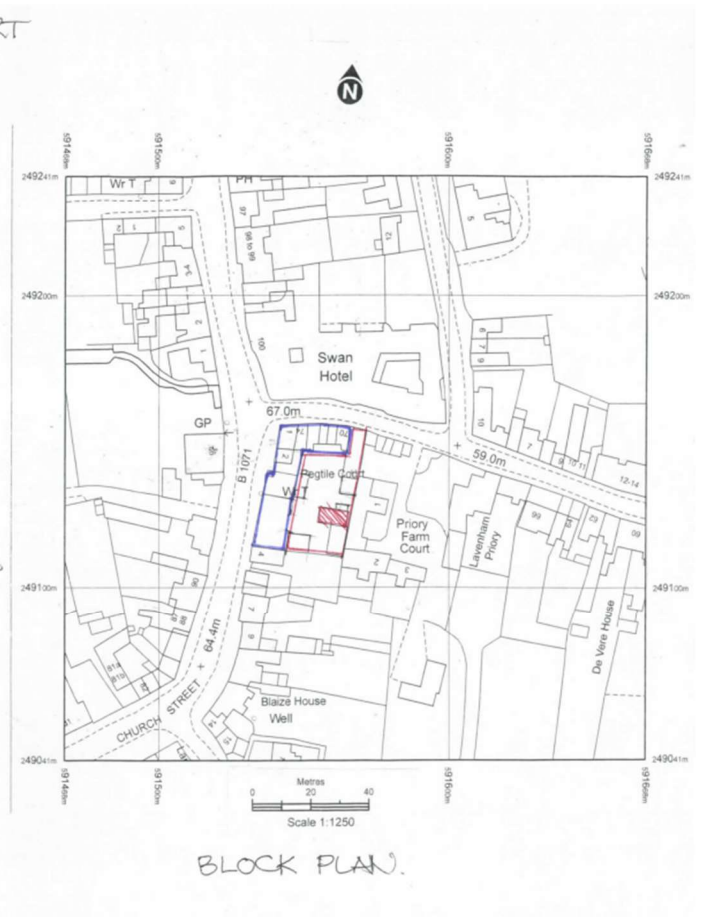
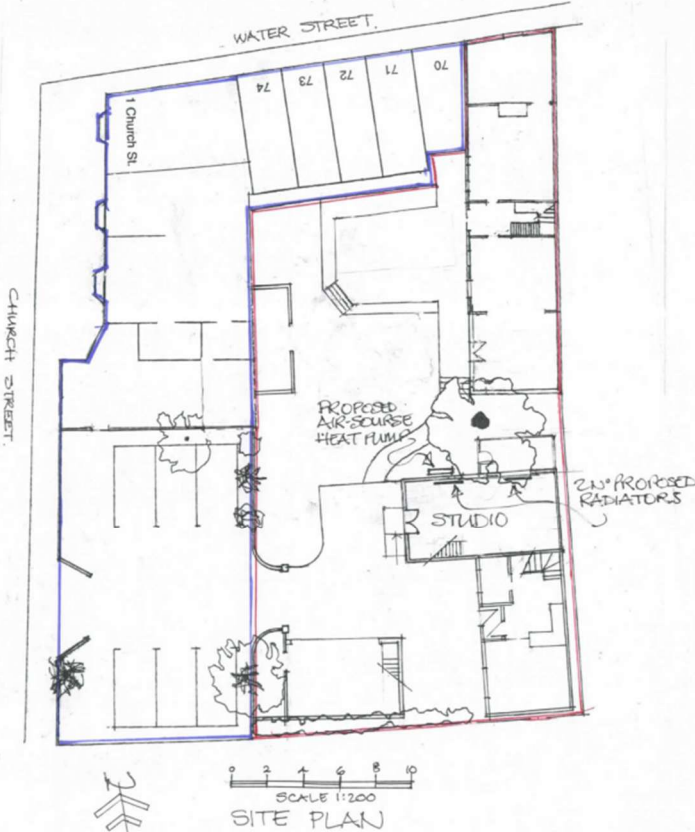
The Heat Pump proposed is to be attached to the Studio Annexe Building shown in the drawings. Although this building is made of an old timber structure it was erected in 1985, and is not listed. The heat pump is to provide heating for this Studio Annexe Building. The Heat Pump will not be visible from the street and will be visible from Pegtile Court but not impact the view of the listed building.

The heat pump is a standalone unit 1100mm W x 869mm H x 46mm D with a large cooling fan and compressor, both which could generate some noise. The noise analysis of the nearest room in attached & is shown as a PASS.

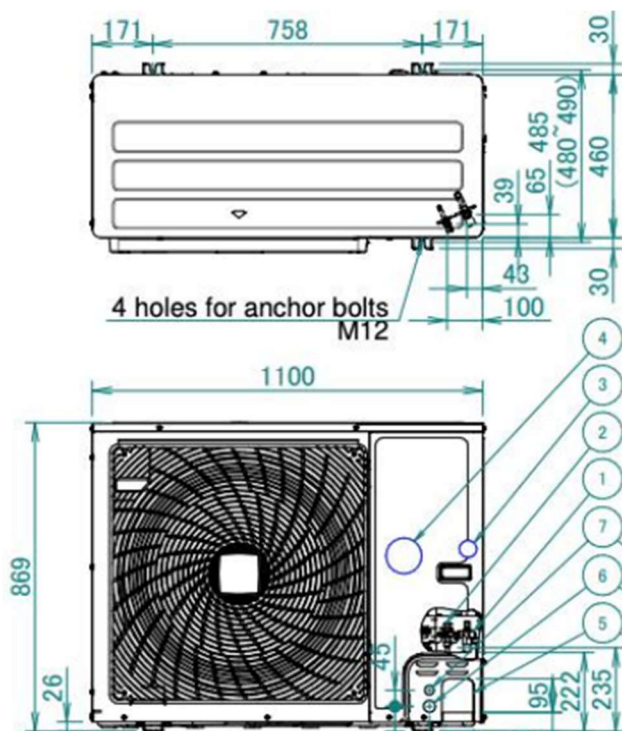
**Before making a recommendation, we need to see the Listed Building Consent Application.**



PROPOSED HEAT PUMP AT PEGTILE COURT  
3 CHURCH STREET, LAVENHAM CO10 9QT



# PROPOSED HEAT PUMP AT 3 PEGTILE COURT





## Sound Level Assessment Data

POSITION	HP NAME	SOUND POWER (DB)	DIRECTIVITY (Q)	DISTANCE (M)	BARRIER (DB)	FINAL LEVEL
P1	HP1	66	4	20	0	35.01 PASS
P2	HP1	66	4	20	0	35.01 PASS

## Assessment Summary

Positions Assessed: 2  
Positions Passed: 2  
Compliance Rate: 100%

**Pass**

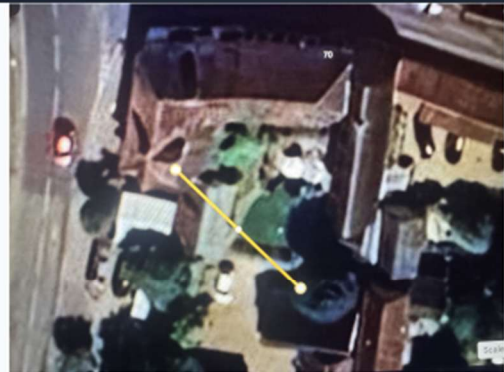
Overall Result

Position 1



RZAG100 On Wall bracket/Pad, in this location, pipework to travel through wall via core drilled hole, once internal, pipework and associated electricals to travel along internal walling to each concealed floor standing unit x 2  
Nearest possible habitable room is other side of court yard at Attic height.....see position 2

Position 2



Nearest habitable room in attic above restaurant, this is 20+ meters away, and is high up in the roof (Attic)

**DC/25/05426**|Application for Approval of Reserved Matters pursuant to Outline Planning Permission B/15/01718, Dated 29th March 2018 for phase IV - Town and Country Planning (Development Planning Procedure) (England) Order 2015 (as amended)- details for matters relating to Appearance, Scale, Layout and Landscaping for 269 no. residential dwellings, amenities, open space, parking and associated development details Chilton Woods Mixed Development Land North Of Woodhall Business Park Sudbury Suffolk

This application is not in this parish and is concerning reserved matters on planning application B/15/01781 - Appearance, Scale, Layout & Landscaping for 269 houses. We cannot apply our LNP.

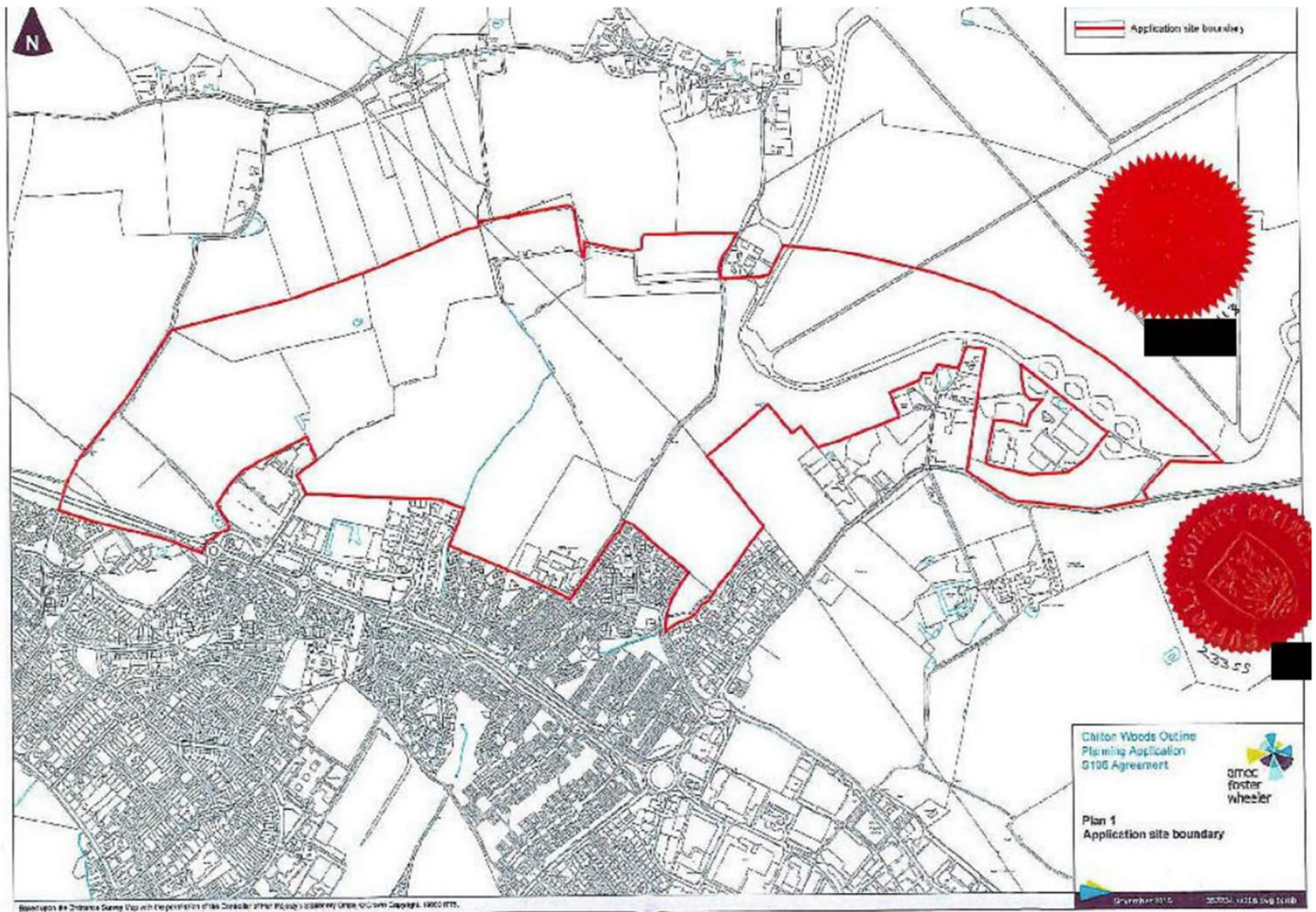
We have not previously reviewed any application related to this development but have been added as consultees to the application see the exert below. There are 45 consultees in total listed, including other Parish Councils.

Application B/15/01718 has comments from a number of Parish Councils, but not Lavenham.

This is a complex application with 205 documents attached. It is phase 4 of the original application for 1150 properties detailed in application B/15/01718 - see overall site drawing.

**If any councilors want to discuss this at the meeting we could consider a response to this application, but this is beyond the normal remit of the planning group to make a recommendation**

Cllr Paul Clover - Lavenham
Consultation Date: Tue 20 Jan 2026
Cllr Margaret Maybury Lavenham
Consultation Date: Tue 20 Jan 2026
Lavenham Parish Council
Consultation Date: Tue 20 Jan 2026



Site layout drawing attached to B/15/01781





Site Layout Plan for Phase 4 of this project covered by this application.

**Motions concerning Equality & Diversity, Safeguarding and Health and Safety policies**

**Motions concerning Environmental and Grants policies**

Background:

District Cllr Clover and District Cllr Maybury kindly offered part of their locality budgets to the Parish Council to support the Parish Councils work maintaining the trees it is responsible for.

Grants totalling £1,233.50 have been awarded.

Babergh requires that recipients of Locality Funding have Equality and Diversity, Safeguarding and Health and Safety Policies.

Council should for reasons of best practice adopt such policies.

In addition, the Environmental and Grants Policies are up for review.

Equality and Diversity Policy:

Basis of Policy: NALC Template

Key points:

- a) The policy sets out the various types of discrimination and makes clear that Council will not unlawfully discriminate in employment matters or the provision of services.
- b) Commits Council to monitoring the ethnic, sex/gender and age composition of the existing workforce and of applicants for jobs (including promotion), and the number of people with disabilities within these groups and will consider and take any appropriate action to address any problems that may be identified as a result of the monitoring process.
- c) Council will raise awareness of equal opportunities to those likely to be involved in all decision making not only recruitment decisions where equal opportunities issues are likely to arise.
- d) Council will raise awareness of all staff engaged to work at the Council to help them understand their rights and responsibilities and what they can do to help create a working environment free of bullying and harassment.
- e) Emphasises to employees that acts of discrimination, harassment, bullying or victimisation against employees or customers are disciplinary offences, may constitute gross misconduct and could lead to dismissal without notice.

Safeguarding Policy:

Basis of Policy: Leicestershire and Rutland Safeguarding Children Partnership Template

Key points:

- a) Explains who may need safeguarding
- b) Explains what safeguarding means and how to spot the signs.

## LAVENHAM PARISH COUNCIL:

- c) Explains what to do if you suspect or are told about abuse or risk to a person. It is not your responsibility to investigate concerns or decide if abuse has taken place. But it is your duty to report any concerns to an appropriate professional.

### Health and Safety:

Basis of Policy: Great Cornard Parish Council

Key points:

- a) Council will request health and safety information relating to all products and services tendered by the Council, relating to relevant health and safety legislation as part of the procurement process.
- b) Identification of hazards, assessment of the risk and the establishment and enforcement of control measures, are the cornerstones of effective Risk Management
- c) Electrical and mechanical equipment will be inspected in accordance with relevant safety regulations.
- d) All employees will receive instruction in the procedures in the event of fire and extinguishers will be tested annually.
- e) Accidents or near misses will be reported to a meeting of Full Council.
- f) Council has a responsibility for the health and safety of all staff and residents affected by any work or service conducted on behalf of the Council by any service provider, contractor or other third party.

### Environmental Policy:

No change

### Grants Policy:

No changes except updating of numbers and minor formatting improvements.

**Motion: Council is asked to approve the Equality and Diversity Policy**

**Motion: Council is asked to approve the Safeguarding Policy**

**Motion: Council is asked to approve the Health and Safety Policy**

**Motion: Council is asked to approve the Environmental Policy**

**Motion: Council is asked to approve the Grants Policy**

## Allotments

### Background:

The minutes of the 1st May 2025 Meeting of Council report that:

‘The Clerk reported that Cllrs Domoney and Robinson had declared interests in respect of the Allotments item. He explained that the Allotments item relates to Cllr Robinson’s Disclosable Pecuniary Interest and so he will leave the room for that item and that he granted Cllr Domoney a dispensation to speak but not to vote.’

‘Cllr Mawford proposed an amendment to Motion 2 so that it read:

‘The Parish Council has for some time considered that a community-based Allotments Association to be the most appropriate guardians and curators of Allotment sites and so the Council agrees that it will accept an Allotments site if a resilient community-based Allotments Association considers this site acceptable and is prepared to manage this site along the lines set out in the Council’s recent Allotments flyer.

The Clerk is asked to contact all those who have expressed an interest in being part of an Allotments Association and encourage them to form an Allotments Association and to write to Hartog Hutton and to Babergh Council informing them of the emerging Allotments Association.

The Clerk is asked to discuss with representatives of the emerging Allotments Association and Hartog Hutton possible arrangements for the Association to manage the site adjacent to the Railway Walk as Allotments. If the proposed arrangements can be agreed then they should be brought back to the Parish Council for approval. Should it not be possible to take forward the site adjacent to the Railway Walk for Allotments for whatever reason then the Clerk is asked to discuss with the Lavenham Woodland Project and Hartog Hutton the use of the site as community open space. If proposed arrangements can be agreed then they should be brought back to the Parish Council for approval.

Cllr Robinson is thanked for suggesting that part of his land at Second Meadow be used as an Allotments site’.

**Amendment Proposed:** Cllr Mawford **Seconded:** Cllr Morrey

**Decision:** Amendment approved unanimously. Cllrs Sherman and Domoney abstained.

**Motion to pass amended Motion. Proposed:** Cllr Mitchell **Seconded:** Cllr Ranzetta

**Decision:** Amended Motion approved unanimously. Cllr Robinson returned to the room.

### Subsequent Events:

- a) The emerging Allotments Association has evolved into an unincorporated association, the ‘Lavenham Community Allotment Association’ with a written constitution and Bank Account. The Association has received a £2,500 grant from Hidden Gardens. As explained in the paper written by the Association it is legally unable to take a legal interest in the site but is willing to undertake the day to day running and management of the site.
- b) Heads of Terms concerning the Lease have been obtained from the Leaseholder.

## **LAVENHAM PARISH COUNCIL:**

- c) The Allotments Association has prepared a draft devolved Management Agreement between it and the PC.
- d) The Association has prepared a comprehensive suite of policies to govern its affairs and the management of the allotments.
- e) The Association has requested that the PC:
  - 1) Approve, in principle, the Heads of Terms, of the lease
  - 2) Approve, in principle, the devolved Management Agreement
  - 3) Approve in principle that the PC establish a metered connection to the water supply
  - 4) Approve in principle a grant of £2,500 to the Association.

### **Clerks Notes:**

- a) Councillors might have been preferred that the lease had been directly between the Allotments Association and the Leaseholder but this is not possible.
- b) The lease between the PC and the Leaseholder is for the unexpired period of approximately 995 years with no rent payable except a contribution towards the maintenance of the car park which the PC may charge to the Allotments Association.
- c) The Management Agreement is for an initial five year term with subsequently each party having the right to terminate giving twelve months' notice.
- d) Appendix B makes it clear that the Allotments Association will make best endeavours to apply with all relevant laws, bye laws and regulations
- e) Appendix B makes it clear that the Allotments Association will manage allotment holders including inspecting sites and resolving, as much as it can, complaints.
- f) The Association should be commended for its comprehensive range of policies.
- g) Should the Allotments Association cease to exist or either the PC or Allotments Association terminate the agreement then the PC could seek to identify an alternative Allotments Association or discuss with the Lavenham Woodlands Association the use of the site as a community open space.

### **Motions:**

Council approves, in principle, the Heads of Terms of the lease.

Council approves, in principle, the Devolved Management Agreement.

Council agrees, in principle, to pay for the establishment of a metered connection to the water supply.

Council approves, in principle, a grant of £2,500 to the Association.

The Clerk is instructed to work with the relevant parties and obtain legal advice to finalise the agreements, up to a maximum cost of £1,500 and to return to Council with final draft documents for Council to consider.



## LAVENHAM PARISH COUNCIL:

### **Attachments:**

- a) Draft Heads of Terms of Lease to Parish Council
- b) Report for the Lavenham Community Allotments Association containing:
  - 1) Their request
  - 2) Background information
  - 3) Legal background concerning Allotments Legislation.
  - 4) Budgeting information concerning the Allotments Association
  - 5) Plan of Allotment Site
  - 6) Formal Written request from local residents to the PC to provide allotments.
  - 7) Constitution of the Allotments Association
  - 8) Draft Devolved Management Agreement
  - 9) Schedule of Responsibilities
  - 10) Supporting Policies, Procedures and Documents including:
    - Draft Tenancy Agreement
    - Allocations Policy
    - Complaints and Disputes Policy
    - Health and Safety Policy
    - Inspections and Enforcement Policy
    - Livestock Policy
    - Site Register
    - Waiting List
    - Maintenance Schedule
    - Risk Assessments
    - Inspection Forms

**The Hub Lease 2 Lady St**

**Background:**

The Lease between the Parish Council and the Lavenham Community Hub Land Trust Limited commenced 24<sup>th</sup> May 2019. A copy is attached.

The lease is for twenty years; the annual rent is a peppercorn.

The Parish Council is responsible for External Repairs but not internal repairs.

The tenant has the opportunity to break on 24<sup>th</sup> May 2024 and every fifth year thereafter. The Parish Council has no break options.

The Parish Council paid £40,000 for the Building of which £30,000 was funded by District Cil.

Should the Parish Council sell the Building to anyone other than a similar organisation to the Hub 50% of the profit is payable to Babergh Council.

**Recent Events:**

On 20<sup>th</sup> January 2026 the Clerk was advised by the Chair of the Lavenham Community Hub Land Trust Limited (the Hub) that:

‘We are writing to update you on an important development regarding the future structure of the Lavenham Community Hub Community Land Trust Ltd . After reviewing the long-term needs of the Hub and the wider community, the trustees are proposing to convert the Land Trust into a registered charity, with a proposed name of The Lavenham Community Hub Charitable Trust (LCHCT)’.

The attached memo was distributed explaining the benefits of the proposal.

The Parish Council had not been made aware in advance that such a change was being considered.

On 21<sup>st</sup> January 2026 the Clerk received a letter from a Trustee of the Hub (Cllr Robinson) which said that in the view of the Hub the Parish Council had three choices:

- **‘A deed of assignment** to reflect the change of name and structure.
- **A new lease** in the charity’s name. Should the Parish Council choose this route, the trustees would expect all associated costs to be met by the Parish Council, as this would be an unnecessary and unreasonable alternative to a simple assignment.
- **Non-cooperation by the Parish Council**, resulting in no variation or new lease being provided. In that scenario, the Parish Council would need to implement the relevant clauses of the existing lease, which would ultimately lead to the closure of the Hub— with a significant and avoidable impact on the community’.

A draft deed of assignment, prepared by the Hub, was enclosed. This is attached.

The lease:

Assignment of the lease is dealt with in section 4.11.2

4.11.2. The Tenant may, with the Landlord's consent, assign the whole of the Premises provided that such assignment will not in the Landlord's opinion breach the restrictions

6



of the Transfer 2019 Obligations and trigger the clawback provisions of the Transfer dated 20/05/2019 .

The matter of assignment was also referred to in a letter written by the Solicitor in March 2019, before the lease was signed, acting for the Parish Council which was distributed to all Councillors serving at that time.

The lease will be of the entire building and in the form of the attached draft. It will be for 20 years and will be outside the Landlord & Tenant Act 1954. In other words, there will be no right to renew the lease at the end of the term. It will contain break clauses enabling the tenant to determine the lease should it wish to do so, and hand the property back to the LPC.

The tenant will not be able to assign the property other than with LPC's prior written consent and in any event will not be able to assign to anyone other than a community based entity for a community based use. It will be able to share possession with its wholly owned subsidiary, "Past ,Post ,Presents Limited " and with the Post Office.

The tenant will have the obligation to maintain the building, but not to improve it.

Rent will be a peppercorn, if demanded.

It would appear therefore that Council has the discretion not to permit assignment. The wording is perhaps not clear in the lease but the Solicitor's advice may clarify. Cllrs may want clarity concerning the legal position or may wish to assign the lease on the current terms.

**Motions:**

The Clerk is instructed to obtain legal advice to a maximum cost of £600 concerning the legal position of the Council following the request of the Hub and to report that advice to Council.

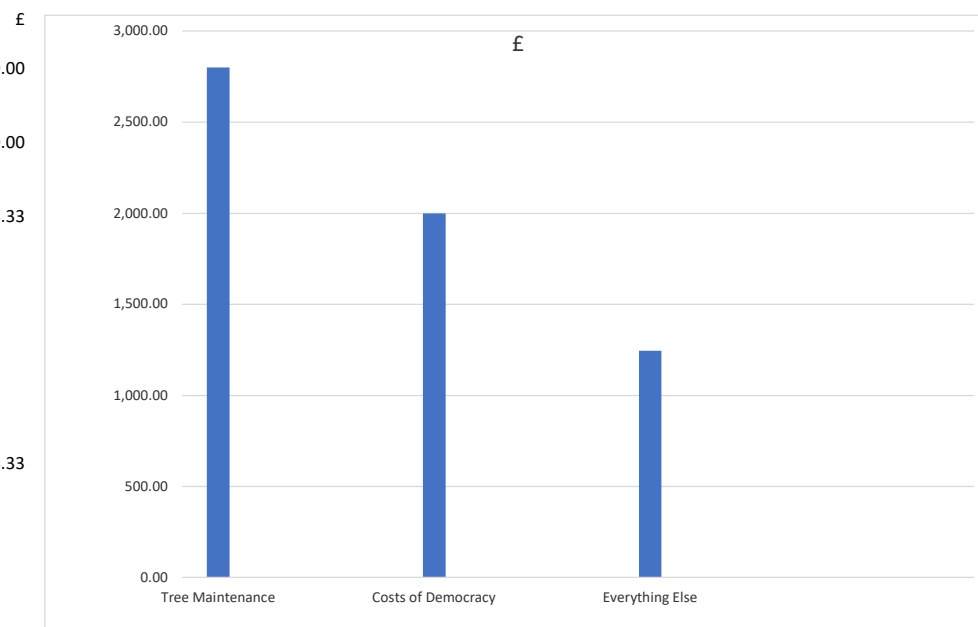
Should that motion pass then the following motion falls:

That Council wishes to assign the lease on current terms to the successor charitable body to the Hub and the Clerk is instructed to sign the Deed of Assignment in due course.

Councillors may of course amend either motion. The second motion could be amended to instruct the Clerk to obtain legal advice so as to execute the assignment in a manner which protects both the Hub and the Parish Council i.e. that the assignment is done properly.

Precept	0.00
Babergh Cleansing Grant	0.00
Burial Fees	-125.00
Car Park and Toilet Donations	101.00
Other Donations	84.95
EV Charging Income	0.00
Interest Received	83.78
Management Costs	-10.08
Office costs	178.88
Costs of Democracy	2,000.00
Street Cleaning and Green Maint	2,513.95
Public Realm	100.00
Toilet Costs	471.64
Water St	0.00
Community Events including Grants	295.69
EV Costs	16.19
Contingency	333.33
	<hr/>
	6,044.33
Per Accounts	6,044.33
Check	0.00

Type	
Tree Maintenance	2,800.00
Costs of Democracy	2,000.00
Everything Else	1,244.33
	<hr/>
	6,044.33



	April Actual Mth	May Actual Mth	Jun Actual Mth	Jul Actual Mth	Aug Actual Mth	Oct Actual Mth	Oct Actual Mth	Nov Actual Mth	Dec Actual Mth	Actual YTD	Reforecast 2 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	10,194.33	10,194.33	91,749.00	91,749.00	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	1,111.11	1,111.11	9,999.99	9,999.99	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	11,305.44	11,305.44	101,748.99	101,748.99	0.00		
Burial Fees	92.00	1,397.00	37.00	725.00	1,255.00	360.00	0.00	835.00	275.00	4,976.00	5,101.00	-125.00	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	118.95	157.05	2,063.92	1,962.92	101.00	A little higher than anticipated.	
Other Donations	0.00	0.00	94.95	0.00	0.00	300.00	0.00	0.00	190.00	584.95	500.00	84.95	Car Parking Income Hidden Gardens Sunday and Christmas Lights	
EV Charging Income	247.90	165.87	248.76	265.51	0.00	0.00	0.00	0.00	0.00	928.04	928.04	0.00	EV Inactive. Lease Signed November 2025	
Interest Received	400.00	548.06	400.00	400.00	530.06	400.00	400.00	400.00	483.78	3,961.90	3,878.12	83.78	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	1,353.95	1,105.83	12,514.81	12,370.08	144.73		
Total Income	12,279.31	13,687.42	12,307.95	12,972.50	13,348.20	12,665.99	11,931.74	12,659.39	12,411.27	114,263.80	114,119.07	144.73	Insignificant difference to forecast	
Management Costs	7,813.04	6,813.04	3,903.04	3,607.04	4,184.04	3,895.04	3,954.04	3,914.04	3,996.04	42,079.36	42,069.28	-10.08	Not significant	
Office costs	733.32	818.14	976.68	649.68	724.68	711.26	906.26	691.62	691.26	6,902.89	7,081.77	178.88	Not significant	
Costs of Democracy	0.00	0.00	2,073.00	-727.70	0.00	0.00	0.00	0.00	0.00	1,345.30	3,345.30	2,000.00	Election not contested, small invoice expected and not accrued for uncontested election	
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	3,774.95	4,590.19	35,360.50	37,874.45	2,513.95	£4,000 forecast for safety related tree work. £1,200 has been done, rest will be done in Jan.	
Public Realm	1,017.53	971.52	617.53	613.24	613.24	613.24	613.24	613.24	469.24	6,142.04	6,242.04	100.00	Not significant	
Toilet Costs	1,266.61	3,066.28	1,119.69	947.37	1,958.73	1,408.05	916.94	1,975.51	976.48	13,635.62	14,107.26	471.64	No recent repairs	
Water St	264.53	264.53	264.53	264.53	264.53	264.53	264.53	264.53	264.53	2,380.73	2,380.73	0.00	No variance	
Community Events including Grants	375.00	500.00	0.00	0.00	350.00	1,500.00	0.00	513.17	2,750.00	5,988.17	6,283.86	295.69	Including replacement Lights looking like may be sightly favourable to reforecast	
EV Costs	179.72	76.14	138.77	113.34	12.64	12.64	12.47	12.24	12.47	570.43	586.62	16.19	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	1,000.00	1,000.00	9,000.00	9,000.00	0.00	No variance	
Contingency	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	333.33	333.33		Contingency
Total Costs	15,813.58	16,510.15	13,077.36	11,954.96	12,307.32	15,577.22	10,654.94	12,759.29	14,750.20	123,405.02	129,304.63	5,899.60	Uncontested Election and Tree work delayed	
Surplus/(Deficit)	-3,534.27	-2,822.73	-769.41	1,017.54	1,040.89	-2,911.23	1,276.80	-99.90	-2,338.93	-9,141.22	-15,185.56	6,044.33		
LNP	124.00	0.00	0.00	30.00	1,000.00	16.00	40.00	0.00	96.00	1,306.00	2,210.00	904.00	Printing Newsletter was only cost, no professional fees incurred	

	April Actual Mth	May Actual Mth	Jun Actual Mth	Jul Actual Mth	Aug Actual Mth	Oct Actual Mth	Oct Actual Mth	Nov Actual Mth	Dec Actual Mth	Actual YTD	Reforecast 2 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	3,774.04	3,781.04	40,594.36	40,639.28	44.92
Audit and Payroll bureau costs	139.00	39.00	129.00	133.00	410.00	100.00	180.00	140.00	215.00	1,485.00	1,430.00	-55.00
Management Costs	7,813.04	6,813.04	3,903.04	3,607.04	4,184.04	3,895.04	3,954.04	3,914.04	3,996.04	42,079.36	42,069.28	-10.08
Telephone & broadband	83.93	78.04	78.04	78.04	78.04	78.04	78.04	78.04	78.04	708.25	708.25	0.00
Website Dev and .gov	104.80	184.80	64.80	64.80	64.80	154.80	119.80	64.80	64.80	888.20	888.20	0.00
Accounting software & computer	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Office Materials	9.99	20.70	11.24	11.24	11.24	11.24	11.24	81.60	11.24	179.73	126.89	-52.84
Data Protection	0.00	0.00	0.00	0.00	0.00	0.00	47.00	0.00	0.00	47.00	47.00	0.00
Subscriptions & Insurance	278.22	278.22	278.22	278.22	278.22	282.80	282.80	282.80	352.80	2,592.28	2,540.00	-52.28
All Training/Clr expenses	0.00	0.00	288.00	33.00	36.00	0.00	35.00	0.00	0.00	392.00	492.00	100.00
Room hire PC meetings	72.00	72.00	72.00	0.00	72.00	0.00	108.00	0.00	0.00	396.00	540.00	144.00
Office Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Digital mapping	0.00	0.00	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	101.05	101.05	909.43	909.43	0.00
Parish Office rent	83.33	83.33	83.33	83.33	83.33	83.33	83.33	83.33	83.33	750.00	749.99	-0.01
Office Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00	40.00	0.00	0.00	40.00	80.00	40.00
Office costs	733.32	818.14	976.68	649.68	724.68	711.26	906.26	691.62	691.26	6,902.89	7,081.77	178.88
Cost of Democracy	0.00	0.00	2,073.00	-727.70	0.00	0.00	0.00	0.00	0.00	1,345.30	3,345.30	2,000.00
Green Maintenance	1,178.86	1,137.23	1,137.23	1,137.23	1,337.23	1,137.23	1,137.23	1,137.23	1,637.23	10,976.70	10,476.70	-500.00
Tree Maintenance and Care	0.00	0.00	0.00	2,550.00	0.00	3,200.00	15.00	0.00	1,200.00	6,965.00	9,765.00	2,800.00
Street cleansing	1,478.84	1,478.84	1,478.84	1,478.84	1,478.84	1,478.84	1,478.84	1,478.84	1,478.84	13,309.54	13,309.54	0.00
Refuse collection bins & dog bins	371.00	232.92	232.92	186.25	221.25	221.25	221.25	221.25	138.97	2,047.08	1,963.51	-83.57
Chapel Business Rates	135.15	135.15	135.15	135.15	135.15	135.15	135.15	135.15	135.15	1,216.31	1,216.31	0.00
All cemetery management	0.00	16.38	0.00	0.00	27.00	0.00	0.00	24.48	0.00	67.86	143.38	75.52
Play equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	778.00	0.00	778.00	1,000.00	222.00
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	3,774.95	4,590.19	35,360.50	37,874.45	2,513.95
Street furniture	400.00	353.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00	753.99	853.99	100.00
Street Lighting energy	530.00	530.00	530.00	530.00	530.00	530.00	530.00	530.00	386.00	4,626.00	4,626.00	0.00
PWLB interest	87.53	87.53	87.53	83.24	83.24	83.24	83.24	83.24	83.24	762.05	762.05	0.00
Public Realm	1,017.53	971.52	617.53	613.24	613.24	613.24	613.24	613.24	469.24	6,142.04	6,242.04	100.00
Church Street energy	83.29	141.91	80.00	71.17	65.98	81.33	63.84	94.91	100.09	782.52	1,007.52	225.00
Church Street water	0.00	399.03	0.00	0.00	444.71	0.00	0.00	435.30	0.00	1,279.04	1,211.24	-67.80
Church St Toilets Business Rates	67.37	67.36	67.37	67.37	67.36	67.37	67.37	67.37	67.37	606.29	606.29	0.00
Prentice St Water	0.00	180.35	0.00	0.00	218.44	0.00	0.00	246.72	0.00	645.51	608.79	-36.72
Prentice St non EV energy	40.45	37.27	44.17	26.32	28.51	30.49	29.50	29.90	26.51	293.12	320.71	27.59
Donation Points	194.05	35.90	35.90	35.90	35.90	35.90	35.90	35.90	35.90	481.25	484.84	3.59
Washroom Cleaning & Consumables	771.45	843.95	892.25	746.61	792.83	917.99	720.33	825.41	746.61	7,257.43	7,397.41	139.98
Washroom Minor Maintenance	110.00	1,360.50	0.00	0.00	304.99	274.97	0.00	240.00	0.00	2,290.46	2,470.46	180.00
Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Toilet Costs	1,266.61	3,066.28	1,119.69	947.37	1,958.73	1,408.05	916.94	1,975.51	976.48	13,635.62	14,107.26	471.64
Water Street green maintenance	48.29	48.29	48.29	48.29	48.29	48.29	48.29	48.29	48.29	434.63	434.63	0.00
Water Street Business Rates	216.23	216.23	216.23	216.23	216.23	216.23	216.23	216.23	216.23	1,946.10	1,946.10	0.00
Water St	264.53	264.53	264.53	264.53	264.53	264.53	264.53	264.53	264.53	2,380.73	2,380.73	0.00
Small Grants (combined)	375.00	500.00	0.00	0.00	350.00	1,500.00	0.00	0.00	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	513.17	2,750.00	3,263.17	3,500.00	236.83
Xmas Eve Community Carols	0.00	0.00	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	0.00	0.00
Misc	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	58.86
Bellward Award	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Community Events including Grants	375.00	500.00	0.00	0.00	350.00	1,500.00	0.00	513.17	2,750.00	5,988.17	6,283.86	295.69
EV Costs	179.72	76.14	138.77	113.34	12.64	12.64	12.47	12.24	12.47	570.43	586.62	16.19
Sinking Fund	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	9,000.00	9,000.00	0.00
Contingency	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	333.33	333.33
Total Expenses	15,813.58	16,510.15	13,077.36	11,954.96	12,307.32	15,577.22	10,654.94	12,759.29	14,750.20	123,405.02	129,304.63	5,899.60
Surplus/(deficit)	-3,534.27	-2,822.73	-769.41	1,017.54	1,040.89	-2,911.23	1,276.80	-99.90	-2,338.93	-9,141.22	-15,185.56	6,044.33
Check	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
LNP Costs	124.00	0.00	0.00	30.00	1,000.00	16.00	40.00	0.00	96.00	1,306.00	2,210.00	904.00

		Mar 25	Dec 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	677.30	-1,143.71	Burial Income Accrued of £1,060 at March.
Prepayments		1,095.98	3,941.67	2,845.69	Mainly Business Rates and Insurance
VAT Refunds		3,926.07	1,693.97	-2,232.10	Playquip and Suffolk Street Lights VAT now recovered
		<u>6,843.06</u>	<u>6,312.94</u>	<u>-530.12</u>	
Cash at Bank	Bus Prem	394,845.94	419,714.00		
	Current Acc	3,242.82	2,363.08		
		<u>398,088.76</u>	<u>422,077.08</u>	23,988.32	Precept and Cleaning Grant for whole year received
Trade Creditors		-21,393.91	-4,316.94	-17,076.97	Playquip and Suffolk Street Lights now paid
Accruals		-16,511.59	-27,812.27	11,300.69	Legal Fee Accrual £8,000
Deferred Income		0.00	-33,916.33	33,916.33	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>-195,645.84</u>	<u>28,140.05</u>	
Loans		-66,059.55	-62,824.93	-3,234.62	Capital Repayments made
Net Assets		<u>318,300.91</u>	<u>316,853.69</u>	<u>-1,447.22</u>	
General Funds		195,927.66	190,258.74	-5,668.92	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	55,995.64	9,000.00	Being increased by £1,000 per month
NCIL		62,812.24	61,506.24	-1,306.00	LNP
Total Reserves		<u>318,300.91</u>	<u>316,853.69</u>	<u>-1,447.22</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	LNP NCIL	Other	C/F	
General Funds	195,927.66	-9,141.22	700.00	1,272.30	1,500.00	0.00	0.00	190,258.74	0.00
Ballot Fund	4,800.00	0.00	0.00	-1,272.30	0.00	0.00	0.00	3,527.70	0.00
NCIL	62,812.24	0.00	0.00	0.00	0.00	-1,306.00	0.00	61,506.24	0.00
Lavenham Funds in Trust	1,500.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00	0.00
Sinking Fund	46,995.64	9,000.00	0.00	0.00	0.00	0.00	0.00	55,995.64	0.00
Street Fair Fund	6,265.37	0.00	-700.00	0.00	-1,500.00	0.00	0.00	4,065.37	0.00
Total Reserves	318,300.91	-141.22	0.00	0.00	0.00	-1,306.00	0.00	316,853.69	0.00



## Current

30/11/2025	Balance Brought Forward	3,014.23
01/12/2025	Supplier Payment: Anglia Water	-435.30
01/12/2025	Supplier Payment: Anglia Water	-246.72
01/12/2025	Toilet Donations: Card	39.90
02/12/2025	Supplier Payment: Land Registry	-7.00
04/12/2025	Burial Income: Deacons	275.00
05/12/2025	NEST: Pension Contributions	-174.33
08/12/2025	Supplier Payment British Gas	-12.85
09/12/2025	Supplier Payment: Babergh District Council	-796.80
09/12/2025	Andrew Smith: November Net Wages	-2,368.72
09/12/2025	Supplier Payment: JPB Landscapes	-3,197.23
09/12/2025	Supplier Payment: Infinity Cleaning	-903.50
09/12/2025	Supplier Payment: Onsite IT	-77.76
09/12/2025	Supplier Payment: Playquip	-933.60
09/12/2025	From Deposit Account	10,000.00
11/12/2025	Supplier Payment British Gas	-99.65
12/12/2025	Supplier Payment British Gas	-31.39
15/12/2025	Toilet Donations: Card	23.75
15/12/2025	Toilet Donations: Cash	95.00
16/12/2025	Supplier Payment: Suffolk Tree Services	-1,440.00
16/12/2025	Supplier Payment: National Allotments Society	-84.00
16/12/2025	Supplier Payment: Lavenham Press	-115.20
16/12/2025	Supplier Payment: Seago and Stopps	-90.00
16/12/2025	Supplier Payment: Sterling Electrics	-1,750.00
16/12/2025	From Deposit Account	2,000.00
17/12/2025	NEST: Pension Contributions	-174.33
19/12/2025	Supplier Payment: EE	-12.96
22/12/2025	Supplier Payment: BT	-80.69
22/12/2025	Toilet Donations: Card	3.80
29/12/2025	Supplier Payment: HP Inks	-13.49
30/12/2025	Supplier Payment: Paya Go Cardless	-43.08

31/12/2025 Balance Carried Forward 2,363.08

31/12/2025 Per Bank Statement 2,363.08  
0.00

## Premium

30/11/2025	Balance Brought Forward	429,415.11
08/12/2025	Bank Interest Received	1,283.78
09/12/2025	To Deposit Account	-10,000.00
09/12/2025	HMRC: VAT Refund	1,015.11
12/12/2025	To Deposit Account	-2,000.00

31/12/2025 Balance Carried Forward 419,714.00

31/12/2025 Per Bank Statement 419,714.00  
0.00

Today: 05 Jan 2026



LAVENHAM PARISH COUNCIL

## Transactions

### COMMUNITY 20-83-50 00567094

Available balance	£2,423.08
Last night's balance	£2,363.08
Overdraft limit	£0.00

Showing 3 transactions between 29/12/2025 and 05/01/2026 from 29/12/2025 to 05/01/2026

Date	Description	Money in	Money out	Balance
05/01/2026	Cash Deposit POST OFFICE 32466 05JAN 12.51 ATM	£60.00		£2,423.08
30/12/2025	Direct Debit CORNERSTONEMERCHAN CORNERSTONEM-HNTFP DD R		-£43.08	£2,363.08
29/12/2025	Debit HPI INSTANT INK UK ON 27 DEC BDC		-£13.49	£2,406.16

[Need to view older transactions?](#)

2,363.08

Today: 05 Jan 2026



LAVENHAM PARISH COUNCIL

## Transactions

### Business Premium ME 20-83-50 20567116

Available balance	£419,714.00
Last night's balance	£419,714.00
Overdraft limit	n/a

Showing 4 transactions between 08/12/2025 and 16/12/2025 from 06/12/2025 to 05/01/2026

Date	Description	Money in	Money out	Balance
16/12/2025	Funds Transfer 208350 00567094 FT 208350 00567094 FT		-£2,000.00	£419,714.00

419,714.00

**Installation of Street Lights**

**Background:**

The lights with the exception of 1 unit in Spring St were replaced in 2020.

All lights except 1 unit in Water St are currently working. The main repair work to get this light working has been done and the minor repairs will be completed very shortly.

The quoted cost excluding the Pump Ct Alley Light (project cancelled) and the Spring St unit not installed was £122,624.90.

The final quoted cost excluding the Pump Ct Alley Light (project cancelled) and the Spring St unit not installed was £130,236.88 an increase of £7,611.98, this increase consists of eight matters, six of which were not initially completely accepted.

At the time (October 2020) this revised quote was described by the then Chair of the Parish Council Cllr Reeve as *'Thanks Iain, it looks like a question of swings and roundabouts - the net position is thus acceptable. As you say the overall result is OK, and I will leave it with you to handle the list below. I will revert to Ady to confirm so far acceptable subject to your list. regards Carroll'*

This was in response to an email from Cllr Lamont *'I have analysed the Latest Invoice. There are higher than expected costs, which we can challenge. However, there are a number of units where more work was done than was quoted for – e.g new posts fitted. And there are no extra charges for Spring St (although this has not yet been done) I will query the items below, but I think the result overall is OK'*

A response dealing with most of the queries was received from Suffolk County Council in October 2020 but we have never been formally invoiced except for £1,773.99 relating to the Meadow Close to Sudbury Rd bollard style light.

This Council has earned five years interest on the money and should now settle the amounts due. Payment would reduce the PC's exposure to the financial stability of Banks and resolve the matter whilst Suffolk County Council still exists.

With respect to Spring St Suffolk Highways inspected the lamppost in January 2026 and have advised that the old lamppost is safe and should next be inspected in three years time. Replacement of the streetlight would require digging up the driveway of a property and the owner of the property refuses to give permission for this without a commitment to full replacement of the driveway.

**Motion**

The Parish Council requests an invoice from Suffolk County Council for £128,462.89 being the amount outstanding net of the cancelled Spring St costs of £1,137.41 and instructs the Clerk to ensure that the Spring St Light is reinspected within three years.

**Box Bush Maintenance**

The contractor has explained that:

‘Due to environmental factors, hotter dryer summers mean caterpillar populations have been increasing so we have added an extra spray.

Two drenches (soil treatments) will help maintain the health of the trees if they become waterlogged/drought stressed’.

	2024/25	2025/26	2026/27
Pruning	£2,300	£2,415	£2,415
Sprayings	3 @ £380 total £1,140	3 @ £400 total £1,200	4 @ £400 total £1,600
Soil Treatment	2 @ £380 total £760	1 @ £400 total £400	2 @ £400 total £800
Total	£4,200	£4,015	£4,815

The budget for 2026/27 is £14,300 consisting of £4,300 for Box Bush Maintenance and £10,000 for other tree maintenance.

**Motion: To ask the Contractor to carry out the proposed work at a cost of £4,815.**

The PC has the power and sometimes the duty to maintain closed churchyards under the Local Government Act 1972 section 215.

**Motion to record Council Meetings**

Cllr Robinson has asked for the below motion to be included on the Agenda:

‘That Lavenham Parish Council agrees to publish the audio recording of each council meeting on the Parish Council website, within five working days of the draft minutes having been produced, for the purpose of improving accessibility for visually impaired residents and supporting wider community inclusion’.

Rationale for this action provided by Cllr Robinson:

1. Publishing audio recordings enables visually impaired parishioners to access council proceedings independently.
2. Providing an alternative format aligns with the Council's duties under the Equality Act 2010 to make reasonable adjustments and promote equality of access.
3. Sharing recordings enhances transparency, strengthens community engagement, and supports residents who are unable to attend meetings in person.
4. The measure requires minimal administrative effort and uses existing recording practices.

Clerk's comments for Cllrs to consider:

- 1 Babergh and Suffolk Meetings are publicly available on You Tube and are not deleted when the minutes are approved. Parish Councils rarely publish any recordings made.
- 2 Suffolk County Council advises that concerning its meetings:

‘The Council supports the principles of openness and transparency; it allows filming, recording and taking photographs at its meetings that are open to the public’.

And at all Suffolk County Council Meetings the following notice is given:

‘The Council, members of the public and the press may record/film/photograph or broadcast this meeting when the public and the press are not lawfully excluded. Any member of the public who attends a meeting and objects to being filmed should advise the Clerk (in advance) who will instruct that they are not included in the filming’.

- 3 The only people who have ever requested recordings are Councillors, partners of Councillors and Members of the LNP Group.
- 4 Cllrs may wish to decide how long the recording is to be retained for and published for.
- 5 Cllrs may wish to make it clear that the recording will not include parts of the meeting from which the public have been lawfully excluded.
- 6 Cllrs may wish to consider whether those less accomplished at public speaking will be discouraged from speaking and whether the anonymisation of the identities of Members of the Public in the published Minutes should continue.

**Motion: That the Clerk is instructed to publish on the Parish Council website a recording of the Council Meeting within five working days of the draft minutes having been produced.**

**Freedom of Information**

The Information Commissioners Office has made it clear that:

Section 19 of the FOIA requires every public authority to adopt and maintain a publication scheme which has been approved by the Information Commissioner, and to publish information in accordance with the scheme.

There is currently one approved model scheme which must be adopted by all authorities.

This scheme represents a commitment to publishing information within certain broad classes. It does not specify particular pieces of information or charges. The model scheme should not be altered.

To show the actual information it makes available, a public authority should produce a Guide to information which specifies the particular information it publishes, how it will be published and what charge, if any, is to be made.

**Motions:**

- a) that the Council adopts the Model Publication Scheme
- b) that the Council adopts the Freedom of Information Policy and Guide