LAVENHAM PARISH COUNCIL

To: Members of Lavenham Parish Council

You are duly summoned to attend the next meeting of Lavenham Parish Council to be held at 7pm on Thursday 5th November 2026 at Lavenham Village Hall, Church Street, Lavenham.

Chairs Welcome

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

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

At item 6 the public will be invited to give their views/question the Parish Council on issues on the agenda or local matters. Anyone wishing to ask a question or make a statement has 3 minutes each. Matters raised must be in respect of the business on the agenda or local matters only. The Standing Orders of the Council are clear that this public participation session is for ten minutes and that it is at the discretion of the Chair whether further time is allowed. It may not be possible to give everyone the opportunity to speak but I will try to accommodate as many as I can. If your question cannot be answered tonight please contact the Clerk with your name and contact details and you will receive a written response within 28 days.

AGENDA

1. **Apologies and, if applicable, approval of absences**
2. **Declarations of Interest**
3. **To consider requests for dispensations**
4. **Minutes: To approve as accurate minutes of the Council meetings**

   4.a **Meeting held 1st October 2026**
   4.b **Meeting held 15th October 2026**

5. **Chair's Announcements**
6. **Public participation session (10 minutes)**
7. **Local Authority Councillors' Reports**
8. **Clerk/RFO report**

   8.a **Motion to approve Accounts for month ending 30th Sep 2026**

8.b **Motion to approve Receipts and Payments for month ending 30th Sep 2026**
8.c **External Auditors Report and Public Rights**
8.d **Business Rates Valuation Church St Toilets and Office**

9. Planning

9a **Planning Register: Report**

9b **Planning Group: To receive reports and recommendations**

a) 74 Church St DC/26/03928

Application for a Listed Building Consent - Installation of a new handrail

https://planning.baberghmidsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=TL53XOSH0A200

b) Barnsdale, Bolton St DC/26/04520

Application for a Listed Building Consent - Application for works to trees in a Conservation Area

https://planning.baberghmidsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=TN044OSHI7W00

10. Report concerning changes in the NPPF: The National Planning Policy Framework

11. Report concerning the Babergh Mid Suffolk Joint Local Plan and the Babergh Mid Suffolk Strategic Housing and Economic Land Availability Assessment (SHELAA)

12. Lavenham Neighbourhood Plan 3

12a **Minutes, Reports and Draft Newsletter**
12b **Approve Draft Business Survey to be distributed to all businesses in Lavenham**

13. Report and Motions concerning proposed improvements by Suffolk County Council to Lavenham Railway Walk.

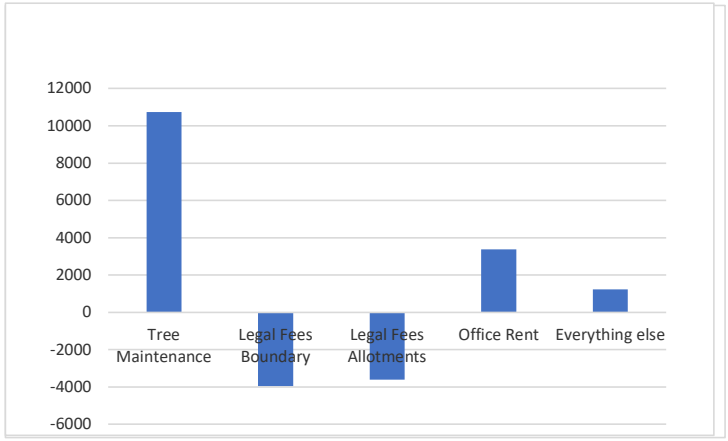
14. Motion concerning applications to the Parish Council for Grants

Date of next meeting – Thursday 3rd December 2026

Andrew Smith. Parish Clerk Date: 30th October 2026

Precept	-0.10
Babergh Cleansing Grant	136.50
Burial Fees	-450.00
Car Park and Toilet Donations	-134.28
Other Donations	-109.85
EV Charging Income	200.00
Interest Received	309.82
Management Costs	-6,368.54
Office costs	2,944.57
Costs of Democracy	0.00
Street Cleaning and Green Maint	9,529.18
Public Realm	-389.99
Toilet Costs	692.66
Water St	147.44
Community Events including Grants	500.00
EV Costs	-201.30
Contingency	1,000.00
	7,806.11
Per Accounts	7,806.11
Check	0.00

Type	£
Tree Maintenance	10,735.00
Legal Fees Boundary	-3,937.00
Legal Fees Allotments	-3,600.00
Office Rent	3,375.00
Everything else	1,233.11
	7,806.11



	April Actual Mth	May Actual Mth	Jun Actual Mth	Jul Actual Mth	Aug Actual Mth	Sep Actual Mth	Actual YTD	Budget YTD	Favourable /(Adverse)	Notes
Precept	11,213.75	11,213.75	11,213.75	11,213.75	11,213.75	11,213.75	67,282.50	67,282.60	-0.10	No variance
Babergh Cleansing Grant	555.56	555.56	623.80	578.31	578.31	578.31	3,469.83	3,333.33	136.50	Received July 2026
Fixed Income	11,769.31	11,769.31	11,837.55	11,792.06	11,792.06	11,792.06	70,752.33	70,615.93	136.40	
Burial Fees	285.00	345.00	0.00	1,440.00	0.00	1,080.00	3,150.00	3,600.00	-450.00	Timing
Car Park and Toilet Donations	239.35	269.35	222.74	236.10	218.25	241.55	1,427.34	1,561.62	-134.28	Insignificant. Deficit is all July and August.
Other Donations	50.00	0.00	68.60	0.00	0.00	166.50	285.10	394.95	-109.85	Insignificant
EV Charging Income	0.00	0.00	0.00	333.33	83.33	83.33	500.00	300.00	200.00	Now being received
Interest Received	200.00	359.53	200.00	200.00	300.29	250.00	1,509.82	1,200.00	309.82	Insignificant
Variable Income	774.35	973.88	491.34	2,209.43	601.87	1,821.38	6,872.26	7,056.57	-184.31	Timing Burial Income
Total Income	12,543.66	12,743.19	12,328.89	14,001.49	12,393.93	13,613.44	77,624.59	77,672.50	-47.91	Timing Burial Income
Management Costs	5,517.65	3,642.32	4,035.15	4,668.15	5,074.15	8,883.14	31,820.56	25,452.02	-6,368.54	Legal fees incurred re Boundary now £4,000, legal fees concerning allotments £3,600
Office costs	1,139.61	697.81	942.45	793.96	1,064.93	-2,697.06	1,941.71	4,886.29	2,944.57	Parish Office Rent Saving £3,375
Costs of Democracy	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	No variance
Street Cleaning and Green Maint	4,331.12	3,202.46	3,209.54	3,578.04	3,338.03	5,947.12	23,606.31	33,135.49	9,529.18	Tree work not yet done
Public Realm	578.92	900.91	578.92	692.57	1,124.57	574.57	4,450.47	4,060.48	-389.99	Defibrillator batteries
Toilet Costs	1,050.71	1,791.15	1,218.20	1,059.17	1,936.40	1,416.22	8,471.83	9,164.49	692.66	Misc items, repairs, energy costs etc
Water St	242.37	242.37	242.37	242.37	242.37	242.37	1,454.20	1,601.64	147.44	Insignificant
Community Events including Grants	0.00	0.00	0.00	0.00	2,500.00	0.00	2,500.00	3,000.00	500.00	Timing. Budget for whole yr unchanged
EV Costs	12.40	-67.20	16.99	0.00	0.00	359.11	321.30	120.00	-201.30	Insignificant
Sinking Fund	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	6,000.00	6,000.00	0.00	No variance
Contingency	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	1,000.00	Contingency
Total Costs	13,872.78	11,409.82	11,243.62	12,034.25	16,280.44	15,725.46	80,566.38	88,420.39	7,854.02	Tree work not yet done
Surplus/(Deficit)	-1,329.12	1,333.37	1,085.27	1,967.23	-3,886.52	-2,112.03	-2,941.79	-10,747.89	7,806.11	

LNP	790.00	750.00	169.00	0.00	0.00	350.62	2,059.62	7,500.00	5,440.38	

	April Actual Mth	May Actual Mth	Jun Actual Mth	Jul Actual Mth	Aug Actual Mth	Sep Actual Mth	Actual YTD	Budget YTD	Favourable /(Adverse)
Staff salaries and Other Consultancy Costs	5,417.65	3,502.32	3,880.15	5,023.15	4,974.15	8,738.14	31,535.56	24,507.02	-7,028.54
Audit and Payroll bureau costs	100.00	140.00	155.00	-355.00	100.00	145.00	285.00	945.00	660.00
Management Costs	5,517.65	3,642.32	4,035.15	4,668.15	5,074.15	8,883.14	31,820.56	25,452.02	-6,368.54
Telephone & broadband	86.91	85.95	85.95	85.95	85.95	85.95	516.66	510.00	-6.66
Website Dev and .gov	64.80	102.30	64.80	68.04	68.04	93.04	461.02	570.00	108.98
Accounting software & computer	190.00	0.00	0.00	0.00	0.00	0.00	190.00	0.00	-190.00
Office Materials	11.24	47.90	11.24	35.51	0.00	31.64	137.53	120.00	-17.53
Data Protection	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Subscriptions & Insurance	284.40	284.40	284.40	284.40	284.40	290.05	1,712.07	1,800.00	87.93
All Training/Cllr expenses	325.00	0.00	0.00	0.00	0.00	0.00	325.00	360.00	35.00
Room hire PC meetings	0.00	0.00	118.80	142.80	0.00	0.00	261.60	420.00	158.40
Office Maintenance	0.00	0.00	0.00	0.00	449.28	0.00	449.28	0.00	-449.28
Digital mapping	0.00	0.00	200.00	0.00	0.00	0.00	200.00	0.00	-200.00
Parish Office Business Rates	93.93	93.93	93.93	93.93	93.93	93.93	563.55	606.29	42.74
Parish Office rent	83.33	83.33	83.33	83.33	83.33	-3,291.67	-2,875.00	500.00	3,375.00
Office Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Office costs	1,139.61	697.81	942.45	793.96	1,064.93	-2,697.06	1,941.71	4,886.29	2,944.57
Cost of Democracy	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Green Maintenance	1,517.08	1,197.08	1,228.58	1,197.08	1,197.08	1,197.08	7,534.01	7,164.55	-369.46
Tree Maintenance and Care	400.00	0.00	0.00	400.00	350.00	2,415.00	3,565.00	14,300.00	10,735.00
Street cleansing	1,556.67	1,556.67	1,556.67	1,556.67	1,556.67	1,556.67	9,340.03	9,316.68	-23.35
Refuse collection bins & dog bins	426.08	288.00	288.00	288.00	72.00	642.08	2,004.16	1,500.00	-504.16
Chapel Business Rates	136.28	136.28	136.28	136.28	136.28	136.28	817.70	810.88	-6.83
All cemetery management	0.00	24.42	0.00	0.00	25.99	0.00	50.41	43.38	-7.03
Play equipment	295.00	0.00	0.00	0.00	0.00	0.00	295.00	0.00	-295.00
Street Cleaning and Green Maint	4,331.12	3,202.46	3,209.54	3,578.04	3,338.03	5,947.12	23,606.31	33,135.49	9,529.18
Street furniture	0.00	321.99	0.00	118.00	550.00	0.00	989.99	600.00	-389.99
Street Lighting energy	500.00	500.00	500.00	500.00	500.00	500.00	3,000.00	3,000.00	0.00
PWLB interest	78.92	78.92	78.92	74.57	74.57	74.57	460.48	460.48	0.00
Public Realm	578.92	900.91	578.92	692.57	1,124.57	574.57	4,450.47	4,060.48	-389.99
Church Street energy	154.33	-57.87	64.30	71.28	0.00	141.59	373.63	523.68	150.05
Church Street water	0.00	540.16	0.00	0.00	406.19	0.00	946.35	843.74	-102.61
Church St Toilets Business Rates	62.62	62.62	62.62	62.62	62.62	62.62	375.70	404.19	28.49
Prentice St Water	0.00	172.35	0.00	0.00	254.85	0.00	427.20	398.79	-28.41
Prentice St non EV energy	30.70	28.91	31.12	-21.77	0.00	57.49	126.45	207.21	80.76
Donation Points	35.90	35.90	35.90	35.90	35.90	35.90	215.40	373.55	158.15
Washroom Cleaning & Consumables	767.16	879.08	984.26	911.14	1,009.82	987.38	5,538.84	5,213.33	-325.51
Washroom Minor Maintenance	0.00	130.00	40.00	0.00	167.02	131.24	468.26	1,200.00	731.74
Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Toilet Costs	1,050.71	1,791.15	1,218.20	1,059.17	1,936.40	1,416.22	8,471.83	9,164.49	692.66
Water Street green maintenance	50.83	50.83	50.83	50.83	50.83	50.83	305.00	304.24	-0.76
Water Street Business Rates	191.53	191.53	191.53	191.53	191.53	191.53	1,149.20	1,297.40	148.20
Water St	242.37	242.37	242.37	242.37	242.37	242.37	1,454.20	1,601.64	147.44
Small Grants (combined)	0.00	0.00	0.00	0.00	2,500.00	0.00	2,500.00	3,000.00	500.00
Christmas trees/lighting	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Xmas Eve Community Carols	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1st Meadow summer facilities	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
Bellward Award	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Community Events including Grants	0.00	0.00	0.00	0.00	2,500.00	0.00	2,500.00	3,000.00	500.00
EV Costs	12.40	-67.20	16.99	0.00	0.00	359.11	321.30	120.00	-201.30
Sinking Fund	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	6,000.00	6,000.00	0.00
Contingency	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	1,000.00
Total Expenses	13,872.78	11,409.82	11,243.62	12,034.25	16,280.44	15,725.46	80,566.38	88,420.39	7,854.02
Surplus/(deficit)	-1,329.12	1,333.37	1,085.27	1,967.23	-3,886.52	-2,112.03	-2,941.79	-10,747.89	7,806.11
Check	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
LNP Costs	790.00	750.00	169.00	0.00	0.00	350.62	2,059.62	7,500.00	5,440.38

		Mar 26	Sep 26	Increase/(decrease)	Notes
Fixed Assets		145,797.03	145,797.03	0.00	No change
Debtors		0.00	0.00	0.00	No change
Accrued Income		234.25	368.95	134.70	No significant change
Prepayments		6,931.20	7,089.61	158.42	No significant change
VAT Refunds		4,785.94	2,789.26	-1,996.67	Birketts and Annual Street Lighting VAT claimed March 2026
		11,951.38	10,247.82	-1,703.56	
Cash at Bank	Bus Prem	231,455.49	314,251.43		
	Current Acc	7,367.83	3,028.83		
		238,823.32	317,280.26	78,456.94	Precept and Cleaning Grant for whole year to 31 March 2027 received
Trade Creditors		-5,938.03	-8,926.47	2,988.44	Bartletts Box Bush Pruning in Sept Creditors
Accruals		-15,493.41	-22,032.54	6,539.13	Street Lighting Maint and Energy accrual and Legal Fees Accruals
Deferred Income		0.00	-71,252.33	71,252.33	Precept and Cleaning Grant for whole year to 31 March 2027 received
		-21,431.44	-102,211.33	80,779.89	
Loans		-59,564.60	-56,278.35	-3,286.25	Capital is repaid twice a year
Net Assets		315,575.69	314,835.43	-740.26	
General Funds		193,631.40	190,689.61	-2,941.79	The deficIt YTD
Ballot Fund		3,527.70	3,527.70	0.00	No change
Lavenham Funds in Trust		1,500.00	1,500.00	0.00	No change
Street Fair Fund		5,565.37	5,565.37	0.00	No change
Sinking Fund		58,995.64	64,995.64	6,000.00	Being increased by £1,000 per month
NCIL		52,355.58	48,557.11	-3,798.47	LNP, replacement Litter Bins and SID solar panel
Total Reserves		315,575.69	314,835.43	-740.26	
Imbalance		0.00	0.00	0.00	

	B/F	Per I and E	Misc	Misc	SID Solar Panel CIL	LNP NCIL	Bins NCIL	C/F	
General Funds	193,631.40	-2,941.79	0.00	0.00	0.00	0.00	0.00	190,689.61	0.00
Ballot Fund	3,527.70	0.00	0.00	0.00	0.00	0.00	0.00	3,527.70	0.00
NCIL	52,355.58	0.00	0.00	0.00	-570.00	-2,059.62	-1,168.85	48,557.11	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	58,995.64	6,000.00	0.00	0.00	0.00	0.00	0.00	64,995.64	0.00
Street Fair Fund	5,565.37	0.00	0.00	0.00	0.00	0.00	0.00	5,565.37	0.00
Total Reserves	315,575.69	3,058.21	0.00	0.00	-570.00	-2,059.62	-1,168.85	314,835.43	0.00

Wendy Bowman	280.00	1,168.85	Broxap
Wendy Bowman	280.00		
Wendy Bowman	230.00		
Places 4 People Accrual	750.00		
Destination Research	150.00		
Sudbury Office Supplies	200.62		
Lavenham Press	169.00		
	2,059.62	1,168.85	
	0.00	0.00	

Current

31/08/2026	Balance Brought Forward	3,408.98
01/09/2026	Toilet Donations: Card	7.60
01/09/2026	Supplier Payment: Anglian Water	-254.85
01/09/2026	Supplier Payment: Anglian Water	-406.19
03/09/2026	NEST; Pension Contributions	-186.55
03/09/2026	Supplier Payment: Mutts Butts	-165.70
04/09/2026	Deacons: Morrey	360.00
04/09/2026	Deacons: Botterall	360.00
07/09/2026	Toilet Donations: Card	3.80
07/09/2026	Supplier Payments: HP Inks	-13.49
09/09/2026	Transfer from Deposit Account	15,000.00
10/09/2026	Deacons: Wearn	360.00
10/09/2026	Supplier Payment: Karzees	-126.00
10/09/2026	Supplier Payment: Paul Holland	-140.00
10/09/2026	Supplier Payment: Suffolk Tree Services	-420.00
10/09/2026	Supplier Payment: Infinity Cleaning	-998.78
10/09/2026	Supplier Payment: Birketts	-1,552.80
10/09/2026	Supplier Payment; Community Action Suffolk Insurance	-2,753.14
10/09/2026	Supplier Payment: Broxap Limited	-1,402.62
10/09/2026	Supplier Payment: Cubitt Theobald	-371.14
10/09/2026	Supplier Payment: JPB Landscapes	-3,365.51
10/09/2026	Andrew Smith: August Net Wages	-2,487.84
11/09/2026	Toilet Donations: Cash	125.00
11/09/2026	Supplier Payment: Land Registry	-7.00
11/09/2026	Supplier Payment: Land Registry	-7.00
11/09/2026	Supplier Payment: Command Pest Control	-159.00
11/09/2026	Supplier Payment: Onsite IT	-81.65
11/09/2026	Grant Payment: Lavenham Good Neighbours	-500.00
11/09/2026	Supplier Payment: Karzees	-50.40
14/09/2026	Supplier Payment: British Gas	-9.17
14/09/2026	Toilet Donations: Card	10.45
16/09/2026	Supplier Payment: British Gas	-81.78
17/09/2026	Supplier Payment: Sudbury Office Supplies via Carroll Reeve	-238.99
17/09/2026	Supplier Payment: Stocksigns	-684.00
17/09/2026	Supplier Payment: Destination Research	-180.00
18/09/2026	Supplier Payment: Washroom Hub	-53.99
21/09/2026	Christmas Lights Donations at Heeks	16.50
21/09/2026	Toilet Donations: Cash	80.00
21/09/2026	Supplier Payment: EE	-16.20
21/09/2026	Supplier Payment: BT	-86.94
21/09/2026	Toilet Donations: Card	1.90
28/09/2026	Toilet Donations: Card	1.90
28/09/2026	Supplier Payment: Liberty Paya Go Cardless	-43.08
29/09/2026	Supplier Payment: HP Inks	-13.49
29/09/2026	Donation: Hire of Christmas Lights	150.00
30/09/2026	Balance Carried Forward	3,028.83
30/09/2026	Per Bank Statement	3,028.83
		0.00

Today: **02 Oct 2026**

BARCLAYS

LAVENHAM PARISH COUNCIL

Transactions

COMMUNITY **20-83-50 00567094**

Available balance	**£3,737.84**
Last night's balance	£3,737.84
Overdraft limit	**£0.00**

Showing **6** transactions between **28/09/2026** and **01/10/2026** from 25/09/2026 to 02/10/2026

Date	Description	Money in	Money out	Balance
01/10/2026	Debit AMAZON* N48LJ6I04 ON 30 SEP BDC		-£10.99	£3,737.84
01/10/2026	Counter Credit HARVEY DARKE FUNER SWANN ASHES 9/10/2 BG C	£720.00		£3,748.83
29/09/2026	Debit HPI INSTANT INK UK ON 29 SEP BDC		-£13.49	£3,028.83

3,028.83

Premium

31/08/2026	Balance Brought Forward	259,786.64
07/09/2026	Barclays: Interest Paid	700.29
07/09/2026	Babergh: Precept	67,282.50
09/09/2026	Transfer to Current Account	-15,000.00
15/09/2026	HMRC: VAT Refund	1,482.00
30/09/2026	Balance Carried Forward	314,251.43
30/09/2026	Per Bank Statement	314,251.43
		0.00

Today: **02 Oct 2026**

BARCLAYS

LAVENHAM PARISH COUNCIL

Transactions

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

Available balance	**£314,251.43**
Last night's balance	£314,251.43
Overdraft limit	**n/a**

Showing **4** transactions between **07/09/2026** and **15/09/2026** from 02/09/2026 to 02/10/2026

Date	Description	Money in	Money out	Balance
15/09/2026	Counter Credit HMRC VTR XSV126000100262 BGC	£1,482.00		£314,251.43
09/09/2026	Funds Transfer 208350 00567094 FT 208350 00567094 FT		-£15,000.00	£312,769.43
07/09/2026	Credit Payment INTEREST PAID GROSS FOR PERIOD 8JUN/ 6SEP	£700.29		£327,769.43

314,251.43

LAVENHAM PARISH COUNCIL:

Agenda Item 8c **Report to Council: 5th November 2026**

External Auditors Report and Public Rights

The required Notice of Public Rights was displayed between 3rd June and 14th July 2026.

The External Auditors issued report is qualified. This means that the External Auditors have concerns.

The concerns relate to **Section 2 Box 11** and **Section 1 Assertion 2.**

On 27th October the External Auditors informed the Clerk that their Qualification issued 29th September 2026 relating to **Section 1 Assertion 2 i.e. Internal Controls was incorrect** and have issued a revised Qualification.

Original Qualifications:

2 External auditor's limited assurance opinion 2025/26

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The AGAR was not accurately completed before submission for review:

- The smaller authority has confirmed that the response to Section 2, Box 11 is incorrect and should be 'Yes'.

Section 1, Assertion 2 has been incorrectly completed. Information has come to our attention that breaches of the internal controls and the Code of Conduct at the smaller authority have occurred during the year under review.

Other matters not affecting our opinion which we draw to the attention of the authority:

We received challenge correspondence in relation to the 25/26 AGAR which we considered before completing our work. The authority will receive an invoice in relation to this additional work.

3 External auditor certificate 2025/26

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2026.

External Auditor Name	PKF LITTLEJOHN LLP		
External Auditor Signature	PKF LITTLEJOHN LLP	Date	29/09/2026

LAVENHAM PARISH COUNCIL:

Section 2 Box 11

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?		✓	*For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.*

The Parish Council's Accounting Records do not hold any amounts which are subject to formal legal Trust arrangements, there are instead earmarked reserves. Therefore, no adjustments to the Accounting Records to exclude such amounts are required to calculate the AGAR Numbers

And so 'No' was given as the answer as no adjustments had been made. Technically the answer should have been 'Yes' as the numbers presented do exclude (the non-existent) Trust transactions.

The wording of this question has slightly changed compared to previous years hence the confusion.

Section 1 Assertion 2

2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		*made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.*

The External Auditors issued, without discussing in advance with the Clerk, the Qualification below, reporting that breaches of the Internal Controls at the Parish Council had occurred during the year under review.

Section 1, Assertion 2 has been incorrectly completed. Information has come to our attention that breaches of the internal controls and the Code of Conduct at the smaller authority have occurred during the year under review.

Other matters not affecting our opinion which we draw to the attention of the authority:

We received challenge correspondence in relation to the 25/26 AGAR which we considered before completing our work. The authority will receive an invoice in relation to this additional work.

The Clerk discussed this at length with the External Auditors. Councillors are aware that Cllr Conduct is generally outside the remit of the PC. These discussions led to the email below received October 27th:

Dear Mr Smith

We issued our final report and certificate for Lavenham Parish Council on 29 September 2026 which contained an except for matter in relation assertion 2, for breaches of the smaller authorities internal controls and the Code of Conduct.

We have since been provided with further clarification regarding the breaches. Had this information been viewed before issuing this report, we would have concluded that no breaches of the internal controls did occur in the year under review and the except for matter should have been included in the report as:

- Section 1, Assertion 2 has been incorrectly completed. Information has come to our attention that breaches of the Code of Conduct by Councillors at the smaller authority occurred during the year under review.

Unfortunately, once we issue our opinion and certify closure we are unable to reissue our report; however this email may be published alongside the final report and certificate for clarification.

PKF Littlejohn LLP

Kind Regards

SBA Team
For and on behalf of PKF Littlejohn LLP

PKF has asked me to write a detailed report to be discussed at the Internal Meeting PKF hold each year, after the audit season, to discuss what went well and where improvements are required and I shall do this.

LAVENHAM PARISH COUNCIL:

Agenda Item 8d **Report to Council: 5th November 2026**

Report concerning Business Rates Valuation for the Church St Toilets and Office

Check case decision notice

Owner/occupier
Lavenham Parish Council
Agent
None appointed
Check reference number
CHK101676167
Property
Lavenham Parish Council Office & Public Conveniences, Church Street, Lavenham, Sudbury, Suffolk, CO10 9QT
Rateable value
£4,250.00 With effect from 01 April 2026
Date Check Submitted
22 July 2026
Date Check Completed
05 October 2026

Decision

Based on the information we hold, the property's rateable value has not changed.

For more information on business rates visit the GOV.UK website.

We are unable to split the assessment as the toilets and the office are occupied by the same party.

The public conveniences are occupied together with the adjoining the parish council office and form part of a single hereditament. They are not separately assessed and do not qualify for exemption. The accommodation remains in use and capable of beneficial occupation. The presence of public toilet facilities within the hereditament does not, in itself, make it exempt from rating. As the facilities form part of the wider parish council occupation, they are correctly reflected within the existing assessment.

What you need to do

You need to carefully review and consider the Check outcome.

If you still believe that the factual details are incorrect and you have further information to provide, you may submit another Check to update the property details and append more detailed supporting evidence.

If you remain of the opinion that the rateable value or other information shown in the rating list is not correct you have the right to submit a Challenge.

A Challenge must be submitted by, 05 February 2027 (4 months from the date of this notice). However, if your Challenge is regarding a change in the locality, you have 16 months from your Check submission date to submit a Challenge.

9a			BDC	LPC
Oct-26				
03515	Jane Taylor's Cottage, Shilling St	Listed Building Consent. Replacement single glazed window etc with double glazed units	Approval	Approval
02969	Poultry Farm Brent Eleigh Rd	Demolition of four bedroom dwelling and replacement with a three bedroom dwelling	Approval	Approval
03394/5	Box Cottage, Prentice St	Replacement of rear extensions with new single storey extension and internal alterations	Approval with conditions re Bat Boxes etc	Approval with conditions re Bat Boxes etc
03737/8	The Lavenhams Bridge St Rd	Replacement 5 external timber doors and bricking up of utility window opening	Approval	Approval
Open items:				
01302	Second Meadows Stables	Erection of a Wellness Centre	Ongoing	Refusal
03671/2	The Grove, 5 Lady St	Replacement of garage with new residential annexe and minor internal alterations	Ongoing	Approval with Conditions
03509	Greenleigh, Sudbury Rd	Outline Planning Permission one new dwelling	Ongoing	Approval with Conditions
03928	74 Church Street	Application for a Listed Building Consent - Installation of a new handrail	Ongoing	Ongoing
04520	Barnsdale, Bolton St	Remove two trees and reduce the size of three trees	Ongoing	Ongoing
04621/2	21 Shilling St	Single storey rear extension including removal of a tree	Ongoing	Ongoing

Agenda Item 9b **Report to Council: 5th November 2026**

Planning Group: To receive reports and recommendations

A) DC/26/03928 74 Church Street, Lavenham.

Application for a Listed Building Consent - Installation of a new handrail

https://planning.baberghmidsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=TL53XOSH0A200

Details | Comments (1) | Constraints (5) | **Documents (9)** | Related Cases (1) | Map

Filter By: Document Type | Document Type: Show All | Apply

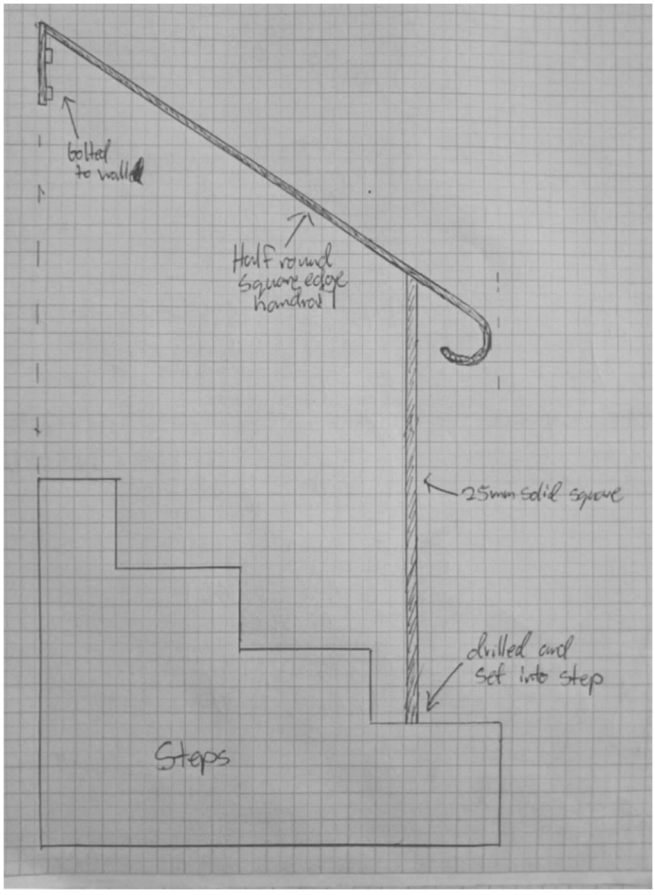
You can select up to 50 documents to download in one archive file at a time.

	Date Published	Document Type	Measure	Description	View
☐	25 Sep 2026	Report		DESIGN ACCESS AND HERITAGE STATEMENT	
☐	25 Sep 2026	Drawing		SITE PLAN	
☐	25 Sep 2026	Drawing		BLOCK PLAN	
☐	25 Sep 2026	Photo		PHOTOS	
☐	25 Sep 2026	Drawing		SITE LOCATION PLAN	
☐	25 Sep 2026	Drawing		SITE PLAN	
☐	08 Sep 2026	Photo		PHOTO	
☐	08 Sep 2026	Drawing		HANDRAIL PLAN	
☐	08 Sep 2026	Application Form		APPLICATION FORM	

Download Selected Files

This is a Grade 2 Listed Building in the Conservation Area.
No Pre-Application advice taken
No documents have been submitted by anyone other than the Applicant.




bolted to wall
Half round Square edge handrail
25mm solid square
drilled and set into step
Steps


74

From the Applicant's Design and Access Statement

1. Special architectural or historic interest

74 Church Street is the right-hand end of terrace mid Victorian brick-built cottage. It is built in red brick with white bricks forming the front corner and other decorative features. It is 1855 according to the date in the terrace brickwork. It clearly replaced much older timber-framed cottages. The four cottages are grade 2 listed. The terrace is built towards the top of church street and as seventy-four is the end house the steepish hill drops away leaving the access to the door of the property requiring four steps up.

2. Setting

74 Church Street lies towards the top of Church Street at the top of the steep hill that leads down to an underground stream at Water Street. It has 1970's development behind the plot at Tenterpiece. Due to the drop of the hill access to the property requires four brick-built steps.

The proposed change is to place a wrought iron rail as per the diagram which is similar in design to others adjacent to it on the left-hand side (as you face) of the existing steps to aid safe access as I am now in my 70's.

3. Fabric

The house red brick built with a tiled roof.

4. Features

There are no specific features of the property itself. The proposed change is to place a wrought iron rail as per the diagram which is similar in design to others adjacent to it on the left-hand side (as you face) of the existing steps to aid safe access as I am now in my 70's. The rail will fix to the front brick wall and angle downwards towards the bottom step ending in in a pleasing curve. The rail will be supported by an upright barley twist rod.

5. Proposal

To affix a wrought iron handrail to the front wall of the house running at hand height parallel to the fall of the four steps and ending in in the rail curving under. It will be supported by a wrought iron upright with a barley twist design. The upright will bolt to the existing steps. The whole will be to the left-hand side (as you face) of the existing steps.

There absolutely no alteration to any of the walls or steps to this building.

6. Impact

There is no impact to the terrace as it the rail will be of very similar design to three others in the immediate vicinity of upper Church Street and it will naturally blend in as it weathers.

7. Access

Vehicle and pedestrian access are unchanged.

Planning Group Recommendation: The Parish Council support this Application

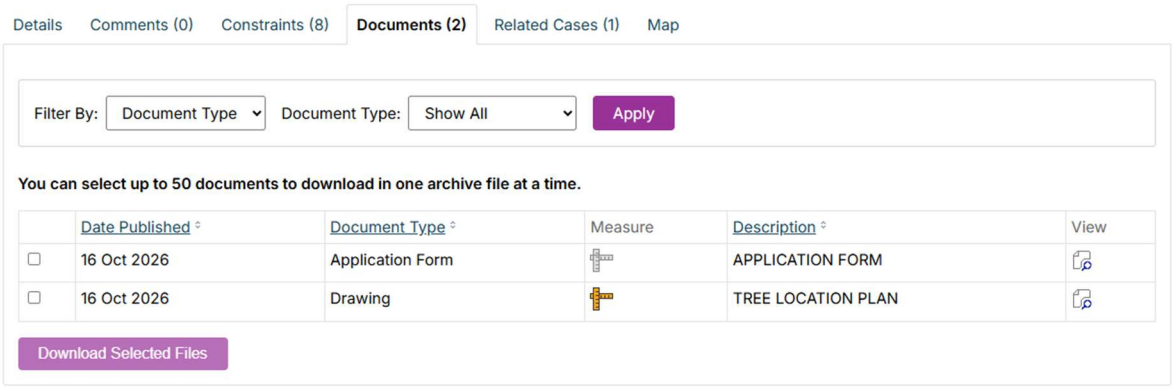
B) DC/26/04520 Barnsdale, Bolton Street, Lavenham

Application for a Listed Building Consent - Application for works to trees in a Conservation Area

https://planning.baberghmidsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=TN044OSHI7W00

Tree 1 - Silver Birch to reduce by 3-4m all around.
Tree 2 - To remove the dead Cherry on the right hand side
Tree 3 - To remove the Pyrus Chanticleer which is sending up suckers into the lawn and border, to poison the stump, the suckers and then grind out the stump
Tree 4 - To reduce back x1 Cherry tree to the previous points and shape the sides
Tree 5 - To reduce x1 Rowan tree by 2m and shape the sides

https://planning.baberghmidsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=TL53XOSH0A200



Agent is Suffolk Tree Services. The trees are not covered by TPOs.
This is within the Conservation Area.
The property is not listed, it is a detached house built in the 1990's with substantial gardens.





Neither of the trees proposed for removal are near properties.

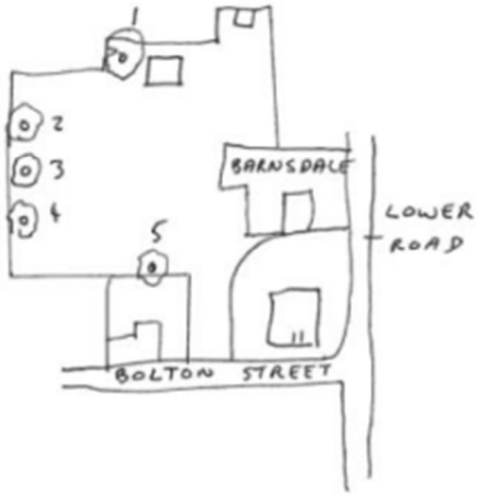
it is not suggested that any of the trees are causing damage to property.

The reasoning for the removal of Tree 2 is stated as being ‘remove the dead Cherry’

The reasoning for the removal of Tree 3 (a non-native tree) is stated as ‘To remove the Pyrus Chanticleer which is sending up suckers into the lawn and border, to poison the stump, the suckers and then grind out the stump’

Appendix 1:

Barnsdale, Bolton Street, Lavenham, CO10 9RG
Tree 1 - Silver Birch – to reduce by 3-4m all around
Tree 2 - To remove the dead Cherry on the right hand side
Tree 3 - To remove the Pyrus Chanticleer which is sending up suckers into the lawn and border, to poison the stump, the suckers and then grind out the stump
Tree 4 - To reduce back x1 Cherry tree to the previous points and shape the sides
Tree 5 - To reduce x1 Rowan tree by 2m and shape the sides





Planning Group Recommendation: The Parish Council supports this application but recommends to Babergh Council that they require planting of replacement trees.

Agenda Item 11 **Report to Council: 5th November 2026**

Report concerning the Babergh Mid Suffolk Joint Local Plan and the Babergh Mid Suffolk Strategic Housing and Economic Land Availability Assessment (SHELAA)

From: BMSDC Local Plan <localplan@baberghmidsuffolk.gov.uk>

Subject: Babergh and Mid Suffolk Joint Local Plan Review - Publication of the Strategic Housing and Economic Land Availability Assessment

Date: 21 October 2026 at 17:02:54 BST

We are writing to inform you that we have today reached a milestone in the preparation of the new Babergh and Mid Suffolk Joint Local Plan. The Councils have progressed through the first stage of the new plan-making system, known as Gateway 1, which means that this begins the 30-month process for producing a Local Plan for the two districts. The Councils have therefore published a Gateway 1 summary document and an Engagement Strategy for the Joint Local Plan. The Councils have also made an amendment to the Local Plan timetable to reflect the next stage of public consultation to take place during June and July, with exact dates to be confirmed at a later date. This amendment is to bring that stage of the plan-making process into alignment with other local plans being prepared in Suffolk.

Alongside this, the Councils have published the Strategic Housing and Economic Land Availability Assessment (SHELAA) as evidence to support the Joint Local Plan and also to support the preparation of neighbourhood plans across the districts. The SHELAA assesses the housing and economic potential of sites that have been submitted to the Councils for consideration through the 'call for sites' exercises undertaken in January and February 2024 and between October 2025 and January 2026. It is important to note **the SHELAA does not allocate sites for development, and it has no planning status.** It is an evidence base document for the Joint Local Plan and will be supported further by additional evidence being produced before decisions are made on what sites will be proposed for future development through the Joint Local Plan. The SHELAA can also be used by those areas making neighbourhood plans in their identification of future sites for development.

Further information on the Local Plan together with the SHELAA and its appendices for can be viewed via the links below.

https://www.babergh.gov.uk/joint-local-plan

https://www.babergh.gov.uk/documents/d/asset-library-54706/babergh-and-mid-suffolk-shelaa-oct-2026

LAVENHAM PARISH COUNCIL:

Agenda Item: 12 **Report to Council: 5th November 2026**

Lavenham Neighbourhood Plan Group

Documents:

a) Minutes LNP Group Meeting 13 October 2026
b) LNP Group Newsletter
c) Draft Business Survey

Motion:

To approve the Draft Business Survey and to approve it to be printed at a cost of less than £200 and distributed to all businesses in Lavenham. Cost to be charged to Ncil.

Power to spend money to develop a Neighbourhood Plan is given in the Localism Act 2011

Lavenham Neighbourhood Plan Revision Group
Steering group meeting 13th October 2026
Agenda and minutes
Attending: Michael Sherman (Chair), Alison Bourne, Savannah Bourne, Danielle Twitchen (Treasurer), Tracey Brinkley, Jack Norman and Carroll Reeve (Secretary).
Apologies: David Theobald and Charles Posner.
Minutes of previous meeting: Held on 8th September, were agreed as correct.
Matters arising: The Care Home report remains outstanding, due to a problem with the mapping tool. The list of homes within a 15 mile radius has been completed and it is proposed to identify these on a map showing with a colour code to denote services provided. This will form part of the evidence and information base.
Parish Council feedback: Confirmation sought from all attending that no potential conflicts or pecuniary interests appertain to this agenda: confirmed.
Business survey: A good draft had been circulated to members in advance of the meeting and this was now agreed. This would now be circulated to LPC via the Clerk with a request for comments soonest, so that a final version can go to their 5th November meeting.
Alison and Savannah will then commence distribution and interviews with the larger businesses.
Tourism report: This had been circulated and accepted. This would now be sent to the Parish Clerk for the information of the parish council and Alison would likewise distribute to businesses.
JLP and NPPF: Two meetings are in hand addressing one or both of these topic areas, which representatives of our group are attending: SALC via Teams 19/10/2026 and BMSDC Parish Liaison meeting called for 20/10/2026. Generally, we can only progress in line with the JLP. In the meantime, we will be undertaking a Housing Assessment. The process will be first cleared with BMSDC. The Housing Needs Survey of 2022 is now getting out of date and should now only be used as a benchmark. In any event, CAS has not been in a position to carry out a further HNS, due to staff shortages.
Visioning meeting: The idea is to try and identify issues to be addressed outside the pure planning aspects of the revised NP, such as traffic congestion. A group of residents not involved in the revision process will be invited to consider the issues and provide some potential outcomes.
Date and venue are under consideration. Members of this group attending will be kept to a minimum, as it will be reviewing any final of document of recommendations before going onto the parish council.
AoB:
1. A question was raised as to how to address communications received by members of this group that might be construed as either rude or threatening. Having taken advice from the Parish Clerk, it was agreed that we, the LNP Group reserve the right not to respond to communications which it considers either not deserving a reply or rude or threatening. Such decisions will be initially made by the Chair and Secretary of the Group acting together and then determined by the Group.
2. A brief discussion was held on the virtues and simplicity of The Seven Principles of Public Life, otherwise known as the Nolan Principles. These can be reduced to a single sheet of A4!
3. Tracey reminded us of the importance of attending The Hub AGM on the 27th October.
4. A further Newsletter was to be produced for the village.
Date of next meeting: Tuesday 10th November in The Jubilee Room, Tenterpiece.

Lavenham Neighbourhood Plan 2026 Revision

You will recall that the Residential Survey carried out earlier in the year raised concerns regarding future unplanned development and how this might impact on the character of the village. Feedback on the survey was provided in a newsletter, on-line and at a drop-in event in the Guildhall.

Central government policy remains to build more houses across the country with targets passed down to district and parish levels. Babergh's indicative housing target for Lavenham over the next twenty years remains at 367 hew homes during the next two decades.

During the summer central government issued a new National Planning Policy Framework and Babergh and Mid Suffolk District Councils commenced a new Joint Local Plan. The Councils have also recently started to give some feed-back on their plans and how they see this influencing the development of Neighbourhood Plans, such as ours. They recently issued a Strategic Housing Economic Land Availability Assessment, which is an assessment of the sites put forward by land owners over the last few years for possible development. This can be seen at https://www.babergh.gov.uk/documents/d/asset-library-54706/babergh-and-mid-suffolk-shelaa-oct-2026. The councils stress that: SHELAA sites do not have any formal planning status. This document and the assessments within are produced as a reference only evidence base document for the Joint Local Plan. This document is not for consultation and is not a proposal of sites for development.

Neighbourhood Plans as defined by central government are concerned with land usage and housing and we are constrained by these rules and regulations. The new NPPF reinforces these rules and restricts district councils' room for manoeuvre. Without a Neighbourhood Plan we would have very little influence as to the future development of our village.

Although Neighbourhood Plan policies only deal with matters that would require planning permission, they can raise other issues that their district and parish councils need to address. In our case, one such issue may be parking and congestion. With this in mind we will be carrying out further consultation and investigations.

A further piece of evidence we commissioned during the summer was a report on tourism in Lavenham and can be viewed on the parish council website. With that to hand, we will now be approaching **ALL** local business and not just tourism related businesses, through a survey process. This, of course, is easier said than done. By **ALL** we mean **ALL**! That is businesses with a physical presence and those operating from home. So, we need your help. Please let us know of your business by emailing Alison Bourne (cllralison.bourne@gmail.com). All such information will be confidential and not be shared with any third party and is governed by strict rules. It is hoped to get this out over the next few weeks. Copies will also be available from The Hub, in Lady Street. Once, the information has been collated a further feed-back Newsletter will be issued and drop-in event organised.

Wishing you all a Merry Christmas and a Happy New Year
Michael Sherman and Alison Bourne,
Chair and Vice-Chair Lavenham Neighbourhood Plan Revision Group

Lavenham Neighbourhood Plan

Business Survey

Introduction

The 2016 Neighbourhood Plan is now out of date.

To help us to progress the revision to this plan please take a few minutes to complete this short survey. This may be completed on-line at XX or follow the QR code. Please complete by Monday ***XX***

Individual responses will not be published or attributed to individual businesses.

The outcomes of this survey will help in determining local planning policies and provide our parish and district councils with a valuable insight into the local business environment.

Once completed please return in the completed envelope to: The Hub, AR Heeks and Son, Lavenham Butchers, Posy, or Lavenham Village Hall.

Once analysed the results will be reported back to you, via newsletters and forums to enable further discussion. This will help us develop the revised neighbourhood plan.

Additional copies of this Survey are available from The Hub, Lady Street.

About Your Business

Business name: _____

Address: _____

Email: _____@_____

1. What best describes your business accommodation
   - ☐ Are you based in purpose built or adapted accommodation?
   - ☐ Home-Based
   - ☐ Other: _____
   - ☐ Are you content with your business accommodation, if not what would you like to see instead. _____

2. What type of business are you?
   - ☐ Retail
   - ☐ Hospitality / food and drink
   - ☐ Accommodation
   - ☐ Professional / office services
   - ☐ Trades / construction
   - ☐ Manufacturing / production
   - ☐ Tourism / visitor services
   - ☐ Health / wellbeing
   - ☐ Community / voluntary / charity organisation.
   - ☐ Other. _____

3. How many people currently work in your business, including the owner(s)?

- Full-time: _____
- Part-time: [= Less than 30 hours each week] _____
- Seasonal / casual: _____

4. Do you expect your business to expand, reduce or remain at about its current size over the next 3–5 years?
   - ☐ Expand
   - ☐ Remain about the same
   - ☐ Reduce
   - ☐ Unsure
5. How many years has your business operated in Lavenham? _____

6. What are the main challenges currently facing your business? Please tick all that apply.
   - ☐ Business rates / other costs
   - ☐ Availability or cost of premises
   - ☐ Parking
   - ☐ Traffic / access
   - ☐ Footfall / number of visitors
   - ☐ Availability of staff / Recruitment
   - ☐ Public transport
   - ☐ Broadband / mobile connectivity
   - ☐ Advertising / promotion
   - ☐ Seasonal demand
   - ☐ Competition
   - ☐ Planning restrictions
   - ☐ Other: _____

7. What one change would make the biggest positive difference to your business?

8. Within the role's and abilities of Local Government (Suffolk CC, Babergh DC and Lavenham Parish Parish Council), is there anything you think it could do to better support local businesses?

9. Are there any changes to the village, its facilities, premises, transport, parking or infrastructure that you believe would help support local businesses in the future?

10. How do you currently promote your business? Please tick all that apply.
    - ☐ Own website
    - ☐ Facebook
    - ☐ Instagram
    - ☐ Other social media
    - ☐ Local advertising
    - ☐ Printed leaflets / brochures
    - ☐ Word of mouth
    - ☐ Tourist / visitor information
    - ☐ Local business groups
    - ☐ Events
    - ☐ The Hub
    - ☐ Other: _____

11. Is there anything that would help you promote your business more effectively?

12. What types of events or initiatives do you think would benefit local businesses and the village?

13. Would you be willing to take part in such events or initiatives?

14. If yes, what/how would you be willing to participate? And if so, please provide relevant contact details

15. Are you currently a member of a local business group?

☐ Yes – Love Lavenham
☐ Yes – another group: _____
☐ No

16. Would you be interested in taking part in a local business group to support businesses and the village?

Yes
No
Maybe

17. Would you be willing to take part in further consultation about the needs of local businesse

18. If yes, please provide a preferred contact method below:

_____

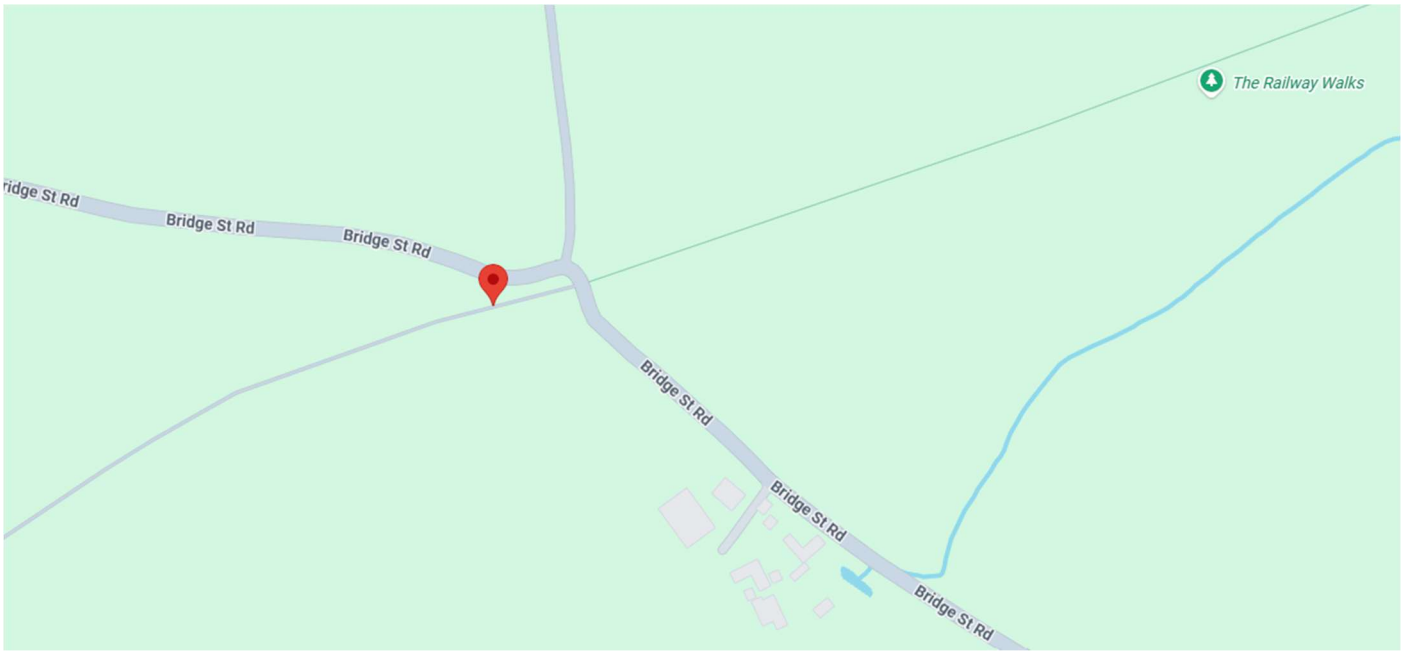
19. Do you have any other comments or suggestions about the future of business in Lavenham?

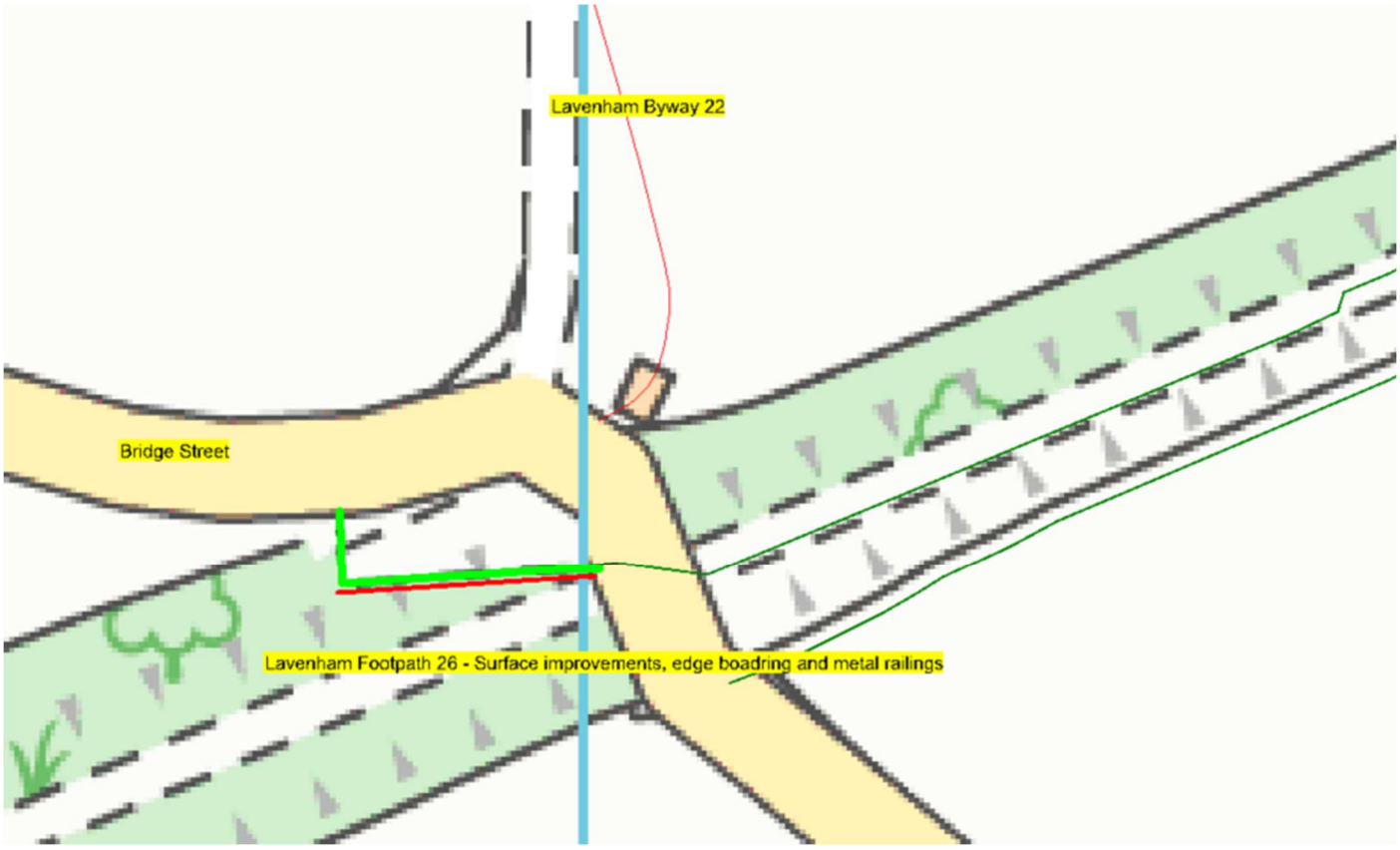
Thank you for completing this survey from the Lavenham Neighbourhood Plan Revision team.

LAVENHAM PARISH COUNCIL:

Agenda Item 13 **Report to Council: 5th November 2026**

Report and Motion concerning proposed improvements by Suffolk County Council to the Lavenham Railway Walk.





LAVENHAM PARISH COUNCIL:

Summary:

Path down to the railway path will be made shallower.

40m or stretch of works.

New surface will be unbound granite with a plastic grid beneath reduce movement of the granite with a metal fence down the side.

Previously was wooden fence at the side but metal is more durable and will lead to the path being a little wider.

Wooden edgeboards to stop the earth encroaching on the path.

Email from Rights of Way Officer Suffolk County Council 6th October 2026:

Hi Andrew,

I hope this email finds you well.

I am in the process of submitting a CIL bid for improvements to the short section of Lavenham Footpath 26 off Bridge Street.

The intention of the scheme would be to undertake surface improvements through installation of a grid system topped with granite mot type 1/a granite dust wearing course. This would allow us to improve the slope of the Footpath alongside installation of edge boards and metal railings to help retain surface, promote stabilisation of the bank and provide handrails for users further improving its accessibility and usability.

As part of the bid I wanted to see if the Parish Council would provide a note of support to the scheme for inclusion and/or reference as part of the application.

Motion:

The Clerk is instructed to write a letter of Support to Suffolk County Council for inclusion and/or reference in a CIL Application to be made by Suffolk County Council.

LAVENHAM PARISH COUNCIL:

Agenda Item: 14 **Report to Council: 5th November 2026**

Invitation to Community Groups to apply for Grants

Background:

Council has included £6,000 in its budget for 2026/27 for Grants to Community Organisations.

Council policy is that applications for Grants are invited each May and November.

The Grants Policy was reviewed and approved at Council's Meeting held February 5th 2026.

Grants to a value of £2,500 were approved at the 6th August Meeting of Council.

A small number of organisations have expressed interest in putting forward applications in this round.

Council's financial position is worse than Budgeted. The known significant variances are £5,000 in legal fees concerning the allotments and a maximum of £10,000 professional fees concerning the First Meadow Boundary.

Council is under no legal obligation to make such Grants.

The Section 137 Local Government Act 1972 expenditure limit for Parish and Town Councils in England for the 2026/27 financial year is £11.60 per elector. This discretionary power allows local councils to spend money on community benefits when no other specific statutory power is available.

Motion:

The Clerk is instructed to invite application from Community Groups for consideration by Council at its January meeting. Community Groups to submit their applications by Monday 14th December.

Section 137 Local Government Act 1972