

LAVENHAM PARISH COUNCIL

To: Members of Lavenham Parish Council

You are duly summoned to attend the next meeting of Lavenham Parish Council to be held at 7.00 pm on Thursday 5th March 2026 at Lavenham Village Hall, Church Street, Lavenham.

Public Attendance

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

AGENDA

- 1. Apologies and approval of absences**
- 2. Declarations of Interest**
- 3. To consider requests for dispensations**
- 4. To approve as accurate minutes of the 5th February 2026 of the Council**
- 5. Public participation session (10 minutes)**
- 6. Chair's Announcements**
- 7. Local Authority Councillors' Reports**
- 8. Clerk/RFO report**
 - 8.a Motion to approve Accounts for month ending 31st January 2026**
 - 8.b Motion to approve Receipts and Payments for month ending 31st January 2026**
 - 8.c Motion to review and approve the Standing Orders and the Standing Financial Regulations including scheme of Internal Control**
 - 8.d Motion to review and approve the Risk Register**
 - 8.e Motion to re-appoint Heelis and Lodge as Internal Auditors**

9. Planning

9.a Planning Register: Report

9.b Planning Group: To receive reports and recommendations

10. Lavenham Neighbourhood Plan 3: Report

11. Report concerning charging for the Public Toilets

12. Report concerning assignment of the lease of 2 Lady St

13. Report concerning progress concerning Allotments

14. Motion concerning replacement Church Street light

15. Report Concerning Tree Survey

16. Motion concerning Second Weekly Street Bin Emptying

17. Motion concerning First Meadow Boundary

Date of next meeting – Thursday 2nd April 2026



Andrew Smith
Clerk to the Council
Parish Office
Church St
Lavenham

Date: 27th February 2026

PARISH COUNCIL MEETING

Held on Thursday 5th February 2026, commencing at 7.10pm in the Village Hall.

All supporting documents can be found on the Parish Council website under Meetings, February 2026.

Present:

Chair: Cllr Janice Muckian. Cllrs: Alison Bourne, Frank Domoney, Lizzie Falconer, Iain Lamont, Jack Norman, Chris Robinson and Michael Sherman. Nineteen members of the public.

1. Opening Statement by the Chair:

The Chair began by welcoming Cllr Norman to Council. Cllr Norman signed the Acceptance of Office. She welcomed everyone and introduced herself explaining to all present that this meeting is being recorded for the purpose of minute taking. 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.

2. Apologies and approval of Absences

The Clerk reported that Cllrs Mawford and Mitchell had sent their apologies and that Cllr Ranzetta had advised that a prior engagement may delay her attendance. Cllr Ranzetta did not attend.

3. Declarations of Interest and item 4 Requests for Dispensations

The Clerk reported that Cllr Norman had completed her Register of Interests form.

The Clerk reported that Cllr Robinson has declared a Disclosable Pecuniary Interest in Second Meadows and an Other Registrable Interest of being a Trustee in The Hub.

Cllr Robinson had requested the Clerk issue dispensations to speak and vote on Item 13 which relates to the Paddocks Allotments and Item 14 which relates to the Hub.

The Clerk had declined those requests for dispensations having taken advice from the Suffolk Association of Local Councils. Cllr Robinson had disagreed with those decisions emailing and telephoning the Clerk to express his disagreement. The Monitoring Officer at Babergh Council had telephoned the Clerk and confirmed that he is content with the Clerk's decisions. The Monitoring Officer had not advised, recommended or suggested in any way that the Clerk reconsider them.

The Clerk told Councillors that Cllr Domoney is the Chair of the Riverside Allotments Association which operates on Second Meadows. He explained that he therefore has what is legally called a 'Non Registrable Interest' in the Riverside Allotments Association. Cllr Domoney had asked the Clerk for a dispensation to speak and vote on Item 13 which relates to the Paddocks Allotments.

The Clerk told Councillors that he had declined that request having taken advice from the Suffolk Association of Local Councils. Identically to his decisions concerning Cllr Robinson, the Monitoring Officer had telephoned the Clerk and confirmed that he was content with that decision and had not advised him to, in any way, reconsider it.

The Clerk explained that the effects of these interests and his decisions supported by the Monitoring Officer at Babergh Council are that:

With respect to Item 13 The Allotments Cllr Robinson cannot remain in the room whenever the Allotments are mentioned including any mention in Public Time. Cllr Robinson may remain in the room should matters relating to the Hub arise in Public Participation time and may indeed speak from the Public area during Public Participation Time. He must leave the room when we get to Agenda Item 14.

Cllr Domoney may remain in the room should matters relating to the Allotments arise in Public Participation time and may indeed speak from the Public area during Public Participation Time. He must leave the room when we get to Agenda Item 13.

He asked Councillors whether they had any interests or updates to their interests that they wished to declare. No Cllr said that they had.

Cllr Robinson corrected the Clerk telling him that the Riverside Allotments site was Poultry Farm. The Clerk responded that he understood both Second Meadows and Poultry Farm to be Disclosable Pecuniary Interests of Cllr Robinson. Cllr Robinson agreed that this was the case.

5. Approval of Minutes

To approve as accurate minutes of the 8th January 2026 meeting of the Council.

Cllr Robinson said that he did not consider the minutes to be a true representation.

Motion to approve. Proposed: Cllr Falconer **Seconded:** Cllr Sherman **Decision:** Approved. Cllr Robinson voted against. Cllr Norman abstained. Cllr Norman had not been present at the meeting.

Cllr Domoney said that at the previous Meeting Cllr Mawford had made remarks which had concerned him. He requested Cllr Mawford to publicly withdraw or retract words which he considered to be erroneous and untrue. Mistakes, he said, can be made, adding that it is easy to insensitively wander into ethnic, religious and cultural minefields especially late at night. Cllr Mawford, he said, should extend his fulsome and gracious apology offered to the Masons to him saying that as a born Catholic he cannot be a Mason.

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.

Cllr Robinson left the room saying that he considered that the reasons he had been asked to leave to be 'very sketchy' and put in doubt a lot of motions previously carried including Planning Applications and that Pecuniary Interests has not been lodged correctly.

A Member of the Public described the committee that had been formed to run the proposed allotments. A Member of the Public spoke in support of the Paddocks Allotments saying that it would allow her to introduce her small child to growing produce and caring for wildlife. She spoke of her desire to create an inclusive community open to those of limited financial capabilities. A Member of the Public said that he considered the allotments would contribute to the physical and mental health of the community. He said that he hoped to involve children from the local preschool and primary school in the Allotments. A member of the Public said that she hoped that Council would support this rare opportunity to create Public Allotments protected by Planning Permissions. She reminded the PC of its legal obligations to provide Public Allotments.

A Member of the Public described the proposal as incomplete, lacking essential supporting information including a feasibility study. He described it as raising significant concerns about safety, feasibility and the responsible use of parish funds. He criticised a lack of description of the methodology used to assess site suitability saying no evidence had been provided to demonstrate demand, community need or likely uptake. No PERT, Gantt chart or cashflow forecast had been supplied. He told Cllrs that the risk analysis omits the presence of electrical infrastructure and a large mature tree. Public Health issues such as manure storage, composting arrangements, toilet facilities and proximity to the watercourse had been insignificantly considered. He had concerns about sufficient access rights over the Public Right of Way, the site had been assessed and rejected several years ago and the PC informed.

Cllr Robinson returned to the room.

A Member of the Public explained why the Hub was considering changing its status to a charity. She told Cllrs that this change would reduce the Hub's regulatory costs and open up new sources of funds. She appealed to the PC to support these changes to allow the Post Office to continue operating as lifeline for many. The Hub, she told Councillors, serves over 500 customers per month and had plans for the future.

A Member of the Public said that in his opinion the Babergh and Mid-Suffolk push for a 40% – 65% housing increase, would fundamentally transform one of England's most important medieval villages. He told Cllrs that such an increase would increase traffic far beyond what our medieval streets can safely handle, intensify parking pressure and congestion and, most importantly, dilute the very character which draws visitors. He said that Lavenham's heritage, compact medieval form and limited walkable access to services mean that edge-of-village development is unsustainable, car-dependent, and harmful to the village's historic character. He urged the PC to draw on the many available resources to overturn the Babergh and Mid-Suffolk proposals.

A Member of the Public deplored the PC's failure to ensure that Lower Rd was cleared of mud following the recent floods. The Chair replied that anyone can report Highways issues to Suffolk County Council.

7. Chair's Announcements

The Chair reported that work on the new footpath adjacent to Melford Road has finally started recognising that the works were disrupting traffic.

8. Local Authority Councillors' Reports

County Cllr Lindsay reminded Cllrs that £27million of bus funding is available for parishes to bid for over next three years.

He told Cllrs that following a request from Conservative controlled Suffolk County Council the 2026 County Council elections had been scrapped. The Government has indicated that there will be no future County Council elections because there will be elections for shadow unitary Councillors in May 2027 and the unitary council(s) will start in May 2028.

Suffolk County Council had decided to raise Council Tax by the maximum amount permitted of 5%. The recommended minimum level of reserves is 5% of the council's total £850million annual spend. In order to keep reserves just within that level (£42.5million), the council's pension fund committee had agreed to give SCC a one-year-only £10million reduction in pension contributions for the coming financial year.

He told Cllrs that one of the biggest cost pressures is SEND. The Government, aware that it is not providing enough money, has been making councils borrow to fund this with the promise that it will take on responsibility for SEND funding by April 2028. However, a promised white paper has yet to materialise. The Council is in the meantime having to pay interest on the debt. This will be £5million in the year about to end, rising to £8.9million in the 2026/27 year and then a forecast £11million plus in the year thereafter.

The Government has rated Suffolk's road maintenance as Red, the worst category. Suffolk County Council's administration, however, has denied that the rating is accurate, saying that overall the condition of Suffolk's roads is Amber, with the Red rating being arrived at because the Department for Transport did not include in its assessment £10million of highways funding that it brought forward from the 2025-26 financial year and invested early in a resurfacing programme in 2024-25. The Council has met with the Department for Transport to press for the Suffolk rating to be raised to Amber.

Suffolk County Council rules concerning 20mph schemes have changed but the repeater signage requirements remain as does the lack of any enforcement by the Police.

Cllr Robinson raised concerns about road closure signs being put up too far away from the actual road closure. County Cllr Lindsay agreed that this was an ongoing source of complaints.

District Cllr Clover reported that Babergh had lost out consequent of changes by Central Government to local government funding with funding being shifted in favour of more urban areas.

Residents should soon start receiving 'pre-information literature' concerning changes to recycling followed by delivery of the new bins prior to the scheme launching in June.

He had written to the Suffolk County Council Cabinet Member of Highways and Flooding regarding his concerns about flooding adjacent to the Lavenham Butchers and is working with Public Rights of Way and Highways to improve the maintenance of Clay Lane. Cllr Falconer asked who is responsible for the culvert under Water St. Cllr Clover said that he would contact Cllr West.

9. Lavenham Neighbourhood Plan Group: Report by The Chair of the Group

The Chair of the LNP Group explained that the Terms of Reference of the Group require that the Group 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 and include at least 2 and a maximum of 2 Parish Councillors.

He told Cllrs that subsequent of the election of Cllr Norman to the Parish Council on 22nd January 2026 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, wished 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.

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

The Chair of the LNP Group told Cllrs that as agreed at the 8th January 2026 Meeting of Council the draft Questionnaire was sent the next day to all Councillors requesting their early attention and communication of any concerns to the Chair of the LNP Group.

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

Replies had been received from Cllrs Lamont, Mitchell and Muckian saying that they considered their queries resolved and thanking the Group for their work. Cllr Robinson had raised queries some of which the Group had accepted and some of which they had not.

Cllr Lamont asked how the LNP Group will ensure that multiple Questionnaires are not submitted online by the same person. The Chair of the LNP Group replied that he would find out and write to Cllr Lamont.

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

The Chair of the LNP Group thanked the Councillors who wrote concerning the Questionnaire and the Clerk for his help preparing all the documents asking that these thanks be recorded in the minutes.

Motion: that the Parish Council thanks the LNP Group for all its hard work and 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

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

10. Planning Register The Clerk presented the Planning Register commenting that all Babergh decisions are in line with Councillor recommendations.

11. Planning Applications

DC/25/05163 Pegtile Court, Installation of an air source heat pump.

Cllr Lamont explained that because the outbuilding is in the curtilage of a listed building Listed Building Consent was also required. He told Cllrs that without the associated Listed Building application the PC cannot fully comment on the impact to the Heritage assets.

Motion: before making a recommendation PC needs to see the Listed Building Consent Application.

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

No Councillor wished to propose a motion concerning DC/25/05426 Application for Approval of Reserved Matters relating to 269 dwellings in the Chilton Woods Mixed Development.

12. Motions to approve policies relating to Equality and Diversity, Safeguarding, Health and Safety, the Environment and Grants.

The Clerk explained that District Cllrs Clover and Maybury had kindly offered part of their locality budgets to the Parish Council to support the Parish Councils work maintaining the trees it is responsible for. £1,233.50 will shortly be received.

He told Cllrs that 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.

He explained to Cllrs the key parts and sources of each policy. Cllr Sherman commented that, reflecting on his Health and Safety experience, he considered the Health and Safety policy to be appropriate.

Motions: that the policies relating to Equality and Diversity, Safeguarding, Health and Safety, the Environment and Grants are approved.

Proposed: Cllr Falconer **Seconded:** Cllr Norman **Decisions:** Approved unanimously.

13. Motions concerning Allotments.

Cllrs Robinson and Domoney left the room.

The Clerk explained that the minutes of the 1st May 2025 Meeting of Council record that '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'.

The Clerk told Cllrs that:

- a) The emerging Allotments Association has evolved into an unincorporated association, the 'Lavenham Community Allotment Association' with a written constitution and a 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.
- 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.

The Clerk explained that:

- 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 to 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.

The Clerk displayed the Schedule of proposed Responsibilities.

Cllr Falconer described the proposal as 'a wonderful thing' reminding Cllrs that these votes are 'votes in principle'. Finer details, she said, can be resolved later. She described the proposal as possible permanent enhancement to the village.

The Chair explained that Cllrs could defer consideration of the motion concerning Grants whilst the Association applied for Grants from other bodies and its likely costs became more certain.

Cllr Sherman queried the Allotments Association plan to spend £3,000 on sheds. Cllr Norman replied that the Association wished to provide sheds to allotment holders to reduce risks of financial exclusion and to make sure the site 'looks nice' and is not 'ramshackle'.

Cllr Lamont said that he supported the provision of sheds to reduce the risk of financial exclusion.

Cllr Lamont proposed an amendment to the Motion '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' so that it reads:

'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. Additionally, before formally instructing the Solicitor, the Clerk will contact PROW (Suffolk County Council Public Rights of Way) to explain that the PC is proceeding with the legal handover of the allotments and follow up on their 2018 letter to clarify their requirements, if any, concerning legal documentation'.

Cllr Lamont and the Clerk explained that this was to ensure that the complex Public Rights of Way issues were resolved as soon as possible.

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.

Proposed: Cllr Falconer **Seconded:** Cllr Sherman **Decisions:** Approved unanimously.

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

Cllr Bourne expressed concerns regarding the Grant at a time of rising Council Tax bills and the increased Cost of Living. Cllr Lamont pointed out the PC had a statutory obligation to provide Allotments and that unusually, when compared to other Parish Councils, the PC had been provided the land for free. The Grant should be viewed in this context.

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

Vote to amend Motion as proposed by Cllr Lamont.

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

Motion

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. Additionally, before formally instructing the Solicitor, the Clerk will contact PROW (Suffolk County Council Public Rights of Way) to explain that the PC is proceeding with the legal handover of the allotments and follow up on their 2018 letter to clarify their requirements, if any, concerning legal documentation'.

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

14. Motions concerning lease of 2 Lady St

Cllr Domoney returned to the room.

The Clerk explained that the Parish Council leases 2 Lady St to the Hub. The lease is for twenty years beginning 24th May 2019. The annual rent is a peppercorn. The PC is responsible for External Repairs but not internal repairs. The tenant has the opportunity to break on 24th May 2024 and every fifth year thereafter. The PC 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.

The Clerk told Cllrs that on 20th January 2026 he had been advised by the Chair of 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)'.

On 21st January 2026 the Clerk had 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:

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- a) **A deed of assignment** to reflect the change of name and structure.
 - b) **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.
 - c) **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'.
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A draft deed of assignment, prepared by the Hub, had been enclosed.

The Clerk told Cllrs that it was unclear from the lease whether the PC had the discretion not to permit assignment. He advised Cllrs that it was likely that the PC had such discretion.

Cllr Sherman said that the PC should take legal advice and do everything properly. Cllr Falconer said that she admired the valuable work of the Hub but the PC did need to consider what the need for its services might be in ten years' time. She deplored a recent Facebook post on this topic which she described as intimidation. Repeating her support for the Hub she said the PC should obtain legal advice.

Motion: 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.

Proposed: Cllr Falconer **Seconded:** Cllr Norman **Decision:** Approved unanimously.

Cllr Robinson returned to the room

15. Clerks Report

Public Realm:

The urgent safety work on the trees approved last month has been ordered and has been completed this week. The tree survey will take place next week.

The Clerk is aware that the Speed Indicator Device on Sudbury Rd has stopped working. He is hopeful that as soon as we get a nice day the battery will recharge but will investigate it should it not start working again.

No complaints have been received at all this year concerning the toilets, before or after we reduced the frequency of cleaning. Extra Toilet Roll dispenser have been ordered. The Clerk has made enquiries concerning the costs of introducing charges to the toilets and will report the results of these next month.

Accounts:

The December Accounts contain two significant variances.

£2,000 or so because the election was uncontested. This will be a saving as compared to our last forecast. £2,800 or so because the remaining part of the emergency tree work is now February. This is timing only.

The draft January Accounts tell the same big picture story i.e. £2,000 or so because the election was uncontested. This will be a saving as compared to our last forecast. £5,800 or so because the remaining part of the emergency tree work and the tree survey is now February. This is timing only.

Motions: To approve Accounts and Receipts and Payments for month ending 31st December 2025

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

Cllr Falconer left the Meeting.

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

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

All lights are currently working.

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 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.

The Clerk told Cllrs that the PC 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.

He told Cllrs that Suffolk Streetlights had inspected the Spring St lamppost in January 2026 and advised that the old lamppost is safe and should next be inspected in three years' time. Replacement of that 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.

Cllr Lamont agreed that the Spring St work had been very challenging and explained that payment had been withheld to retain leverage to persuade SCC to finish the project including Spring St. He told Cllrs that SCC had previously attempted to uprate the costs for inflation but the PC had been able to convince them to not to do this. He said that he supported payment now to lock in that agreement.

Cllr Robinson suggested that PC continue to delay and stall on payment until Suffolk County Council insist on payment and the Spring St work is done.

Cllr Sherman said that the PC should delay part of the payment as the Spring St work had not been done and the PC would have to pay for its replacement at some point.

Cllr Sherman suggesting reducing the payment by £5,000. The Clerk replied that the proposed payment contained no payment for Spring St and that to deduct money from the payment for the Spring St works would be impossibly difficult to explain to Suffolk County Council.

Cllr Sherman proposed an amendment to the proposed Motion so that it reads: 'The Parish Council requests an invoice from Suffolk County Council for £123,462.89 being the amount outstanding net of the cancelled Spring St costs of £1,137.41 and an amount of £5,000 and instructs the Clerk to ensure that the Spring St Light is reinspected within three years'.

Proposed: Cllr Sherman **Seconded:** Cllr Robinson **Decision:** Rejected. Only Cllrs Sherman and Robinson voted in favour.

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.

Proposed: Cllr Norman **Seconded:** Cllr Bourne **Decision:** **Approved** Only Cllrs Sherman and Robinson voted against.

17. Motion to approve Box Bush Maintenance Work

The Clerk explained that the retained Contractor had quoted £4,815 for this year's work as compared to £4,015 the previous year. The Contractor has not increased the job costs but has added an extra soil treatment and an extra spray informing the PC 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'.

The Clerk reminded Cllrs of the improved state of the bushes following the engagement of this Contractor. Cllr Norman commented that these bushes are historically important.

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

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

18. Motion to publish recordings of Parish Council Meetings

Cllr Robinson told Cllrs that he considered that the Published Minutes do not appropriately reflect PC meetings especially the tone of those Meetings and that the minutes published in Lavenham are in a small font and hard to read. Publishing audio recordings would enable visually impaired parishioners to access council proceedings.

The Chair said that she had been discussing this idea with the Clerk for some months. Cllr Domoney highlighted the risk that some may selectively edit the recording for their own ends.

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.

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

19. Motion to approve policies relating to Freedom of Information

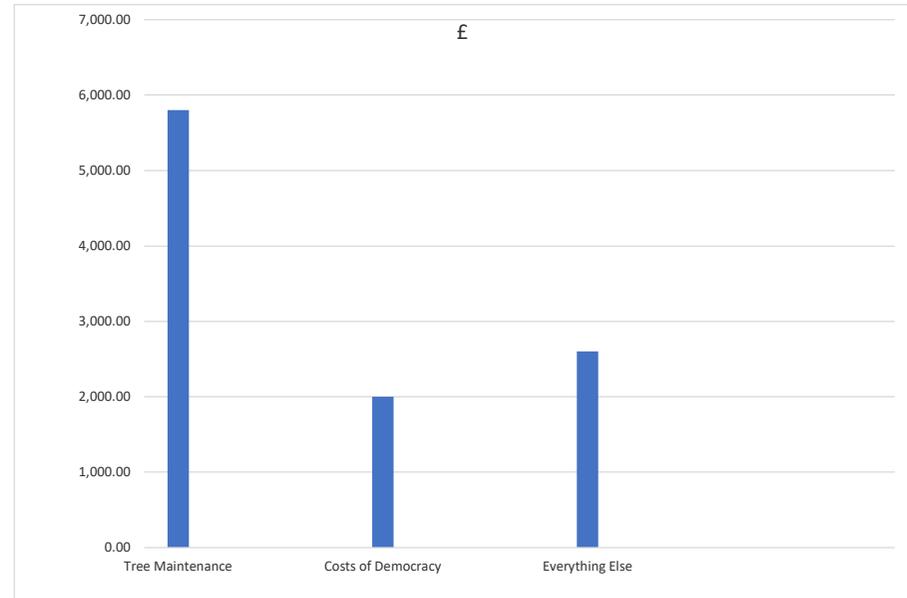
The Clerk explained that the Information Commissioners Office has made it clear that Section 19 of the FOIA requires every public authority to adopt their Publication Scheme and then produce a Guide to information which specifies the particular information it publishes, how it will be published and what charge, if any, is to be made.

Motion: that the Council adopts the Model Publication Scheme and that the Council adopts the Freedom of Information Policy and Guide

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

Meeting ended 9.30pm Date of next meeting – Thursday 5th March 2026 7pm

		Type	£
Precept	0.00		
Babergh Cleansing Grant	0.00	Tree Maintenance	5,800.00
Burial Fees	-85.00		
Car Park and Toilet Donations	135.20		
Other Donations	84.95	Costs of Democracy	2,000.00
EV Charging Income	-100.00		
Interest Received	183.78		
Management Costs	480.98	Everything Else	2,600.43
Office costs	338.49		
Costs of Democracy	2,000.00		
Street Cleaning and Green Maint	5,563.95		
Public Realm	150.00		
Toilet Costs	903.63		
Water St	0.00		
Community Events including Grants	220.69		
EV Costs	23.77		
Contingency	500.00		
	<u>10,400.43</u>		10,400.43
Per Accounts	10,400.43		
Check	0.00		



	April Actual Mth	May Actual Mth	Jun Actual Mth	Jul Actual Mth	Aug Actual Mth	Sep Actual Mth	Oct Actual Mth	Nov Actual Mth	Dec Actual Mth	Jan 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	10,194.33	101,943.33	101,943.33	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	1,111.11	1,111.11	1,111.11	11,111.10	11,111.10	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	11,305.44	113,054.43	113,054.43	0.00	
Burial Fees	92.00	1,397.00	37.00	725.00	1,255.00	360.00	0.00	835.00	275.00	440.00	5,416.00	5,501.00	-85.00	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	109.20	2,173.12	2,037.92	135.20	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	0.00	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	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	400.00	483.78	400.00	4,361.90	4,178.12	183.78	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	949.20	13,464.01	13,245.08	218.93	
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	12,254.64	126,518.44	126,299.51	218.93	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	3,458.94	45,538.30	46,019.28	480.98	Contained estimate of payrise due now replaced with Actual.
Office costs	733.32	818.14	976.68	649.68	724.68	711.26	906.26	691.62	691.26	621.26	7,524.15	7,862.64	338.49	Not significant
Costs of Democracy	0.00	0.00	2,073.00	-727.70	0.00	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 admin of 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	2,889.55	38,250.05	43,814.00	5,563.95	£2,800 for emerg tree work and £3,000 for tree survey now first week of Feb.
Public Realm	1,017.53	971.52	617.53	613.24	613.24	613.24	613.24	613.24	469.24	536.92	6,678.96	6,828.96	150.00	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	991.08	14,626.69	15,530.32	903.63	No recent repairs and reduction in Cleaning
Water St	264.53	264.53	264.53	264.53	264.53	264.53	264.53	264.53	264.53	264.53	2,645.25	2,645.25	0.00	Not significant
Community Events including Grants	375.00	500.00	0.00	0.00	350.00	1,500.00	0.00	513.17	2,750.00	75.00	6,063.17	6,283.86	220.69	Small over-estimate concerning costs of Christmas
EV Costs	179.72	76.14	138.77	113.34	12.64	12.64	12.47	12.24	12.47	12.87	583.30	607.07	23.77	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	1,000.00	10,000.00	10,000.00	0.00	No variance
Contingency	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	500.00	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	9,850.14	133,255.17	143,436.67	10,181.50	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	2,404.50	-6,736.72	-17,137.16	10,400.43	
LNP	124.00	0.00	0.00	30.00	1,000.00	16.00	40.00	0.00	96.00	0.00	1,306.00	3,210.00	1,904.00	Printing Newsletter was only cost, no professional fees incurred

	April Actual Mth	May Actual Mth	Jun Actual Mth	Jul Actual Mth	Aug Actual Mth	Sep Actual Mth	Oct Actual Mth	Nov Actual Mth	Dec Actual Mth	Jan 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	3,318.94	43,913.30	44,439.28	525.98
Audit and Payroll bureau costs	139.00	39.00	129.00	133.00	410.00	100.00	180.00	140.00	215.00	140.00	1,625.00	1,580.00	-45.00
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	3,458.94	45,538.30	46,019.28	480.98
Telephone & broadband	83.93	78.04	78.04	78.04	78.04	78.04	78.04	78.04	78.04	78.04	786.29	786.29	0.00
Website Dev and .gov	104.80	184.80	64.80	64.80	64.80	154.80	119.80	64.80	64.80	64.80	953.00	953.00	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	0.00
Office Materials	9.99	20.70	11.24	11.24	11.24	11.24	11.24	81.60	11.24	11.24	190.97	146.89	-44.08
Data Protection	0.00	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	282.80	2,875.08	2,831.66	-43.42
All Training/Clr expenses	0.00	0.00	288.00	33.00	36.00	0.00	35.00	0.00	0.00	0.00	392.00	542.00	150.00
Room hire PC meetings	72.00	72.00	72.00	0.00	72.00	0.00	108.00	0.00	0.00	0.00	396.00	612.00	216.00
Office Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
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	0.00
Parish Office business rates	101.05	101.05	101.05	101.05	101.05	101.05	101.05	101.05	101.05	101.05	1,010.48	1,010.48	0.01
Parish Office rent	83.33	83.33	83.33	83.33	83.33	83.33	83.33	83.33	83.33	83.33	833.33	833.32	-0.01
Office Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00	40.00	0.00	0.00	0.00	40.00	100.00	60.00
Office costs	733.32	818.14	976.68	649.68	724.68	711.26	906.26	691.62	691.26	621.26	7,524.15	7,862.64	338.49
Cost of Democracy	0.00	0.00	2,073.00	-727.70	0.00	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	1,137.23	12,113.93	11,613.93	-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	0.00	6,965.00	12,765.00	5,800.00
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	1,478.84	14,788.38	14,788.38	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	138.33	2,185.41	2,101.84	-83.57
Chapel Business Rates	135.15	135.15	135.15	135.15	135.15	135.15	135.15	135.15	135.15	135.15	1,351.46	1,351.46	0.00
All cemetery management	0.00	16.38	0.00	0.00	27.00	0.00	0.00	24.48	0.00	0.00	67.86	193.38	125.52
Play equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	778.00	0.00	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	2,889.55	38,250.05	43,814.00	5,563.95
Street furniture	400.00	353.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	753.99	903.99	150.00
Street Lighting energy	530.00	530.00	530.00	530.00	530.00	530.00	530.00	530.00	386.00	458.00	5,084.00	5,084.00	0.00
PWLB interest	87.53	87.53	87.53	83.24	83.24	83.24	83.24	83.24	83.24	78.92	840.97	840.97	0.00
Public Realm	1,017.53	971.52	617.53	613.24	613.24	613.24	613.24	613.24	469.24	536.92	6,678.96	6,828.96	150.00
Church Street energy	83.29	141.91	80.00	71.17	65.98	81.33	63.84	94.91	100.09	115.14	897.66	1,217.52	319.86
Church Street water	0.00	399.03	0.00	0.00	444.71	0.00	0.00	435.30	0.00	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	67.37	673.65	673.65	0.00
Prentice St Water	0.00	180.35	0.00	0.00	218.44	0.00	0.00	246.72	0.00	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	27.91	321.03	362.71	41.68
Donation Points	194.05	35.90	35.90	35.90	35.90	35.90	35.90	35.90	35.90	35.90	517.15	522.54	5.39
Washroom Cleaning & Consumables	771.45	843.95	892.25	746.61	792.83	917.99	720.33	825.41	746.61	744.76	8,002.19	8,253.41	251.22
Washroom Minor Maintenance	110.00	1,360.50	0.00	0.00	304.99	274.97	0.00	240.00	0.00	0.00	2,290.46	2,680.46	390.00
Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
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	991.08	14,626.69	15,530.32	903.63
Water Street green maintenance	48.29	48.29	48.29	48.29	48.29	48.29	48.29	48.29	48.29	48.29	482.92	482.92	0.00
Water Street Business Rates	216.23	216.23	216.23	216.23	216.23	216.23	216.23	216.23	216.23	216.23	2,162.33	2,162.33	0.00
Water St	264.53	264.53	264.53	264.53	264.53	264.53	264.53	264.53	264.53	264.53	2,645.25	2,645.25	0.00
Small Grants (combined)	375.00	500.00	0.00	0.00	350.00	1,500.00	0.00	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	75.00	3,338.17	3,500.00	161.83
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	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	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	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	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	75.00	6,063.17	6,283.86	220.69
EV Costs	179.72	76.14	138.77	113.34	12.64	12.64	12.47	12.24	12.47	12.87	583.30	607.07	23.77
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	1,000.00	10,000.00	10,000.00	0.00
Contingency	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	500.00
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	9,850.14	133,255.17	143,436.67	10,181.50
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	2,404.50	-6,736.72	-17,137.16	10,400.43
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	0.00
LNP Costs	124.00	0.00	0.00	30.00	1,000.00	16.00	40.00	0.00	96.00	0.00	1,306.00	3,210.00	1,904.00

		Mar 25	Jan 26	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	953.75	-867.26	Burial Income Accrued of £1,060 at March.
Prepayments		1,095.98	3,000.75	1,904.77	Mainly Business Rates and Insurance
VAT Refunds		3,926.07	1,297.44	-2,628.63	Playquip and Suffolk Street Lights VAT now recovered
		<u>6,843.06</u>	<u>5,251.93</u>	<u>-1,591.12</u>	
Cash at Bank	Bus Prem	394,845.94	405,862.14		
	Current Acc	3,242.82	3,563.19		
		<u>398,088.76</u>	<u>409,425.33</u>	11,336.57	Precept and Cleaning Grant for whole year received
Trade Creditors		-21,393.91	-4,317.41	-17,076.50	Playquip and Suffolk Street Lights now paid
Accruals		-16,511.59	-25,260.32	8,748.73	Legal Fee Accrual £8,000
Deferred Income		0.00	-22,610.89	22,610.89	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>-181,788.91</u>	<u>14,283.12</u>	
Loans		-66,059.55	-59,564.60	-6,494.95	Capital Repayments made
Net Assets		<u>318,300.91</u>	<u>320,258.19</u>	<u>1,957.28</u>	
General Funds		195,927.66	192,663.24	-3,264.42	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	56,995.64	10,000.00	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>320,258.19</u>	<u>1,957.28</u>	
Imbalance		0.00	0.00	0.00	

	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	-6,736.72	700.00	1,272.30	1,500.00	0.00	0.00	192,663.24	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	10,000.00	0.00	0.00	0.00	0.00	0.00	56,995.64	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	3,263.28	0.00	0.00	0.00	-1,306.00	0.00	320,258.19	0.00

Current

31/12/2025 Balance Brought Forward	2,363.08
05/01/2026 Toilet Donations: Cash	60.00
06/01/2026 Transfer from Business Premium	15,000.00
07/01/2026 Supplier Payment: Onsite IT	-77.76
07/01/2026 Supplier Payment: JPB Landscapes	-3,197.23
07/01/2026 Supplier Payment: Infinity Cleaning	-895.94
07/01/2026 HMRC Dec Qtr PAYE	-2,792.77
07/01/2026 Andrew Smith: Dec Net Wages	-2,368.92
09/01/2026 Supplier Payment: British Gas	-13.09
12/01/2026 Toilet Donations: Card	29.45
13/01/2026 Supplier Payment: British Gas	-105.09
15/01/2026 Supplier Payment: Command Pest Control	-159.00
16/01/2026 Supplier Payment: British Gas	-27.83
16/01/2026 Public Works Loan Board: Repayment	-3,759.79
19/01/2026 Supplier Payment: EE	-12.96
19/01/2026 Toilet Donations: Card	9.50
20/01/2026 Supplier Payment: BT	-80.69
21/01/2026 Christmas Lights Donation: Parlour	30.00
22/01/2026 Christmas Lights Donation: Lion House	30.00
23/01/2026 Christmas Lights Donation: Inside Out	15.00
23/01/2026 Christmas Lights Donation: Retail Therapy	40.00
26/01/2026 Toilet Donations: Card	3.80
27/01/2026 Christmas Lights Donation: Chilli and Chives	15.00
27/01/2026 Deacons: V Weaver	440.00
28/01/2026 Supplier Payment: Cardless Go Paya	-43.08
29/01/2026 Supplier Payment: HP Inks	-13.49
30/01/2026 Supplier Payment: Sterling Electrics	-925.00
31/01/2026 Balance Carried Forward	<u>3,563.19</u>
31/01/2026 Per Bank Statement	3,563.19
	0.00

Premium

31/12/2025 Balance Brought Forward	419,714.00
06/01/2026 Transfer to Current Account	-15,000.00
09/01/2026 HMRC VAT Refund	1,148.14
31/01/2026 Balance Carried Forward	<u>405,862.14</u>
31/01/2026 Per Bank Statement	405,862.14
	0.00

Today: 02 Feb 2026



LAVENHAM PARISH COUNCIL

Transactions

COMMUNITY 20-83-50 00567094

Available balance	£3,576.54
Last night's balance	£3,563.19
Overdraft limit	£0.00

Showing 8 transactions between 26/01/2026 and 02/02/2026 from 26/01/2026 to 02/02/2026

Date	Description	Money in	Money out	Balance
02/02/2026	Counter Credit LAVENHAM COMMUNITY rent playing field BG C	£1.00		£3,576.54
02/02/2026	Counter Credit CHARITIES TRUST CP14679 BGC	£12.35		£3,575.54
30/01/2026	Bill Payment STERLING ELECTRICS PC - 00820 BBP		-£925.00	£3,563.19
				3,563.19

Today: 02 Feb 2026



LAVENHAM PARISH COUNCIL

Transactions

Business Premium ME 20-83-50 20567116

Available balance	£407,095.64
Last night's balance	£405,862.14
Overdraft limit	n/a

Showing 3 transactions between 06/01/2026 and 02/02/2026 from 03/01/2026 to 02/02/2026

Date	Description	Money in	Money out	Balance
02/02/2026	Counter Credit BABERGH PAYMENTS 0 BGC	£1,233.50		£407,095.64
09/01/2026	Counter Credit HMRC VTR XSV126000100262 BGC	£1,148.14		£405,862.14
06/01/2026	Funds Transfer 208350 00567094 FT 208350 00567094 FT		-£15,000.00	£404,714.00

405,862.14

Review of Standing Orders, Standing Financial Regulations (including Review of Internal Controls) the Scheme of Delegation and the Authority to Commit Resources

Changes to Standing Orders:

At its meeting of 6th March 2025 Council amended its Regulations as follows:

- a) Matters on which Members of the Public may speak and ask questions was widened and proxy representations now accepted with the consent of the absent Member of the Public.
- b) Councillors may speak for three minutes not five minutes unless agreed by the Chairman.
- c) Standing orders continue to govern the proceedings of Council meetings but where a matter is not detailed within the Standing Orders then the Chair will use his/her discretion.
- d) Custom of allowing Parish Councillors to speak in Public Time as Members of the Public was established as a right.

At its meeting of 1st May 2025 Council adopted insignificant technical changes required by NALC.

No changes are proposed, except (consequent of Council decision 5th February 2026) deleting the erasure of recordings. The changes required by the revised NALC Model Standing Orders issued March 2025 had already been adopted by Council

Changes to Standing Financial Regulations:

At its meeting of 6th March 2025 Council amended its Regulations as follows:

- a) Review of the effectiveness of its system of internal controls is undertaken by the review of the Standing Financial Regulations which detail the system of internal controls.
- b) Each months Bank Reconciliation will be included in the Working Papers and be voted on.
- c) Contract advertising thresholds. Minor changes of amounts as required by law.

At its meeting of 3rd April 2025 Council amended its procurement rules to make clear that Contracts must not be split to avoid compliance with spirit of procurement rules.

On 5th March 2025 NALC issued revised Regulations which whilst they make no substantial changes include a new section called 'Risk Management and Financial Control' and contain amended clauses in Bold Type. It is compulsory to adopt all clauses in Bold Type.

No changes to the controls over purchasing or payments are made for the avoidance of doubt these remain:

Over £30,000 spend: Tenders

Spend £3,000 to £30,000: 3 quotations

Spend £1,000 to £3,000: strive to obtain 3 estimates

Spend less than £1,000 shall seek to achieve value for money.

RFO authority to spend up to £1,500 per month for proper functioning of Council or safety of the Public.

LAVENHAM PARISH COUNCIL:

Two people required to make any payment.

The Revised Regulations must be adopted but they contain no substantial changes.

Changes to Scheme of Delegation:

At its meeting of 6th March 2025 Council amended its Regulations as follows:

- a) Routine Communications: Parishioner/public enquiries received by telephone/email/post: 'Acknowledge receipt within 5 days or full response within 20 working days'.
- b) Banking: The RFO shall ensure that the Clerk and three Councillors each have unique passwords to the Banking Software'.

A change is proposed to improve the example given of a matter which needs to be resolved between Council Meetings

Changes to Authority to Commit Resources:

No significant changes. All changes highlighted in the Document.

Motion: Council has reviewed its Standing Orders, Standing Financial Regulations (including system of internal controls), Scheme of Delegation and Authority to Commit Resources. It considers these documents including the system of internal controls to be appropriate.

Risk Register

Background:

On 6th March 2025 Council passed the following motion:

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

Motion: to review and approve the Risk Register

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

This years review:

Cllr Mawfords suggestion has been adopted.

This year the Register has been thoroughly reviewed considering events during this Clerks three years employment.

Risks concerning Physical Equipment are now the first category on the register. This area is considered to contain significant risks.

Assets such as streetlights and benches are distributed throughout the village and contain no moving parts but the Toilets (electrical, plumbing and ironmongery failures) and the Playground Equipment present risks to users.

No incidents have been reported concerning streetlights and benches etc other than lights not working and very occasional reports of dirty benches. Minor repairs have been required on the play equipment and the play equipment has been subject to low level vandalism but there have been no reports of injuries. The toilets though have developed leaks, failures to flush, sewerage spills and locks have failed making it difficult for users to exit. Council has no out of hours maintenance service for these facilities.

Financial Risks including Fraud remain present but are more easily controlled. The appropriate controls are in place and no issues have arisen. Unlike the management of Physical Assets the small size of the Parish Council assists very good risk management of Financial Risk. The financial risk which is most difficult to manage is poor management of high value Capital projects.

Management Risks are now split out from Financial Risks. Council has reviewed and expanded its policies and procedures to reduce these risks. Inappropriate behaviour by Members and Employees including full declaration of Members Interests require ongoing monitoring.

Motion:

The risk register is approved.

LAVENHAM PARISH COUNCIL – RISK ASSESSMENT

This register is revised each year reflecting on the events of the year and changes in the circumstances in which Council operates.

It is divided into three sections: Physical Equipment, Financial and General Management.

PHYSICAL EQUIPMENT

Subject	Risk(s) identified	Likelihood	Consequence	Management/Control of Risk	Review/Assess/Revise
Assets (General)	Loss	L	L	Assets Register to be reviewed and updated annually prior to renewal of Annual Insurance policy.	Existing procedure adequate
Assets (General)	Damage and injury to third parties	L	H	Assets are distributed across the village making monitoring difficult. Council has only one employee and no out of hours backup. All assets are insured and maintained. Clerk has power to authorise emergency repairs.	Existing procedures adequate
Toilets	Electrical, plumbing or ironmongery failures. Fire and vandalism. Inadequate cleaning. Inappropriate behaviour	M	H	Emergency cords in all toilets. Examined at least three times a week by cleaners. Council contact information is displayed in all cubicles. Clerk has power to authorise emergency repairs. Modern design. Insurance.	Existing procedure adequate
First Meadow: Play equipment and wooden footbridge	Damage and injury to third parties	L	H	Play equipment supplier carries out twice-yearly RoSPA checks, all required repairs are carried out. Fortnightly visual checks by Clerk. Ground maintenance contractor reports back to Parish Council if any faults noticed (contracted to visit at least monthly). Roadside boundaries fenced, self-closing pedestrian gates, road warning signs at exits. Natural boundary, i.e. long grass/nettles, deter access to riverbank. Insurance cover held.	Existing procedures adequate
Street Furniture	Damage and injury to third parties	L	H	Wooden benches owned by the Parish Council in various locations. Annual Inspections.	Existing procedure adequate

				Street Lights are only 5 years old. Faults reported to the Council by the public or Councillors are dealt with. Insurance cover for damage or injury to third parties	
Lady St	Damage and injury to third parties	L	L	Used most days by The Hub who would report any issues	Existing procedure adequate
Water St Gas Works and Car Park	Damage and injury to third parties	L	L	Annual inspection of Gasworks for leaks and other deterioration. Ground maintenance contractor reports back to Parish Council if any faults noticed (contracted to visit at least monthly).	Existing procedure adequate
Cemetery and Chapel of Rest	Damage and injury to third parties	L	L	Ground maintenance contractor reports back to Parish Council if any faults noticed (contracted to visit at least monthly). Other faults reported by Councillors or the public and are dealt with. Insurance cover held. Area visited regularly by Chapel of Rest opening Group	Existing procedure adequate
Churchyard wall and gates	Damage and injury to third parties	L	L	No formalised programme of inspections. Faults/damage reported to the Council by Churchwardens, public or Councillors.	Existing procedure adequate
Bus Shelter	Damage and injury to third parties	L	L	No formalised programme of inspections. Faults/damage reported to the Council by public or Councillors	Existing procedure adequate
Office and Meeting locations	Health and Safety	L	L	Council meets in the Village Hall. Clerk has a modern Parish Office. Premises adequate for comfort of Clerk, Council and public attending	Location adequate
		L	L		

FINANCIAL

Subject	Risk(s) identified	Likelihood	Consequence	Management/Control of Risk	Review/Assess/Revise
Bank and banking	Inadequate checks	L	H	All payments have a separate inputter and authoriser and movements on bank accounts are reported in summary and detail each month. No Petty Cash is held. Fidelity Insurance purchased.	Existing procedures adequate
	Insolvency of Banks	L	H	Bank with Barclays who are one of the big four with a high credit rating.	
Council records – electronic	Loss through theft/fire/damage/	L	H	Cloud Based storage and on PC Laptop. Internet not required to access records on PC Laptop,	Existing procedures adequate
Financial records	Inaccurate	L	H	Full Accounts covering Income and Expenditure,	Existing procedures adequate.

	records Inadequate records Financial Irregularities			Balance Sheet, Earmarks and Reserves and Cashflow are tabled at monthly Council meetings. The Council has Financial Regulations and Standing Orders which set out the requirements. Segregation of duties is high. Internal Audit each year.	Regulations reviewed and re-adopted each year.
Insurance	Adequacy Cost	L	H	Cover reviewed as necessary. Purchased through Community Action Suffolk who are experienced in the insurance needs of Parish Councils. Public Liability and Employers Liability Insurance each of £10million together with Property Insurance are main covers but Fidelity Insurance and Trustees Insurance etc also purchased.	Review annually
Poor including corrupt purchasing and Poor Contract Management.	Work awarded incorrectly Overspend on services	L M	M M	Normal practice is to seek at least 3 tenders/quotations for contracts above £1,000 Clerk checks invoices against quotation accepted Lead Cllr nominated for all capital projects	Scheme of Delegations and Financial Regulations in place which detail purchasing procedures and these are reviewed annually
Business continuity	Risk of Council not being able to continue its business due to an unexpected or tragic circumstance	L	L	Loss or long-term incapacity of a Clerk, loss or theft of records, full or majority replacement of the Council at an election. Council operates no services on which the public is dependent every day for essential supplies. Council could revert to approving individual invoices and payments in public and maintaining a cashbook and the accounting records could be written up later. Through the IT provider Council could access the Clerks emails.	a) All Council Documents are now on the Cloud. b) Chair very closely involved with work of Clerk. c) Working Groups are separate to Clerk and are long established. d) Council Policies updated and expanded so how Council should operate has been documented. e) Banking system can now be operated by any two of the Clerk and three Councillors. f) Many key suppliers are paid by Direct Debit
Council records – paper	Loss through theft/fire/damage	L	L	No records stored at the home of the Clerk. Paper Records held in the Parish Office are in a locked fire-resistant cupboard. All significant records scanned.	Existing storage adequate
Solvency and Precept	Adequacy of Precept.	L	L	Reserves are monitored. Precept set at Budget Meeting. District Council will assume Precept as	Existing procedure adequate

	Failure to submit precept request.			prior year if no form submitted. Council can raise precept as it determines should solvency become an issue.	
Grants – receivable	Receipt of grants	L	L	Income is budgeted and the monthly reporting process includes variance analysis and reporting of all monies received.	Existing procedure adequate
Salaries incl HMRC compliance	Incorrect salary paid	L	L	Seago and Stopps Payroll Services process wages and PAYE. Payslips emailed to Clerk and are paid via the controls over internet banking. No allowances paid to Parish Councillors	Existing procedure adequate
VAT	Claiming refund	L	L	Clerk makes claim monthly. Claim is usually less than £1,000. VAT Account is reconciled and is a separate line on the Balance Sheet presented to Council each month. Internal Audit report on this item.	Existing procedure adequate

MANAGEMENT

Members Interests	Conflict of Interest	M	M	Declaration of Interests and requests for dispensations are early Agenda Items.	Monitor.
	Register of Members Interests not being up-to-date or being incomplete	M	M	In a community of only 2,000 people conflicts of interest are possible. Register of Members Interests forms are reviewed annually but accuracy depends on Cllrs. Cllrs are repeatedly offered Code of Conduct training. Council is only a consultee with respect to Planning; it is not a decision maker.	
Members and Employees Conduct	Inappropriate Behaviours	M	M	Code of Conduct, Communications, Complaints, Equality and Diversity, Health and Safety, Safeguarding and Social Media Policies. Clerk can be dismissed but Members cannot be, Monitoring Officer supervises Members conduct.	Monitor.
Freedom of Information Act	Policy	L	L	Council has adopted all the policies and procedures required by the ICO and has published these on its website .GOV email accounts introduced to improve quality of responses.	Existing procedure adequate
Data Protection	Inadequate	L	L	The Council is bound by and adheres to the legal	Existing procedure adequate

	<p>policy and process for handling any requests received.</p> <p>Security of data held.</p>			<p>requirements of both the Data Protection Act 2018 and General Data Protection Regulation (GDPR). The Council is registered with the Information Commissioner's Office (ICO) as a Data Controller.</p> <p>Council has IT and Privacy policies which aim to secure data. Council's financial information is all in the public domain the only data which is not in the public domain is emails sent and received and email addresses of those who correspond with Council. Council only has the bank account details of its suppliers and not members of the public.</p>	
Legal powers	Illegal activity or payments	L	L	All payments are minuted at full Parish Council meetings. The relevant Power used is documented and S137 payments are tracked.	Existing procedure adequate
Minutes/Agendas/ Notices	Accuracy and legality	L	L	Minutes and agenda produced in prescribed method by Clerk and follow legal requirements. Minutes approved at the next Council meeting. Minutes published as per legal requirements. Public is invited to attend Council meetings.	Existing procedure adequate

March 2026

Motion to approve Heelis and Lodge as Internal Auditors:

It is a requirement that each year Council appoint an Internal Auditor, for several years Council appointed Heelis and Lodge who are based locally, understand the financial affairs of this Council and charged £400.

The auditor is an experienced Parish Clerk who has been an active member of the Suffolk Branch of the Society for Local Council Clerks since 2006.

Motion to approve Appointment of Heelis and Lodge as Internal Auditors for the year ended 31 March 2026 at a cost of not more than £500 plus VAT

9

BDC

LPC

Feb-26

05026/05094 Patch Cottage 84 High St
04224 Second Meadow

Replacement and erection of a new extension to the rear
Wellness Centre

Approval
Refusal. Appealed. Refused.

Approval
Refusal

Open items:

03022/3 The Old Rectory
04033/4 Hall, Hall Rd

Planning Perm and Listed Building Consent Doorcase
Planning Permission and Listed Building Consent Proposed replacement entrance gates

Refusal. Appealed.
Refusal. Appealed.

Refusal
Approval

05313 Anchor House, 27 Prentice St
05426 Chilton Woods, Sudbury
05163 Pegtile Court

Listed Building Consent - Proposed roof repairs
Reserved Matters 269 dwellings
Installation of an Air Source Heat Pump

Ongoing
Ongoing
Ongoing

Approval
No Comment
Need Listed Bldg Application

00299 6 Market Place
00604 14 Market Place

First Floor conversion back to residential
Fell a cedar tree

Ongoing
Ongoing

Ongoing
Ongoing

Lavenham Parish Council Planning Group.

Planning Applications for consideration at LPC meeting on 5th March 2026 part 1

Full Planning Application - Change of use of first floor from tea room back to (C3) residential use.

First Floor 6 Market Place Lavenham CO10 9QZ

Application. No: DC/26/00299 | Received: Mon 26 Jan 2026 | Validated: Wed 04 Feb 2026 | Status: Awaiting decision

The building is Grade II listed and is in the Conservation Area.

The applicant is requesting that the change of use of the top floor approved in the previous application "[Full Planning Permission - Change of Use of first floor from \(C3\) to extend tea room to both floors. Ref. No: DC/21/01136 | Status: Granted.](#)" is reverted back to residential use.

No structural changes were required for the change of use of the top floor to tearoom.

The reason for this change, as stated in the application, is that the applicant wishes to re-occupy the upstairs part of the property as the upstairs has not proved economically viable as extended tearoom space. The application helps support this popular local business.

No change is proposed to the structure of the property, only a change of use, hence no Listed Building Consent application is required as the Heritage Assets are not affected.

The relevant policy to this type of change of use is in the Local Neighbourhood Plan 2016 is C9. However, this is only applicable to ground floor change of use – see extract

Policy C9: Lavenham's Retail Core;

The vitality and viability of Lavenham's Retail Core Area must be protected and enhanced. The Retail Core Area is shown on the Map 9.9 and consists of:

- No. 1 High Street to 46 High Street and properties between No 60c High Street and The Swan Hotel.
- Nos. 1 and 2 Church Street
- Nos. 71 to 76 Water Street, Nos. 8 and 12 Water Street and the Swan Hotel
- No. 10 Lady Street, The Tourist Information Centre, Swan Hotel and Guildhall
- The Market Place

Change of use of ground floor shops or services to residential within the core retail area will only be considered favourably if the business has been marketed diligently at a fair market price and continuously for at least one year.

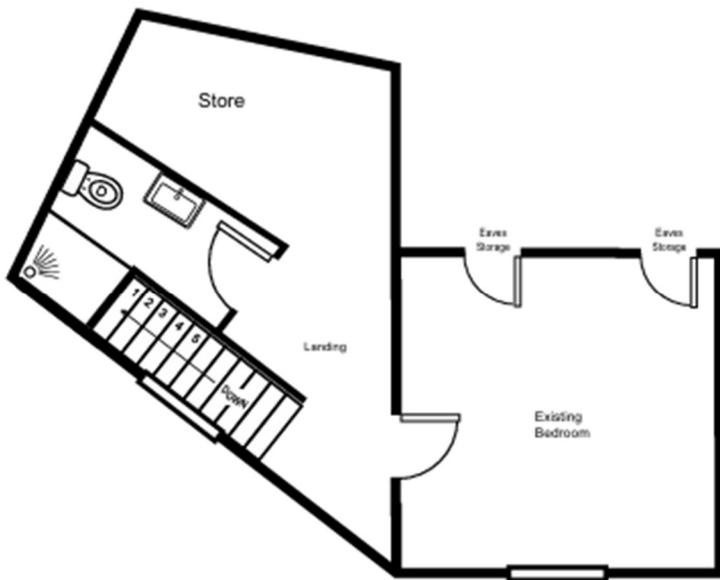
Proposals within the Retail Core Area that diversify and enhance the range of shops and services will be supported provided that proposals are of an appropriate size in keeping with the existing character of the Retail Core Area; will not lead to severe traffic congestion; adequate parking and servicing arrangements are available; proposals will not generate unacceptable noises, fumes, smells or other disturbance to neighbouring properties.

Any residential use should be for the owners use only and not for letting.

No Recommendation agreed by Planning Group - to be discussed at the meeting.



Location plan



Upstairs plan unchanged – no structural changes

Lavenham Parish Council Planning Group.

Planning Applications for consideration at LPC meeting on 5th March 2026 part 2

Notification of Works to Trees in a Conservation Area - Fell 1 No. Red Cedar (T1)



13 - 14 Market Place Lavenham Sudbury Suffolk CO10 9QZ

Application. No: DC/26/00604 | Received: Thu 12 Feb 2026 | Validated: Wed 18 Feb 2026 | Status: Awaiting decision

This is not a native species and it is quite large for its location.

Heavy pruning is not appropriate for most conifers.

It is currently the only tree that can be seen in the photo, we should encourage the applicant to plant a new tree somewhere in the garden to encourage wildlife.

Recommend approval



Lavenham Neighbourhood Plan Revision Group

Steering group meeting 10th February 2026

Agenda and minutes

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

Apologies: Charles Posner

Minutes of previous meeting: Agreed

Matters arising: Under AoB Traffic report was funded by Parish Council and not BDC. LEO report was funded by BDC grant of £10,000.

Parish Council update: The small revisions and the draft Newsletter were agreed. It was confirmed that Jack Norman, following her election to the PC, can remain on this group.

Survey questionnaire and timetable: Unchanged.

A group of volunteers to help deliver the Newsletter and Survey have agreed to help. This will help greatly. Proposed to get it all printed ready for delivery.

Timetable remains;

Newsletter to residents by Monday 16th March.

Survey to residents by Monday 23rd March.

Survey return date 13th April.

Note: Drop-in events Sunday 29th March, Village Hall 11.30 until 2.30 and

Wednesday 1st April, Guildhall 5 until 8.

Open Spaces report: The group has met and good progress made, and will present its findings at our next meeting. The downloading of this data may best be undertaken by our landscape advisor and will be contacted accordingly.

JLP and call for sites: The inference in the recently distributed JLP Sustainability Appraisal Scoping Report is that land allocations for the districts may be forthcoming sooner than expected. Thus, we will carry out a desk top appraisal at our April meeting. This report is also relevant to our Open Space review.

Base line information: This report was to be undertaken in April. However, again due to the JLP paper referred to above, this will be brought forward and the relevant professional advised. This document is a demographic and socio-economic review of the village.

This is budgeted for and as the budget is covered fully by CIL funds (and not the precept) the Chair advised that this work could be undertaken at our convenience.

AoB: The website needs attention. Currently it is a crude development site and now needs some professional input. A volunteer will be sought to help with this.

Next meeting: 10th March, at Tenterpiece.

Review of Toilet Charging Arrangements

Background:

At its meeting of 4th December 2025 Council resolved to:

‘to conduct a rapid investigation of options to reduce costs of providing public washrooms for decision by March 2026, earmark the remaining balance in NCIL for the installation of a toilet payments system until March 2026’

The Council has budgeted Donation Income of £2,300 for 2026/27 and estimated costs are £18,752.

Subsequent Events:

SALC has confirmed that a PC without the Power of Competence can charge for the use of public toilets and reclaim all VAT charged to it without registering for VAT.

Online research revealed that

- a) Weymouth Town Council paid £5,200 per door (including new doors which are approx' £1,600 each) for a card only system in July 2025.
- b) Knutsford Town Council estimated the cost per door for a card only system as approx' £3,500 in 2023.
- c) Redcar Council spent between £30,000 and £35,000 on installing a card only system in one toilet block in 2024.
- d) Average usage charges are 20 pence to 50 pence.

Enquiries have been made with 3 possible suppliers:

Prentice St 2 doors Cashless	£6,850 to £7,965
Prentice St 2 doors Card and Cash	£9,400 to £11,585
Church St 4 doors Cashless	£12,290 to £15,930
Church St 4 doors Card and Cash	£17,098 to £23,170
Total Cashless	£19,140 to £23,895
Total Cash and Card	£26,790 to £34,755

The suppliers are therefore estimating approximately £3,200 per door for a cardless system and £4,500 per door for a cash and card system in line with the online research.

LAVENHAM PARISH COUNCIL:

Further matters to consider:

Additional local electrician charges will be incurred to supply power to the new equipment.

Maintenance Contracts will have to be entered into.

The ongoing costs of the card devices will be £10 per month per door i.e. £720 per year and 2.45% and two pence per transaction.

Council could consider not charging for the use of the RADAR controlled toilet in Church St.

Cash boxes and card readers are not mounted on the doors, these must be mounted on the walls outside. Council will need to decide whether it wishes to incur the extra cost of recessing cash boxes.



Theft and weight of coins. Currently the most common donation is £1.

Coin jams and equipment failures. Council only has one employee who can resolve these.

Higher expectations of cleanliness. Would cleaning need to be twice per day?

All the toilets are adjacent to pubs which have toilets that are 'free'

Babergh Council permission will be required.

To avoid tailgating the door cannot be locked once it has been opened without paying an additional fee. Unless family members supervise the unlocked door the charge for a family of 4 would effectively be £2.

Whether to install charging at Prentice St and indeed retain Prentice St. 75% of the revenue is at Church St.

Council has £62,000 of CIL of which £33,000 is reserved for the LNP and £7,000 for the Green Willows Streetlight.

LAVENHAM PARISH COUNCIL:

Toilet Charging Economics:

If we were to aim for a three year payback:

Cost of System	£30,000
Running Costs (£10 per door per month at 36 months)	£2,160
Donations Lost over 36 months	£7,500
Maintenance and Repairs to system estimate	£2,000
<u>Total Cost over 3 years</u>	<u>£41,660</u>
Usage required at 46.5 pence per use	89,591
Daily usage required	81

Current annual usage is unknown.

Toilet usage is low in winter (estimated 30 per day) so usage in summer would need to be about 130 per day or 25 or so uses of each of the non- Radar toilets each day.

A leading supplier of charging mechanisms advises in its marketing materials that a usage reduction of 50% should be expected when charges are implemented.

The Hub Lease 2 Lady St

Background:

At the meeting of Council held on 5th February 2026 the Clerk was 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.

Advice Received:

- a) 'It is normally the case that leases contain provisions that prevent a tenant from assigning a lease without the landlord's consent with a statement that the landlord's consent "may not be unreasonably withheld or delayed". That wording is not in this lease, hence the landlord's control'.
- b) The letter from the Trustee of the Hub saying that an assignment could be done via "a deed of assignment to reflect the change of name and structure' and attaching a draft deed of assignment needs further explanation.

'The current tenant will need the Parish Council's consent to assign the lease. Should the Parish Council give that consent it would request the current tenant and the new entity (which would become the new tenant) to enter into a Licence to Assign which would set out the terms on which the Parish Council would be agreeing to the assignment'.

'The current tenant has referred to a "Deed of Assignment". That is actually the document that would be entered into by the current/ outgoing tenant and the new tenant. The document that you would all be party to would be the licence to assign'.

- c) Changes to the term of the lease would require a new lease.
- d) Changes to clauses in the lease such as the repair obligations or rent payable can be done via a deed of variation signed at the same time as the Licence to Assign and Deed of Assignment.

Allotments

Background:

On 5th February 2026 Council passed the following motion:

'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. Additionally, before formally instructing the Solicitor, the Clerk will contact PROW (Suffolk County Council Public Rights of Way) to explain that the PC is proceeding with the legal handover of the allotments and follow up on their 2018 letter to clarify their requirements, if any, concerning legal documentation'.

Subsequent Events:

Suffolk Public Rights of Way were contacted and the historic transfer of title documents which detail a right over the Railway Path were shared with them.

This elicited the following response on 16th February 2026:

'Following initial contact and subsequent information received I can confirm that the matter regarding potential access across Lavenham Footpath 26 over Suffolk County Council owned land is with our property team and appropriate stakeholders including ourselves for review. Can I ask that no forward action or further correspondence is made until such a time that you receive a formal response on the matter'.

Consequent of the motion passed contact has not yet been made with any legal firm.

A Councillor raised a number of queries concerning the draft Heads of Terms which has led to the following clarifications:

- a) The area proposed to be leased is only the allotment area with a right of access to and from the car park area.
- b) The rest of the area will be open space and the attenuation basin.
- c) The car park and the grassed area around the attenuation basin and the basin itself will be maintained by Tillers.
- d) Council will pay a small and controlled contribution towards car park maintenance.
- e) The car park will have a gate on it with a code that only the Members and the Management Company will have.

Outstanding questions asked of Tillers are:

- a) The plan in the planning permission shows a footpath link (bark with timber edges) and bridge across to Dyehouse Wood - great for the Forest School. Will this be implemented and is access public from Lavenham Walk?
- b) The plan in the planning permission also shows some trees planting and a Hedge. Are these, or will these plantings be, done? And will maintenance of these be the responsibility of Tillers?
- c) Will there be general public pedestrian access to the open areas?

Church Street Light

Background:

On 5th June 2025 the owner of a property on Church St wrote concerning a street light:

'The above light is fixed to our house and is has partly come out of the wall to which it is fixed. I am in the process of having re-pointing done as the upper front bedroom has been getting damp in that corner, the area is currently scaffolded.

The builder I am using who is very knowledgeable about houses of this era states that the soft red bricks can no longer support the weight and windage of the streetlight and that water is getting in through the large bolt holes. The white brick is now cracked and loose because of the leverage of the bracket.

Given that the builder is already part through the works I need the light to be urgently removed. I am happy to ask our professional electrician to disconnect the light and the builder and I will take it down so that the repairs can be undertaken in timely manner.

This is the second time this has pulled out the previous time was in 2022 and it is clear that the new lights are way too heavy and large given a strong westerly wind that funnels down Church Street.

May I suggest that our light is discontinued as there is ample light from the Cock Horse that is on all night every night illuminating the whole area'.

Subsequent Events:

The light was disconnected and the fittings are being stored by the property owner.

Complaints have been received concerning the poor lighting in the area particularly where a tree makes the footpath narrow and uneven.



LAVENHAM PARISH COUNCIL:

Attempts to Resolve:

Suffolk Highways were asked whether anything could be done to make the pavement less uneven. They have said that the pavement does not meet their criteria for intervention.

Suffolk Streetlighting:

Have suggested three possible locations for replacement lights

- a) At the side of No 2 Church Rooms at the narrow pinch point within the footpath beneath the tree
- b) Outside (Front Of Path) No 74 Church St
- c) Replacement of existing signpost O/S the PC Office (Junction to the Car Park)



The costs vary a little due to the differences in site locations and requirements etc, all the costs shown below are based on reusing the original lantern which was removed by others and taken into storage by the PC for safe keeping.

- a) £2,407.33 + VAT
- b) £2,200.37 + VAT
- c) £2,327.26 + VAT

Suffolk Street Lighting write: 'All quotations above are based on there being a suitable UKPN underground mains cable within 2 metres of the proposed chosen location, if there is not a suitable source of supply then the costs will increase to suit the necessary required works. Once we know the preferred location, we will then look at the supply source more closely with UKPN to confirm if costs are correct'.

Clerks Thoughts

Councillors will need to determine:

- a) Whether there is a need for a replacement light
- b) Whether Option c) (i.e. by the Parish Office) which does not require an increase to the number of items of street furniture will illuminate the area sufficiently.
- c) Should they determine that there is a need for a streetlight but that option c) (i.e. by the Parish Office) will not illuminate the area sufficiently which of options a) and b) they prefer.

Motion:

The Clerk is instructed to purchase option a) at a cost of £2,407.33 + VAT to be financed by NCIL

Cllrs may wish to amend the motion to change the site or, considering that this is a high pedestrian traffic area, amend the motion to be for two or even three new lights.

Power to light roads and public places: Parish Councils Act 1957, section .3 and Highways Act 1980, section 301

Tree Survey

Background:

On 8th January 2026 the Clerk told Council:

With respect to Tree Surveys six quotes had been obtained with the preferred Quote being from Contractor B at a cost of £2,495. Four of the quotes had been similar and three of the quotes had been very similar at around £2,500. The cheaper quotes are for reduced scope.

Council passed the following motion:

Motion: Council is asked to select Supplier B.

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

The Clerk subsequently persuaded the Supplier to reduce their cost to the amount quoted by Supplier C of £2,380.

Subsequent Events:

The Tree Survey was received on 17th February 2026.

It is some 163 pages long and contains 29 recommendations concerning 27 trees.

The Survey has been forwarded to Suffolk Tree Services for review requesting submission of a costed action plan.

LAVENHAM PARISH COUNCIL:

	Necessary	Tree	Action
1	Cemetery	Scots Pine	Fell
2	First Meadow	Elm	Fell
3	First Meadow	Wild Cherry	Decay Investigation
4	First Meadow	Weeping Willow	Pollard 5m
5	Recreation Ground	English Oak	Decay Investigation
6	Recreation Ground	Field Maple	Fell
7	Recreation Ground	Lombardy Poplar	Inspect & ivy and vegetation clearance
8	Recreation Ground	Common Hawthorn	Fell
9	Recreation Ground	Silver Maple	Remove broken branches
10	Recreation Ground	Silver Maple	Remove Deadwood
11	Churchyard	White Willow	Inspect and remove vegetation
	Appropriate		
12	Cemetery	Scots Pine	Remove broken limb
13	Cemetery	Beech	Remove Deadwood
14	First Meadow	Crack Willow	Pollard 3-4m
15	Recreation Ground	Field Maple	Reduce Crown by 1.5m
	Good Arboricultural Practice		
16-18	Cemetery	Silver Birch x3	Installation of Tree Guards
19	Cemetery	Snowy Mespilus	Installation of Tree Guard
20	First Meadow	Japanese Cherry	Replace damaged tree guard and reinstate stake
	To allow access		
21	Cemetery	Cedar	Sever and strip to permit inspection
22	First Meadow	Hawthorn	Sever to permit inspection
23	Recreation Ground	Lombardy Poplar	Strip to 3m to permit inspection
24	Church	Crataegus Monogyna	Strip to permit inspection
25	Church	Hawthorn	Strip to permit inspection
26	Church	White Willow	Strip to permit inspection
27	Church	Sycamore	Strip to permit inspection
	To manage nuisance		
28	Recreation	Oak	Lift low canopy
29	Church	Lime	Remove from base to prevent encroachment onto footpath

Purchasing a second weekly emptying of street litter bins, by Babergh Council, during the summer months

Background:

The street litter bins frequently overflow during the summer months.

In late 2024 Council made the decision to purchase an extra emptying of 12 bins each Friday in addition to the regular bin emptying each Tuesday.

The 2025/26 rate was £83 per bin per year and so 8 months of extra bin emptying (early April 2025 to late November 2025) was purchased at a cost of £55.28 per bin for 12 bins at a total cost of £663.36.

The twelve bin locations were:

Litter Bins:

- a) Church St Car Park: 3 (that would also have the effect of reducing the length of time fly-tipped stuff sits round the bottle banks)
- b) Prentice St Car Park: 1
- c) Market Place: 3
- d) High St (the one by the Bus Stop next to the Butchers, the one by the Green Co-op and the one by the Greyhound): 3

Dog Bins:

- a) Junction of Potland Lane and Hall Road
- b) Entrance to Lavenham Walk on the Bury Rd

Subsequent Events:

The Babergh bin emptying cost has increased from £83 per bin per year to £108 per bin per year and so the cost of the same extra empties is £864 for 2026/27.

Should Council decide to do this the Clerk would aim for the first extra empty to be Friday 20th March (School term ends 20th or 27th March) and the last extra empty on Friday 12th November which would be two weeks after the Autumn term half term break.

Motion:

To purchase a second weekly emptying of street litter bins, by Babergh Council, during the summer months at a cost of £864 per annum.

Power to provide litter bins in streets and public places Litter Act 1983, subsections 5 and 6

Boundary Dispute First Meadow

Background:

On 31st August 2025 a local property owner advised that the boundary fence which is:

'meant to create the boundary between our property and it (First Meadows) is clearly on our side of our dropped kerb at the entrance of the site'.

'This creep into our land is confirmed on the land registry plan and also the vendor advised that the fence had been put up on the Poultry Farm land rather than the parish's'.

The property owner has removed the part of the fence which overlapped the drop kerb.

Photograph prior to fence removal



Photograph taken January 2026 with fence moved North approximately 6 feet, gravel laid and two shipping containers dropped on site



LAVENHAM PARISH COUNCIL:

Subsequent Actions:

The Clerk obtained from Solicitors the title deeds of First Meadow, this took many weeks. These deeds do not clearly show where the boundary should be.

This information was supplied to the local property owner together with the comment that it was the Clerks understanding, from research, that *'my understanding has long been that title plans just show general boundaries and are indicative only'*.

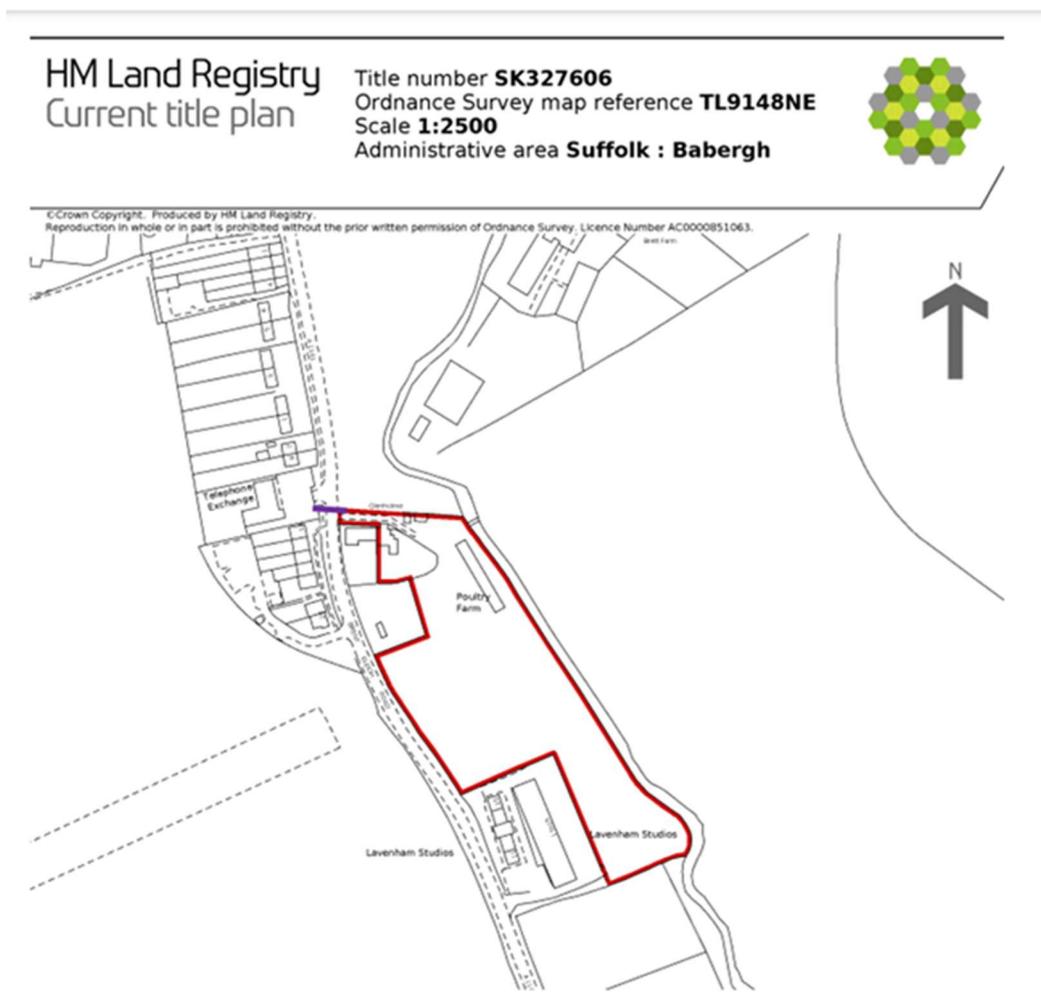
The local property owner has not verified the creep via their land registry plan.

Most recent correspondence:

On 8th January 2026 the property owner wrote that:

'Our starting assumption is that the edge of the boundary is at the top of the red line. The rationale for this is that the top of the red line runs through the wall of the former garages on the land, meaning those structures must have been within the boundary.'

I have extended the end of the red boundary line with a purple line to show where the boundary sits directly opposite on the other side of the road. This line is 180 degrees horizontal, even if it doesn't appear so visually, and you can clearly see it crosses just before the corner of the entrance to the telephone exchange. You'll see that the centre photo—aligned with the purple line—matches the position of the fence post, confirming this as the true edge of our boundary.'



LAVENHAM PARISH COUNCIL:



South (Left)

Centre (Purple)

North (Right)

Not in line with the boundary

Not in line with the boundary

The dropped kerb, which was installed for commercial access, along with the previous owner's confirmation that the fence was originally placed incorrectly, both support our understanding of the correct boundary line'.

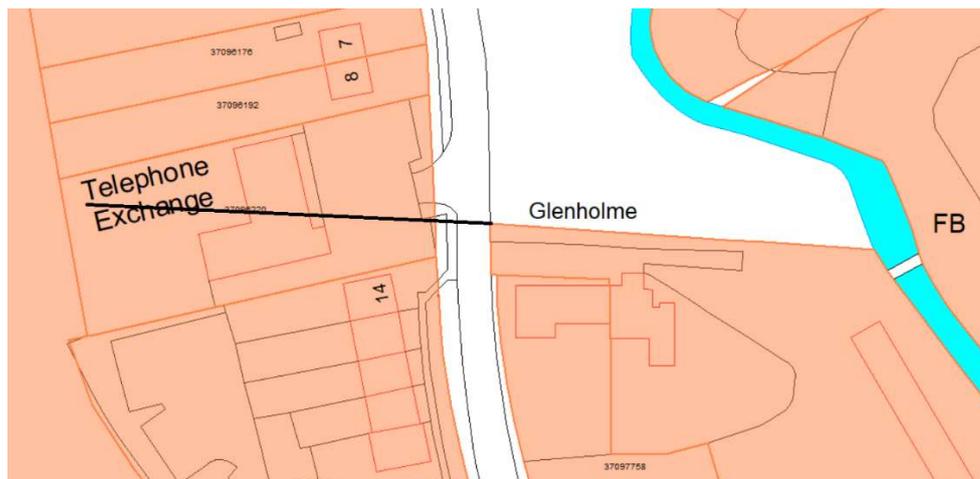
Clerks Thoughts:

The title deed drawing shows the location of the boundary below and a line that intersects the Telephone Exchange Gateway.



LAVENHAM PARISH COUNCIL:

This matches a line on the Parish Council Title Deed Mapping tool



A conclusion could be that the new fence line proposed by the owners follows the orange line on the satellite view (2018) below based on where they have located the boundary fence near the river.

This seems to be based on where the old bushes finished, assuming they were all on the owner's land and not overhanging 1st meadow. These have all now been removed, along with the outbuildings shown on the title deed plan additionally there is no clear reference point for the river end of the boundary.



On the latest satellite view: Orange is the proposed boundary line. Blue is the straight boundary line if it follows the existing fence. The actual line may be somewhere in between, but it is not possible to determine this.



LAVENHAM PARISH COUNCIL:

But given there are no clear reference points the correct boundary line cannot be clearly defined, other than it is a straight line intercepting the Telephone Exchange Gateway.

Clerks Summary:

It is perhaps not clear where the Boundary line should be.

Councillors may determine that the local property owner has made a strong case.

Councillors may determine that the local property owner is correct.

Council should consider whether that case is either:

a) strong

b) correct or

c) somewhat unclear but that it is in the interests of Council to have certainty where the boundary is, Council wishes to be a good neighbour and Council does not wish to incur unnecessary cost.

Council could offer to make a boundary agreement with the local property owner with the costs of this shared as Council determines.

Boundary Agreements can be done informally or by a surveyor and a solicitor.

Council may wish to make clear at the same time who is responsible for maintaining the boundary fence.

Motion:

The Clerk is instructed to offer to share the costs of drawing up an Informal Boundary agreement with the local property owner. The Boundary Agreement to be brought back to Council for formal approval. In exchange for the Parish Councils co-operation concerning this matter the local property owner recognises that the maintenance of the fence between First Meadow and their property is their responsibility.